

# LEAVING THE DISTRICT

## RESIGNATION / RETIREMENT

### AS YOU CONSIDER LEAVING YOUR POSITION WITH EDEN PRAIRIE SCHOOLS, PLEASE NOTE THE STEPS BELOW:

1. **Determine your last day of work with the district.** Generally, employers appreciate a two week notice, but your employment group may have other requirements. Please refer to your specific [Employment Agreement](#) for any requirements that may apply to you.

Your resignation/retirement date must be one of your assigned workdays. If the date you identify in your letter is not an assigned day for your position, the district will adjust it to your last assigned work date. (For example, if you are a teacher and you submit your retirement effective June 30<sup>th</sup>, your last date of employment with Eden Prairie Schools will be adjusted to your last contracted day.) This adjusted date will be provided to TRA or PERA if/when requested and will appear on the School Board consent agenda.

2. **Inform your supervisor by providing an email or letter of resignation/retirement.** If you are retiring, please specifically identify your departure as a retirement so the district can properly process your retirement benefits. An example of a letter can be found [here](#).

3. **Connect with your supervisor** regarding:

- The process to turn in your badge, keys, laptop, and additional district property.
- A request for a letter of recommendation or reference (if needed). The Employee Authorization Form allowing references to be provided by the district will also need to be completed and returned to your supervisor: [Employee Authorization for Release of Information](#).

4. **Document your employee ID number.** After your employment ends, your district email will be disabled, but you will continue to have access to your paystubs and W-2 information through the Employee Access Center (EAC) using your employee ID. If you encounter login issues, please reach out to the Payroll Department at [PayrollHelp@edenpr.org](mailto:PayrollHelp@edenpr.org).

### INSURANCE BENEFITS

Generally, insurance benefits terminate at the end of the month in which you last work your full-time benefit eligible assignment. However, there are important circumstances to note about some employee groups:

**Teachers** who fulfill their contract through the end of the school year will retain active insurance through August 31st.

**Full-time school-year-only employees** retain active insurance over the summer with the expectation they will return to a full-time position in the fall. However, if an employee resigns/retires/terminates from their full-time position over the summer, insurance benefits terminate at the end of the month in which they last worked their full-time school year (benefit eligible) assignment. **The last day of school in the 2025-26 school year is 6/9/26.** Seasonal/summer work performed outside of a regular school year position (including summer training) does not extend benefit eligibility through the summer.

To learn more about what happens to your insurance benefits when you leave the district, please refer to the Eden Prairie Schools Benefits webpage: [www.edenpr.org](http://www.edenpr.org) > Staff > Benefits > [Post-Employment Benefits](#).

### VACATION, SICK, AND PERSONAL LEAVE

At the beginning of each fiscal year, the district provides you with your entire leave bank, even though time off may be accrued as the year progresses. If you leave mid-year, your leave balances will be adjusted based on your number of days actually worked in the current year and you will owe the district back for any days that were taken but not earned.

Some [Employment Agreements](#) provide vacation payout, so please refer to your specific agreement for details.

### ADDITIONAL QUESTIONS

If you have additional questions, contact the Human Resources Department at 952-975-7100.