Bellmore-Merrick United Secondary Teachers
1260 Meadowbrook Road
N. Merrick, NY 11566
(516)992-1068

# BMUST Memo

January 5, 2010

Teachers who are returning from leave must notify the district in writing.

Any teacher who is considering retirement this year should be aware that, based on our contract, you are encouraged to notify the district of your resignation for reasons of retirement by February 1, but that the **deadline** for notification is the Monday following the February break **(February 22).**

The resignation should be worded as follows:

I, _____ resign my position of _____ Teacher at _____School for the purpose of retirement, effective the close of business, the last day of school, June 25, 2010.

All letters should be sent to the Personnel Office at Brookside School with a copy to the Union Office at Brookside, Room 96.

Mike Dolber
President, BMUST