



# Resignation Information

## **How to Notify HR of your Resignation**

Employee resignations are submitted through Employee Self Service (<https://www.spps.org/SelfService>). From the main menu, under Self Service, click on “Employee Action Forms” and then select “Resignation Form”. Step by step instructions are available at this link: <https://www.spps.org/Page/24347>

## **About Your Paycheck**

You are paid through the last day you worked and will be paid according to the published payroll calendar. For teachers who are pre-paid 40 hours at the start of the school year to provide equal paychecks, if you do not complete the full contract year, your last check is adjusted to recoup those pre-paid hours.

## **About 26 pay Balance/Summer Pay**

Any balance in the account will be paid in a lump sum on a two week lag after your resignation date.

## **About Leave Balances**

Sick and vacation allotments are technically earned throughout the year, regardless of whether the full annual amount is posted at the start of the year, or applied as a per-payday accrual (based on your union contract). If you receive a lump sum at the start of the year, your allotment for the year will be adjusted to reflect the amount actually earned in that year. If the remaining balance is negative, your last paycheck will be reduced by the amount of the sick or vacation used that exceeds what was earned. For principals who receive “paid non-duty days”, these are also prorated at the time of separation from service.

Unused sick leave cannot be cashed out. It is forfeited. Any unused, but earned vacation balance will be paid out on the paycheck after your last paycheck for hours worked.

For TAs, EAs, and Nutrition Services staff who receive “non-duty break pay” per their union contract, any balance at the time of separation is forfeited. Employees must be active to receive “non-duty break pay” over winter or spring break.

You can view leave balances on your check stubs.

## **About Insurance Benefits**

Your benefits will be terminated the end of the month in which you resign. If you are a 10-month employee and you end your employment prior to the start of the new school year, your insurance will not continue through the end of summer. Depending on your insurance elections and union contract, this could be a refund or you could owe.

For example: If your summer deposit deductions are more than the summer district contribution credits (or you don't receive district contribution credits) then you will receive a refund of your summer deductions (less the flex credits if applicable). If your flex credits are more than your insurance deductions, then you would owe the district back for the difference.

You will be offered COBRA coverage (continuation at your own expense) effective the first of the month after loss of coverage.

## **About your flexible spending (FSA)**

If you are enrolled in the FSA accounts your deductions will continue through your last paycheck. Claims that occur up to the resignation date are eligible for reimbursement (when submitted to HealthPartners within 90 days of resignation date.) Any remaining balance in the account will be forfeited.

## **About your Health Saving Account (HSA)**

If you are enrolled in the HSA savings account your deductions will continue through your last paycheck. This account is owned by you and goes with you when you leave. Any balance in the account may be used for medical expenses including ones that occur after you resign.

## **About your Tax Form**

You will receive your W-2 tax form in January of the following year. Be sure to inform the district of any address change to ensure that your tax form is sent to your current address.

## **About your Pension and TSA Retirement Accounts**

You can contact the TSA vendors and/or PERA or SPTRFA directly if you have questions regarding your retirement fund including withdrawal or rollover options. Contact information for these vendors are on the payroll website at the following link:

<https://www.spps.org/Page/3502>