



Notification of Retirement/Resignation

****Do not use this form to request a retirement estimate****
Review the "Checklist for Resigning/Retiring Employees" available online or in our office.

Resigning or retiring employees **must** complete and submit this form to the School District of Philadelphia's Retirement Office. Once your intent to separate has been submitted, appropriate personnel and offices will be notified. Paperwork is processed based on the date received.

By mail or in person:
Retirement Office
440 N. Broad Street, Suite G-8
Philadelphia, PA 19130

By Fax:
(215) 400-4681

By Email:
Retirement@philasd.org

It is the responsibility of the employee to confirm receipt of this form with the Retirement Office at (215) 400-4680.

Provisions 1101 and 1121 of the Public School Code require professional employees to provide written notice of sixty (60) days before resignation/retirement becomes effective. Please be aware that employees are not eligible to retire or resign on non-work days. Therefore, employees who are retiring or resigning for the next school year must do so on their last contractual day of the current school year.

Please complete all information requested below:

Employee Name (PRINT)

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Employee Identification Number

Social Security Number

Date of Birth

Current Address

City, State, Zip Code

Day-time telephone number

Name of Principal/Direct Supervisor

Position

Location # and Name (School/Department)

I am: Retiring Resigning **Reason:** _____

Last day of Employment _____
(Month/Day/Year)

Check all that apply:

Currently on sick leave/ wage continuation
Last day on leave _____
(Month/Day/Year)

Currently on Sabbatical

Currently on other leave (i.e. illness in family, maternity, military, etc.): _____
(Please explain)

COBRA information will be mailed to eligible employees from Discovery Benefits.

Employees who wish to *rescind or change their separation date* must complete the "Rescission or Change of Retirement/Resignation" form and it **must be submitted prior to the "LAST DAY OF WORK" indicated above.** The form is available in our office or online at <https://www.philasd.org/benefits/retirement/>.

Employee Signature

Date

If you submit a Notification of Retirement-Resignation, your position will not be held and may be filled through site selection or transfer. If you later rescind, you will be entitled to pick a new position from the vacancy list.

OFFICIAL USE ONLY:
RO REC'D
STAMP:

PERSONNEL
INITIALS: