

VOLUNTARY INCENTIVE SEPARATION PLAN (VSIP)

**FULL-TIME CHECKLIST**

- \_\_\_\_\_ Letter to Full-time Employees from Human Resources Director dated November 30, 2009.
- \_\_\_\_\_ VSIP Plan Document as passed by the Commission on November 16, 2009.
- \_\_\_\_\_ Application and Agreement for Enrollment in the VSIP.  
**Employee Action:** This form must be completed and returned to Human Resources, if voluntarily participating in the plan.
- \_\_\_\_\_ Letter of Resignation (to be completed by employee and forwarded to HR).
- \_\_\_\_\_ OPERS Application for Retirement  
**Employee Action:** Form must be completed and mailed to OPERS directly. Do not mail this form to HR or Payroll. It is recommended that this form be submitted to OPERS at least 60 days prior to your retirement effective date to OPERS, 277 East Town Street, Columbus, Ohio 43215-4642, phone 1-800-222-7377, website [www.opers.org](http://www.opers.org).
- \_\_\_\_\_ OPERS Health Care Coverage Application/Waiver of Coverage  
**Employee Action:** Form must be completed and mailed to OPERS directly with your OPERS Application for Retirement Form. Do not mail this form to HR or Payroll
- \_\_\_\_\_ State of Ohio Deferred Compensation Participation/Deferral.  
**Employee Action:** Employees wishing to rollover their separation pay into a Deferred Compensation Plan will need to make arrangements directly with the Ohio Deferred Compensation Program at least 30 days in advance of their retirement or resignation date by calling 1-877-644-6457 or via email at [Ohio457@Nationwide.com](mailto:Ohio457@Nationwide.com).
- \_\_\_\_\_ VSIP Payment Information Sheet.  
**Employee Action:** This sheet is being provided to plan participants to explain the various withholdings or deductions from their voluntary separation incentive payment.
- \_\_\_\_\_ Toll Operations Separation Checklist.  
**Employee Action:** This form will be completed by a Toll Operations supervisor when employees turn in their Commission-issued toll operations equipment and uniforms upon departure or their last day of work.
- \_\_\_\_\_ Vacation Leave and Sick Leave Terminal Pay.  
**Employee Action:** All full-time employees resigning or retiring will receive terminal pay for their balance of earned, but unused vacation leave at 100 percent. Full-time employees retiring will receive terminal pay for sick leave in accordance with Article 28.18 of the collective bargaining agreement.