

**SCHEDULE J-EARLY NOTICE OF INTENT TO RETIRE INCENTIVE PROGRAM AGREEMENT**

Redwood Community College District

In accordance with the terms and conditions of Article XII: Early Notice of Intent to Retire Incentive Program, I \_\_\_\_\_ hereby submit my notice of intent to resign  
(print name)

for the purpose of retirement effective \_\_\_\_\_ .  
Month Year

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

1. The filing period for the Early Notice of Intent to Retire Incentive Program ends on May 1<sup>st</sup> annually. A notice is considered filed when received in the District Office of Human Resources;
2. If, after submitting an Early Notice of Intent to Retire Incentive Program Agreement, I change my retirement plans and submit a letter of intent to retire with an effective date that is different from the date specified on this Early Notice of Intent to Retire Incentive Program Agreement, this Early Notice of Intent to Retire Incentive Program Agreement shall be entirely disregarded. However, I understand that I may submit a new Early Notice of Intent to Retire Incentive Program Agreement by May 1st;
3. Continued eligibility for the Early Notice of Intent to Retire Incentive is conditional upon my submitting a separate irrevocable letter of intent to retire for the purpose of retirement to the Board of Trustees for the Board's formal acceptance. The letter of retirement must be submitted at least twelve months before my retirement date. **This Early Notice of Intent to Retire Incentive Program Agreement does not satisfy this requirement;** and
4. The Early Notice of Intent to Retire Incentive will be payable in the payroll following my effective date of resignation for the purpose of retirement.

\_\_\_\_\_  
Signature of Faculty Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus

\_\_\_\_\_  
Division