



**Rob Walsh, President**  
**Peter Brideson, 1<sup>st</sup> Vice-President**  
**Bill Morris, 2<sup>nd</sup> Vice-President**  
**Dennis Urban, 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 9, 2024

**Any teacher considering retirement or planning to return from a 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 26, 2024).**

**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, 2024.**

**The following steps apply only to those intending to retire:**

**Step 1:** Submit a letter to Eric Gomez in the Human Resources 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, 2024.**

**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](mailto:HANK@NYSRETIREMENTGUIDE.COM) or phone: [631-335-8201](tel:631-335-8201).