



Employee Tip Sheet

THE 3 R'S TO RETIREMENT

Retirement . . . Resignation . . . Retiree Health Benefits!

Employees resign from the District and retire from the retirement system. Benefit eligible employees will also want their District benefits to continue. Processing the paperwork needed to transition from active employment to retiree status need not be difficult! Just remember the 3R's of retirement processing: Retire, Resign, and Retiree Health Benefits! This tip sheet provides insight into the basic process.

Begin planning and researching your retirement decision 10 to 12 months before your estimated retirement date. Information tailored to your specific situation such as your pension allowance estimate or assistance with completing forms, is available from your retirement system. Basic information on the District's resignation/retirement/retiree benefit process is posted on the [District's website](#). More detailed information on these processes can be obtained by attending one of the CalSTRS or CalPERS retirement workshops sponsored by the Retirement Unit.

Once you do decide to retire and determine your retirement date, you can begin the following three procedures:

Retirement

Obtain the "retirement application" form from either the [State Teachers Retirement System \(CalSTRS\)](#) or [Public Employees Retirement System \(CalPERS\)](#) and apply for retirement according to the retirement system's recommended timelines and procedures.

- Complete the application and send the signed original application directly to your retirement system at least three months prior to your retirement date. (CalSTRS recommends three to six months for its members.) Sending by certified U.S. mail is recommended. Keep a copy for your records.
- The date of retirement should be the day immediately following the date of resignation.

Resignation

Obtain the [LACCD Resignation](#) from the District's website or your local personnel office.

- Complete the form indicating you are resigning due to retirement.
- Your date of resignation should be the day before your date of retirement.
- The original resignation form should be given to your supervisor who will send it to your location personnel office for processing and forwarding to the District Office. Keep a copy for your records.

Retiree Health Benefits

In order to continue health benefits as a retiree, you must complete a mandatory enrollment process. Please refer to the [LACCD Retiree Health Benefits Checklist](#) for detailed instructions.