



ELK GROVE UNIFIED SCHOOL DISTRICT
Voluntary Resignation/Retirement Notice
Classified Positions (AFSCME/ATU/CSEA/EGTEAMS)

NAME _____ EIN _____

ADDRESS _____

HOME # _____ MOBILE # _____

POSITION _____ SITE _____

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

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

REASON FOR SEPARATION	
Resignation <input type="checkbox"/> Would you like to remain on the substitute list? Yes <input type="checkbox"/> No <input type="checkbox"/>	Retirement <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 reinstating from retirement, except under certain specified circumstances. The 180 calendar day waiting period starts from the date of retirement. Please refer to the CalPERS website for more information. 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

Human Resources Personnel:

Please provide a copy of completed form to employee and forward the original form to the Karen Stroud.