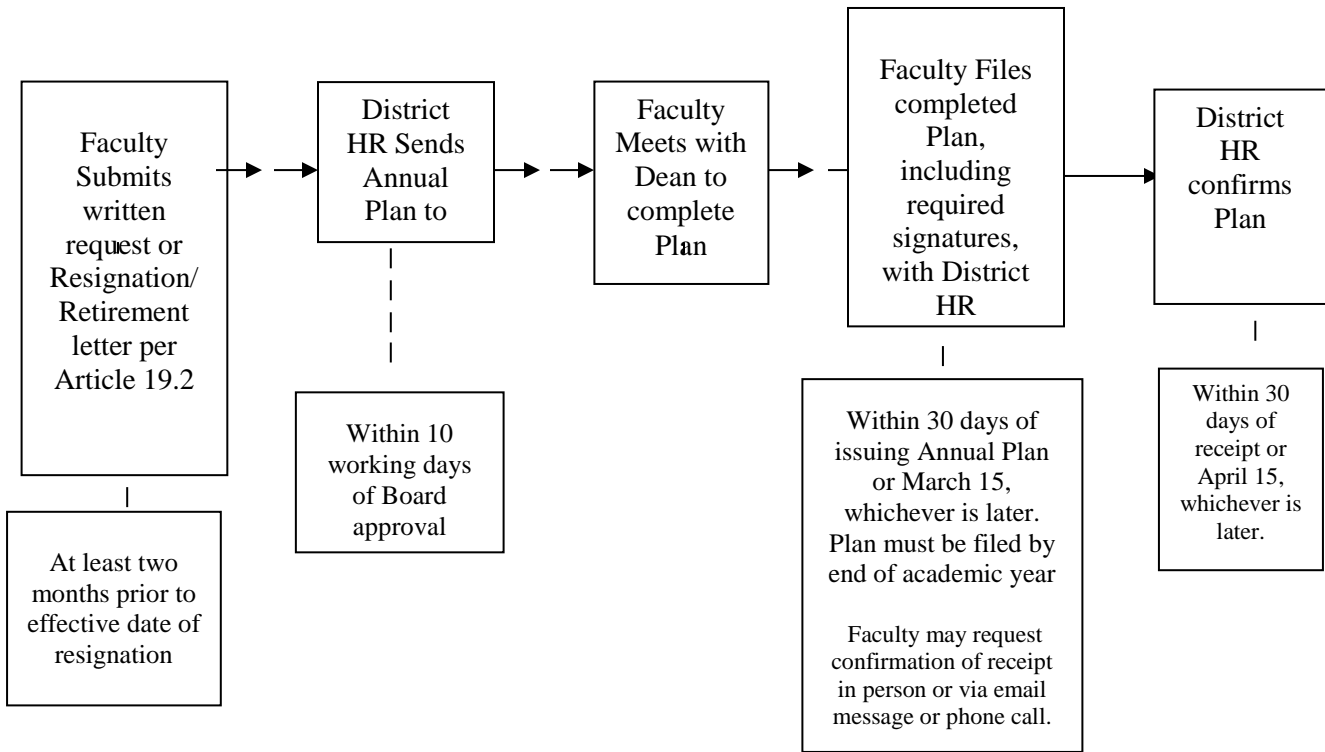
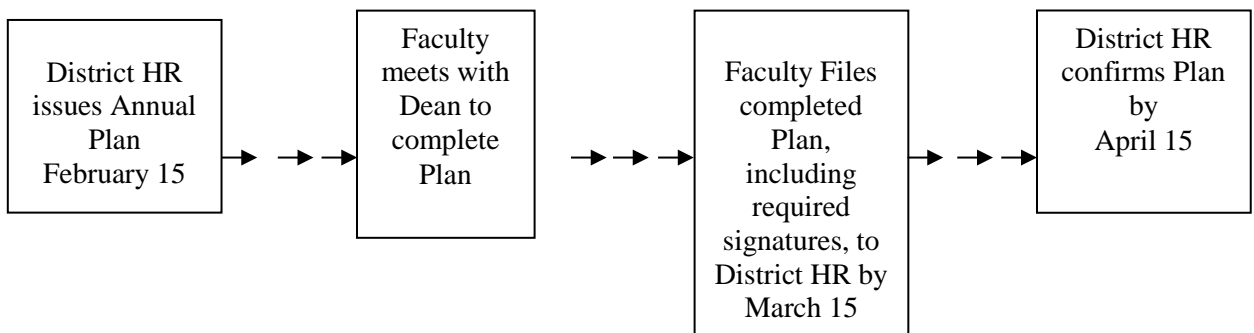


**APPENDIX U2
ARTICLE 19 FLOWCHART
(Article 19 - Emeritus Program)
Foothill-De Anza Community College District**

PRIOR TO INITIAL YEAR OF PARTICIPATION



SUBSEQUENT YEARS OF PARTICIPATION



APPENDIX U2
ARTICLE 19 TABLE
(Article 19 - Emeritus Program)
 Foothill-De Anza Community College District

Prior to Initial Year of Participation	Second and Subsequent Years of Participation
<ul style="list-style-type: none"> • At least two months prior to resignation, submit a written request or letter of Resignation for Purpose of Retirement with request included to the College President with a copy to the Dean. 	
<ul style="list-style-type: none"> • Within 10 working days of Board approval, the faculty employee is sent an Article 19 Annual Plan. 	<ul style="list-style-type: none"> • On or before February 15 the District Office of Human Resources shall issue a copy of the Annual Plan to each continuing participant.
<ul style="list-style-type: none"> • Within 30 days of issuance of the Plan from the District Office of Human Resources (not to exceed the end of the academic year) or by March 15, whichever is later, the faculty employee shall: 1) meet with Division Dean or appropriate administrator to complete the Plan; 2) obtain all required signatures; and 3) submit the completed Plan to the District Office of Human Resources. It is the responsibility of the faculty employee to assure the completed Plan is received by the District Office of Human Resources by the required deadline. • The faculty employee may request confirmation of receipt in person, or via email message or phone call. 	<ul style="list-style-type: none"> • On or before March 15 preceding the academic year in which the services will be rendered, the faculty employee shall: 1) consult with his or her dean or appropriate administrator to complete the Plan; 2) obtain all required signatures; and 3) submit the completed Plan to the District Office of Human Resources.. It is the responsibility of the faculty employee to assure the completed Plan is received by the District Office of Human Resources by the required deadline. • The faculty employee may request confirmation of receipt in person, or via email message or phone call.
	<ul style="list-style-type: none"> • On or before April 15, the District Office of Human Resources shall confirm the Article 19 Plan.