



FAQ – Retirement/Resignation

Q. I would like to retire or resign at the end of this school year. What do I need to do?

- A. 1. Complete the Retirement/Resignation form. The form is located at this link - <https://www.sdb.k12.wi.us/Page/257>
2. Give the form to your principal/supervisor for signature.
3. Principal/supervisor sends the form to Human Resources.
4. The form is processed and information is presented to the Board of Education for approval.

Q. What date do I use for effective contract end date and for last actual date of worked?

- A. Less than 52 week employees working until the end of school year will use the same date in both fields.

Q. When does my insurance end?

- A. Professional Educators and Para Educators insurance will end August 31.
212/200/220 employees' insurance will end July 31.
52-week employees' insurance will end the last day of the month you terminate employment.

Q. I have accrued leave. When will I be paid for that and how much will I receive?

- A. Accrued leave payout is for those retiring from the District only. For every day over 60 in your accrued leave bank, you will receive \$100 per day up to a maximum of \$6,000. This payment will be made in August and direct deposited to your bank account. Taxes will be applied to this payment. No other deductions will be made including WRS contributions.

Q. Can I be paid for vacation?

- A. Employees who qualify for vacation (52 week employees) may contact Finance/Payroll for payout information.

Q. As a retiree, when can I return to work as a substitute or time carded employee?

- A. All employees who wish to return to work after retirement must complete a rehired annuitant form before they start working. Employees retiring after July 1, 2013 must have a 75-day break in service before returning to work. The employee should contact Employee Trust Funds at 1-877-533-5020 if there is a question about their allowable return to work date.