

Resignation

In the event of resignation, employees must be given written notice to their supervisors. Teachers and administrators are required to give 30 days notice as required under Education Law. The District requests at least 2 weeks notice from all other staff.

Separation Benefits

When an employee resigns or is terminated from the District he/she has the right to continue health and dental coverage for himself/herself for a total of 18 months and 36 months for his/her dependents. During this period, the former employee pays the full share for the health and dental insurance premium. The coverage is exactly the same as it was during active employment.

Employees have 60 days from the date their normal coverage terminates or from the date of their COBRA (Consolidated Omnibus Budget Reconciliation Act) notice letter to inform the Office of Human Resources of their wish to enroll in COBRA coverage. The initial payment will always be applied retroactively to maintain continuation of coverage. There can be no break in coverage before or during COBRA enrollment.

Retirement

All employees who intend to retire are required to provide written notification similar to resigning. Members of the New York State Employees' Retirement System or the New York State Teachers Retirement System are advised to see a representative of their system at least 90 days before the intended retirement date. The respective representative will assist employees' complete required forms and determine approximate retirement allowance.

To schedule an appointment with the Teachers' Retirement System, call 1-800-348-7298 x6100 for current individual conferencing locations and video conferencing locations.

Representatives of the Employees' Retirement System are available at 330 Motor Parkway, Hauppauge, Suite 107 between 9 am and 12 noon and 1PM and 4 PM. The office is open Monday through Thursday during the first through fourth weeks of the month only. The telephone number is 1-518-474-7736.

NOTE: Employees anticipating retirement should refer to their individual collective bargaining agreement for information regarding notification of retirement as it relates to payout of unused sick leave.

Exit Interview

All employees may request an exit interview and an explanation of available benefits.