

SUBMIT THE FOLLOWING FORMS AND DOCUMENTS TO LACERA:

- A letter from your department to LACERA requesting your return to work and the position to which you will return.
- A copy of the job description for the position to which you will return.
- Proof of your approval by the Board of Supervisors (BOS) for reemployment, provided by the County CEO. *(Note: This does not apply to Superior Court employees.)* There are two options for receiving this approval. Once the County CEO sends the request for reemployment to the Board of Supervisors:
 - o If there are no issues of concern and the Board of Supervisors (BOS) does not agendize the request within 10 days, under BOS Policy 9.150 the CEO can send a letter to LACERA confirming there is indirect approval of the request.
 - o If agendized, the CEO can send a copy of the stamped BOS resolution approving reemployment.
- Your letter to LACERA requesting suspension of your retirement benefit and a return to active membership.
- A Medical Evaluation Report confirming you are not incapacitated to work in the return position.

LACERA's Benefits Division must receive and validate all five required documents before submitting your request for the next scheduled Board of Retirement (BOR) meeting. Submit your completed documents at least three weeks prior to the Board of Retirement's Administrative meeting for consideration. Late applications will be deferred to the next meeting, typically held on the first Wednesday of each month. Refer to the [Board Meetings Schedule page](#). Please note that this timeline is an estimate and is subject to LACERA and its Boards. The BOR will then act on the request. If you want to return to work on a permanent basis with the County, your request for reemployment will need to be approved by the Board of Supervisors and Board of Retirement, and you will need to return to active LACERA membership to receive service credit.

Please note that you are required by law to get approval from the Board of Supervisors and Board of Retirement. If you have already restarted working with Los Angeles County, please submit the below forms to LACERA as soon as possible. You must inform LACERA about your employment status because it may impact the retirement benefits you have already received.