

VSIP and Layoff Timeline 2023/24		
Action	Date On or Before	Notes
Final list of potentially VSIP eligible employees and position to Deans/Division Heads	November 6	Potentially eligible list provided to Deans and Cabinet
Program Announcement	November 8	Chancellor Communication
Eligible VSIP employees notified and provided an application to participate	November 15	Eligible employees must submit completed application for consideration no later than <b>December 8, 2023.</b>
Town Hall Meetings to answer questions for eligible VSIP employees.	November 27	UWS Benefit Specialist and ETF will host informational sessions to answer any questions that employees may have about years of service, benefits, etc. More information to come.
Close of VSIP application period and VSIP application for consideration due.	December 8	VSIP Application submitted to HR
Begin Review of potential employees identified for layoff		
Deans/Division Leaders/Cabinet evaluate applications received in relation to the objectives of VSIP, criticality of operations and separation date, and make recommendations to the Chancellor for final approval	December 11	Review of VSIP applications
Chancellor makes final VSIP application approvals	December 13	
Communication to applicants with approved VSIP separation date and request to complete and submit VSIP separation agreement	December 15	HR to notify approved VSIP applicants
Begin evaluating list of potential positions to be laid off	December 15	
Period of time VSIP applicants may submit signed separation agreement (45 calendar days)	December 15, 2023- January 29, 2024	
Provide Notice to employees identified for layoff	February 9, 2024	
Separation date period <ul style="list-style-type: none"> <li>VSIP Non-instructional</li> <li>VSIP Faculty and Instructional</li> <li>Layoffs</li> </ul>	April 1, 2024 May 19, 2024 May 10, 2024	HR communicates with Dean/Division Leader final separation agreement received