



RETIREMENT AT THE END OF THE SCHOOL YEAR

Excerpt taken from the Employee Handbook, page 46

<<[Access the Employee Handbook here](#)>>

Eligibility:

1. Be eligible for retirement benefits from the Teacher Retirement System of Texas, **and**
2. For employees hired **after** July 1, 2003, have been employed by the District **without any break in service** for a minimum of five years. For employees hired **prior** to or on July 1, 2003, **no minimum** years of service shall be required.

Notification:

The eligible employee shall receive compensation for unused leave as follows:

1. If the employee submits written notice of retirement to the human resources department by **March 1 of the school year in which the employee plans to retire**, the employee shall receive **100 percent** of the eligible compensation.
2. If the employee submits written notice of retirement to the human resources department by **April 1 of the school year in which the employee plans to retire**, the employee shall receive **75percent** of the eligible compensation.
3. If the employee submits written notice of retirement to the human resources department by **May 1 of the school year in which the employee plans to retire**, the employee shall receive **50percent** of the eligible compensation.
4. If the employee submits written consideration to the Superintendent **after May 1 of the school year in which the employee plans to retire**, the employee shall be eligible for **25 percent** of the eligible compensation.
5. After these deadlines, exceptions for sudden, unexpected events may be appealed to an administrative committee.