

## **TRANSITION TO RETIREMENT - TEACHERS**

### **Background**

The Division supports a Transition to Retirement practice which allow teachers 55 years of age or older to access the Alberta Teachers Retirement Fund pension while still teaching. The teacher would resign his or her permanent teaching contract, and would be granted a temporary teaching contract for a mutually agreeable period.

### **Procedures**

1. A teacher may resign from their permanent teaching contract effective December 31<sup>st</sup> or later in order to move to a temporary teaching contract for the remainder of the school year, or
2. A teacher may resign from their permanent teaching contract effective June 30<sup>th</sup> in order to move to a part-time temporary teaching contract for the following school year, with the understanding that the contract would extend to June 30<sup>th</sup>, or
3. A teacher may resign from their permanent teaching contract effective June 30<sup>th</sup> in order to move to a full time or part time temporary teaching contract for the following year where the contract expires on January 31<sup>st</sup> of the next school year.
4. All transition to retirement requests must be made in writing and submitted to the Superintendent or designate at least 30 days prior to date of retirement.

Amended: June 2023