

1260 Meadowbrook Road

North Merrick, NY 11566

(516)992-1068

**Mark Steinberg, President**

To: All Members

From: Mark Steinberg, President

Subject: **Retiring, Returning From Leave, or Planning a Leave (Not Maternity)**

Date: January 5, 2017

**Step 1: 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 27, 2017).**

A sample letter for resignation should be worded as follows:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ resign my position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School for the purpose of retirement, effective the close of business, **June 30, 2017.**

**Teachers who are returning from leave or planning a leave of absence** (not maternity) must also notify the district in writing by that date.

All letters should be sent to Dr. Mara Bollettieri in the Personnel Office at Brookside School with a copy to Mark Steinberg at the Union Office at Brookside, Room 96.

**Step 2:** This letter will prompt personnel to work with you on your Health and Dental Insurance coverage.

**Step 3:** Contact the New York State Teachers Retirement System (NYSTRS.org).

**Step 4:** Contact your 403b provider to make plans for your accumulated sick day payments. Information about the 457 plan is available from your head building representative.

**Step 5:** NYSUT offers “Your Blueprint for a Successful Retirement: An online planning guide.” To access this guide go to: <http://www.nysut.org/members/retirees/retirement-guide>

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**Step 6:** Hank Sessa is our Retirement Consultant. You may want to contact him to make sure of anything else you may need to do. His contact information is: [HANK@NYSRETIREMENTGUIDE.COM](mailto:HANK@NYSRETIREMENTGUIDE.COM) and his phone number is [631-335-8201](tel:631-335-8201).