



Thinking of Retiring? Here is your checklist:

1. Submit a Letter of Retirement to Mr. Gall, Superintendent.
Once received – your retirement will appear on our next Agenda to be Board approved. Then the Certification of Final Service and Salary can be completed for The Division of Pensions and Benefits.
2. If you have Medical and Prescription coverage you will owe 1 extra month after your retirement. You will have the option of paying the extra month through payroll divided by 2 payroll cycles during the prior month of retiring in addition to paying your regular CH78 health benefits. If you prefer you can write a personal check to the District. You will be contact with the amount in ample time to make a decision.

Sick Day Payout

3. Please see the SWEA Contract Language page 21, Letter I, #1 and #2.
4. Sick Day Payout Options: Direct Deposit or a Live Paper Check from ADP or Rollover into an existing 403B Account. (Payouts always processed Payroll July 30th)

If rolling over into a 403B Account – You must contact your 403B Representative and have them submit a Salary Reduction Agreement for your Sick Day Payout 2 weeks prior July 30th via email to Nancy Sisto: nsisto@swregional.org

ADP can only make payment into 1 direct deposit account or a live paper check. Again this information needs to be known 2 weeks prior Payroll the month before your last month of employment.

