



Administrative Procedure 430

RETIREMENT NOTIFICATION

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1. Subject to the provisions of the applicable collective agreement or contract of employment, all accumulated sick leave benefits shall be forfeited upon retirement.
2. Retired personnel may be re-employed by the Division provided:
 - 2.1 that the Division requires their services, and
 - 2.2 that the Police Information check procedures are followed.
3. Any employee anticipating retirement is asked to submit a letter of resignation preferably six months or more before the date. Please note: Early notification of retirement may affect the amount of gratuity payable to an employee who is a member of the Regina Public School Teachers' Association (RPSTA) in accordance with Administrative Procedure 431 – Retirement Gratuity. In order to protect the provisions of their sick leave up to one month prior to the date of retirement, employees may wish to include the following paragraph in their letters of resignation:

It is understood that, in the event that I suffer ill health prior to _____ (the date to be one month prior to the date of retirement) and become eligible for sick leave, my resignation will be revoked at my discretion. It is further understood that, when my health improves and I am no longer entitled to sick leave, I will tender another resignation immediately.

Reference: Section 85, 87, 109, 211, 212 The Education Act, 1995
Labor Standards Code