



# Voluntary Separation Program

## Service and Severance Calculations

**Employment Service** is calculated by full time equivalent months (or hours) of University service except, the AFSCME employment service calculation is based on the most recent date of hire without a break in service. Employment prior to a break in service is not counted for employment service or severance. Employees with less than 100% full time appointments will have severance pay prorated accordingly.

### Severance Amount by Employee Group

#### Professional and Support Staff (PSS)

- 1 week pay per **full** year of service up to 16 weeks maximum

#### Employees Represented by Bargaining Units CUE (Coalition of University Employees)—Clerical and Allied Services (CX) Unit

- 1 week pay per **full** year of service up to 16 weeks maximum

#### UPTE (University Professional & Technical Employees)—Technical (TX) Unit

- 1 week pay per **full** year of service up to 16 weeks maximum

#### AFSCME (American Federation of State County & Municipal Employees)—Service (SX) Unit

- Less than 5 **full** years of service get 2 weeks pay
- With 5 or more **full** years get 5 weeks plus 1 week for each additional **full** year of service up to 16 weeks

#### Management and Senior Professional Staff (MSP I–VII) and Non-Senate Academics

- 1 month pay for each **completed** year of continuous service up to 6 months maximum

### Severance Calculations for AFSCME (less than 5 years of service)

**Calculation of Severance:** Divide annual salary by 2,088 hours (the defined number of UC's working hours per year). Multiply that hourly rate times 40 hours per week (if full time), times the number of weeks of severance due based on eligible service.

**Example (Employee has 3 years & 3 months service):**  
Annual salary of \$40,000 divided by 2,088 hours = \$19.16 per hour x 40 hours = \$766.40 x 2 weeks severance = \$1,532.80 (round to nearest dollar amount) = \$1,533.

### Severance Calculations for AFSCME (5 or more years of service)

**Calculation of Severance:** Divide annual salary by 2,088 hours (the defined number of UC's working hours per year). Multiply that hourly rate times 40 hours per week (if full time), times the number of weeks of severance due based on eligible service.

**Example (Employee has 12 years & 6 months service):**  
Annual salary of \$40,000 divided by 2,088 hours = \$19.16 per hour x 40 hours = \$766.40 x 12 weeks severance = \$9,196.80 (round to nearest dollar amount) = \$9,197.

### Severance Calculations for PSS, CUE and UPTE

**Calculation of Severance:** Divide annual salary by 2,088 hours (the defined number of UC's working hours per year). Multiply that hourly rate times 40 hours per week (if full time), times the number of weeks of severance due based on eligible service.

**Example (Employee has 12 years & 8 months service):**  
Annual salary of \$40,000 divided by 2,088 hours = \$19.16 per hour x 40 hours = \$766.40 x 12 weeks severance = \$9,196.80 (round to nearest dollar amount) = \$9,197.

### Severance Calculations for Management and Senior Professional Staff (MSP I–VII) and Non-Senate Academic Members

**Calculation of Severance:** Annual salary divided by 12 = Monthly salary multiplied times the number of months of severance due based on eligible service.

**Example (Employee has 3 years & 3 months service):**  
Annual salary of \$60,800 divided by 12 = \$5,066.67 x 3 months severance = \$15,200.01 (rounded to the nearest dollar amount) = \$15,200.