

About the Brandeis University 2025 Voluntary Retirement Program

Why is Brandeis offering a Voluntary Retirement Program (VRP)?

The VRP is designed to:

- Offer a meaningful benefit to eligible employees who may be considering retirement.
- The University believes that the VRP will support the university's long-term financial stability.
- The University believes that the VRP will help it align resources with Brandeis's future academic, student, and operational priorities.

Is a VRP specific to Brandeis?

Similar voluntary retirement programs are now common across higher education as institutions seek to plan proactively for changing enrollment and workforce needs.

Is the VRP mandatory or optional for employees?

Participation for eligible employees is entirely voluntary.

What is the process for applying for the VRP?

- Eligible employees who wish to participate in the VRP must submit a signed and dated Voluntary Retirement Program Application (VRP Application) to the Office of Human Resources **on or before 5:00 p.m. Eastern Time on December 3, 2025.**
- Original signed documents must be submitted to the Office of Human Resources. The Office of Human Resources will make a copy of the submitted VRP Application for each employee.
- If an employee wishes to participate in the VRP, but cannot physically access the Office of Human Resources by 5:00 p.m. Eastern Time on December 3, 2025, the employee may email a signed application to VRPsupport@brandeis.edu by 5:00 p.m. Eastern Time on December 3, 2025 for the purposes of meeting the program deadline only. However, this emailed application must be followed up with the original copy of the VRP Application submitted to the Office of Human Resources.
- An employee's eligibility to participate in the VRP will be determined by the University in its sole discretion.
- Employees who are selected to participate in the VRP will be notified by the University no later than January 7, 2026.
- Once an employee has been selected to participate in the VRP, the employee will be provided with a Letter Agreement which includes a release of claims with regard to the University. In addition to the release of claims, the Letter Agreement will summarize the terms of the employee's benefit package. Employees have 45 days from their receipt of the Letter Agreement to sign the agreement and return it to the Office of Human Resources. The Letter Agreement also includes a second release of claims with regard to the University that must be signed by the employee on or

after the employee's last day of employment with the University. Employees have 45 days from their last day of employment to sign and return the second release to the Office of Human Resources. Employees may also revoke the Letter Agreement and release for a period of 7 days after they sign each document. Since the Letter Agreement is a legal document in which you will be waiving important rights, including any rights you may have under the Age Discrimination in Employment Act, we advise you to consult with an attorney of your choosing before you sign the Letter Agreement.

What if I chose not to participate in the VRP?

The VRP is a one-time program and the University does not anticipate offering the program again. The VRP offers a financial benefit that the University hopes will be attractive to eligible employees. However, the decision to participate in the VRP is totally voluntary.

The University's goal is not to terminate anyone's employment through a future layoff, however we cannot entirely rule out that possibility. The University is in the process of reorganizing; this process is not finished and it could result in duplicate positions or different positions for some employees. Because this process is ongoing, these decisions have not been made yet.

Eligibility

Who is eligible to participate?

To qualify, all the following criteria must be met.

- Employment status: Full-time, benefits-eligible tenure line faculty member, full-time, benefits eligible contract faculty member, or full-time benefits eligible staff; and
- Age: Will attain age 55 no later than December 31, 2025; and
- Service: At least five (5) years of continuous benefits-eligible employment from the employee's most recent date of hire through December 31, 2025; and
- Employment status: Actively employed at the time of the election unless the employee is not actively at work because they are on a leave of absence approved by the University.

Who is not eligible to participate?

The following employees are not eligible to participate in the VRP.

- Employees who have separated from employment from the University for any reason on or before October 17, 2025
- Fully or partially grant-funded staff as of October 17, 2025
- Fully or partially grant-funded contract faculty as of October 17, 2025
- Employees who are members of the President's Cabinet
- Visiting faculty

- Unionized employees in the Facilities Services Department including the Central Heating Plant
- Unionized employees in the Public Safety Department
- Unionized employees in the Brandeis Library

If I hold multiple positions at the University, can I participate in the VRP for all of them?

No. The VRP applies only to your primary position at the University. If you hold multiple positions, eligibility and benefits are based solely on your primary, benefits-eligible role and this role must fit the eligibility criteria for the VRP.

Incentives and Benefits

What incentives will be offered to eligible employees?

Years of Service	Staff	Tenure Line Faculty	Contract Faculty
5–9 years	6 months of Base Pay	50% of annual 9-month faculty salary	50% of annual 9-month faculty salary
10–14 years	9 months of Base Pay	75% of annual 9-month faculty salary	75% of annual 9-month faculty salary
15+ years	12 months of Base Pay	100% of annual 9-month faculty salary	100% of annual 9-month faculty salary

The severance pay benefit is intended to replace any other severance or income replacement benefit to which you might be entitled. Therefore, if you request to resign in connection with the Program, you will not be entitled to receive any severance or income replacement benefits other than those provided under the Program.

What will happen to my benefits if I elect this program?

Medical, dental and vision coverage continues during the severance payment period (if enrolled on last day of employment), at regular employee contribution rates. All other benefits will terminate when employment at the University ends. Payments under the Program are not eligible for contributions to the University’s 403(b) Plan.

Will I be entitled to unemployment compensation benefits if I resign under the Program?

Unemployment compensation benefits are determined and paid by government agencies and are not determined by the University. If you have any questions about unemployment compensation benefits, we encourage you to contact the applicable government agency.

Are there other benefit considerations that I should be aware of?

- Employees who qualify for the retiree medical plan (20+ years of service and between ages 62–65) may choose that plan if it offers a more favorable benefit.

- Participants cannot combine (“stack”) VRP benefits with retiree medical benefits.
- Employees who become eligible for the retiree medical plan after their separation date or during the severance period cannot switch into the retiree medical plan.

What if I am 65 or older on my last day of employment?

If employees are age 65 or older on their last day of employment, they will still be eligible for health insurance continuation during their severance period if they were enrolled in Brandeis medical insurance on their last day of employment. However, after the employee’s separation date, employees must apply for Medicare within 8 months of their last day of employment. This 8-month period is called the Special Enrollment Period for Medicare Parts A and B. If employees do not enroll during this time, they could face a late enrollment penalty and may have to wait until the next General Enrollment Period to sign up.

If I take the VRP, does it affect whether I am eligible for emeritus status

No. Emeritus status will be considered as it would for any other retiring faculty member and is not part of the VRP or the related documents. [Emeritus/a policy](#).

Timeline

What are the key dates associated with the VRP?

Date	Milestone
October 17, 2025	Program announced
October 17 – December 3, 2025	Application period
December 3, 2025	Application deadline
On or Before January 7, 2026	Employees approved for the VRP will be notified.
January 30 – May 29, 2026	Staff retirement dates (determined by the university)
May 29, 2026	Standard faculty retirement date (extensions possible)

If I am selected to participate in the VRP, what will my last day of employment be?

The University has designed a projected resignation date of January 30, 2026 for employees who are selected to participate in the VRP. In its sole discretion, the University may extend this resignation date to May 29, 2026 based on the University’s business needs. Tenure line faculty with 15 or more years of service may elect extended projected resignation dates as detailed below. Employees must work through their projected resignation dates unless they pass away or become disabled in order to receive benefits under the VRP.

Can faculty extend their retirement date?

Yes. Only tenure line faculty members with 15 or more years of service may elect a projected resignation date of May 31, 2027 or May 31, 2028 as detailed below.

Extension Option	Details	Severance Payout
May 31, 2027	Teach one year at 50% course load, retain full pay and benefits	Receive 50% of severance benefit in lump sum after May 31, 2027
May 31, 2028	Teach two years at 50% course load, retain full pay and benefits	Receive no severance payout after May 31, 2028

Faculty teaching half-time may count these periods toward eligibility for retiree medical benefits for employees aged 62–65.

Can I withdraw my request to resign under the Program?

Yes. You can withdraw your election to resign, and continue your employment with the University at any time before December 3, 2025. However, once your election to participate is made and the December 3, 2025 election window closes, your election is irrevocable, and your employment will terminate regardless of whether you sign the Letter Agreement. The only decision to be made by you during the 45-day consideration period is whether you will sign the Letter Agreement in exchange for the VRP benefits, but should you decide to not sign the Letter Agreement, your employment will still terminate on the date selected by the University.

Support and Resources

What support resources are available to me?

- The University will be offering information sessions to provide more details and answer questions. [Register here.](#)
- [KGA Employee Assistance Program \(EAP\)](#): Confidential support for emotional, family, and life-transition needs. Contact KGA at 800-648-9557 or visit My.KGALifeServices.com (organization code: brandeis).
- [Fidelity Investments](#): Financial guidance and retirement planning, including 403(b) consultations. To schedule your one-on-one confidential consultation, please visit [Fidelity's website](#) or call 800-642-7131. For Fidelity accounts: 800-343-0860 or www.netbenefits.com
- **HR Office**: One-on-one retirement planning sessions and information sessions about VRP logistics. Contact the HR Office for support. However, please note that all aspects of the Program are governed by the terms of the Program Document and cannot be altered by any other written or verbal statements. For example, no manager or supervisory employee with whom you work has any authority to make any statements about the Program which will modify the terms of the Program Document.

Where can I get more information on the VRP?

For more details, program materials, and updates, please review the [Program Document](#). Please note that the Program Document is the official plan description and is the controlling document with regard to the VRP. If there is any discrepancy between this summary and the terms of the Program Document, the Program Document will govern. You may also contact Human Resources with any questions at VRPSupport@brandeis.edu.

