



# Retirement/Resignation Form

## Employee Responsibility:

1. Complete Retirement/Resignation form and submit it to your departmental manager.
2. Recommended: Submit a resignation letter to your departmental manager or the HR office.
3. Schedule an appointment with CalSTRS ([calstrs.com](http://calstrs.com)) or CalPERS ([calpers.ca.gov](http://calpers.ca.gov)) regarding retirement benefits.
4. Contact the Benefits office ([benefits@peralta.edu](mailto:benefits@peralta.edu)) if you require information regarding health coverage after separation.
5. Complete the Peralta Exit Interview Survey.
6. Return all District property before last working day.

## Department/College Responsibility:

1. Generate a termination ePAF.
2. Forward to the HR Office:
  - a. The original copy of the Retirement/Resignation form.
  - b. All outstanding Leave of Absence Reporting (LAR) forms.

## Personal Information:

<b>First Name</b>	<b>Middle Initial</b>	<b>Last Name</b>	<b>Employee ID #</b>
<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Phone #</b>	<b>Email</b>		

## Job Information:

Date of Hire: \_\_\_\_\_ Location: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Check one: Management  Classified  Full-time Faculty  Part-time Faculty

## Check Reason for Resignation/Retirement:

Service Retirement (CalSTRS or CalPERS):  Service Retirement (Peralta District):   
 Disability Retirement:  Resignation/Other:

<b>Resignation/Retirement Date</b> (day <b>after</b> the last day in paid status):		Last day in paid status (day <b>before</b> resignation/retirement date):	
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## Required ONLY for CalSTRS Retirement (check box below or leave it blank if not retiring from CalSTRS):

I certify that the retirement date listed above matches the retirement date I submitted to CalSTRS.

Employee's Signature:		Date Signed:	
Supervisor's Name/Signature:		Date Signed:	

## For Human Resources/Benefits Department Use Only:

Director of Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_