



Memorandum

TO: Board of Administration, Federated Retirement Plan

FROM: Tamilynn Imai

SUBJECT: Change Retirement Effective Date
Ms. Shu Fen Chen

DATE: May 17, 2023

Approved

Amy Dickinson

Date *06/05/2023*

RECOMMENDATION

Change the retirement effective date from June 3, 2023 to June 10, 2023 for Ms. Shu Fen Chen, Librarian from the Library Department.

BACKGROUND

At the May 18, 2023 Board meeting, the Federated Retirement Plan Board of Administration approved the Service retirement date of Ms. Chen effective June 3, 2023.

Retirement Services received email confirmation from Ms. Chen on May 15, 2023 informing ORS that she would like to change her retirement date with City of San Jose from June 3, 2023 (which is the date approved by the Board) to June 10, 2023.

ANALYSIS

Ms. Chen is requesting that the Board approve the request to change her retirement date from June 3, 2023 to June 10, 2023.

Tamilynn Imai

Tamilynn Imai
Analyst

Enclosure: Email