

## **Reimbursement of Leave upon Retirement**

### **Local Policy (DEC)**

The District reimburses local and state personal leave at the substitute rate for each day that is not used upon voluntary retirement, if an employee has been continuously employed with SWISD for 5 years and provides 90 days of notice to the District prior to the retirement date.

An example of this would be that employees whose contract ends on June 6, 2014, the employee would be required to provide the District notice of retirement by March 8, 2014. Since this is a Saturday and the next week is Spring Break the notice date would move to the next business day, which would be March 17, 2014.

If you have questions concerning this benefit, please feel free to contact me at 622-4731 or Ms. Donna Schweers at 622-3702.

Thank you.