

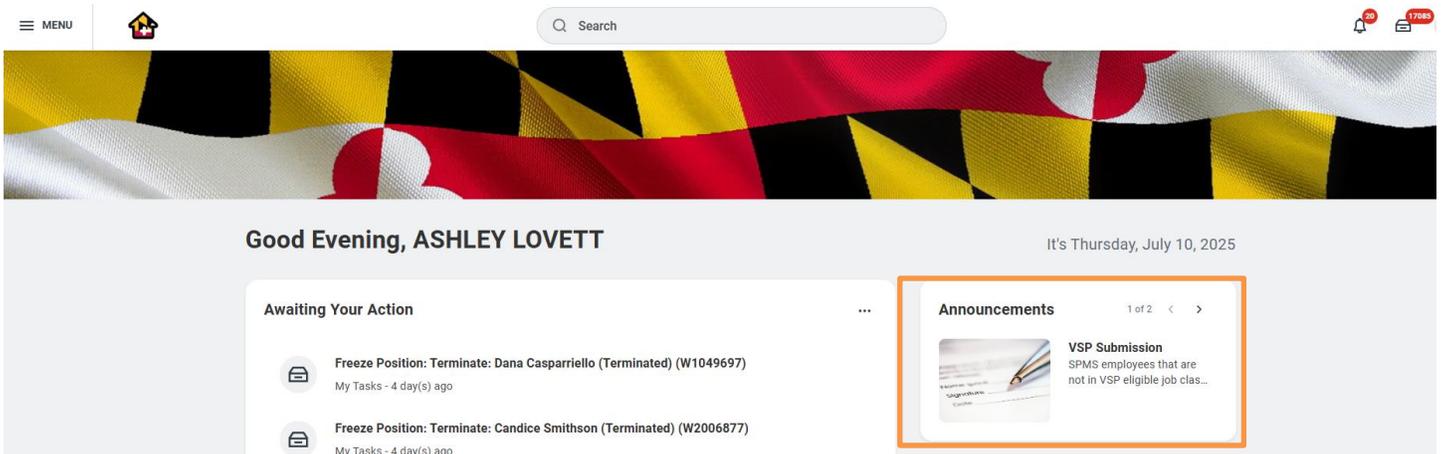
Voluntary Separation Program (VSP)

The Voluntary Separation Program (VSP) for the State of Maryland goes into effect July 10, 2025. This process is to be completed by eligible employees, through the Workday system. The steps to complete application submission process is as follows:

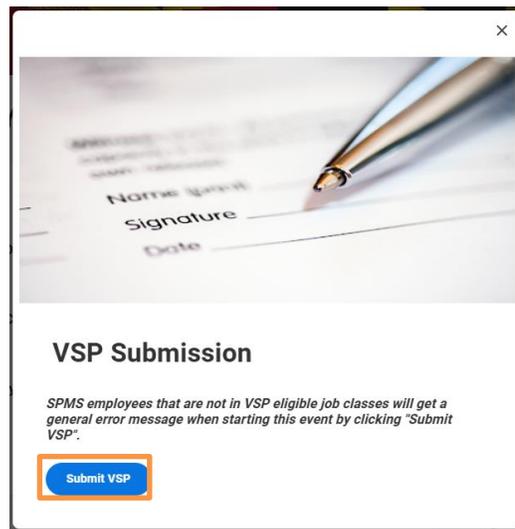
NOTE: Please check with your agency and the program guidelines to ensure that you are eligible to participate in the VSP program.

Procedure:

1. Employees will see an announcement entitled VSP Submission on the Workday Homepage.



2. Click on the Announcement, and a message will display noting that ineligible employees will receive an error. Click the *Submit VSP* button shown.



- Review the details about the VSP program on the message that displays, then select OK at the bottom to continue (if an employee is not eligible, an error may display).

X

Submit Resignation

This is the application process for the Voluntary Separation Program (VSP). VSP participation shall be on a strictly voluntary basis for all employees deemed eligible to apply. This process is a resignation event, and if approved for the VSP, you will resign or retire from your position as part of the VSP.

The existence of the VSP does not in any way change your relationship with the State. If you are eligible to apply and decline to do so, you will not be treated any differently with respect to future terms and conditions of employment than any other similarly situated employee. Similarly, if you apply and are not approved to participate in the VSP, you will continue to serve in your role with no change in treatment.

You also should understand that applying to participate does not confer any right to future employment with the State or otherwise affect the status or terms and conditions of your current employment, except that your employment relationship with the State will end on September 30, 2025, if you are approved to participate in the VSP.

