

**PROGRAM FOR INCENTIVIZED EXIT FOR EXEMPT STAFF
MAY 19, 2017**

The terms and conditions for incentivized exit for Exempt staff is as follows:

1. The program for incentivized exit shall be available to Exempt employees with permanent or seasonal incumbent status.
2. Employees may express interest in participating in the program by submitting an application in writing to their unit leader (e.g. Dean, Executive Director or Associate Vice-President) by June 30, 2017. Applications are subject to the approval of the unit leader, and employees will be notified in writing no later than July 31, 2017, whether their application has been approved or denied.
3. Employees whose applications are approved by the unit leader shall receive one (1) months' salary per year of continuous service to a maximum of:
 - fourteen (14) months' salary for employees with up to 19 years' service;
 - fifteen (15) months' salary for employees with 20 years' (or greater) service.Payment shall be made in a lump sum at the employee's base salary rate as of the effective resignation date (prorated based on FTE), less statutory deductions.
4. Employees, upon their effective resignation date, shall be deemed to have resigned their employment with the university and shall forego all rights under their employment agreement. The effective resignation date will be determined by the unit leader, in conjunction with the employee, but shall be no longer than six (6) months following the approval of the application.
5. For operational purposes, the Employer, in conjunction with the employee, may postpone the effective date of the resignation beyond the six (6) months referenced above. However, this postponed effective resignation date will not exceed July 31, 2018.
6. Applications cannot be revoked once approved by the unit leader.
7. Any decisions made by the unit leader regarding the approval or denial of applications cannot be appealed by the applicant.
8. Employees shall not be employed with the University of Saskatchewan for the timeframe equivalent to the number of months' payment (as identified in Term #3 above) received by employees.

Additional details regarding the application and decision-making processes will be shared as soon as they are available.