July 8, 2020

Subject: Additional Participation Window for Voluntary Separation or Retirement Program (VSRP)

Dear Faculty and Staff Eligible for the 2020 Voluntary Separation or Retirement Program:

As you may be aware, effective February 5, 2020, the university implemented a Voluntary Separation or Retirement Program (VSRP) for certain tenured professors, tenured associate professors and administrative staff with the academic rank of tenured professor or tenured associate professor.

Please be advised the VSRP window period has been re-opened for eligible faculty. Eligible faculty may again enroll and participate. Faculty interested in participating must retire/separate from service on August 15, 2020, or December 31, 2020.

The deadlines to participate are as follows:

<table>
<thead>
<tr>
<th>Exit Date</th>
<th>Form Submission Deadline</th>
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<tbody>
<tr>
<td>August 15, 2020</td>
<td>July 31, 2020</td>
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<tr>
<td>December 31, 2020</td>
<td>September 14, 2020</td>
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Full details regarding the Voluntary Separation or Retirement Program including the plan summary (including forms), frequently asked questions, and a schedule for open forums/presentations are available online:

- [https://www.ohio.edu/hr/benefits/faculty-vsrp](https://www.ohio.edu/hr/benefits/faculty-vsrp)

Forms must be submitted to Human Resources or post marked by the submission deadline date listed. Forms may be submitted several ways:

- Email: Forms may be scanned and emailed to benefits@ohio.edu
- Fax: Forms may be faxed to (740) 593-0669
- Mail: Mailed forms should be directed to the following address and must be post marked by the dates listed above:
  
  Ohio University Human Resources  
  Attn: Benefits Office  
  160 W Union St  
  Suite 276  
  Athens, OH 45701

- Human Resources Lobby: Forms may be dropped off between 8 a.m. – 5 p.m. each weekday in suite 276 of the WUSOC building.

General questions can be directed to Human Resources – Benefits Staff at benefits@ohio.edu or (740) 593-1636.