Please complete the following data to move on in this application process:

Proposed Termination Date: This date must be September 30, 2025, 9/30/2025

Reason for Resignation: Please click on the dropdown icon on the right, to select *Voluntary Separation Program (VSP)*. To continue, please click on the *Submit* button at the bottom of this page.

Worker * ASHLEY LOVETT (W2015504)

Cancel OK

- On this Submit Resignation page, details are reiterated and directions for entry are outlined. Use this information to complete the prompts. Once complete, select *Submit*:

- *Notification Date*: Can be current date.
- *Proposed Termination Date*: **Must be 9/30/2025**
- *Reason for Resignation*: **Must select "Voluntary Separation VSP 2025"**
- *Additional Reasons for Resignation*: Leave Blank



Notice Period
0 Day(s)

Notification Date Proposed Termination Date *

Reason for Resignation *

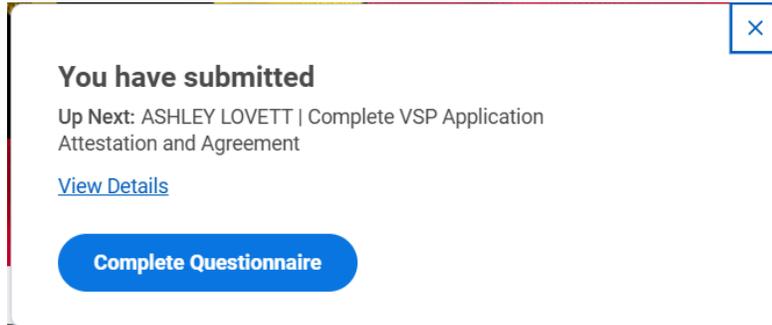
x Voluntary Separation Program (VSP) > Voluntary Separation Program (VSP) 2025

Additional Reasons for Resignation

enter your comment

Submit
Save for Later
Cancel

5. A display message will appear confirming submission of resignation. Click the *Complete Questionnaire* button to continue to the next page.



4. On the *Complete VSP Application Attestation and Agreement* page, the answer selection to each paragraph must be the first option, *"I acknowledge paragraph..."*, for the application agreement to proceed successfully. Once finished, click *Submit*.

Complete VSP Application Attestation and Agreement VSP Application Attestation and Agreement v2' for Submit Resignation: ASHLEY LOVETT (W2015504) ⋮

VSP Application Attestation and Agreement v2

1. General:

I wish to apply for the Voluntary Separation Program ("VSP"). I understand that if, for any reason, my employment with the State of Maryland ends before my VSP Application is approved, I will cease to be an Eligible Employee, and my application will be denied.

In the event my VSP Application is approved, I will be entitled to severance pay and severance benefits under the VSP so long as I remain an active employee in good standing until my separation date through the VSP on September 30, 2025.
(Required)

I acknowledge paragraph 1 and want to continue to apply for the VSP.

I do not acknowledge this statement and will not apply for the VSP. By selecting this option, my VSP application will not continue.

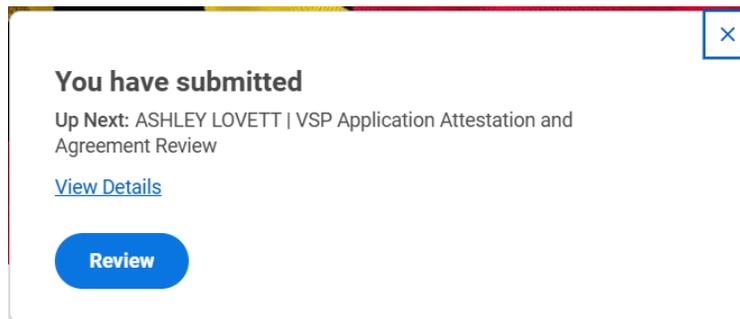
2. Voluntary Nature of Separation:

I acknowledge that I have read the Voluntary Separation Program Guide ("Guide"), which is available on the Department of Budget and Management's website and agree to the terms and conditions of the VSP as described fully in the Guide.

I acknowledge that I voluntarily agree to end my employment with the State of Maryland, and that I make this decision of my own free will, and after having had a reasonable amount of time in which to consider the decision and the consequences thereof.

Submit Save for Later Cancel

6. A *Review* message will display, click *Review*.



- On the *Review Resignation Request* page, employees should confirm all inputted information and responses to questions before continuing.

