FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources

EARLY NOTICE INCENTIVE PROGRAM APPLICATION
FACULTY

In accordance with the terms and conditions of the Early Notice Incentive Program, I

__________________________________________________________ hereby submit my notice of intent to retire effective

(print name)

__________________________________________________________

Month Year

I understand that the filing period of the Early Notice Incentive opens of the first day of the fall quarter and closes on the last day of the fall quarter. A notice is considered filed when received in the Office of Human Resources.

If, after filing an initial retirement notice, I change my retirement plans and submit an amended retirement notice, I understand that the initial notice will be disregarded and all amounts accumulated in the Early Notice Incentive account established for me will remain the property of the District. However, if it otherwise qualifies, the amended notice will be treated as a new initial notice.

I further understand that continued eligibility for the Early Notice Incentive is conditional upon my submitting an irrevocable letter 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.

Signature ___________________________ Date

Received by: __________________________ Date

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<thead>
<tr>
<th>FOR OFFICE USE</th>
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<tbody>
<tr>
<td>Copies to: Date Processed</td>
</tr>
<tr>
<td>Employee (confirmation of receipt)</td>
</tr>
<tr>
<td>President</td>
</tr>
<tr>
<td>Division Dean</td>
</tr>
<tr>
<td>Enter retirement date on screen 12</td>
</tr>
<tr>
<td>Application Rescinded: Remove date</td>
</tr>
<tr>
<td>Reminder Notice Sent</td>
</tr>
<tr>
<td>Payment Processed</td>
</tr>
</tbody>
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Revised September 2007