



REQUEST TO: Change % leave (Due by April 1st) Re-Enroll (Due by April 1st)
 Cancel Pre-Retirement Contract

Name	_____		
SS No.	_____	ID	_____
Address	_____		
Dept.	_____	Mailbox	_____
Work Phone	_____	Home Phone	_____

1. I started this program on (semester/year):_____.
 2. Per the CalSTRS contract I must retire on (semester/year): _____ (10 years maximum participation)
 3. I am: currently enrolled in this program I cancelled my participation in (date):_____.
 4. I have talked to my department chair (name) _____(chair's initial) _____ about the impact this has on the department and am requesting to:
 - CHANGE** my Pre-Retirement load as follows:
 1. My current workload for academic year _____ is to work 0% for the Fall and _____% for the Spring semesters.
 2. Starting Academic Year _____ I am requesting to change my schedule to work _____% for Fall and _____% for Spring. I understand that this schedule will remain in affect until my last date allowed on this program or when I cancel my participation.
 - *CANCEL** Pre-Retirement contract, effective (date):_____.
- Please explain:_____

WARNING: Employee should check with Certificated Payroll for effects of this reduction on salary.

By signing below, I acknowledge and accept the full terms and conditions of this program as enumerated in Section 17.0 of the District/ AFT Contract. I further acknowledge and accept that participation in this program requires MANADORY retirement at on or before the end of the ten (10) year program. I have read the provisions stated above and agree to hold the District harmless for any of the rules, regulations, and/or decisions of any Federal, State (e.g. the State Teachers' Retirement System) and/or municipal agencies, which may affect this agreement.

 Employee signature

 Date

A specific agreement between you and the District setting forth the terms and conditions of this program will be required. Final approval must be obtained from the Governing Board.

Approved Not Approved

 Department Chair's Signature

 Date

Approved Not Approved

 Vice Chancellor's Signature

 Date

RETURN TO HUMAN RESOURCES