

CalPERS - resignations and retirements - AESD-2 form requested

A separation date must be reported to PERS for all resignations and retirements (AKA terminations):

- Employees who are PERS members are resigning and may want to refund their PERS contributions **OR**
- Retiring and may have unused sick leave that needs to be reported to PERS for retirement service credit.

Please note that Unused Sick Leave Days is reported in **days** and PERS uses an 8 hour day. Please do not submit Unused Sick Leave Days in **hours**.

F. Permanent Separation (PSP)

- Death
- Other
- Retirement

Unused Sick Leave Days

Please complete an AESD-2 form for all resignations and retirements (AKA terminations) using this form:

[CalPERS AESD-2 Member Action Request for "0269 San Diego County Schools" 10/2014](#) (PDF)

For D/099 SDCOE use only:

[CalPERS AESD-2 Member Action Request for "0246 San Diego County Office of Education" 10/2014](#) (PDF)

Send forms via truck mail, to:

SDCOE
Retirement Reporting, Rm. 605
Attn: Clarissa De Los Santos

Or Fax to (858) 279-2953.