

CLASSIFIED RETIREMENT NOTICE FORM

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

STEPS FOR RETIREMENT

1. Contact CalPERS at (888) 225-7377 or www.calpers.ca.gov or visit their office in-person located at 400 Q Street, Sacramento, to speak with a counselor.
2. Confirm your EGBERT eligibility by going to [egusd.net/EGUSD Employees/Benefits](http://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. 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.)

4. Any remaining vacation hours will be paid out to you approximately 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 or email your request to leaves@egusd.net.
5. **NOTICE OF POTENTIAL OVERPAYMENT** - EGUSD calculates and distributes your annual salary based on the school year, July through June. If you do not work the entire school year and 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 & Benefits Department will send you a letter and request repayment, should an overpay of salary occur. For more information, contact Payroll & Benefits at (916) 686-7788.

TYPE OF RETIREMENT (Choose One)

 SERVICE

 DISABILITY

LAST PAID CONTRACTED DAY

_____ / _____ / _____

SIGNATURE AND DATE

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

 Employee 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 retirement. Please refer to the CalPERS website for more information and exemptions. If you would like to substitute after the 180-calendar day waiting period, please contact EGUSD Substitute Services team at subservices@egusd.net for next steps. If eligible for rehire, all new hire paperwork will need to be completed.

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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.

