

RESIGNATION OR RETIREMENT NOTIFICATION

HR-6

TO: Human Resources

FROM: _____

Classified CMS Administrator FT Faculty Adjunct

SUBJECT: RESIGNATION/RETIREMENT

CHECK ONE BOX:

RESIGNATION

This is notification that I will be resigning from my position at Antelope Valley College on (last day of paid status) _____.

My last day worked (physically on campus) if different from above will be (date): _____

(If applicable) I will be taking _____ days of vacation leave.

RETIREMENT

This is notification that I will be retiring effective (date) _____
(note: your retirement date must be after your last paid date of service)

My last day at work (physically on campus) will be (date): _____

My last day of paid status if different from above will be (date): _____

(If applicable) I will be taking _____ days of vacation leave

(STRS employees must complete the "Express Benefit Report" SR 0554E which can be downloaded from the CalSTRS website. The Express Benefit Report must be submitted with this Retirement/Resignation Notification)

Employee Signature

Date

President's Signature

Date

This form must be returned to the Office of Human Resources (Attention: HR Technician (Compensation) prior to your retirement or resignation.

Following Receipt of Retirement or Resignation Notification:

- 1) You will receive an Exit packet via email or when you come into the Office of Human Resources and you will be contacted by the Human Resources Technician (Compensation) for an Exit Interview.
- 2) In addition, you will be contacted regarding your benefits and will need to make an appointment with the Human Resources Technician (Benefits)
- 3) You must complete all "required" steps in the packet to complete separation from the college.

HUMAN RESOURCES OFFICE USE ONLY: Route to: HR Leave Accounting, HR Benefits and appropriate Payroll Specialist; BOARD DATE: _____ DATE PROCESSED: _____ INITIALS: _____

Revised August 2018

