

## ***Resignation / Retirement / Separation Notice***

Employee Social Security Number	Name (Last, First, Middle)	
School or Department	Effective Date (Last Day in Paid Status)	<input type="checkbox"/> Certified Position
Current Position/Location		<input type="checkbox"/> Non Certified Position

I hereby request the Board of Education to accept my resignation for reasons of:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Service Retirement    | <input type="checkbox"/> Moving From Area |  |
| <input type="checkbox"/> Disability Retirement | <input type="checkbox"/> Other _____      |  |
| <input type="checkbox"/> Other Employment      | _____                                     |  |

Employee's Signature	Date Submitted
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Principal or Supervisors' Signature	Date Signed
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**FOR HUMAN RESOURCES USE ONLY**

Date to Human Resources	Date Board Approved	Last Work Date	Date Exit Interview Sent

## **Resignation/Retirement/Separation Things to Know**

Upon Resigning/Retiring/Separating, your health plan coverage with the school district ends.

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### **Illinois Municipal Retirement Fund (IMRF)**

The Illinois General Assembly created the Illinois Municipal Retirement Fund (IMRF) in 1939 for employees working in local governments and schools districts (with the exception of the City of Chicago) for the purpose of providing members with retirement, disability, and death benefits.

Employees working in a non-certified position, greater than 600 hours per year, must contribute to the IMRF. Members are required to contribute 4.5% of their gross pay to the IMRF. This contribution is tax deferred and remitted monthly. Members must also contribute to Social Security and Medicare.

For additional information you are encouraged to contact the website at [www.imrf.org](http://www.imrf.org)

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### **Teachers' Retirement System (TRS)**

The Illinois General Assembly created the Teachers' Retirement System of the State of Illinois (TRS) in 1939 for the purpose of providing retirement benefits for teachers and administrators employed by all public school districts located outside the City of Chicago. TRS is a public pension defined benefit plan that provides its members with retirement, disability, and survivor benefits.

As an active TRS member, you are required to contribute 9.4 percent of your gross creditable earnings toward retirement each year. You must also contribute a percentage of your gross creditable earnings to help fund the Teachers' Health Insurance Security (THIS) Fund, which finances the Teachers' Retirement Insurance Program (TRIP).

TRS does allow members to purchase service acquired under certificate in other educational systems at a separate cost. Examples of Optional service credit which can be purchased include substitute teaching, leave of absence, military service and out-of-system school service. For more information on service credit, contact TRS directly at [www.trs.state.il.us](http://www.trs.state.il.us) or Member Services at 1-800-877-7896.

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### **Teachers' Retirement Insurance Program (TRIP)**

The Teachers' Retirement Insurance Program offers comprehensive insurance benefits for retired teachers and administrators and their eligible dependents. The state of Illinois determines coverage benefits, establishes premiums, negotiates contracts with the insurance carriers, and resolves coverage and claim issues. The Department of Central Management Services (CMS) is the agency that administrates TRIP.

In order to be eligible for TRIP, you must be receiving a monthly benefit from TRS under the Illinois Pension Code, Article 16, and:

1. Have at least eight years of creditable service with TRS or,
  2. Be the survivor of an annuitant or a benefit recipient who had at least eight years of creditable service
- Other guidelines apply if you enroll dependents or are disabled.