



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

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>

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.