



May 2023

SEPARATION DATES

Unplanned absence on the part of School District of Philadelphia (SDP) employees may have a negative effect on the services provided by the SDP, on the instructional program, the continuity of Instruction to all pupils and the morale of other employees. To limit disruption, the following guidelines for voluntary separation are provided.

Once the retirement/resignation notice is acknowledged by the SDP, the notice is considered accepted and may not be withdrawn without written approval from the SDP.

Employees may select a last day worked based on their contractual calendar. With the exception of employees on approved leaves (personal illness, worker's compensation charter school, etc.), an employee is expected to report to work on their last day. Vacation, School Holidays <https://www.philasd.org/calendar/> and non-scheduled work days are not permitted. Employees may not use Personal, vacation or "Comp" Days on their last day. Except for employees being monitored by Employee Health Service, if the employee calls out sick, the last day worked will be backdated to the last day in attendance.

Professional employees (those requiring a certification to perform their jobs) which include, but not limited to teachers, principals, and school secretaries are required to provide 60 days' notice per the PA Public School Code Of 1949 and the Professional Teacher Contract or Temporary Teacher Contract signed at hiring.

SEPARATION DATES FOR 10 MONTH EMPLOYEES

The practice of the School District of Philadelphia has always been that 10 month individuals who do not return to service on the first student day of the new school year are separated effective the last scheduled workday of the school year. This applies to all represented and non-represented 10-month employees.

Benefits eligibility for 10 month contractual employees not returning for the next school year terminate at the end of June following the close of the school year. Summer work (summer school, summer programs, ESY and re-org, etc. are non-contractual work and do not maintain your benefits eligibility.)

Per their collective bargaining agreements, employees in CASA represented positions are provided an opportunity to extend their SDP provided health coverage through August if they provide notice of their intent to resign or retire to the Separations Office by March 15. The District reserves the right to bill employees for the full premium of benefits provided beyond their contractual eligibility.

Employees in eligible PFT represented positions* can extend their SDP provided medical coverage through August if they provide notice of their intent to resign or retire to the Separations Office by the last day of school.

*Classroom Teachers, Counselors, Librarians, Teachers on Leave, Special Education Teachers, Itinerant Teachers, Demonstration Teachers, Collaborating or Consulting Teachers, Provisional Teachers, Long-Term Substitute Teachers, Office Heads, Coordinators, Released Teachers, Nurses, Therapists (OT & PT) and School Psychologists.

Visit our Website at www.philasd.org/benefits/retirement