



CLASSIFIED RESIGNATION INSTRUCTIONS AND NOTICE

- Please complete the bottom portion of this notice. Be sure to include your last day of work with EGUSD. This form should be turned into the Human Resources department.
- If you have questions regarding how your resignation date could affect your pay and benefits, contact the Payroll Department at (916) 686-7778.
- Any remaining vacation hours will be paid out to you approximately 1-2 months after separation date. Remaining sick leave will automatically be transferred into CalPERS or can be donated to the Catastrophic Leave Bank. If you would like to donate your sick leave hours, please call Human Resources at (916) 686-7795 for next steps.
- To become eligible to be a classified substitute, you will be required to go through the substitute hiring process and complete all new paperwork. Please contact Human Resources at (916) 686-7795 for more information.

NOTICE OF POTENTIAL OVERPAYMENT - Employees receiving end of month pay

Elk Grove Unified School District 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 (if you did not have any workdays in July, this is probable). The Payroll Department will send you a letter and request repayment should an overpayment of salary occur. If you would like more information, please contact the Payroll Department in advance at (916) 686-7778.

Classified Resignation Notice

Name		EIN	
Street Address		Contact #	
City, State, Zip			
Job Title/Site			
Last day of work:			
Reason for resignation (new job, relocating, etc.):			

I understand that my resignation is voluntary and following acceptance by the Superintendent/Superintendent's designee cannot be revoked.

EMPLOYEE SIGNATURE

DATE