

Retirement / Resignation / Separation Notice

Section 1: Complete the form and submit to your supervisor for further processing.

Select One: Adjunct (Hourly Academic) NANCE Contract Classified Contract Academic

Employee Name _____ Employee ID _____

Position Title _____ College / Location _____

Section 2: Select the appropriate separation action item below.

I hereby request the Board of Trustees to accept the following:

Retirement from SDCCD. Complete separation from the District. Do not plan to continue working in any capacity.
Last day in paid status: _____

Resignation from SDCCD. Do not plan to continue working in any capacity.
Last day in paid status: _____

Retirement from STRS or PERS ONLY¹. Plan to continue working for the District as a working retiree.
 Intend to work as Pro-Rata Faculty Intend to work as Adjunct² Intend to work as NANCE²
 First day of retirement: _____

Retirement Notice Incentive: 3 months additional cash payment.
The incentive is granted to members of certain employee groups for providing at least a 90-day advance written notice of their retirement date to their supervisor and meeting the eligibility requirements found in the applicable [handbook](#).

District network login and email will be disabled the day after your last day in paid status, unless there is an indication that you intend to work as Pro-Rata faculty.

Employee's Signature _____ Date _____

Permanent Address for Final Check (number, street name, city, state, and zip)
 *** This will override/update the home address on file in PeopleSoft.

Final Check Preference: Mail to address above Hold for pick up at District Office, Room 380 (picture ID required)

Immediate Supervisor's Name (Please Print)	Signature	Date
Vice President of Administration's Name (Please Print)	Signature	Date
President or Vice Chancellor's Name (Please Print)	Signature	Date

Section 3: Communication Preferences

Your career with the District is important to us. We would like to continue to provide you with news and updates about SDCCD. Would you like to stay connected? Yes (complete section below) No

Mailing Address (number, street name, city, state, and zip) _____ Personal Email _____ Phone _____

¹ PERS and STRS have mandatory and voluntary 180-day sit out periods. Consult with your retirement advisor regarding your options.
² Contingent on enrollment, funding, and program changes; there is no reasonable assurance of employment under Unemployment Insurance Code 1253.3. See Cervasi v. Unemployment Insurance Appeals Board.

Separation Notice.docx