

# New Haven Unified School District

## Personnel Department PRE-RETIREMENT PROCESS



\_\_\_\_\_ *Name*

\_\_\_\_\_ *Effective Date of Retirement*

\_\_\_\_\_ Submit a written notification to District of intent to retire.

\_\_\_\_\_ Schedule appointment with Personnel Department (471-1100) to review pre-retirement process. Contact Liz Serochi (certificated/management) at ext. 2106 or Cathy Abe (classified) at ext. 2110.

\_\_\_\_\_ Contact STRS/PERS to request retirement information and member handbook:

STRS	1-800-228-5453
PERS	1-800-352-2238

\_\_\_\_\_ Access STRS/PERS Web Site: <http://www.calstrs.gov>  
<http://www.calpers.ca.gov>

\_\_\_\_\_ Schedule a consultation with a STRS/PERS Representative:  
(Advisable to schedule early, appointments are difficult to get in the Spring)

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Representative's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_ Certificated & Certificated Management submit STRS Request for sick leave balance to payroll.

\_\_\_\_\_ If interested in early Certificated/Part-time Retirement, schedule appointment to meet with Assistant Superintendent, Personnel.

\_\_\_\_\_ Determine eligibility to qualify for the New Haven Retired Employees Benefit Plan and Trust Fund (see attached).

\_\_\_\_\_ Apply to Health Benefit Plan and Trust, if eligible.

\_\_\_\_\_ If needed, apply for Delta Dental coverage for 18 months through COBRA. Obtain application from the Personnel Department.

\_\_\_\_\_ W-4, verify correct address on file.