



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"/> RESIGNATION Last day of work (close of day) is: Date: Would you like to remain on the substitute list? Please check one: Yes <input type="checkbox"/> No <input type="checkbox"/> Reason for Resignation (new job, relocating, etc.):	OR	<input type="checkbox"/> RETIREMENT Last CONTRACTED work day (close of day): First day of retirement (MUST be next day): Substituting after the waiting period: <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> ☆ Please see the details on the "Certificated Retirement Steps" on the next page. Retirement Type: Service <input type="checkbox"/> OR Disability <input type="checkbox"/>
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***NOTICE OF POTENTIAL OVERPAYMENT (Employees receiving end of month pay):**
 EGUSD calculates and distributes your annual salary based on the school year, July through June. If you do not work the entire school year, depending on your work calendar, you may be overpaid at the time of resignation/retirement (if you did not have any work days in July, this is probable.) The Payroll Department will send you a letter and request repayment, should an overpay of salary occur.
 For more information, call Payroll in advance. (916) 686-7778.

I understand that my resignation/retirement is voluntary and following acceptance by the Board of Education, cannot be revoked.

 EMPLOYEE SIGNATURE

Human Resources Personnel:

- Copy completed form for employee
- Forward the original form to Nancy Newbold

 DATE

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 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 the front page of this form (or write a letter of intent to retire) and include the following information:

- Last CONTRACTED work day with EGUSD will be close of day, DATE.
- First day of retirement with CalSTRS will be DATE.
(This will be the next calendar day after your last CONTRACTED work day).
- Submit this form or letter to Human Resources.



Those interested in returning to substitute after the 180-day break of service:

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.

- Complete 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)

To protect you and the district, EGUSD fully terminates retirees but maintains employee files for one (1) year. If you do not return to service within 1 year of retiring, you may be required to complete additional paperwork.

Any retiree who works prior to the end of the 180 timeframe 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

- The Express Benefit Report will automatically be submitted to transfer unused sick leave.
- This transfer will be sent 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.

Revised 11/01/17 (nn)