



**POLICY NO. ASD-W-250-12**

**RETIREMENTS / RESIGNATIONS**

**Category:** Human Resources

**Effective:** January 2022

**Policy Statement**

All intentions of retirement / resignation must be formally sent to the Office of the Superintendent in writing and must include the effective date of the retirement / resignation.

**Procedures**

1. All educators' retirements / resignations should be submitted on or before February 1<sup>st</sup> by notice in writing to the Superintendent of the school district, with a copy to the Director of Schools.
2. All other employees should give notice as determined in their Collective Agreement or Education Act.
3. To ensure that sufficient time is allowed for Pension Benefits to be processed, employees should give formal notice of their intentions a minimum of 6 months before they wish them to begin.
4. Notifications of a lesser time frame than noted above may cause a delay in retirement payments.

**Reference**

- [New Brunswick Education Act: Regulation 97-150, Section 27](#)