

F.A.Q.

Frequently Asked Questions - Offboarding (Ending Employment)

When will I receive my last check?

Typically, twelve-month employees will receive their last paycheck on the last weekday of June, and nine-month (182, 187 days) and ten-month (202 days) employees will receive their last paycheck on the last weekday of August. If you have a specific question about your situation, please reach out to payroll@chickasawschools.com.

When will my PEEHIP and other insurance coverages stop?

Please see these helpful links for your specific situation:

[PEEHIP Medical Ins](#)

[Campus Benefits Supplemental Ins](#)

Can I transfer my sick leave balance to another school system?

Yes, you can take your sick leave balance with you to any public school district in Alabama. Please have your new employer request your sick leave days upon employment. If you are retiring, your sick leave balance can count toward your service credit. For sick leave bank members, you can transfer days to any employee who is also a member of a sick leave bank in a public school district in Alabama.

Do personal days transfer?

Unused personal leave days will be converted to sick days at the end of the leave year (June 30th). You will be able to transfer or use those days after they are converted.

Why doesn't my local personal day rollover or transfer?

Local personal days are separate from the state-provided personal leave. These additional leave days (one after five years of service, two after ten years of service) are granted by the board of education to reward length of service and must be taken or they will expire at the end of the leave year.

How do I transfer my experience to my new school system?

- Complete the first page of the [EXP Form](#)
- Send both pages to HR at payroll@chickasawschools.com, or deliver to HR at 201 N. Craft Hwy, Chickasaw, AL 36611, including the address to school system where the form needs to be sent

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How can I access pay stubs/W2s after separation from Chickasaw City Schools?

All payroll documents can be found on Employee Self-Service ([ESS LINK](#)). Once your employment with CCS is terminated, please update the email address associated with ESS to your personal email address. Confirm that we have your current physical address so you can receive any forms via the mail.

I am retiring. What is the first step?

Please call the Teacher Retirement Systems and ask for a Retirement Specialist, the phone number is: 877-517-0020.

