

# Leaving PCCD?

## THINGS TO KNOW

## Overview

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## Sick Transfers

**Sick hours can be transferred to a new employer or retirement account upon retirement but are not paid out.**

### New Employer

If you wish to transfer your sick leave hours to a new qualifying employer, please follow these steps:

1. Contact your new employer to request a Sick Leave Transfer Form.
2. Complete the form and email it to [alejandrarodriguez@peralta.edu](mailto:alejandrarodriguez@peralta.edu) for processing.

### CalPERS

Upon retirement, your unused sick leave hours will be automatically transferred to your CalPERS (California Public Employees' Retirement System) account once your HCM record is updated to reflect your inactive status.

Please note that this transfer applies only to employees retiring and does not apply to other circumstances.

# CalSTRS

If you are enrolled in CalSTRS (California State Teachers' Retirement System), you will need to complete the **Express Benefits Report** as part of your retirement process.

1. You can obtain the form during your retirement appointment with CalSTRS.
2. Complete **Section 1** of the form, then submit it to [alejandrarodriguez@peralta.edu](mailto:alejandrarodriguez@peralta.edu).
3. The Benefits Office will complete the rest and submit the form to STRS on your behalf.

For faculty members, the following details will be provided by the Benefits Office:

- Your unused sick hours will be divided by 6 to convert to days.
- The contract base service days are equal to your academic year contract. For example, a full-time faculty member with a 10-month contract will have 175 base days.
- Part-time faculty will have 175 base days by default.

For Academic Administrators, the following details will be provided by the Benefits Office:

- Your unused sick hours will be divided by 8 to convert to days.
- The contract base service days are equal to your annual contract. For example, an academic administrator with a 12-month 1.0 FTE contract will have 242 base days.

Please note that this transfer applies only to employees retiring and does not apply to other circumstances.

## Important Note about the Express Benefits Report

Please ensure that the retirement and last day of work listed on the form match what you reported to CalSTRS. Otherwise, CalSTRS will return the form for corrections, causing a delay in processing.

# Vacation Payout

Upon separation/retirement, your unused vacation hours will be automatically sent to the Payroll Office to be paid out. This applies to all accrued vacation types, including the regular vacation bank (VAC), excess vacation bank (EVB), and vacation carried over from the legacy system's pre-PeopleSoft implementation.

Please note that vacation payouts apply only to employees who accrue vacation.

# View Unused Balances

To view your current unused sick leave balance, you can access it online by following these steps:

1. Visit the website and log into Employee Self-Service.
2. Click on **Time**.
3. Select **Leave/Comp Time Table**.

# Retirement Process

If you have questions about the retirement form, contact the Human Resources Office at [hr@peralta.edu](mailto:hr@peralta.edu) or visit the Retirement page at [www.peralta.edu](http://www.peralta.edu).

If you have questions about benefits after retirement (medical enrollment, etc.), contact the Benefits office at [benefits@peralta.edu](mailto:benefits@peralta.edu).

# Contact

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