

CalSTRS Retirement Procedure

As you prepare to retire, the following steps will ensure a smoother transition from employee to retiree. Please read carefully and work through each item below.

- Attend a CalSTRS retirement workshop to gather all necessary information on retiring. Information regarding workshops may be obtained online at CalSTRS website: www.calstrs.com and the CUSD website: www.centralusd.k12.ca.us > Human Resources > Retirement
- Meet with a CalSTRS Benefits Counselor. Benefits Counselors provide retirement and disability allowance estimates as well as information about CalSTRS benefits and programs. This service is available in person or over the telephone by appointment. The local CalSTRS office phone number is (559) 497-3797.
- Employee should obtain their unused sick leave hours prior to the appointment with the CalSTRS benefits counselor. This can be found on-line in the employee's Digital Schools Profile or by contacting the Certificated HR Coordinator. Employee should take the figure with them when meeting with the Benefits Counselor.
- Employee should contact CUSD Benefit Specialist regarding medical benefit questions.
- Once a decision is made to retire, the employee needs to complete a retirement form/letter.
- EMPLOYEE should schedule an appointment with the HR Coordinator at (559) 274-4700. During the appointment the HR Coordinator will collect the retirement form and complete the "Express Benefit Form" that the employee needs to complete the CalSTRS retirement application.
- If retirement is in association with an early retirement incentive, the Early Retirement form must be submitted to HR Department by February 1.

CalSTRS
Fresno Regional Office
855 N. Abby Street
Fresno, CA 93701
Phone (559) 497-3797
Hours: 8:00 a.m. – 4:30 p.m.

CalSTRS Contact Center
(800) 228-5453
Hours: 7:00 a.m. – 6:00 p.m.
Monday through Friday (Pacific Time)