



Notice of Retirement/Resignation

Please complete all of the requested information. From time to time, it may be necessary to contact you regarding outstanding issues which may include your W2, benefits and/or pay. Be sure to include an alternate phone number, particularly if you are relocating. Your AACPS email will expire upon separation. Therefore, please provide an alternate email address for follow-up contact. Thank you!

Name		Job Title		Grade/Subject	
Work Location		Last day of employment		Employee ID	
Address where you can be contacted (Effective date: _____)			City		State
Phone		Alternate Phone		Personal Email	

If this is an end of year resignation, are you teaching Summer School? Yes No

Please check your reason for leaving AACPS:

I. **Retirement** [20] Service Ordinary Disability Accidental Disability

II. **Resignation**

A. Continuing in Teaching/Education (please specify where)

- Another country [41] _____
- Another state [42] _____
- Another MD district [43A] _____
- MSDE [43B]
- An administrative or supervisory position in MD [43D] _____
- MD college/university [44] _____
- Private school [45] _____

My primary reason for making this change is: (check one; if Other, specify)

- to be nearer home better salary better working conditions better position in terms of qualifications
- other: _____

B. Other Voluntary Resignation (check one and clarify where indicated)

- Government services [51] Business position [52] Defense work [53] Armed services [54]
- Marriage [63] Maternity [64] Personal illness [66]
- Further study at [61] _____
- Moving to [62] _____ because of _____
- Home responsibility [65]: _____
- Dissatisfaction with teaching as a profession because [67A]: _____
- Dissatisfaction with any present position or with the county school system because [67B]: _____
- Other [68]: _____

Signature	Date
-----------	------

Employee Separation

For circumstances that require employees to separate employment with AACPS, please provide notification to the Division of Human Resources as soon as you are aware of your need to separate. This will ensure that you are provided with necessary information in a timely manner.

Employees must submit *The Notice of Resignation/Retirement Form* to Kera Holley in HR. The form can be submitted via fax (1-443-458-0133), email (kholley@aacps.org), hand delivery, or basket mail. The form can be found online at aacps.org.

Please note, tenured Unit I employees must notify HR no later than July 15 if they do not plan to return to their positions for the next school year. Non-tenured Unit I employees must notify HR no later than May 1. Please review the appropriate negotiated agreement for your position to determine resignation deadline during the school year.

Impact of Benefits: (Read carefully, please find the appropriate situation)

If you resign during the school year, healthcare coverage will terminate at the end of the month in which your employment ends (i.e. - last date of employment is March 15, healthcare coverage will end on March 31).

All end of year resignations will be effective July 1. Healthcare coverage will end on June 30 for any resigning employee. A resignation letter and packet will be mailed to your home address. Your principal/Supervisor will be notified of your resignation.

10-month employees may be eligible to continue employee healthcare benefits throughout the summer (until August 31), provided notice is submitted as follows:

- Unit I – your notice of resignation must be received in Human Resources by April 15 and you must continue working in your position until the end of the school year to retain employee healthcare benefits through August 31.
- Units (III, IV, and V) – your notice of resignation must be received in Human Resources by April 1 and you must continue working in your position until the end of the school year to continue healthcare coverage through August 31.

12-month employees: healthcare coverage ends at the end of the month in which your employment ends.

If employed until the end of the school year, reserve pay (summer pay) will continue through the last pay in August. Sick leave is paid out when you have been employed with AACPS for 15 years. Sick leave can be transferred to another MD School District or will remain with AACPS for five years. All verifications of experience and transfer of unused sick leave forms are processed by the Payroll Department and can be faxed to 443-458-0138. Verifications for end of year resignations cannot be completed until after July 1.

For specific departmental questions, please call:

Benefits: 410-222-5221

Payroll: 410-222-5210

Retirement: 410-222-5224

Questions? Contact Kera Holley at 410-222-5088, option 1