



MARCH 1ST
RETIREMENT DECLARATION DEADLINE

If you are planning to retire at the end of the 2023-2024 school year, March 1 is the deadline to request compensation for unused leave.

To qualify for this benefit, an employee must:

- Submit notice of retirement to Human Resources no later than March 1 of the school year they plan to retire;
- Be eligible for retirement under Teacher Retirement System of Texas; and
- Have been employed by the Birdville School District, with no break in service, for a minimum of five (5) years. <<[DEC \(Local\)](#)>>

For a complete list of qualifications, see page 47 of the Employee Handbook or BISD Board Policy DEC (Local).

Additional questions may be directed to Barbara Eubank in Human Resources at (817) 547-5756 or accessed on the Birdville website. <<[Retirement Information](#)>>