

RETIREMENT NOTICE FORM

Certificated Positions

Name:	EIN:
Position:	Site:
Home Email:	Home/Cell Phone:

Home Address:

STEPS FOR RETIREMENT

1. Contact Cal STRS at (800) 228-5453 or www.calstrs.com or visit their office in-person located at CalSTRS, 100 Waterfront Place, West Sacramento, CA 95605 to speak with a counselor.
2. Confirm your EGBERT eligibility by going to egusd.net/EGUSD Employees/Benefits. Complete the Elk Grove Benefits Trust Health Insurance Eligibility Request form and submit to the Payroll & Benefits Department for review/approval. Contact Payroll & Benefits at (916) 686-7778 if you have questions.
3. Please give extended notice of retirement to Human Resources and site administration to allow time to secure your replacement. If you plan to retire at the end of the school year, please make every attempt to provide notice prior to winter break to better inform staffing for the following year.
4. Submit this Retirement Notice Form to Human Resources.

SECTION 1 - LAST PAID WORK CALENDAR DAY

☐ I INTEND TO FULFILL MY CONTRACT for the current school year.	My LAST PAID WORK CALENDAR DAY will be: ____ / ____ / ____
OR	
☐ I DO NOT INTEND TO FULFILL MY CONTRACT for the current school year.	My LAST PAID WORK CALENDAR DAY will be: ____ / ____ / ____

If you do not work the entire school year you may be overpaid at the time of retirement. Your annual salary is calculated and distributed based on the school year, July through June. The Payroll & Benefits Department will send you a letter and request repayment, should an overpay of salary occur. For more information, contact Payroll & Benefits in advance at (916) 686-7788.

☐ **IMPORTANT: I understand that in order to properly leave the service of the district a replacement for my position must be secured.**

Ed Code 44420 (a): If any person employed by a school district in a position requiring certification qualifications refuses, without good cause, to fulfill a valid contract of employment with the district or leave the service of the district without the consent of the superintendent, if any, or the governing board, of the district except in the manner provided for by law, the commission may, after proof of this fact is made to it, take an adverse action on the credential holder but may not suspend the credential for more than one year or revoke the credential.

Ed Code 44433: If any teacher employed by a board of school trustees for a specified time, leaves the school before the expiration of the time, without the consent of the trustees, in writing, the teacher is guilty of unprofessional conduct, and the board of education of the county, upon receiving notice of the fact, may suspend the certificate of the teacher for the period of one year.

SECTION 2 – TYPE OF RETIREMENT

(Choose One)

☐ **SERVICE**

☐ **DISABILITY**

SECTION 3 - LAST PAID NON-CONTRACTUAL DAY

☐ I will NOT be working additional non-contractual days on timesheet (i.e. Summer School, Intercession).

OR

☐ I will be working additional non-contractual days on timesheet (i.e. Summer School, Intercession).

My LAST PAID **NON-CONTRACTUAL DAY** will be:

____ / ____ / ____

Continued

SECTION 4 – CalSTRS

Per the CalSTRS Service Retirement Application, your *last date of work, vacation or compensated approved leave must be before your retirement date.*

To clarify, your first day of retirement for CalSTRS must be at least one day after your LAST PAID **WORK CALENDAR DAY** or your LAST PAID **NON-CONTRACTUAL DAY** with EGUSD, whichever is later.

The Express Benefit Report Form is not required to be turned into Human Resources. Unused sick leave will automatically be transferred directly to CalSTRS one month after your retirement date becomes effective.

☐

I understand that there are additional restrictions and factors for CalSTRS retirement not addressed in this document and that it is my responsibility to confer with CalSTRS on any questions I may have.

Initial

SECTION 5 - EGBERT

To qualify for EGBERT benefits, your first day of retirement with CalSTRS must be within 90 days of your LAST PAID **WORK CALENDAR DAY**.

To qualify for EGBERT benefits, you must have completed 120 EGBERT eligible months if hired on or before June 30, 2006; 180 EGBERT eligible months if hired on or between July 1, 2006 and June 30, 2015; or 240 EGBERT eligible months if hired on or after July 1, 2015.

12 months of EGBERT eligible credit is given for year one if you completed all of the days on your work calendar.

☐

I understand that there are additional restrictions and factors for EGBERT eligibility not addressed in this document and that it is my responsibility to confer with the Payroll & Benefits Department on any questions I may have.

Initial

SECTION 6 - SIGNATURE AND DATE

I have read, understand and completed Sections 1 through 5 above and hereby submit my intent to retire. I understand that my retirement notice is voluntary and following acceptance by the superintendent/superintendent designee, cannot be revoked.

Signature

Date

RETURNING TO SUBSTITUTE

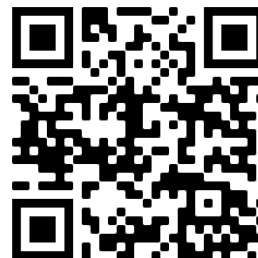
A 180-calendar day waiting period is required for all employees who retire from a public employer before a retiree can return to work (without rescinding retirement). The 180-calendar day waiting period starts from the first day of CalSTRS retirement. Please refer to the CalSTRS website for more information and exemptions.

To become a Substitute Certificated Employee after the 180-calendar day waiting period, you will need to submit an application via EDJOIN for the Substitute Teacher Eligibility Pool. *Please note that submission of an application does not ensure an employment opportunity.* If selected you will be notified by Substitute Services to begin the hiring process which will include the completion of new Payroll paperwork, re-fingerprinting (required by law for returning employees who have been separated from the district) and completion of required annual mandated trainings.

EXIT SURVEY

Please take a moment to complete our Exit Survey by scanning the QR code at right or by clicking the link in the Exit Survey email that you will receive.

Your experience with EGUSD and the input you provide help direct the District's efforts in shaping opportunities for our Staff, Students, and Community.



HUMAN RESOURCES USE ONLY

Job Title:

Site/Dept:

Employee #:

Log:

PAF Request:

Exit Survey:

Scan:

To Pos Con:

To PA/Board: