



## Early Notice of Resignation Payment 2025 - 2026

The Texas Education Code allows educators employed under a probationary, term, or continuing contract to provide notice of resignation, without penalty, at any time up until 45 days before the first day of instruction of the following school year. To support supervisors in their efforts to assess staffing for the 2026 - 2027 school year and to provide the District additional time to plan for staffing for the 2026 - 2027 school year, Coppell ISD is offering a one time incentive payment of \$2,200 for early notice of resignation to eligible employees.

To be eligible for the \$2,200 incentive, employees must:

- Be employed under a probationary, term, or continuing contract.
- Complete their contract for the 2025 - 2026 school year.
- Be one of the first 40 employees to submit their resignation.
  - Employees who have submitted their resignation for the 2026 - 2027 school year prior to the start of the 2025 - 2026 second semester, and are on a probationary, term, or continuing contract, are eligible for the incentive but do not count toward the group of 40.
- Submit their resignation letter no later than 4:30 pm on Friday, February 27, 2026.

Employees not eligible for the \$2,200 incentive:

- Professional staff employed on an administrator contract.
- Nonexempt employees.

### Procedures

- The employee must submit to the human resource office through Laserfiche the resignation form on or before 4:30 pm on Friday, February 27, 2026. The employee's resignation is voluntary, unconditional, and effective on the employee's last duty day of the 2025 - 2026 school year.
- In addition the employee must submit this signed form to the human resource office on or before 4:30 pm on Friday, February 27, 2026. Eligible employees who have previously submitted notice of resignation are eligible to apply for the incentive by signing and submitting this form to the human resource office on or before 4:30 pm on Friday, February 27, 2026.
- For eligible employees the one time incentive payment of \$2,200 will be received on the last employee's last paycheck. This one time incentive payment is excluded from any TRS contribution and does not count towards an employee's salary.

Employee printed name: \_\_\_\_\_

I have read and agree to abide by the terms set out above for the early resignation notice incentive.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by : \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_ Number \_\_\_\_\_ of 40