

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources

EARLY NOTICE INCENTIVE PROGRAM APPLICATION
ADMINISTRATORS

In accordance with the terms and conditions of the Early Notice Incentive Program, I

_____ hereby submit my notice of intent to retire effective
(print name)
_____ .
Month Year

I understand that the filing period of the Early Notice Incentive opens on the first day of the fall quarter and closes on the last day of the fall quarter. A notice is considered filed when received in the Office of Human Resources.

If, after filing an initial retirement notice, I change my retirement plans and submit an amended retirement notice, I understand that the initial notice will be disregarded and all amounts accumulated in the Early Notice Incentive account established for me will remain the property of the District. However, if it otherwise qualifies, the amended notice will be treated as a new initial notice.

I further understand that continued eligibility for the Early Notice Incentive is conditional upon my submitting an irrevocable letter of retirement to the Board of Trustees for the Board's formal acceptance. The letter of retirement must be submitted at least twelve months before my retirement date.

Signature Date

Received by: _____
Date

FOR OFFICE USE

Copies to:	Date Processed	Initials	
Employee (confirmation of receipt)	_____	_____	Award Amount
			Interest
Reminder Notice Sent	_____	_____	Total Amount
			Regular Position No
Payment Processed	_____	_____	EN Pay Position No