

Important Contractual Dates

October 1—You shall be notified of sick leave accumulation

October 15—Transcripts are due in the Superintendent's office for courses that will advance you on the salary schedule. **You must have notified the Superintendent of these credits in writing by the previous March 1st.**

November 1—To qualify for the Early Retirement Incentive Plan, a letter of **intention to retire** must be submitted to the Superintendent on or before November 1st of the calendar year immediately prior to the calendar year in which the retirement will commence.

December 1—Deadline for sabbatical leave applications for the following school year.

January 1—To qualify for the Early Retirement Incentive Plan, a **letter of retirement** must be submitted to the Superintendent no later than January 1st of the calendar year in which the retirement will commence.

March 1—Deadline for the retraction of your retirement letter.

March 1—The Superintendent must be notified in writing if a teacher expects to complete work that would result in eligibility for placement on the next level of pay on the salary schedule for the next school year. When the work is completed, you must provide the Superintendent with a transcript of the credits by October 15th of the following school year.

April 1—If you desire to waive your medical insurance coverage, a written notice of **intention to waive** your insurance coverage must be sent to the Superintendent.

May 1—Teachers wishing to retire and get the benefit of payment for **accumulated sick leave** must notify the Superintendent in writing by May 1st of the previous school year.

June 1—Deadline for application for **course reimbursement**. You may be reimbursed for only one course per school year and must provide evidence of a passing grade.

OTHER

30 days prior to Sept. 1, Jan. 1, March 1 and May 1—Notification of money deduction amount changes to any **annuity plans**.

30 days prior to Sept. 1 or May 1—Notification of changes regarding designated **annuity companies**.

Child Rearing Leave—If you have tenure and desire Child Rearing Leave, your leave shall begin within six weeks after the birth or adoption of a child. You must apply for leave 30 days prior to the start of the requested leave. You must specify whether the leave will be for one half or one full year. Non-tenured teachers may apply, but may be affected by some restrictions.

Conference Leave—Requests are to be submitted to the Superintendent two weeks in advance of the conference.

Professional leave days for summer school—Application must be made prior to the third Wednesday in June to the Superintendent.