



(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 7, 2019

**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 25, 2019).**

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, 2019.**

**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>

**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).