



Rob Walsh, President
Peter Brideson, 1st Vice-President
Bill Morris, 2nd Vice-President
Brad Seidman, Treasurer
Kristin Fusaro, Grievance Chair

To: All Members

From: Rob Walsh, President

Subject: **Retiring, Returning From Leave, Requesting an Unpaid Leave of Absence**

Date: January 12, 2022

Any teacher considering retirement or returning from leave should be aware that, based on our contract, you are encouraged to notify the district of your intent by February 1, **but that the deadline for notification is the Monday following the February break (February 28, 2022).**

If a teacher is considering requesting an unpaid leave of absence, please be aware that, based on Article XI, Section A of our contract, you must request an unpaid leave of absence **prior to February 1, 2022.**

The following steps apply only to those intending to retire:

Step 1: Submit a letter to Dr. Mara Bollettieri in the Personnel Office at Brookside School with a copy to Rob Walsh at the Union Office at Brookside, Room 96.

SAMPLE:

Name: _____

Address: _____

Date: _____

I, _____ resign my position of _____ Teacher at _____ School for the purpose of retirement, effective the close of business, **June 30, 2022.**

All letters should be sent to Dr. Mara Bollettieri in the Personnel Office at Brookside School with a copy to Rob Walsh 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>

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.
He can be reached via email: HANK@NYSRETIREMENTGUIDE.COM or phone: 631-335-8201.