



Memorandum

TO: Board of Administration for the Police
and Fire Department Retirement Plan

FROM: Stacey Fischer

SUBJECT: Change Retirement Effective Date
Mr. Mark Stephens

DATE: December 10, 2020

Approved *Barbara Hayman*
Reviewed: *Theresa Sitchler* *12/11/2020*

Date
12/15/2020

RECOMMENDATION

Change the retirement effective date from December 26, 2020 to January 23, 2021 for Mr. Mark Stephens, San Jose Police Officer.

BACKGROUND

At the December 3, 2020 Board meeting, the Police & Fire Department Retirement Plan Board of Administration approved an Early service retirement for Mr. Stephens effective December 26, 2020.

On December 4, 2020, Mr. Stephens requested in writing to change his effective retirement date from December 26, 2020 to January 23, 2021 (see attached), his estimated years of service will be 21.76.

ANALYSIS

Mr. Stephens is requesting that the Board approve the request to change his retirement date from December 26, 2020 to January 23, 2021.

Stacey Fischer

Stacey Fischer
Analyst