# 3-02/160.05 - Notification of Pending Retirement

Employees shall prepare an "Intent to Retire" request on a SH-AD-32A form, in duplicate, a minimum 90 days prior to actual date of retirement request.

The SH-AD-32A form shall include the following information:

- Employee's name, age, rank (or classification), employee number, and unit of assignment;
- Date of entry into county employment;
- Type of membership (general or safety); and
- Type of retirement (regular service, service connected disability or non-service connected disability).

The notification shall be signed by the concerned employee and distributed as follows:

- Original to Personnel Administration Bureau, Attention: Captain/Director of Personnel; and
- Copy retained for the unit file.