



SACRAMENTO STATE

EARLY EXIT PROGRAM (EEP) APPLICATION

EMPLOYEE NAME		EMPLOYEE ID	
JOB TITLE		DIVISION/DEPARTMENT	
APPROPRIATE ADMIN. NAME		SCHOOL/COLLEGE (IF APPLICABLE)	
EMAIL ADDRESS		PHONE	
INTENTION	SEPARATION	RETIREMENT	INTENDED SEPARATION DATE

Applications for the Early Exit Program (EEP) must be submitted using Adobe Sign on or before June 1, 2025. **Applications received after 11:59pm that day will not be considered.** Complete applications will be processed on a first come, first serve basis in the order in which they were received. There is no guarantee that an application will be processed before termination of the EEP.

ACKNOWLEDGEMENT AND SIGNATURE

I acknowledge that have read the TERMS AND CONDITIONS of the EEP 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 EEP is strictly voluntary.
- Participation in the EEP 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 FIRST SEPARATION AGREEMENT AND RELEASE and returning to Human Resources.
- Upon executing and returning the FIRST SEPARATION AGREEMENT AND RELEASE to Human Resources, I am only eligible to receive 80% of the calculated severance amount. The final 20% of the calculated severance amount is contingent upon executing and returning the FINAL SEPARATION AGREEMENT AND RELEASE to Human Resources on my last day of employment.
- The EEP 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
Appropriate Administrator Name	Appropriate Administrator Signature	Date
Vice President/Dean Name	Vice President/Dean Signature	Date