

Notice of Retirement



Name:		Date of birth:
Address:		
City:	State:	ZIP code:
Home phone:	Home email:	

Please accept this notice of retirement as a certificated employee of Metro Nashville Public Schools. I understand that my supervisor will receive a copy of this retirement notice upon submission.

The details of my request are:

LAST DAY WORKED: _____

DATE OF RETIREMENT:

☐ Day after last day paid ☐ 60th birthday ☐ 55th birthday ☐ Other _____

TYPE OF RETIREMENT:

☐ Normal Service ☐ Early Service ☐ Disability ☐ Deferred

YEARS OF SERVICE: Approximate years of service in the Metro Nashville Public Schools: _____

This notice must be submitted to Employee Benefit Services **no later than the last business day in February** to receive both the \$500 Early Notification Incentive and higher daily rate for MNPS accrued sick leave. I understand that if I revoke or rescind my notice of intent to retire more than three business days after submitting this notice, I **forever waive** my right to receive payment for both the \$500 Early Notification Incentive and the higher daily rates for MNPS accrued sick leave.

I understand that by submitting this notice of retirement, my current position will be vacated effective on the date specified in this notice. I acknowledge that I have the right to revoke my retirement notice; however, I understand that if I do so, I will be placed on the displaced list and must apply and interview for rehire. Rehire is not guaranteed and may not result in a return to my current position or school.

I have read the above statement. Initial & date: _____

Signature: _____ Date: _____

School name/department: _____

Supervisor name: _____

Please return to:

Employee Benefit Services
Metro Nashville Public Schools, 2601 Bransford Avenue, Nashville, TN 37204
Fax: 615-214-8665
Email: Julie.Fulcher@mnps.org Email: Jamie.Brown@mnps.org

For office use only:

Employee Benefits: _____ Date processed: _____

An appointment will be set for you to visit the Support Hub and complete all necessary paperwork.