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**BRENTWOOD UNION FREE SCHOOL DISTRICT
Brentwood, New York**

MEMORANDUM

TO: All Administrators & Supervisors
All Certificated Personnel

FROM: Alice M. Vanderveldt, Human Resources Coordinator

RE: Retirement Incentive Filing Deadlines

DATE: September 14, 2018

Please be advised that the Retirement Incentive Articles in the Brentwood Teachers Association's and the Brentwood Principals and Supervisors Organization's Contracts contain several retirement notice dates for employees contemplating retirement at the end of the current 2018/2019 school year or at the end of the **2019/2020** school year.

All certificated personnel who contemplate retirement within the life of the above contracts, are urged to review carefully the provisions of the appropriate Retirement Incentive Articles.

For those contemplating retirement at the end of the current school year: The filing period for the one (1) year incentive notification, under the BTA contract, ends **October 1st, 2018.** The six-month incentive notification ends **February 1st, 2019.** Administrators have similar due dates.

For those contemplating retirement at the end of the 19/20 school year: The filing period for the year and a half incentive notification ends **February 1st, 2019.**

We urge all members to review the provisions and contact the Human Resources Office (extension 2331) immediately if they have any questions regarding eligibility.

Teachers should refer to Article 16, pages 39-40, of the BTA Contract. Administrators should refer to Article 27, pages 37-38, of the BPSO Contract.

If you intend to retire during the 2019 calendar year and have accumulated more than 75 sick days, you must submit your Retirement Form along with supervisor's signature to the Human Resources Department no later than November 1st to make use of the tax shelter provided through VOYA for the 2018 tax year. Forms are available in your building front office or in the Human Resources Department.