



Retirement Notification Form

Employee Name: _____ EIN: _____

Job Title: _____ School/Site: _____

I am retiring on ____/____/____ (date of last day on the job)

District Notification Deadlines

- Classified Staff (non-supervisory): 30 days prior to retirement date
- Classified Supervisors: 60 days prior to retirement date
- Certificated (non-admin): October 1 (for end of 1st semester retirement)
March 1 (for end of contract retirement)
- Administrators: March 1 (for end of contract retirement)

Do you plan on working summer school? yes no

Will your administrator be submitting a request to have you return to work through ESI?
 yes no If yes, when do they want you to return? _____

Leave Reimbursement Rates - **Sick Leave Reimbursement** is paid per a formula in the respective working conditions and benefits documents and requires 5 continuous years of service for all employee groups.

Sick Leave	Rate if Deadline Met	Rate after Deadline
Certificated (non-admin):	\$68.98/day up to 240 days	\$64.05/day up to 220 days
Classified (non-supervisory):	\$51/day up to 240 days	\$51/day up to 220 days
Vacation		
Administrators:	Daily rate, up to 60 days maximum – no deadline	
Supervisors:	Daily rate, up to 60 days maximum – no deadline	
Classified:	Hourly rate, up to 36 days maximum – no deadline	

Reimbursement for Unused Sick and Vacation Upon Retirement

Unless reimbursements are requested to be paid over remaining pays, payment will be made in a lump sum on the final payday of the fiscal year or following your final pay if you leave mid-year. Check your preference.

- In a lump sum upon my retirement.
- Over my remaining pays.
(do not choose this option if you have a Service Purchase in effect)

Signature

Date

Give signed form to your principal or supervisor and send a copy to the Human Resources Department.