

## CERTIFIED RETIREMENT PROCESS

Certified Employees not planning to return their position in the following school year must complete a [Resignation-Retirement-LOA Form](#), return it to their Administrator and copy HR.

*This is the only document that the district needs from you.*

### **Monday, January 31st**

Deadline for active Certified Employees who tender their Resignation\Retirement prior to February 1st will receive a \$1,000.00 incentive payable at the conclusion of their current contract.

### **Wednesday, April 1st**

Deadline for active Certified Employees to tender their Resignation\Retirement prior to April 1st to be paid for unused accumulated temporary leave. Please refer to your Professional Negotiated Agreement for details.

### **Friday, June 3rd**

Deadline, according to state statute K.S.A. [72-2217](#)\*, for a Certified Employee, under a continuing contract to resign for the succeeding school year without restriction or penalty.

You will need to complete the application for [KPERS Retirement Benefits](#) and submit to KPERS 30-90 days prior to your retirement date.

**Most important deadline. If you intend to retire June 1<sup>st</sup>, July 1<sup>st</sup> or August 1<sup>st</sup> KPERS must have your completed Retirement Application. If KPERS does not have your completed application your earliest Retirement Date will be September 1<sup>st</sup>.**

### **June 1<sup>st</sup>/July 1st/Aug. 1st**

Standard KPERS Retirement Date for Certified Employees.

### **June 30<sup>th</sup>, July 31st/Aug. 31st**

First KPERS retirement check direct deposited.

**\* Notice of termination or nonrenewal of certain teacher contracts; change of terms.** (a) All contracts of employment of teachers, except contracts entered into under the provisions of K.S.A. [72-2217](#), and amendments thereto, shall be deemed to continue for the next succeeding school year unless written notice of termination or nonrenewal is served as provided in this subsection. Written notice to terminate a contract may be served by a board upon any teacher prior to the time the contract has been completed, and written notice of intention to nonrenew a contract shall be served by a board upon any teacher on or before the third Friday in May (May 20, 2022). A teacher shall give written notice to a board that the teacher does not desire continuation of a contract on or before the 14th calendar day following the third Friday in May (June 3, 2022) or, if applicable, not later than 15 days after the issuance of a unilateral contract as authorized by K.S.A. [72-2238](#), and amendments thereto, whichever is the later date.