



# Employee Tip Sheet

## THE 3 R'S TO RETIREMENT

### **Retire. . . Resign. . . 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 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, staff in the Human Resources, Retirement Unit, and Health Benefit Section of the District Office are available to guide you through the 3 R's to Retirement:

**Step 1: Retire** 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 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.

**Step 2: Resign** 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.

**Step 3: Retiree Health Benefits** In order to continue health benefits as a retiree, you must complete a mandatory enrollment process. Your coverage will be canceled if your application is not received by the first of the month following retirement.

Obtain forms from the District's website or the Health Insurance Section, District Office.

- Signed original [Application for Retiree Health Benefits](#) application
- A copy of your retirement system award letter confirming your retirement status.
- If you, or an your eligible dependent, are age 65 or older, the following is also required:
  - Copy of [Medicare](#) Card for premium-free Part A and Part B
  - If Kaiser-Permanente member, a completed [Kaiser Permanente Senior Advantage Election Form](#)

Send all required documents to: LACCD Health Insurance Section  
770 Wilshire Blvd., 6<sup>th</sup> Floor  
Los Angeles, CA 90017  
Phone: (888-428-2980)

