



Voluntary Resignation/Retirement Notice

Certificated Positions (EGEA/PSWA)

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

RETIREMENT

Last day (must be a paid work day):

First Day of Retirement (Within 90 days of last work day):

RETIREMENT TYPE: Service or Disability

Substituting after the waiting period:

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.

★ Please see the details on the "Certificated Retirement Steps" on the next page.

RESIGNATION

Last day of work:

Would you like to remain on the substitute list? Please check one: Yes No

Reason for Resignation (new job, relocating, etc.):

*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

DATE

Human Resources Personnel:

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

Revised 02/01/18-nn

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

1. 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.
2. Speak with Payroll/Benefits to discuss EGBERT and your eligibility to receive continued benefits after your retirement at (916) 686-7778.
3. Fill out the front page of this form or write a letter of intent to retire and include the following information:
 - Last paid work day with EGUSD will be close of day, DATE.
 - First day of retirement: Your first day of service or disability retirement with STRS must be no later than 90 days following your last day of active employment with EGUSD. (Example: Your last day of work with EGUSD is May 25, 2018, so your first day of STRS service or disability retirement must be no later than August 23, 2018.)
 - Submit this form or a letter of intent to retire to Human Resources.



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

Just prior to your 180-day break ending, please contact Substitute Services at (916) 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

Complete the HR Voluntary Resignation Form or write a letter of resignation and provide the following information:

- Last work day with EGUSD will be close of day, DATE.
- Please check with the Payroll Department to determine how your resignation could affect your pay and benefits.
- 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 12 months, your status will be terminated.**

Please contact Human Resources at (916) 686-7795 or Payroll/Benefits at (916) 686-7778, should you have additional questions.