

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 2

Date: 7/29/91

Page: 1 of 1

Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.2 CERTIFICATED PERSONNEL

**4.218 CERTIFICATED RETIREMENT
POLICY**

SECTION 4.218.1 Certificated Retirement Procedure

Employees wishing to retire shall submit a Notice of Retirement (Form P-116) to the associate superintendent, Personnel Support Services, as far in advance as possible of the intended effective date of retirement.

At least three (3) months in advance of retirement, the employee should write to State Teachers' Retirement System, P.O. Box 15275-C, Sacramento, CA 95813, and request a retirement packet. Retirement counseling can be obtained by contacting the local STRS Office.