March 19, 2020

Subject: VSRP Participation Deadline Extended

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 deadline to submit VSRP participation forms has been extended.

Under the new deadline forms must be submitted to University Human Resources by 5PM April 3, 2020 or be post marked by April 4, 2020 when mailed.

Forms can be submitted several ways:

- Email: Forms can be scanned and emailed to benefits@ohio.edu
- Fax: Forms can be faxed to (740) 593-0669
- Mail: Mailed forms should be directed to the following address and must be post marked by April 4, 2020:

  University Human Resources
  Attn: Benefits Office
  169 West Union Street
  Athens OH, 45701

- Human Resources Lobby: Forms can be dropped off at the service window in the main floor of the Human Resources and Training Center building between 8AM and 5PM each weekday.

Full details regarding the Voluntary Separation or Retirement Program including the plan summary (including forms) and frequently asked questions are available online:

- http://www.ohio.edu/hr/news/faculty-vsrp

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