

**Please follow one of these methods to submit your application form:**

1. Fill out the form directly on [Adobe Sign](#); or
2. Fill out, print, and turn in this application in person to: Cal State East Bay,  
Human Resources  
SA Building, Suite 2600  
c/o AVP Victoria Morris

Applications for the 2024 Voluntary Separation Incentive Program (VSIP) must be submitted via Adobe Sign or to Human Resources (SA Building, suite 2600) beginning **April 2, 8:00 A.M, PDT through 5:00 P.M. PDT, May 1, 2024. Applications received after 5:00 P.M. on May 1 will not be considered.** Submission via Adobe Sign is **highly** preferred. Complete applications will be processed on a first come, first served basis in the order in which they were received.

Employee Name:		Employee ID:	
Job Title:		Division/Department:	
Appropriate Admin Name		School/College	
Email		Phone	
Intended	<input type="checkbox"/> Separation <input type="checkbox"/> Retirement	Intended Date	

**Acknowledgement and Signature**

I acknowledge that I have read the TERMS AND CONDITIONS of the 2024 VSIP in its entirety. Additionally, I certify that I meet all eligibility requirements and that all information provided on this application is accurate. I also understand the following:

- Participation in the 2024 VSIP is strictly voluntary.
- Participation in the 2024 VSIP requires me to execute a general waiver and release of all claims.
- My decision to separate and the date chosen for separation in this APPLICATION is irrevocable upon executing the SEPARATION AGREEMENT AND RELEASE and returning it to Human Resources.
- Upon executing and returning the SEPARATION AGREEMENT AND RELEASE to Human Resources, I am eligible to receive 100% of the calculated severance amount on my last day of employment.
- The 2024 VSIP does not create an entitlement and the provisions of the program are subject to change at the discretion of management.
- The University reserves the right to accept or deny applications in accordance with the TERMS AND CONDITIONS.
- I understand I may seek legal counsel before signing this application.

Employee Name	Employee Signature	Date
Human Resources Name	Human Resources Signature	Date