

***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 this form is 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
To confirm receipt, please call
(215) 400-4680.

By Email:

Retirement@philasd.org
Keep your email as your receipt.

It is the responsibility of the employee to confirm receipt of this form with the Retirement Office.

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 complete all information requested below:

Employee Name (PRINT)

00000-_____
Employee Identification Number

Social Security Number

Date of Birth

Current Address

Position

City, State, Zip Code

Name of Principal/Direct Supervisor

Day-time telephone number

Location # and Name (School/Department)

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

My last day at work is/was _____
(Month/Day/Year)

Your last day must be a work day, you may not use a holiday or a paid day off.

LAST CONTRACT DAYS 2019-2020 SY

PFT 10-month: last work date is 6/15, last paid date is **6/15**

CASA 10-month: last work date is 6/22, last paid date is **6/22**

634 Student Climate Staff: last work and paid dates are **6/15**

634 Food Service workers: last work and paid dates are **6/12**

School Police / 1201: last work date is 6/15, last paid date is **6/15**

If applicable, check all that apply:

I am currently on:

Sick Leave / Wage Continuation

Maternity / Parental Leave

Other

Workers Compensation

Military Leave

Explain:

Sabbatical

Family Medical Leave

***With the exception to 1201 members and those who comply with the CASA/PFT contractual agreement: Upon separation from service in June, if you are enrolled in medical benefits, coverage for you and any dependents will terminate effective July 01. Discovery Benefits will mail you an enrollment package if you wish to continue coverage on a self-pay basis.**

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: _____



CHECKLIST FOR RESIGNING/RETIRING EMPLOYEES

Use this checklist to ensure that you have completed all required items to prepare for your resignation or retirement.

Am I retiring or resigning? If you have met the vesting requirements provided by PSERS and are intending on commencing your pension payments, you are *retiring*. If you have not met the vesting requirements or will not be commencing your pension, you are *resigning* from employment.

CHECK OFF ONCE COMPLETED

Receive an acknowledgement of your separation: An acknowledgement letter will be mailed to you within two to four weeks from the date you submitted notification to resign/retire.

Retiring Employees: Carefully review the "Guidelines for Retirement" which explains the important steps that must be completed before and after retiring. This is available on our website, www.philasd.org/benefits/retirement/.

Inquire about your Pension: Call Public School Employees' Retirement System (PSERS) at (215) 443-3495 in regards to your pension income and all questions regarding retirement contributions and refund.

Pension Processing Expectations:

Processing Time Frames

- Once your retirement/resignation form has been submitted to the Retirement Department, The School District of Philadelphia will provide PSERS your date of termination and final pay the month following the month in which all final distribution of wages have been issued. This includes but is not limited to any reserve pay.
- PSERS will process and finalize your application within 30-90 days once your date of termination and final pay has been received.
- Pension funds will not be disbursed until all final pay has been received by PSERS and your employment status has been updated to "*Terminated*" (*separated from employment*) in the PSERS system. In order for your employment status to be updated, the retirement/resignation form must be received by the Retirement Department.

If you are vested and retiring and would like to commence your pension:

Complete these items to commence payment on your pension

- Attend a Foundation Meeting
- Request an estimate from PSERS (Contact PSERS at 1-888-773-7748 or 215-443-3495)
- Schedule and attend a Retirement Exit Counseling Meeting
- Notify the School District of your intent to retire
- Initiate the retirement process with PSERS
- Review the retirement/resignation notice checklist
- Finish retirement process with PSERS

If you are separating from employment and are not vested and would like to withdraw your funds:

Complete these items to withdraw your contributions from PSERS

- Notify the School District of your intent to separate from employment
- Initiate Application for Refund process with PSERS
- Review the retirement/resignation notice checklist
- Finish refund process with PSERS

Contact the Payroll Department: (215) 400-4490 or payrollhelp@philasd.org for to update your address. Your last pay stub will be mailed to your address on file.

System Access: Due to the automation of the District's technology systems, effective on the evening of your official separation date, you will no longer have access to your School District email account, employee portal, or other District systems. We recommend printing or saving this correspondence for future reference in order that you can follow up with us directly after you've left the District.

Update your Life Insurance policy: The SDP's Basic and Supplemental term life insurance plan is an employer group policy with Aetna.

- **If you are retiring under normal retirement** and have the SDP life insurance policy for 10 years, you will be eligible to receive a fully paid \$2,000 policy. You will receive information concerning this policy within 1-3 months after your retirement date. Please call the Employee Benefits office at (215) 400-4630 to confirm eligibility and to update beneficiary information.
- **If you are not retiring under normal retirement**, you are not eligible to receive a paid up policy; however, you may be able to convert to an individual policy with the carrier, Aetna. To convert the policy, complete the "Application for Conversion of Group Term Life Insurance" (under the forms section of www.philasd.org/benefits/), **including the premium calculation**, and return to Employee Benefits within 31 days of separation.

