

# **Last Day of Employment Q & A for Members**

## **(previously known as *termination date*)**

Your last day of employment is an important date! It is used to establish and calculate your retirement benefits. The following information will help you ensure an accurate date is entered on your retirement application.

### **Choosing a Last Day of Employment Date**

#### **Should I use the end of the fiscal year (6/30) as my last day of employment?**

Answer: No, you should designate the last day of service for which you are paid.

The exception is if you are a principal or other administrator. Then your last day of employment should be June 30. (This assumes your administrator's contract is to June 30 and you are paid the entire contracted salary.)

#### **Is my last day of employment the last day of teaching or the following day?**

Answer: The last day of teaching is your last day of employment.

For example, suppose you last worked on June 15. Your last day is June 15. Your first day of retirement or benefit effective date with TRA is June 16.

#### **Should I use my birthday as my last day of employment?**

Answer: Only if that is your last day of teaching!

For example, you are 55, have three or more years of teaching service, and your last day of teaching is June 8. Your last day of employment is June 8.

For example, if you are 54, have three or more years of teaching service, and your last day of teaching is June 8. Your last day of employment is June 8. However, to be eligible for a benefit, you must wait until you are age 55.

#### **I last worked on June 15. I plan to go in the following Monday to clean out my room. Should I set my last day of employment as that Monday?**

Answer: Unless you will be paid to clean out your room, your last day of employment is June 15.

#### **My contract ends on June 30. The last day of the school work year is June 29; I will not receive pay for June 30. What is my last day of employment?**

Answer: Your last day of employment is June 29.

#### **My last day of teaching was the end of the school year (for example, June 8). I officially resigned or ended my relationship with the district in August. What is my last day of employment?**

Answer: Suppose you finished the school year on June 8. You decide during the summer not to return to teaching and submit a resignation letter on August 20. Your last day of employment is August 20.

#### **I am paid through the summer for my contract, but I plan to end service in the middle of a pay period. Also, I won't receive my final payment until two weeks after the last day of school. What is my last day of employment?**

Answer: Your last day of employment is the last day of service for which you earned salary. The date you receive payment is not considered; it is always the last day worked. For example, suppose you last worked on June 15. The last pay period is June 15-June 30. Your last paycheck will be deposited on July 2. Your last day of employment is June 15.

## Substitute Teaching

**I last worked as a substitute teacher on March 20, 2016. I was available (on a substitute call list) until June 30, 2016. What is my last day of employment?**

Answer: Your last day of employment is March 20, 2016.

## Snow Days, Workshops, and Driver's Education

**I submitted a retirement application with a last day of employment date as the last day of school. What if the last day of school changes because of snow days?**

Answer: You must provide TRA with the revised last day of service for which you are paid.

For example, the original school calendar was approved as August 25 through June 6. School was not in session due to a snow day on April 1 and the school calendar was extended to June 7. The last day you worked was June 7. Your last day of employment is June 7.

**What is my last day of employment if there is a paid workshop after the last teaching day of the school year?**

Answer: The last day of employment is the day of the workshop.

For example, your last teaching day with students is June 7. You were paid for the workshop day of June 8. Your last day of employment is June 8.

**The last day of school is June 8, I'm under age 62, and I will be teaching driver's education all summer. What is my last day of employment date?**

Answer: Your last day of employment date depends on when you sign the contract.

For example, you resign from your teaching position in February, effective June 8. You signed a contract for driver's education on June 10 and begin teaching driver's education June 12. Your last day of employment is June 8.

For example, you resign from your teaching position in February, effective June 8. You sign a contract to teach driver's education in April for the time period of June 12 through July 15. Your last day of employment is July 15.

## Age 62 and Return-to-Work Agreements

**I am 62 years old and will be entering into a return-to-work agreement with my district. Do I need a last day of employment date?**

Answer: Yes, as part of the written return-to-work agreement, you and the district must agree on a last day of employment date and a reemployment date. These dates must be submitted to TRA on the return-to-work agreement you and someone authorized by your employer sign. Please refer to MS354.444 for more specific requirements.

## Lay Off

**I was laid off (unrequested leave) on March 30. I will receive two weeks of severance. What is my last day of employment date?**

Answer: Your last day of employment is March 30 if you do not return to teaching before retirement.

## Leaves

**I am on a leave of absence and want to retire. What is my last day of employment date?**

Answer: To retire, you must submit your resignation to the district designating your last day of employment. You do *not* have to choose the leave ending date as your last day of employment. You can choose a date prior to the end of the leave.

If you or your employer will be paying for a portion of or all of the leave, then you or your employer need to make payment to TRA before your benefit effective date of retirement, which is based on the last day of employment.