



**ELK GROVE UNIFIED SCHOOL DISTRICT**  
**Voluntary Resignation/Retirement Notice**  
**Certificated Positions (EGEA/PSWA)**

NAME		EIN #	
STREET		HOME #	(    )
CITY, ST, ZIP		CELL #	(    )
POSITION		SITE	

**REASON FOR SEPARATION**

<input type="checkbox"/> <b>RESIGNATION</b> Last day of work (close of day) is: <b>Date:</b> Would you like to remain on the substitute list? <p align="center">Please check one:</p> Yes <input type="checkbox"/> No <input type="checkbox"/> Reason for Resignation (new job, relocating, etc.):	<b>OR</b>	<input type="checkbox"/> <b>RETIREMENT</b> Last work day (close of day): First day of retirement (must be next day): <b>Substituting after the waiting period:</b> <i>A 180 calendar day waiting period is required for all employees who retire from a public employer before a retiree can return to work (without rescinding retirement). The 180 calendar day waiting period starts from the date of retirement. Please refer to the CalSTRS website for more information and exemptions. If you would like to substitute after the 180 calendar day waiting period, please contact Substitute Services in Human Resources at 686-7795.</i> <b>☆ Please see the details on the “Certificated Retirement Steps” on the next page.</b> Retirement Type: Service <input type="checkbox"/> OR      Disability <input type="checkbox"/>
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*I understand that my resignation/retirement is voluntary and following acceptance by the Board of Education, cannot be revoked.*

\_\_\_\_\_  
 EMPLOYEE SIGNATURE

\_\_\_\_\_  
 DATE

- Human Resources Personnel:**
- Copy completed form for employee
  - Forward the original form to Nancy Newbold

For HR Use Only:	
EIN:	
TITLE:	
SITE:	
R-PAF:	
Date to Pos/Con:	To PA1:

## Elk Grove Unified School District

So that we may better serve you, please complete the following steps **prior** to turning in your letter of intent to retire or letter of resignation to Human Resources.

### Certificated Retirement Steps

- Contact CalSTRS at 800-228-5453 or [www.calstrs.com](http://www.calstrs.com) or visit in-person CalSTRS at 100 Waterfront Place, West Sacramento, CA 95605 to speak with a counselor.
- Speak with Payroll/Benefits to discuss EGBERT and your eligibility to receive continued benefits after your retirement. 686-7778.
- Fill out this form (or write a letter of intent to retire) and include the following information:
  - Last work day with EGUSD will be close of day, DATE.  
(This will be your last contracted work day).
  - First day of retirement with CalSTRS will be DATE.  
(This will be the next calendar day after your last work day).
  - Submit the form or letter to Human Resources.



#### **If you are interested in returning to substitute after your 180 day break of service, please be prepared to do the following:**

Just prior to your 180 day break ending, please contact Substitute Services 686-7795 to initiate the process to be placed on the substitute list. Be prepared to:

- Fill out new payroll paperwork (required for any returning employee)
- Fingerprint (we are required by law to re-fingerprint returning employees as we cannot legally maintain non-employee fingerprints on file as active)

Please know that to protect you, and the district, we fully term retirees from our system but maintain your file for 1 year. If you do not return to service within 1 year of retiring, you may be required to complete additional paperwork to bring you back to current status. Any retiree that works prior to the end of the 180 time frame will be docked by STRS the full amount of any paycheck received and the district is fined. For these purposes we have established the above criteria for terming and reactivating retirees.

### CalSTRS Retirement Application

- To transfer unused sick leave, submit the Express Benefit Report to HR.
- We will complete and return the information directly to CalSTRS one month after your retirement date becomes effective.
- ***We must have your letter of intent to retire to complete this document.***

### Certificated Resignation Steps

- Write a letter of resignation, or complete the HR voluntary resignation form and provide the following information:
  - Last work day with EGUSD will be close of day, DATE.
  - If you want to be placed on the substitute list, please add a brief statement in your letter requesting this.
    - *To reinstate your substitute status, you will be required to complete all new hiring paperwork.*
    - **Note: If you do not work a minimum of one day, every six months your status will be terminated.**

Please contact Human Resources at 686-7795, or Benefits at 686-7778 should you have additional questions.