

GLENDALE UNIFIED SCHOOL DISTRICT  
Glendale, California

**CERTIFICATED RETIREMENT FORM**

This form is to be completed by all certificated employees retiring from positions with the Glendale Unified School District and forwarded to the Human Resources Office. This information will be presented to the Board of Education at its next regular meeting.

**RETIREMENT**

1. Employees should indicate as the effective retirement date the day following the last day of work or authorized leave of absence for which salary was received (i.e., 6/05/15 for the end of the 2014-2015 school year).
2. Employees who fulfill the conditions necessary for participation in a District early retirement plan, as indicated in the Collective Bargaining Agreement must indicate program intentions.
3. Employees desiring detailed information regarding retirement benefits from the State Teachers Retirement System should contact the State Teachers Retirement System.

I have read the statement above and hereby retire as a certificated employee of the Glendale Unified School District.

I hereby request that my retirement be made effective on \_\_\_\_\_  
Month Day Year

**Early Retirement Program Choice**

- Early Retirement program - District paid specified Health Benefits only
- Early Retirement program - Twenty-five Day Program, plus specified District paid Health Benefits (Deadline June 1st) - General Information attached.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

.....  
Received/Reviewed By:

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date Received

HUMAN RESOURCES OFFICE USE ONLY		
Date Received _____	By _____	Date of Board Action _____

GLENDALE UNIFIED SCHOOL DISTRICT  
223 North Jackson Street  
Glendale, California 91206  
(818) 241 - 3111

## **25-DAY PROGRAM GENERAL OVERVIEW**

### Overview:

Early Retirement II (25-Day Program) is an optional program whereby personnel retiring from Glendale Unified School District may enter into a contract with the District for certain special assignments to be determined by the District. Participation in the program shall be at the initiation of the employee, and at the discretion of the District, and shall be governed by an individual contract which shall meet the standards of this program.

### Early Retirement Eligibility:

1. Must retire with STRS benefits, after attaining age 55 and before attaining age 65.
2. Must have been employed by the District on a regular full-time basis for the ten-year period immediately preceding retirement.
3. Must, as of the time of retirement, have been eligible for, and covered under, one of the District-sponsored benefit plan options.
4. Must, at the time of retirement, and annually thereafter, notify the District's Human Resources office, of his or her desire for coverage, and of the the retiree's current address.
5. Must not have accepted coverage for health benefits pursuant to any other employment by another employer.
6. The retired employee or dependent must not have dropped coverage.

### Post-Retirement Employment Eligibility (25-Day Program):

Early retirees who meet the eligibility requirements for the early retirement health benefits coverage may apply for this part-time post-retirement employment program. Such applications must be made on or before June 1 immediately preceding the commencement of their early retirement. Participation shall be for a maximum of five consecutive years, or until age 65, whichever occurs earlier.

### Post-Retirement Employment Services (25-Day Program):

The services to be performed shall be for a total of 25 days per year, in assignments determined by the District. Such assignments are to be reviewed and determined annually by the District and shall normally be for daily blocks of time of not less than 3 hours.

### Post-Retirement Employment Compensation (25-Day Program):

Participants shall be paid a daily rate (for each full day of 6.5 hours excluding lunch or breaks) of \$200 per day, but not to exceed \$5,000 for any one school year. Post-retirement services do not constitute regular employment or count toward STRS coverage, contributions or benefits.