



Employee Retirement/Resignation Application

Board of Education
200 North Main
Blanding UT 84511

Date _____ 20____

I hereby submit notice of my retirement/resignation as an employee of the San Juan School District, effective _____*. My present assignment is (Position) _____ at (School/Department) _____. I have been employed by the San Juan School District for _____ years, beginning (date) _____. I have worked for _____ consecutive years.

**Policy 4340.01 - Employees on contract are expected to provide services through the term of the contract. The breach of contract provision written in the contract will be followed unless formal action is taken by the Board of Education to release the employee from employment. Resignation is official after the close of the next working day of submittal and may only be withdrawn with the consent of the Superintendent.*

I have signed this statement for the purpose of notifying the Board of Education that I will not accept a contract/work agreement of employment for the next employment period due to:

- _____ Retirement
- _____ Personal/family responsibilities
- _____ Pursuit of job opportunity elsewhere
- _____ Moving from area
- _____ Dissatisfaction with position (please explain below)
- _____ Other (please explain) _____

I qualify and am making application for the Unused Sick Leave pay-out benefit as provided by District policy: (application must be received by March 1 to receive benefit)

- Payment for Unused Sick Leave (Policy 4150.2.9) up to a maximum of 150 days
 - at 10% rate for 10+ years of service at 20% rate for 20+ years of service
 (Sick leave pay-out for employees terminating will be paid on last pay period of employment)

Printed Name

Signature

For District Use: Received by San Juan School District:	
Signature _____	Date _____
<input type="checkbox"/> Verification of eligibility for Payment for Unused Sick Leave _____	
<input type="checkbox"/> Other Bonus/Payment _____	
<input type="checkbox"/> Fees/Fines _____	
Approved by Board of Education Date _____	