

CERTIFIED RETIREMENT PROCESS

Certified Employees not planning to return to their position 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.

Friday, 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. Separate check paid in May.

Tuesday, 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**. When you receive the e-mail from Payroll, please respond by **Pay Out All Unused Accumulated Temp Leave**. Separate check paid July 15, 2025.

Thursday, May 1st

Most important deadline. If you intend to retire June 1st, July 1st or August 1st KPERS must have your completed Retirement Application. If KPERS does not have your completed application by June 1st, your earliest Retirement Date will be September 1st. Payroll needs to be able to see your Retirement Certification on the KPERS web portal to know how to process your June, July, and August Checks.

Friday, May 30th

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.

June 1st/July 1st /August 1st

Standard KPERS Retirement Date for Certified Employees. It will always be the first of any month in which you have not worked.

June 30th/July 31st /August 29th

First KPERS retirement check direct deposit. It will always be the last working day of the month.

***72-2251. 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 non-renew a contract shall be served by a board upon any teacher on or before the third Friday in May. 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 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.