



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 1st by 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](#)