Review Resignation Request Submit Resignation: ASHLEY LOVETT (W2015504) ☰



Notice Period
0 Day(s)

Notification Date
07/10/2025

Proposed Termination Date *
09/30/2025

Reason for Resignation *
x Voluntary Separation Program (VSP) > Voluntary Separation Program (VSP) 2025

Additional Reasons for Resignation

Worker Information

Position
075080 HRIS Analyst Ld/Adv DBM - (W2015504)

Organization
DBM - Shared Services Division Deputy Director

Manager
Mike Zoran (W1074409)

Approve
Send Back
Cancel

- On this screen, before selecting Approve, applying employees can print their completed application by selecting the magnifying glass under the Additional Information section.

enter your comment

Additional Information

Response Q

Status Completed

Questionnaire	VSP Application Attestation and Agreement v2	Respondent	ASHLEY LOVETT (W2015504)
		Submission Date	07/10/2025

Approve
Send Back
Cancel

**To print, select the PDF icon at the top of the *View Questionnaire Response* page.

View Questionnaire Response



Response Q

Status Completed

Questionnaire [VSP Application Attestation and Agreement v2](#)

Respondent ASHLEY LOVETT (W2015504)

Submission Date 07/10/2025

18 Items

Question	Answers
<p>1. General:</p> <p>I wish to apply for the Voluntary Separation Program ("VSP"). I understand that if, for any reason, my employment with the State of Maryland ends</p>	<p>I acknowledge paragraph 1 and want to continue to apply for the VSP.</p>

9. After printing your application, navigate back to the review page from your My Task box to select *Approve* and complete the VSP Application process.

Review Resignation Request Submit Resignation: ASHLEY LOVETT (W2015504) ⋮



Notice Period
0 Day(s)

Notification Date
07/10/2025

Proposed Termination Date *
09/30/2025

Reason for Resignation *
x Voluntary Separation Program (VSP) > Voluntary Separation Program (VSP) 2025



ASHLEY LOVETT

▼ Worker Information

Position
075080 HRIS Analyst Ld/Adv DBM - ASHLEY LOVETT (W2015504)

Approve

Send Back

Cancel



Information: If the employee completing the application selects the “*I do not acknowledge...*” statement on any response and selects Submit, they will receive a *Review* message and need to use the *Send Back* button to correct the response to those paragraphs.



Notice Period
0 Day(s)

Notification Date
07/10/2025

Proposed Termination Date *
09/30/2025

Reason for Resignation *
x Voluntary Separation Program (VSP) > Voluntary Separation Program (VSP) 2025

Additional Reasons for Resignation

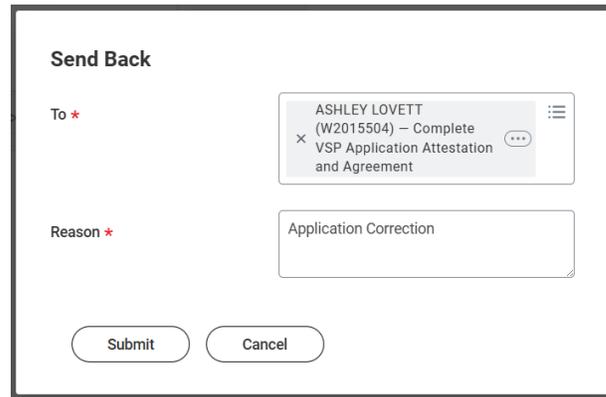
enter your comment

Approve

Send Back

Cancel

- Select the second option in the “To” prompt: *Complete VSP Application Attestation Agreement*
- Enter “Application Correction” in the *Reason* prompt.
- Select *Submit*.

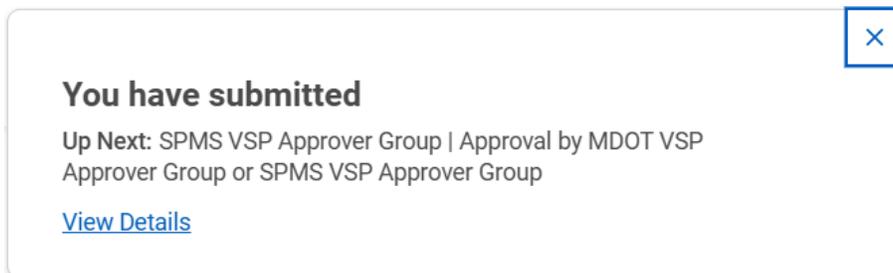


The screenshot shows a 'Send Back' form with the following fields and options:

- To ***: A dropdown menu with one selected option: ASHLEY LOVETT (W2015504) – Complete VSP Application Attestation and Agreement.
- Reason ***: A text input field containing the text 'Application Correction'.
- Buttons: 'Submit' and 'Cancel'.

****This Send Back process will take the applicant back to the *Complete VSP Application Attestation and Agreement* page for corrections.****

10. Once the application has been submitted, an *Up Next* display message will confirm that it has been sent to the appropriate approving team and the process is complete.



You have submitted

Up Next: SPMS VSP Approver Group | Approval by MDOT VSP Approver Group or SPMS VSP Approver Group

[View Details](#)