□ Sign up for Benefits:

• **Medical Coverage:**

- PFT, 634, CASA and Non-Represented Employees: By law, you have the option of continuing your current medical insurance plan (Keystone Health Plan East or Personal Choice) through a self-pay basis. The insurance remains the same, however, you are required to pay the full monthly premium if you wish to continue the coverage. This is formally known as "COBRA". Information and enrollment materials on "Continuation of Coverage" (COBRA) will be sent to your address by our Third Party Administrator, Discovery Benefits. To continue coverage, you must complete the enrollment materials and send payment to Discovery Benefits.
- Local 1201 (32BJ): Call 32BJ at (877) 605-8300 for enrollment materials.
- If you or your spouse is age **65 or over** or eligible for Medicare due to disability, contact Social Security at (800) 772-1213 or www.socialsecurity.gov about enrolling in Medicare Part B. You cannot continue medical coverage through COBRA if you are entitled to Medicare.

• **Dental, vision and prescription benefits:**

- Non-represented, CASA and SPAP employees can apply for continuation of dental, prescription and vision benefits at the same time they apply for continuation of medical coverage through Discovery Benefits. Eligibility for these benefits is the same as it is for medical insurance.
- Local 634 employees must contact their union health and welfare fund at (833) 228-9212.
- PFT employees must contact their union health and welfare fund at (215) 561-2722.
- Local 1201 (32BJ) employees must contact their union health and welfare fund at (215) 627-9220.

□ Prepare to receive your Termination Pay: For the payout of accumulated personal illness, personal leave, or vacation days (Termination Pay):

- If you are **less than 55 years old** in the year in which you leave the District, you have the option of receiving your Termination Pay in two ways:
 - Have the check sent directly to you (**this is the default payment option**). If you want your payment in the form of a check, then Payroll will calculate it and send it to you. No action is required by you.
 - Voluntarily elect to send the money to a tax-deferred account with one of the three approved vendors. You will have to open an account specifically for Termination Pay and also complete the "Termination Pay Provider Election and Limit Verification" form which will be provided by your financial representative. You will need to designate a specific dollar amount of your funds to be allocated in this account. He or she will submit the required paperwork to the Payroll Office, which will then process your Termination Pay. Follow the instructions below for distribution options.
- If you are **at least 55 years old or you will turn 55 this calendar year**, your Termination Pay must be distributed to one of the School District's approved 403(b) Plans (and 457(b) Plans, if applicable). Follow the instructions below to obtain your Termination Pay
 - Contact one of the three approved vendors listed below.
 - Open an account specifically for Termination Pay and complete the "Termination Pay Provider Election and Limit Verification" form, which will be provided by your financial representative. He or she will submit the required paperwork to the Payroll Office which will then wire the funds to the company.
 - Once your Termination Pay is electronically wired to your selected company, you may take an immediate cash distribution of the balance of your 403(b) and 457(b) Plan accounts (including any Termination Pay contributions) or you may roll the money into an IRA or other eligible retirement plan. Alternatively, you may continue to invest your account balance under the Plan(s) until a later distribution date chosen by you. Distributions (such as loans, rollovers, exchanges, partial withdrawals and full surrenders) from any of the current approved vendors will require **employer authorization**, which can be obtained through a Disbursement Eligibility Certificate (DEC). A DEC is only available on the Retirement Manager system, www.MyRetirementManager.com. Instructions on how to withdrawal funds from your account(s) and how to use the Retirement Manager system are available the Employee Benefits website, www.philasd.org/benefits/.

□ Inquire about your Tax Sheltered Account (TSA): If you are enrolled in a 403(b), Roth 403(b) or 457(b) program, you should contact your investment representative directly for assistance in financial planning. Distributions (such as loans, rollovers, exchanges, partial withdrawals and full surrenders) from any of the current approved vendors will require **employer authorization**, which can be obtained through a Disbursement Eligibility Certificate (DEC). A DEC is only available through the Retirement Manager system, www.MyRetirementManager.com. Instructions on how to withdrawal funds from your account(s) and how to use the Retirement Manager system are available the Employee Benefits website, www.philasd.org/benefits/.

Company Name	Company Contact Name	Contact Phone Number
AXA-Advisors	Ernest L. Repice	1-(800) 628-6673
Lincoln Investment Planning	April Reavy	1-(800) 242-1421 x1434
VALIC	Susan Essig	1-(877) 889-1589

Federal income tax will not be withheld from contributions to 403(b) Plan and 457(b) Plan accounts and you will not be required to pay federal income tax until you withdraw the money from your Plan account(s). Current IRS guidelines indicate that School District contributions of Termination Pay to a 403(b) Plan account are not subject to FICA or Medicare taxes (7.65% combined). However, FICA and Medicare deductions are withheld on amounts contributed to 457(b) Plan accounts. You will not have to pay Pennsylvania income tax and Philadelphia City Wage tax on the School District's contribution of your Termination Pay to your 403(b) Plan account or your 457(b) Plan account.

Please check with your financial advisor regarding your specific contribution limits.