

## WTA Waiver Template/Guide

*The request should be submitted as a formal memo, signed by the agency head or university president, scanned, and emailed to [Emily Elliott](#) and [Dan Timberlake](#) with a copy to [Rue White](#).*

To: Emily Elliott, Director  
Department of Human Resource Management

Dan Timberlake, Director  
Department of Planning and Budget

Cc: Rue White, Chief Deputy Director  
Department of Human Resource Management

From:

Subject: **WTA Exemption Request**

Pursuant to [Item 477, paragraph M.1. of Chapter 1289 of the 2020 Virginia Acts of Assembly](#), the *name of agency* requests that it be exempted from paying costs to the Virginia Retirement System for any enhanced retirement benefits provided for in [§2.2-3205\(A\)](#) of the Code of Virginia for employees who are involuntarily separated from employment as a result of (**identify the applicable reason**) (1.) budget reductions enacted in the Appropriation Act, (2.) budget reductions executed in response to the withholding of appropriations by the Governor pursuant to §4-1.02 of the Act, (3.) reorganization or reform actions taken by state agencies to increase efficiency of operations or improve service delivery provided such actions have been previously approved by the Governor, or (4.) downsizing actions taken by state agencies as the result of the loss of federal or other grants, private donations, or other non-general fund revenue.

*Provide a summary of the actions being taken, the decision-making process applied in the identification of the functions/services and positions being eliminated, and a statement verifying that the layoffs were or will be implemented in accordance with the Layoff Policy. This is basically a “how did you arrive at this decision” summary.*

*Attach a listing of affected positions:*

Position #	Role and Work Title	Employee	Eligibility
00001	GAM IV Chief Operating Officer	Martha Washington	Enhanced Retirement
00002	Architecture/Engineer Manager V Chief Architect	Tom Jefferson	Severance Only