To: All Members  
From: Rob Walsh, President  
Subject: Retiring, Planning a Leave (Not Maternity), Returning From Leave  
Date: January 6, 2020  

Any teacher considering retirement, planning a leave of absence, 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 24, 2020).

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, 2020**.

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](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.