

## 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.
- Write a letter of intent to retire providing the following information:
  - Last work day with EGUSD will be close of day \_\_\_\_\_.  
(This will be your last contracted work day).
  - First day of retirement with CalSTRS is \_\_\_\_\_.  
(This will be the next calendar day after your last work day).



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 \_\_\_\_\_.
  - 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 9/20/16