CBA Tip: *Early Resignation (Retirement) Notification Incentive*

If you are planning to retire at the end of the academic year (May), you will want to submit your "Resignation" via Workday on or before September 1 of the fall semester. If you submit through Workday your intent to Retire/Resign from the District at the end of Spring semester, you will receive a $1000 bonus:

K.4.0 INCENTIVE FOR EARLY NOTICE OF RETIREMENT OR RESIGNATION

Any faculty member who notifies the district of their intent to retire or voluntarily resign at the end of the current academic or fiscal year by September 1 will receive a $1000 notification bonus. Payment will be made with the first payroll following the faculty member's retirement or resignation date.

Please use this Workday Submitting Your Resignation job aid for step-by-step instructions. Simply letting your department and/or Dean know your thinking/planning to retire does NOT meet the requirements to receive the incentive. You must officially **submit this on Workday** on or before **September 1**.

Note that this date is earlier than the Academic Affairs deadline to notify HR of your intent to retire so your department can indicate a "Replacement" hiring request. So do yourself and your department a favor if you know you are going to retire and submit on or preferably before September 1.