



Greenville Independent School District

4004 Moulton St. Greenville, TX 75401 | 903.457.2500

NOTICE OF RESIGNATION or RETIREMENT

This form must be completed by the employee when submitted a notice of resignation or retirement. Delay in completing this form and sending it to Human Resources may delay the processing of the request.

Resignation not considered accepted until the Superintendent has signed/dated this form.

Name: _____ Employee ID # _____
(please do not enter social security #)

Address: _____ Phone (home/cell): _____

City/State: _____ Zip Code: _____

Campus/Department: _____ Position: _____
(Grade/Subject/ etc.)

Personal Email: _____

Last official work date: _____

Please check the appropriate box below (*Check all that apply*):

- | | |
|---|---|
| <input type="checkbox"/> Resign – Career change | <input type="checkbox"/> Resign – Professional Development |
| <input type="checkbox"/> Resign – Relocating out of state | <input type="checkbox"/> Resign – Unsatisfied with job |
| <input type="checkbox"/> Resign – Other school in Texas | <input type="checkbox"/> Resign – Unsatisfied with Supervisor/Administrator |
| <input type="checkbox"/> Resign – Health reasons | <input type="checkbox"/> Resign – Conflict with school schedule |
| <input type="checkbox"/> Resign – Personal reasons | <input type="checkbox"/> Resign – Unsatisfied with compensation/salary |
| <input type="checkbox"/> Resign – TRS Retirement | |

Other: _____

If moving to another District in TX, name: _____

Employees Signature: _____ Date: _____

Principal/Supervisor Signature: _____ Date: _____

Comments from Human Resources: _____

Human Resources Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____

Approved: ____ Not approved: ____



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I. INFORMATION CONCERNING RESIGNATIONS

A. Notice of Resignation

1. Employees should advise their principal/supervisor of their intent to resign at least thirty (30) days prior to the date of resignation.
2. Principals/supervisors are responsible for having resigning employees complete this form
3. Persons who fail to give at least thirty (30) days' notice of resignation may be considered ineligible for re-employment at a future date.

B. Superintendent signature

1. Resignation not considered accepted until the Superintendent has signed/dated this form.

C. Vacation Pay (twelve-month employees)

1. Employees are paid for actual days worked; there is no compensation for vacation days.

D. Last Pay Check

1. Employees last pay check will be processed as a direct deposit.
2. Date of last pay check will be provided by the Human Resources Office once form has been accepted by the Superintendent.

E. Teacher Retirement Funds

1. Persons resigning may elect to keep their teacher retirement deposits in the TRS fund which will continue to draw interest for a period of five (5) years from the date of resignation.
2. Persons resigning may elect to withdraw their teacher retirement funds with interest earned up to the date of resignation. Employees should contact Teacher System for withdrawal procedures at 1-800-223-8778.

II. INFORMATION CONCERNING RETIREMENT (TEACHER RETIREMENT SYSTEM - TRS)

A. Notification of Retirement

1. Employees planning to retire should confer with a representative of TRS concerning eligibility regulations and application procedures. Contact may be made by calling 1-800-223-8778 or by visiting the website at www.trs.state.tx.us.
2. Employees planning to retire should notify Human Resources by turning in this completed application at least sixty (60) days in advance of planned retirement date.

B. Retirement Service Award – Eligibility for the Retirement Service Award is contingent upon filling this document with Human Resources by the deadline published each school year.

C. Disability Retirement – Employees considering disability retirement should contact TRS.