



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

NAME \_\_\_\_\_ EIN \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME # \_\_\_\_\_ MOBILE # \_\_\_\_\_

POSITION \_\_\_\_\_ SITE \_\_\_\_\_

Last day of work (close of day)	
First day of retirement*	

*\*If you are retiring, your first day of retirement must be the day following your last day of work.*

REASON FOR SEPARATION	
<b>Resignation</b> <input type="checkbox"/> Would you like to remain on the substitute list? <b>Resignations</b> only, please check one: Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Retirement</b> <input type="checkbox"/> <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>
Reason for Resignation (accepted new job, relocating, etc.):	Retirement Type: Service <input type="checkbox"/> Disability <input type="checkbox"/>

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

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

\_\_\_\_\_  
 DATE

For HR Use Only:
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Human Resources Personnel:  
 Please provide a copy of completed form to employee and forward the original form to the Nancy Newbold.