



LOS ANGELES UNIFIED SCHOOL DISTRICT

Human Resources Division
Certificated Resignation Form

INSTRUCTIONS

Introduction

All certificated employees who intend to resign from certificated service with the Los Angeles Unified School District must complete a Certificated Resignation Form (LAUSD/HR 8152). This includes employees who resign to retire with the California State Teachers Retirement System (CalSTRS). For certificated retirement information, visit the LAUSD Retirement Website at [Certificated Retirement Information](#) and/or refer to [Policy Guide E 14](#) for additional resignation/retirement information.

Instructions for Completing the Certificated Resignation Form

1. **General Information:** Print legibly, entering all information in the spaces allowed. If you are uncertain of your cost center, please check your most recent payroll stub or ask your time reporter.

Most employees are now paid on an “annualized” basis (i.e., projected annual salary spread over twelve monthly payments). Employees who resign prior to the completion of their contract service year may be in an overpaid status which would require a salary adjustment. For further information on your individual situation, contact Payroll Customer Services at (213) 241-2570.

Confidential Separation Questionnaire: Please complete the Confidential Separation Questionnaire which may be accessed by clicking the following link: [Employee Exit Survey](#)

2. **Resignation Other Than for Retirement:** Complete this step if you are resigning from the District, but not immediately retiring. If you are resigning and immediately retiring, please skip this step and complete Item Three (3). An employee's resignation date will be the last day of the employee's paid service or leave of absence.
3. **Resignation to Retire:** Complete this step if you are resigning and retiring immediately. Your resignation date will be the date immediately preceding the retirement date. Your retirement date will be the first date your retirement benefits begin with CalSTRS. Your resignation and retirement dates must be consecutive to meet one of the eligibility requirements for continuing health benefits during retirement. Your resignation/retirement date can be a Saturday or Sunday.

Important: Employees wishing to retire must complete and submit the Certificated Resignation Form 8152 (which is located in the [Human Resources Forms](#) library) to the District. Additionally, you must submit the [Service Retirement Application \(SR-0059\)](#) to CalSTRS. The website and additional information regarding retirement benefits are available using the link to [California State Teachers' Retirement System \(CalSTRS\)](#).

Employees who plan to retire may obtain retirement related information and resources using the [Certificated Retirement Information](#) web page which gives employees access to all necessary District forms and provides links to the [CalSTRS](#) website.

For further information, employees may also contact the following offices:

- Certificated teachers and support personnel: Certificated Assignments and Support Services (213) 241-5100
- Certificated administrators: Certificated Administrative Assignments at (213) 241-6365
- CalSTRS (800) 228-5453

4. **Expired Disability Leave:** Indicate if you are resigning due to the expiration of a CalSTRS 39-month Disability Leave.
5. **Current Leave:** Indicate if you are currently on a leave of absence and specify the type of leave and expiration date.
6. **Signature and Acknowledgements:** After reading all instructions, including the ethical obligation, and revolving door restrictions, sign, date, and provide contact information.
7. **Signature of your immediate administrator:** The administrator's signature acknowledges your resignation. No administrator signature is necessary if you are resigning from a formal leave of absence. Day-to-day substitutes may request a signature from the Assistant Director of the Substitute Unit.

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Important Information

Ethical Obligations and Revolving Door Restrictions

If you are considering working for any outside organization that does business with LAUSD or exploring consulting work with LAUSD, note that there are revolving door restrictions. As with other public agencies and private organizations, LAUSD utilizes “cooling periods” to ensure that no unfair competitive advantage is extended due to the hiring of former LAUSD employees. If you work for another entity, remember the following revolving door restrictions:

- You cannot disclose any confidential information garnered or gained through your position with LAUSD, or use the information, directly or indirectly, for a personal, financial, or other private interest.
- You cannot lobby LAUSD, including communicating with any LAUSD officials, either in person or in writing, on any matters under consideration by LAUSD for one (1) year from your last date of employment.
- You cannot be compensated by an LAUSD contractor to work on any LAUSD matter which you personally and substantially participated in while at LAUSD for one (1) year from your last date of employment.
- You cannot perform any services for an LAUSD contractor relating to a contract that you significantly engaged in developing for LAUSD, for two (2) years. This provision encompasses all contracts within your oversight.

District Benefits after Resignation and/or Retirement

If you are resigning and intend to request a lump-sum refund of your retirement contributions, contact Payroll, Certificated Retirement Accounting Unit at (213) 241-2862. Employees are urged to first meet with a CalSTRS counselor and to also contact Benefits Administration Branch at (213) 241-4262 for eligibility requirements for continuing medical/dental/vision coverage.

