

## Frequently Asked Questions: Retirement

### How do I retire from SDCCD?

- Please review this guide: [SDCCD's Steps to Retirement](#). This guide goes over each step you can take to ensure a smooth transition into retirement.
  - **CalSTRS members:** [CalSTRS Retirement Guide](#) – This is CalSTRS retirement guide that goes over the steps to take to retire from CalSTRS and other information to be aware of as you transition into retirement.
  - **CalPERS members:** [CalPERS Retirement Guide](#) – This is CalPERS retirement guide that goes over the steps to take to retire from CalPERS and other information to be aware of as you transition into retirement.

### How do I resign from SDCCD?

- You will need to fill out a separation notice and turn it in to your supervisor. Your supervisor will obtain the signatures needed and they will route it back to HR for processing. Please fill out [SDCCD's Separation Notice](#).

### How do I transfer sick leave to/from SDCCD?

- **Transfer in:** please fill out SDCCD's sick leave transfer form and turn it in to your former employer. Here is SDCCD's [Sick Leave Transfer Form](#). Please email completed form to [HRRetirement@sdccd.edu](mailto:HRRetirement@sdccd.edu).
- **Transfer out:** please contact the HR department at the place where you want to transfer the sick leave to. They will have a sick leave transfer form that needs to be filled out by SDCCD. They can email the form to [HRRetirement@sdccd.edu](mailto:HRRetirement@sdccd.edu).

*Please note: Before you can transfer your sick leave from SDCCD to different employer, you must resign from all of your positions at the District. You can resign from your position(s) by filling out the separation form linked [here](#).*

### What is the balance in my FICA Alternative Plan (formerly 401a)?

- For more information on your balance, please contact the Administrator of the plan, Schools First at 800-462-8328 ext. 4727.

### What is the balance in my CalSTRS account?

- You can check your balance through your online account at [CalSTRS Account Login](#) or you can call CalSTRS at 800-228-5453.

### What is the balance in my CalPERS account?

- You can check your balance through your online account at [CalPERS Account Login](#) or you can call CalPERS at 888-225-7377.

### How can I access the funds in my old Apple, Valic or NBS account?

- The administrator of your plan is now Schools First. They will be able to provide you information regarding your balance and what options are available to you. Schools First can be contacted at 800-462-8328 ext. 4727.

**Who or where can I send my CalSTRS Express Benefit Report to?**

- Please send your CalSTRS Express Benefit Report to [HRRetirement@sdccd.edu](mailto:HRRetirement@sdccd.edu).

**I am CalPERS retiree. Can I work for SDCCD?**

- At this time the District does not hire retired annuitants due to CalPERS regulations