



# Resignation/Retirement Notification Form

We appreciate your cooperation in completing this form and forwarding it to Human Resource office at least 30 days prior to your resignation/retirement date. **This form is required**, but an optional letter may be attached.

Name (printed): \_\_\_\_\_

Position \_\_\_\_\_ Location: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary phone number: (\_\_\_\_) \_\_\_\_\_ Personal Email: \_\_\_\_\_

## Please check ONE box below and complete the fields within that section:

### Partial Resignation/Reduction in FTE or hours (Pre-approval required.)

Partial Resignation - I hereby resign \_\_\_\_\_ FTE/hours of my \_\_\_\_\_ total FTE/hours position.

Effective date: \_\_\_\_\_ (the **first** working day of your reduced FTE/hours)

#### Resignation: I respectfully submit my resignation from San Juan Island School District\*.

- ✓ **Pay & Benefits will terminate at the end of the month in which your resignation from the district is effective.**
- ✓ Questions - Please contact HR at (360) 370-7904.
- ✓ Last work day: \_\_\_\_\_ Effective resignation date: \_\_\_\_\_

**\*Will you be working at another school district in Washington state? YES NO**

**\*If yes, anticipated start date:** \_\_\_\_\_

#### Retirement: I respectfully submit my intention to retire from San Juan Island School District.

- ✓ **Benefits will terminate at the end of the month of your retirement effective date.**
- ✓ See attached important DRS information. Other questions - Please contact HR at (360) 370-7904.
- ✓ Contact DRS at 1-800-547-6657 to confirm retirement eligibility and your retirement date. Date of **Last Work Day:** \_\_\_\_\_

**MANDATORY:** Effective date of Retirement (Reported to DRS.): **June 30, or August 31**

I would like to return as a substitute (Enter type): \_\_\_\_\_

Please cash out any eligible amount of my sick and personal leave. (Eligibility is defined in [WAC 392-136-020](#)). Note: Unused sick leave not cashed out is eligible for transfer to another Washington state school district, under the terms of state law.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Plan 2/3 teachers and school employees ask: What's the best retirement month for me?

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When it comes to retirement planning, teachers and school employees in Plans 2 and 3 often ask whether it's better to retire in July (when you stop working) or in September (when your contract ends).

There are several factors to weigh in choosing your retirement month, including what's gained from an earlier start to benefits and [cost-of-living adjustments](#) (COLAs) compared to what's earned from two extra months of service. And, starting this year, there's a new consideration: the impact of an earlier retirement on your health care costs.

This additional consideration relates to the recent launch of the School Employees Benefits Board (SEBB) program, which offers employer-supported health insurance options for teachers and school employees. While SEBB provides enrollment for working employees, it does not offer coverage for retirees.

These two scenarios illustrate how these various factors come into play:

**July retirement scenario** (resign your position effective June 30 to retire starting in July 2020):

- You'll receive your pension benefit plus your salary for July and August.
- Your COLA will start in July of the following year (July 1, 2021).
- You won't receive service credit for July and August.
- Your health care coverage via SEBB will be discontinued after June 30.

**September retirement scenario** (resign your position effective Aug. 31 to retire starting in September 2020):

- You'll receive your pension benefit starting in September.
- Your COLA won't go into effect until July 2022.
- You'll earn service credit for July and August.
- You'll continue to receive SEBB health care coverage in July and August.

In both scenarios, eligible individuals can purchase retiree health insurance through the Public Employees Benefit Board (PEBB) program once their SEBB coverage ends. Both programs are administered by the state Health Care Authority (HCA), which provides online information on [SEBB plan costs](#) and [PEBB retiree plan costs](#).

So what's best? The fact is, this is a personal decision that involves a number of different factors, including the cost of your current employer-supported benefits versus the cost of retiree health care coverage during the last two months of your contract.

Whichever you decide, be sure to communicate with your employer, DRS and HCA on whether you are resigning effective June 30 or August 31.

If you have any questions about PEBB retiree insurance, please call HCA at 1-800-200-1004 and select menu option 6.

If you have any questions about your retirement date or COLAs, please [contact DRS](#).