

Rescission or Change of Resignation/Retirement Date

440 N. Broad St. Education Center, Second Floor, Portal D, Suite 222, Philadelphia, PA 19130
Phone: 215-400-4600 | Fax: 215-400-4604 | Email: separations@philasd.org

NOTE: SDP Employees are not eligible to rescind or change an acknowledged retirement/resignation without approval from their supervisor. Once you have completed this form, please email this form to your supervisor. Your supervisor should then email separations@philasd.org with the completed and signed form.

Once a determination on the change/rescission has been made, the Office of Talent will notify all of the appropriate personnel and offices. Paperwork is processed based on the date received.

∞It is the responsibility of the **employee** to confirm receipt of this form with the Office of Talent∞

PERSONAL INFORMATION-Print Clearly (this form is fillable, download and save first)

Name (Last, First, Middle)	Telephone Number
Address, City, State and Zip	Employee ID Number 00000-
SDP Email Address:	Personal Email Address:

SEPARATION INFORMATION- You may NOT use a holiday or a paid day off as your last day of work.

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.

I am requesting to

Rescind my retirement/resignation

Change my retirement / resignation date. My new **last day of work** will be _____

Check this box if you had more than one position and are only resigning/changing the date for one or more positions.

Position: _____ Employee Signature _____

School/Department: _____ Date: _____

Supervisor Name Print _____	<input type="checkbox"/> Accepts employee's Rescission (if position is still open) or Change of Date
Supervisor Signature: _____	<input type="checkbox"/> Declines employee's Rescission or Change of Date
	Date Signed _____

Note: This form is available on the SDP website, Office of Talent section and the Benefits section under Retirement.

OFFICIAL USE ONLY	
REC'D STAMP: _____	PERSONNEL INITIALS: _____