

**Intent to Retire and terminate my employment with
Mt. San Jacinto Community College**

Date: _____

To: Human Resources

Re: Letter of Intent to Retire

Name: _____ Employee #: _____ Position: _____

This is to notify you of my intent to Retire and terminate my employment with *Mt. San Jacinto Community College*, effective: _____

My last day worked will be: _____

My retirement date will be: _____ (This is usually the day after your last day with the district).

I intend to use vacation pay on the following dates: _____

I do not intend to use any vacation/holiday prior to leaving but wish for my accrued vacation hours to be paid out _____ (Enter initials please).

- I understand that I may continue my medical benefits for 10 years or the Health Reimbursement Arrangement (HRA) for 10 years. My election is to: (Please check box below) **Unit members hired after April 12, 2018 will only be offered the 10-year HRA.**

CHECK ONE BOX BELOW:	YOU ARE ELGIBLE FOR THE FOLLOWING RETIREE BENEFITS:
<input type="checkbox"/>	I elect to continue the District Paid Medical benefit for 10 years.
<input type="checkbox"/>	I elect to be enrolled in the Health Reimbursement Arrangement (HRA) for 10 years.
<input type="checkbox"/>	I decline Medical Insurance with the District.

- I understand that by electing the HRA that my district paid medical benefits will terminate on: _____ (usually the last day of the month). At that time, I am eligible for COBRA Dental and/or Vision benefits for up to 18 months. My elections are as follows: (Please check boxes below)

CHECK ONE BOX BELOW:	DENTAL PLAN
<input type="checkbox"/>	Continue Dental Coverage
<input type="checkbox"/>	Decline Dental Coverage
<input type="checkbox"/>	I did not have Dental Coverage with the District.

CHECK ONE BOX BELOW:	VISION PLAN
<input type="checkbox"/>	Continue Vision Coverage
<input type="checkbox"/>	Decline Vision Coverage
<input type="checkbox"/>	I did not have Vision Coverage with the District.

Name: _____ Signature: _____

cc: Supervisor: _____