

Eastern Illinois University
Voluntary Separation Incentive Program (VSIP) FY26

Voluntary Separation Incentive Program

Title: Voluntary Separation Incentive Program (VSIP)

Effective Date: September 1, 2025

Document Owner: Office of Human Resources

Approval: President

Purpose

As part of Eastern Illinois University's commitment to ensuring institutional viability and financial stability, the University is implementing a time-limited Voluntary Separation Incentive Program (VSIP) in FY26 for eligible Faculty and Staff. This program is designed to help the institution proactively manage resources, support ongoing budget restructuring, and strengthen our ability to adapt to current and future needs.

Eligible Faculty and Staff will be notified of their eligibility to participate via email by the end of day, September 12, 2025. This program document outlines the guidelines, eligibility criteria, and procedures for implementing the VSIP in a manner that supports both the individual choices of employees and the institution's long-term mission and values.

Eligibility

Employees must meet all of the following criteria to be eligible:

1. Employed in a .75 FTE or higher position in one of the following employee classifications:
 - a. Unit A Tenured & Tenure Track / Unit B Faculty
 - b. Academic Support Professional (ASP) & Administrative & Professional (A&P) in selected areas based on program or institutional need
2. Have completed at least two (2) years of service with EIU as of August 1, 2025.
3. Employees with scheduled retirement dates or an irrevocable retirement declaration on or before May 15, 2026, are ineligible to participate.

The following positions or employee groups have been identified as not eligible to participate in the VSIP:

1. Civil Service employees
2. Unit-B employees in Admissions & the Mental Health Counseling Center
3. A&P employees in the Mental Health Counseling Center
4. Part-time / Non-status employees
5. Contracted Grant / Athletics employees

Incentive Details

Eligible employees who accept the terms of the Voluntary Separation Incentive Program will be eligible to receive a one-time lump sum incentive payment equal to 20 weeks of their current EIU annual base regular salary as of the date of separation.

Eligible Faculty in identified position classifications who choose the VSIP must separate on December 31, 2025.

Eligible ASP/A&P Staff in identified position classifications who choose the VSIP must separate on January 31, 2026.

Incentive Payments

Incentive payments will be paid out in a separate payroll cycle after the employee's separation date and will not be counted towards retirement earnings. Retirement and insurance withholdings will not be paid or deducted from incentive payments, but the incentive payment is subject to applicable state and federal tax withholding.

Faculty:

Final Regular Pay Date	Voluntary Incentive Lump Sum	Accrued Leave Payment (where eligible)
January 2, 2026	January 17, 2026	January 31, 2026

ASP/A&P Staff:

Final Regular Pay Date	Voluntary Incentive Lump Sum	Accrued Leave Payment (where eligible)
January 31, 2026	February 13, 2026	February 28, 2026

Application Process

The VSIP is a time-limited and entirely voluntary program. Eligible Faculty and Staff who wish to participate must complete the following steps:

1. **Eligibility Notification Letter** – Sign and return the eligibility notification letter to the Director of Human Resources by the deadline specified in the letter.
2. **VSIP Separation Form** – After the notification letter is received, participants will be provided with the official EIU VSIP Separation Form. This form must also be signed and submitted to the Director of Human Resources by the date indicated.

Timely submission of both documents is required in order to enroll in the program.

Review and Approval

Once an eligible employee has signed and returned **both** the notification letter and the EIU VSIP Separation Form, there is a ten (10) business day revocation period from the date the Separation Form is signed during which any employee may withdraw their acceptance of the program.

After this period has expired, the decision to participate in the VSIP becomes final and irrevocable. Employees who revoke their acceptance during the revocation period will not be eligible to receive the incentive at a later date, even if they independently and voluntarily separate by the date specified in their notification letter.

Timeline

Notification packages distributed to eligible employees	by September 12, 2025
Signed notification letter returned to HR	by October 3, 2025
Separation agreement distributed by HR to Staff	by October 10, 2025
Signed separation agreement returned to HR	by October 21, 2025

Insurance Benefits

For employees who are not eligible to retire, insurance coverage will terminate at midnight on the voluntary separation date. Employees will receive additional information on how to enroll in the continuation of insurance available directly from CMS MyBenefits under Consolidated Omnibus Budget Reconciliation Act (“COBRA”).

Employees who are retirement-eligible may be eligible to retain their health insurance eligibility through SURS per SURS benefit policies. Visit the SURS website (www.SURS.org) or contact a SURS representative to check on your health insurance eligibility and related costs.

Unused Benefit Time

Where applicable, for eligible position classifications, unused accrued benefit leave time will be paid out upon employment separation. Applicable, unused accrued sick time will be reported to SURS and may count towards years of service credit per SURS policies.

Retirement Benefits Consultation

All interested employees should contact SURS prior to committing to participate in the program in order to clearly understand their personal retirement eligibility and retirement benefits available. Employees may log in to www.SURS.org member website for more information about their retirement benefits and to schedule a consultation appointment. The EIU benefits team is also available to provide assistance, at benefits@eiu.edu.

Confidentiality and Non-Retaliation

All inquiries and applications will be handled with strict confidentiality. Participation or non-participation will not result in adverse employment action.

Reemployment Eligibility Following VSIP Separation

Employees who voluntarily separate under the VSIP program will be eligible, where qualified, for reemployment at EIU in non-status, extra-help (900-hour) positions or as Adjunct Faculty teaching 3 CUs or fewer, beginning on or after July 1, 2026.

Employees who voluntarily separate under the VSIP plan will be eligible, where qualified, for reemployment in any position at EIU classification or status beginning on or after July 1, 2027.