



Support Retirement Instructions

1) Notify MNPS of your intent to retire in writing. A Retirement Notice Form is below.

- When completing the Retirement Notice, your retirement date will be the day immediately following your last day of employment.

2) If you have any questions about retirement, please contact:

- **Bethany Gluck** – 615-259-8700

3) Please ensure the following 3 areas have received your written retirement notification:

a. Department Head or Manager

b. Support Hub - Employee Resource Center:

- EmployeeServices@mnps.org
- Fax Number: 615-214-8650

c. Support Hub - Benefits Office Contact:

- Bethany Gluck: 615-259-8700 / Bethany.gluck@mnps.org
- Fax Number: 615-214-8665

*** The Support Hub is located at: 2601 Bransford Avenue Nashville, TN 37204

4) Contact Metro Government Human Resources about completing your application to retire. Metro Government Human Resources would like to receive notice 6-8 weeks in advance of your retirement date. Their phone number is 615-862-6700, option 2.

*** Please be sure to leave a message if you get their voicemail.



Date: _____

I would like to inform you that my last day of employment with Metro Nashville Public Schools will be _____ . My effective date of Retirement will be _____ .

I report to (name of your Supervisor) _____ and I understand that they will receive a copy of this retirement notice upon completion.

Thank you for the opportunity to work with your organization.

Print Name: _____

Signature: _____

Employee Number: _____

Home Number: _____

Cell Number: _____

Personal Email Address: _____

Retirement Type:

Regular _____ Early Service _____ Deferred _____

I understand that by submitting this notice of retirement, my current position will be vacated effective on the date specified in this notice. I acknowledge that I have the right to revoke my retirement notice; however, I understand that if I do so, I will be placed on the displaced list and must apply and interview for rehire. Rehire is not guaranteed and may not result in a return to my current position or school.