

INTER-OFFICE CORRESPONDENCE
Los Angeles Unified School District

TO: Principals of Year Round Schools

DATE: April 21, 2010

FROM: Vivian K. Ekchian, Chief Human Resources Officer
Human Resources Division

SUBJECT: 2009-2010 RETIREMENT DATES

Many year-round school employees planning to retire at the end of the 2009-2010 school year should resign June 30 and retire July 1, 2010 in order to be credited with a complete service year with the California State Teachers' Retirement System (CalSTRS). It is strongly recommended that you speak with a CalSTRS counselor prior to selecting your retirement date.

The Certificated Resignation Form (Form 8152) instructs employees to designate both the employee's retirement and resignation dates. The retirement date continues to be the date your retirement benefits begin with CalSTRS (can be Saturday or Sunday), and the resignation date continues to be the date immediately preceding the retirement date (can be Saturday or Sunday). Employees are encouraged to download Form 8152 from the Human Resources website (www.teachinla.com/hr_forms.html) or call Certificated Placement and Assignments at (213) 241-5100.

Employees who are working in a multi-track year-round school as of July 1, 2009 and are assigned to one of the tracks listed below may be eligible to retire prior to July 1, 2010 with a full year of service credit.

Four Track (90/30) Calendar

Track D

Three Track (Concept 6) Calendar

Track C

Employees who wish to retire at the end of their track must have been reported for a full contract year. The employee must have worked and been reported for at least 180 instructional days and 2 pupil free days (or 163 instructional days and 2 pupil free days at a Concept 6 calendar school) in order to be credited with a complete service year with CalSTRS. **It is imperative that teachers who want to receive a full year of CalSTRS service credit work closely with their time reporters to ensure that the effective dates noted on the resignation and retirement forms follow the full 182 or 165 days of service.**

This year schools were given the option of designating their own instructional and pupil free days. Therefore, the examples provided **will not** necessarily be applicable to your individual school and its particular choice of instructional and pupil free days. The examples are provided as a guide for following the logic and relevant criteria that must be considered in order to determine the earliest date for resignation and retirement without jeopardizing the employee's retirement service credit.

Employees are reminded that the effective dates for resignation and retirement must be immediately consecutive in order to be considered for District-paid health benefits during retirement. The Benefits Administration Section may be contacted at (213) 241-4262. Additional assistance may be obtained by contacting your Personnel Specialist as noted on the next page.

Approved by: 
Dr. James Morris, Chief Operating Officer

YEAR-ROUND SCHOOL RETIREMENT DATES 2009-2010

THESE ARE EXAMPLES ONLY:

Employees are advised to work closely with their time reporters according to each school's choice of instructional and pupil free days to ensure that the employee is credited for a full-year of CalSTRS retirement service credit.

EXAMPLES:

Four Track (90/30) Calendar

Track A, B, or C: Resign June 30 and Retire July 1, 2010*

Track D: Resign June 1st and Retire June 2nd, 2010 ***if***:
May 7 was selected as the second pupil free day
May 31st is reported as Memorial Day holiday
May 24-May 28 is reported as Spring Recess
Employees are not required to report for duty May 7-28.

Three Track (Concept 6) Calendar

Track A or B: Resign June 30 and Retire July 1, 2010*

Track C: Resign May 15 and Retire May 16, 2010 ***if***:
April 30 was selected as the second pupil free day
May 10-May 14 is reported as Spring Recess
Employees are not required to report for duty May 3rd – May 14.

Local District	Personnel Specialist	Telephone Numbers
1	Theresa Jolley	(213) 241-6102
2	Cari Wahlberg	(213) 241-4950
3	Jorge Amador	(213) 241-5436
4	James Brumitt	(213) 241-6328
5	Ezequiel Gonzalez	(213) 241-4193
6	Timothy Faulkner	(213) 241-2091
7	Karol Mills-Marbury	(213) 241-6384
8	Andres Equihua	(213) 241-4198

*** It is strongly recommended that you speak with a CalSTRS retirement counselor prior to selecting your retirement date.**