



Peralta Community College District

Resignation/Retirement Notice

Name (Last, First, Middle) _____ Employee ID: _____

College/Department _____ Position/Title: _____
 Management Faculty Adjunct Classified

Permanent Address (Number, Street, City, Zip Code) _____ Employee Hire Date: _____

Telephone Number: _____ Email: _____

(Last Day in Paid Status): _____ Effective Date: _____
(The Day after the last date in Paid Status Date)

I hereby request the Board of Trustees to accept my resignation for reasons of:

Check the reason:

<input type="checkbox"/> Service Retirement (CalSTRS or CalPERS)	<input type="checkbox"/> Service Retirement (Peralta District)
<input type="checkbox"/> Disability Retirement	<input type="checkbox"/> Other Employment – Teaching/Non-Teaching
<input type="checkbox"/> Moving From Area	<input type="checkbox"/> Family Responsibilities

Other Reasons for Resignation: _____

Employee's Signature: _____	Date Submitted: _____
Supervisor's Signature: _____	Date Signed: _____
Director of Human Resources _____	Date Signed: _____

Employee Responsibility:

- Schedule Retirement Appointment with CalSTRS or CalPERS
- CalSTRS (www.calstrs.com) or CalPERS (www.calpers.ca.gov)

Department/College Responsibility:

- Generate Termination Epaf
- Forward original copy of the resignation notice to the Director of Human Resources
- Forward all outstanding LARS forms to Harizon Odembo, HR Generalist, HR Office

For Human Resources Department Use Only:

HR Generalist shall forward the Resignation Notice to the Benefits Office	Date
Vacation Days to be Paid Out: _____ (days) _____ (hours) HR Generalist notifies Payroll Office of Vacation Days to be Paid Out:	Date:

Comments: _____

Placed signed copy of the resignation/retirement form in the employee personnel file