Continuing Employment or Reemployment with the District

There is no guarantee of future re-employment with the District in any capacity after resignation. Re-employment is contingent upon District need at the time of application, and the candidate must meet current District selection standards. Permanent employees who resign shall, in accordance with Education Code Section 44931, be granted permanent status if offered re-employment and assigned to a permanent contract position within thirty-nine (39) months the employee's last date of paid permanent service. However, reinstatement to permanent status in K-12 or Adult Education contract service does not restore the seniority date; a new seniority date is assigned.

If you wish to be considered for re-employment following retirement, you must apply with the District as indicated below. Work is on an as-needed basis in compliance with STRS rules which prohibits post-retirement employment for 180 days following retirement:

Interim Administrator: Retired certificated administrators may apply to work as an interim (substitute) administrator. Contact the Administrative Selection Unit at (213) 241-6886 for more information.

Substitute Teacher: Retired certificated employees may apply to work as substitute teachers. Contact the Certificated Substitute Unit at (213) 241-6117 or by emailing Subdesk@lausd.net for more information.

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Important: Refer to attached instructions before completing this form **(Retain a copy for your records).**

1.

_____ Last name	_____ First name	_____ Employee No (Person ID)	_____ Month	_____ Day	_____ Year
			Date of Birth		
Status (Check One):	<input type="checkbox"/> Permanent	<input type="checkbox"/> District/University Intern	<input type="checkbox"/> Substitute		
	<input type="checkbox"/> Probationary	<input type="checkbox"/> Provisional	<input type="checkbox"/> Temporary		
_____ Current Position	_____ Grade/Subject	_____ Track	_____ Location Name	_____ Cost Center (Org Unit)	_____ District/Division

2. **Resignation other than for retirement** (Complete only if you are resigning, but not immediately retiring).

Your resignation date will be the close of the last day of paid service or leave of absence. My resignation date* is to be effective at the close of the day on _____ / _____ / _____
Month Day Year

Reason for separation: _____

3. **Resignation to Retire** (Complete if you are resigning and immediately retiring).

Your resignation date will be the date immediately preceding your retirement date.
My resignation date is _____ / _____ / _____
Month Day Year

Your retirement date will be the first date your retirement benefits begin with CalSTRS.
My retirement date* is _____ / _____ / _____ (may be a Saturday or Sunday)
Month Day Year

***Annualized employees, who resign/retire prior to the completion of their contract service year, may be in an overpaid status.**

4. I am resigning because my CalSTRS Disability Leave has expired: No Yes

5. I am currently on a leave of absence:

No Yes _____
Type of Leave Expiration Date

6. I hereby resign effective on the date noted above from all positions held by me as an employee of the Los Angeles Unified School District. I understand that I have an ethical obligation to avoid unfair use of my LAUSD position for private benefit and that I must observe LAUSD's "revolving door" restrictions. I have read the information on the accompanying instruction sheet.

_____ Signature of Employee	_____ Date	() _____ Preferred Contact Number		
_____ Address After Resignation	_____ City	_____ State	_____ Zip	_____ Preferred Email Address

7. Please obtain the signature of your immediate administrator unless you are resigning from a formal leave.

Signature of Immediate Administrator Title Date

Instructions:

- Complete, fax and mail** the Certificated Resignation/Retirement Form **within 48 hours** to the appropriate Human Resources (HR) Department:
 - Teachers, Support Personnel or Substitute Teachers:** fax to: (213) 241-8410 and mail to: HR/Certificated Assignments and Support Services, 333 S. Beaudry Ave., 15th Floor, Los Angeles CA 90017.
 - Administrators/Management Personnel:** fax to: (213) 241-8403 and mail to: HR/Certificated Administrative Assignments, 333 S. Beaudry Ave., 14th Floor, Los Angeles CA 90017.
 - Early Childhood Education Personnel:** fax to: (213) 241-2479 and mail to: HR/Early Childhood Education Division, 333 S. Beaudry Ave., 15th Floor, Los Angeles CA 90017.
 - Adult Education (Non-Management) Personnel:** fax to: (213) 241-8988 and mail to: HR/Adult and Career Personnel, 333 S. Beaudry Ave., 15th Floor, Los Angeles CA 90017.
- Complete the Confidential Separation Questionnaire online at:** [Employee Exit Survey](#)

