



## CLASSIFIED RETIREMENT INSTRUCTIONS AND NOTICE

- Contact CalPERS at (888) 225-7377 or [www.calpers.ca.gov](http://www.calpers.ca.gov) or visit their office in-person located at 400 Q Street, Sacramento, to speak with a counselor.
- EGBERT eligibility (continued benefits after retirement): If you are unsure if you are eligible for EGBERT, go to [www.egusd.net/employees/benefits](http://www.egusd.net/employees/benefits). Complete the Elk Grove Benefit Trust and Health Insurance Eligibility Request form and submit to Payroll for review/approval. Contact Payroll/Benefits at (916) 686-7778 if you have any questions.
- Complete this notice or write a letter of intent to retire and submit to Human Resources. Please be sure to include your last day of work with Elk Grove Unified School District. (To determine the “Last Day of Employment” as compared to “Last Paid Work Day”, please see below for CalPERS purposes and EGBERT purposes.)

CalPERS RETIREMENT: For CalPERS purposes, “Last Paid Work Day” may include the last day of Paid Leave or Paid Vacation, whichever date is later. It does not include unpaid leave days.

EGBERT ELIGIBILITY: For EGBERT eligibility purposes, “Last day of Employment” means last paid work day, or approved paid leave day including vacation, or approved unpaid leave day, whichever date is later. (EGBERT eligible employees must retire through CalPERS within 90 Days of their “Last Day Employment” with the District.)

- Any remaining vacation hours will be paid out to you approximately 1-2 months after separation date. Human Resources will automatically submit the transfer of unused sick leave directly to CalPERS one month after your retirement date becomes effective. Classified Employees may contribute their unused sick leave to the Catastrophic Leave Bank. Please contact Human Resources at (916) 686-7795 for next steps.

### → Retirees interested in returning to substitute after the required 180-day break in service:

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 Human Resources at (916) 686-7795 for next steps. If eligible for rehire, all new hire paperwork will need to be completed.

### 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 retirement (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.

(continued)



### CLASSIFIED RETIREMENT NOTICE

Name		EIN	
Address		Contact #	
City, State, Zip			
Personal Email			
Job Title/Site			
Last day of work			
Retirement Type: Service <input type="checkbox"/> or Disability <input type="checkbox"/>			

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

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

\_\_\_\_\_  
DATE