



# Southwest

Independent School District

From the Office of Administration & Human Resources

11914 Dragon Lane • San Antonio, TX 78252-2647 • 210-622-4300 • Fax 210-622-4301 • www.swisd.net

## REIMBURSEMENT OF ACCUMULATED LEAVE UPON RETIREMENT

An employee who retires from the District shall be eligible for reimbursement for each day of unused state and local accumulated leave, at the daily rate of a substitute for the employee's position. Employees must meet the following eligibility requirements:

1. Your retirement is voluntary and you have been granted retirement under the laws governing the Teacher Retirement System (TRS). The employee is not being discharged or non-renewed.
2. You must provide the District advance written notice of intent to retire. Contract employees must provide written notice of at least **90** days before the last day of employment. Non-contract employees must provide written notice at least two weeks before the last day of employment.
3. You have at least **five consecutive years** of service with the District.

\_\_\_\_ I understand that the cash out value of my unused accumulated leave will be included on my final paycheck. *Initial*

**NOTE: If you are reemployed with the District, days for which you have received payment, shall not be available for use.**

_____ Employee Name	_____ Employee ID No.	_____ Retirement Date	
_____ Mailing Address	_____ City	_____ State	_____ Zip
_____ Employee Signature		_____ Today's Date	

RETURN COMPLETED FORM **90** DAYS PRIOR TO ANTICIPATED RETIREMENT DATE:

SOUTHWEST INDEPENDENT SCHOOL DISTRICT  
 DEPARTMENT OF HUMAN RESOURCES  
 11914 DRAGON LANE  
 SAN ANTONIO, TEXAS 78252

2018-2019

**COMMITMENT TO GROWTH. COMMITMENT TO SERVICE. COMMITMENT TO RESULTS.**

Southwest High School • Southwest Legacy High School • CAST STEM  
 McAnally Middle School • McNair Middle School • Scobee Middle School • Bestik Middle School •  
 Big Country Elementary • Bob Hope Elementary • Elm Creek Elementary • Hidden Cove Elementary •  
 Indian Creek Elementary • Kriewald Road Elementary • Melis Creek Elementary • Sky Harbor Elementary •  
 Southwest Elementary • Spicewood Park Elementary • Sun Valley Elementary

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