


# INTEROFFICE CORRESPONDENCE

Los Angeles Unified School District  
Human Resources Division

TO: Site Administrators

DATE: January 3, 2012

FROM:   
Vivian Ekchian  
Chief Human Resources Officer

SUBJECT: 2011-2012 RETIREMENT DATES

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C basis school employees planning to retire at the end of the 2011-2012 school year should resign June 30 and retire July 1, 2012 in order to be credited with a complete service year with the California State Teachers' Retirement System (CalSTRS). It is strongly recommended that employees speak with a CalSTRS counselor prior to selecting a 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](http://www.teachinla.com/hr_forms.html)) or call Certificated Placement and Assignments at (213) 241-5100.

Although employees are most often advised by CalSTRS to resign on June 30 and retire on July 1, employees who are assigned to various alternate calendars as of July 1, 2011 may be eligible to retire prior to July 1, 2012 with a full year of service credit, most notably:

**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 or calendar must have been reported and paid for a full contract year, in order to be credited with a complete service year with CalSTRS. The employee must have worked and been reported for at least 178 instructional days and 4 furlough days (or 162 instructional days and 3 furlough days at a Concept 6 calendar school), plus 22 non work days. **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 including furloughs and paid non work days.**

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:

  
Michelle King, Senior Deputy Superintendent, School Operations

## C BASIS SAMPLE RETIREMENT DATES 2011-2012

**THESE ARE C BASIS 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 29 and Retire June 30, 2012

Track D: Resign May 28 and Retire May 29, 2012

#### **Three Track (Concept 6) Calendar**

Track A or B: Resign June 29 and Retire June 30, 2012

Track C: Resign May 28 and Retire May 29, 2012

**Single Track Traditional** Resign June 25 and Retire June 26, 2012

**Balanced Calendar** Resign June 25 and Retire June 26, 2012

**Early Start** Resign June 4 and Retire June 5, 2012

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.