

**APPENDIX X  
EARLY NOTICE INCENTIVE and IRREVOCABLE RESIGNATION FOR PURPOSES  
OF RETIREMENT**

**(Article 20 – Early Notice Incentive)  
Foothill-De Anza Community College District**

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

\_\_\_\_\_ hereby submit my resignation for the purposes of  
(print name and CWID#)

retirement effective \_\_\_\_\_  
Month and Day Year

Please check *one* option below:

- I am requesting assignments under *Article 19: Emeritus Program* following my resignation for the purposes of retirement.
- I am requesting assignments under *Article 21: Post-Retirement Employment* following my resignation for the purposes of retirement.
- I am separating from employment with the district and am not requesting assignments following my resignation for purposes of retirement.

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

1. The filing period of the Early Notice Incentive opens the first day of the Spring quarter and closes on the last day of the Spring quarter. A notice is considered filed when received in the District Office of Human Resources;
2. If, within 30 days of filing this form, I change my retirement plans, I shall notify the office of Human Resources in writing (email) of my intent to rescind my resignation, and the Early Notice and Resignation shall be entirely disregarded. However, I understand that I may submit a new Appendix X, if it is filed in accordance with Section 20.4;
3. Following the 30-day rescission period, this form will be submitted to the Board of Trustees for the Board’s formal acceptance of my resignation; and
4. The Early Notice Incentive will be payable in the October 31 payroll following my effective date of resignation for the purpose of retirement in accordance with Article 30.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus

\_\_\_\_\_  
Division

FOR OFFICE USE

Received by:			
			Date
<u>Notification</u>	<u>Date</u>	<u>Initials</u>	
Employee			Award Amt
President			
Dean			To Be Paid October