



RETIREMENT PRIOR TO THE END OF THE SCHOOL YEAR

Excerpt taken from the Employee Handbook, page 44

<<[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 no later than **90 calendar days prior to the effective date of retirement** 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 no later than **60 calendar days prior to the effective date of retirement** of the school year in which the employee plans to retire, the employee shall receive 75 percent of the eligible compensation.
3. If the employee submits written notice of retirement to the human resources department no later than **45 calendar days prior to the effective date of retirement** of the school year in which the employee plans to retire, the employee shall receive 50 percent of the eligible compensation.
4. If the employee submits written consideration to the Superintendent **less than 45 calendar days prior to the effective date of retirement** 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.