

**CULVER CITY UNIFIED SCHOOL DISTRICT**

**Office of Human Resources**

4034 Irving Place, Culver City, CA 90230

Phone: (310) 842-4220, Ext. 4248 Fax: (310) 842-4326

**RESIGNATION/RETIREMENT NOTIFICATION**

Must be submitted to the Office of Human Resources (please print)

Name \_\_\_\_\_ SSN (Last 4 digits) \_\_\_\_\_

Forwarding Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Job from which you are retiring or resigning:**

Site Location \_\_\_\_\_ Job Title \_\_\_\_\_

**TYPE OF SEPARATION**

- |  |   |
|--|---|
| <input type="checkbox"/> Retirement          | <input type="checkbox"/> Resigned: Transportation |
| <input type="checkbox"/> Resigned: Education | <input type="checkbox"/> Resigned: Job Offer      |
| <input type="checkbox"/> Resigned: Moving    | <input type="checkbox"/> Resigned: Personal       |
| <input type="checkbox"/> Resigned: Financial | <input type="checkbox"/> Resigned: Other _____    |

**PLEASE ACCEPT MY RESIGNATION/RETIREMENT EFFECTIVE DATE:** \_\_\_\_\_

**Certificated Non-Management Employees:** Except for those who retire during the school year, the effective date must be the day after the last day of the regular school year (i.e. June 20, 2009).

**Certificated Management Employees:** Except for those who retire during the school year, the effective date must be July 1, \_\_\_\_\_.

**Classified Employees:** Except for those who retire during the school year, the effective date must be June 30, \_\_\_\_\_.

Employees are reminded that upon retirement or resignation from the Culver City Unified School District, it is the employee's responsibility to:

- Contact the Classified { (310) 842-4220, Ext. 4224 } or Certificated { (310) 842-4220, Ext. 4223 }, Payroll Technician, to discuss your options for continued benefit coverage (COBRA)
- Complete the Exit Clearance Paperwork available online

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Today's Date

**OFFICE USE ONLY**

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

c: Business Services: Accounting Supervisor  
Payroll Technician  
Personnel File

Position Control # \_\_\_\_\_