



Risk Management Department
P - 858.627.7352
F - 858.627.7353

May 7, 2018

Dear:

RE: REASONABLE ASSURANCE FOR 2018 - 2019

Thank you for the services you provided the San Diego Unified School District during the 2017 – 2018 school year.

This is your official notice that you have reasonable assurance of returning to work in the 2018 – 2019 school year on the customary start date for your assignment, and of returning to work at the close of all holiday or other recess periods during the school year. Unless otherwise notified, your services will not be required during these recess periods.

The Unemployment Insurance Code generally provides that school employees are **not** eligible for unemployment insurance benefits, based on school wages, when in recess between or within school years, if they have a reasonable assurance of reemployment at the end of the recess. This includes the periods between tracks at year-round schools. However, should you believe you might be eligible for benefits, you may file a claim by calling the Employment Development Department (EDD) at 1-800-300-5616. The EDD determines your eligibility, not the district. If you are not offered employment after the recess, you may be eligible for retroactive benefits. Should you file a claim, please provide the EDD with this address:

San Diego Unified School District, 4100 Normal Street, San Diego, CA 92103-2682

Sincerely,

A handwritten signature in black ink, appearing to read "Lawrence Luna Jr.", written in a cursive style.

Lawrence Luna Jr.
Risk Management Specialist

** Please complete the section below and return the **entire** letter by June 4, 2018 to:

Risk Management, Revere Center, Room 7

_____ **I do wish to continue to serve as a district employee in 2018 – 2019.**

_____ **I do not wish to be appointed as a district employee in 2018 – 2019.**

Employee's Signature: _____ ID Number: _____ Date: _____

NOTES

(Please do not use tape to seal this letter)

If you change your name, address, or phone number, you are responsible to notify the district.
To make these changes, please contact the Human Resources office.

**RETURN THE ENTIRE LETTER BY JUNE 4, 2018,
BY SCHOOL MAIL, TO:
RISK MANAGEMENT DEPARTMENT
REVERE CENTER, ROOM 7
OR,
BY U. S. MAIL, TO:
SAN DIEGO UNIFIED SCHOOL DISTRICT
4100 NORMAL STREET
ATTN: RISK MANAGEMENT DEPT.
SAN DIEGO, CA 92103-2682**