

### **Information for ETT Members Considering Retirement**

#### **Dates on which to retire:**

As per the Collective Agreement, L - D.9.1., “A Teacher may resign from the Board only:

- a) at the end of the calendar year or the end of the March Break and shall, in both cases, provide no less than one month’s written notice;
- b) at the end of the school year upon providing the Board written notice on or before May 15.”

The earlier notification, which is required for end of the school year retirements, helps facilitate the seamless transition to receipt of pension benefits in July. Occasionally, teachers will be encouraged to make retirement decisions earlier than contractually obligated to help the surplus and transfer process. This is not obligatory.

You may retire at any time by mutual agreement with the Board, as per L - D.9.2., “Despite D.9.1., the Board and the Teacher may mutually agree to terminate the employment at any time.”

The industry standard for letters of resignation/retirement remains at two weeks.

**Content of letter:**

The letter needs to state that you intend to retire and the date on which you will retire. The letter should also indicate your current school and your employee number. Any additional content is at your discretion. (See model letter on page 3.)

**Retirement letters should be sent to:**

Michelle Lawrence  
Centrally Assigned Principal  
Elementary Teaching Office, Employee Relations  
Toronto District School Board  
5050 Yonge Street  
Toronto ON M2N 5N8  
Fax: 416-397-3390

**Copies of Retirement letters should be sent to:**

1. The Superintendent of your family of schools.
2. Principal of your school.

### Model Letter

Date

Michelle Lawrence  
Centrally Assigned Principal  
Elementary Teaching Office, Employee Relations  
Toronto District School Board  
5050 Yonge Street  
Toronto, Ontario  
M2N 5N8

Dear Michelle Lawrence,

My name is \_\_\_\_\_ (insert your name\*) and my employee number is \_\_\_\_\_ (insert your employee number). I am a teacher at \_\_\_\_\_ (insert the name of your current school).

This letter is to inform the Board that I am retiring as of \_\_\_\_\_ (insert a date such as December 31, 20--) in order to begin receiving a pension from the Teachers' Pension Plan.

Please ensure that I receive all pay and gratuity to which I am entitled.  
Thank you for your attention to this matter.

Sincerely,

*\* You may wish to give additional legal names under which your records might have been files such as a maiden name.*

### **Contact Information for ETT Members Considering Retirement**

Michelle Lawrence  
Centrally Assigned Principal  
Elementary Teaching Office, Employee  
Relations Toronto District School Board  
5050 Yonge Street  
Toronto, Ontario M2N 5N8  
Board Courier Route NE 10

Phone: 416-393-8093  
Fax: 416-397-3390  
Email: [Michelle.Lawrence@tdsb.on.ca](mailto:Michelle.Lawrence@tdsb.on.ca)  
[www.tdsb.on.ca](http://www.tdsb.on.ca)

*Please refer to TDSBweb for specific  
contact information regarding  
employee compensation, benefits, and  
pension.*

Ontario Teachers' Pension Plan  
5650 Yonge Street  
Toronto, ON M2M 4H5

Phone: 1-800-668-0105 or 416-226-2700  
Fax: 416-730-7807  
Email: [Inquiry@otpp.com](mailto:Inquiry@otpp.com)  
[www.otpp.com](http://www.otpp.com)

Elementary Teachers' Federation of  
Ontario (Provincial Office)  
136 Isabella Street  
Toronto, ON M4Y 1P6

Phone: 416-962-3836 or 1-888-838-3836  
Fax: 416-642-2424  
[www.etfo.ca](http://www.etfo.ca)

Elementary Teachers of Toronto  
(Local Office)  
300-4211 Yonge Street  
Toronto ON M2P 2A9  
Board Courier Route NE 14

Phone: 416-393-9930  
Fax: 416-393-9929  
Email: [ett@ett.on.ca](mailto:ett@ett.on.ca)  
[www.ett.ca](http://www.ett.ca)

### **Health and Dental Benefits for Retired Teachers**

Ontario Teachers Insurance Plan (OTIP) offers Health and Dental insurance for retired members; for more information phone 1-800-267-6847 or visit their website at [www.otip.com](http://www.otip.com).

The Government of Ontario offers the Trillium plan for more information go to: <http://www.health.gov.on.ca/en/> then search "Trillium."

Health and Dental insurance is also available through other carriers.