

# NARRAGANSETT REGIONAL SCHOOL DISTRICT

Date: September

To: Staff

From: Dr. Hemman, Superintendent

Re: Retirement Notification

Employees, who plan to retire by the end of the current school year or the following year and who wish to receive a Sick Time Buy-Back, **must** inform the Superintendent, in writing, of their intention by **December 1, of the current year.**

**NOTE: Failure to notify me by December 1, will mean that you will not be eligible for sick time buy-back.**

Please complete the bottom of this page and return to my attention at the Superintendent's Office. If you have any questions, please do not hesitate to contact me.

You will need to send a formal letter to the Superintendent stating your exact date of retirement.

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Name \_\_\_\_\_

School \_\_\_\_\_

Position \_\_\_\_\_

I anticipate retiring from Narragansett Regional School District

on \_\_\_\_\_.

Signature \_\_\_\_\_

Date \_\_\_\_\_

SRH/sl