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VACANCY REQUISITIONS/EARLY RETIREMENT INCENTIVE (PSL-WO25)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This work instruction is the process by which contract employees request an Early Retirement Incentive.

**2.0 RESPONSIBILITY:**

- 2.1 Personnel Technician II

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Human Resource Services

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