

AP 418 Early Notice of Retirement Gratuity

EARLY NOTICE OF RETIREMENT GRATUITY

Background:

The Board believes that it is important to recognize those teachers who provide early notice of retirement for the purpose of superannuation.

Procedures:

1. A teacher shall make application to the Director, or designate, for the Retirement Gratuity at least six months prior to the date the teacher intends to commence retirement and no later than December 31 of the school year in which the teacher intends to retire. This application shall be accompanied by a letter of resignation with an effective date to coincide with commencement of retirement.
2. Teachers who have taught for the Lloydminster Public School Division for a minimum of ten (10) years and meeting the procedures as described in (1) will be eligible to receive a \$1000.00 gratuity.
3. The \$1000.00 gratuity will be included in the pay period of the teacher's final month of employment prior to retirement.

Revised:

August 2014