

Draft update to Navarro ISD Employee Handbook:

Payment for Accumulated Leave Upon Retirement Policy DEC(LOCAL)

An employee who retires from the District shall be eligible for payment for accumulated state and local leave under the following conditions:

- 1) The employee's retirement is voluntary, i.e. the employee is not being discharged or nonrenewed.
- 2) The employee is retiring under the Teacher Retirement System of Texas (TRS).
- 3) The employee has at least five consecutive years of service with the District as a full-time employee immediately preceding retirement.
- 4) An educator under a Chapter 21 contract retires at the end of the school year.
- 5) The employee provides advance written notice of intent to retire. Contract employees must provide written notice at least 30 calendar days before the last day off employment. Noncontract employees must provide written notice at least 14 calendar days before the last day of employment.
- 6) The employee has maintained an attendance rate of at least 95% the year immediately preceding retirement.

Employees can receive payment for up to 50 days of accumulated state and local leave. The rate of payment is established by the Board. Rate of payment for the current school year is \$100 per day for contract employees and \$50 for noncontract employees. The payment would be made on the employee's final paycheck.

If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

Compensation for accumulated leave upon retirement **will not** be included in the annual wages reported to the Teacher Retirement System (TRS) and will not be used when calculating retirement benefits.