

**APPENDIX X
EARLY NOTICE INCENTIVE and IRREVOCABLE RESIGNATION FOR PURPOSES
OF RETIREMENT**

(Article 20 – Early Notice Incentive)
Foothill-De Anza Community College District

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

_____ hereby submit my resignation for the purposes of
(print name and CWID#)

retirement effective _____
Month and Day Year

Please check *one* option below:

- I am requesting assignments under *Article 19: Emeritus Program* following my resignation for th purposes of retirement.
- I am requesting assignments under *Article 21: Post-Retirement Employment* following my resign for the purposes of retirement.
- I am separating from employment with the district and am not requesting assignments following resignation for purposes of retirement.

I understand and agree to the following terms and conditions of the Early Notice Incentive Program:

1. The filing period of the Early Notice Incentive opens the first day of the Spring quarter and closes on the last day of the Spring quarter. A notice is considered filed when received in the District Office of Human Resources;
2. If, within 30 days of filing this form, I change my retirement plans, I shall notify the office of Human Resources in writing (email) of my intent to rescind my resignation, and the Early Notice and Resignation shall be entirely disregarded. However, I understand that I may submit a new Appendix X, if it is filed in accordance with Section 20.4;
3. Following the 30-day rescission period, this form will be submitted to the Board of Trustees for the Board’s formal acceptance of my resignation and shall be irrevocable; and
4. The Early Notice Incentive will be payable in the October 31 payroll following my effective date of resignation for the purpose of retirement in accordance with Article 30.

Signature of Faculty Employee

Date

Campus

Division

FOR OFFICE USE

Received by:			Date
<u>Notification</u>	<u>Date</u>	<u>Initials</u>	
Employee			Award Amt
President			
Dean			To Be Paid October