

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 4600-1
SUBJECT:	DATE OF ISSUE: 06/18/80;
REQUESTS FOR TERMINATION OR RETIREMENT	REVISIONS: 12/03/09; 03/01/12; 06/07/12
	PREPARING OFFICE: HUMAN RESOURCES

I. PURPOSE:

To outline the procedure for requesting a termination or retirement from the district.

II. GENERAL INFORMATION:

- A. Members of the bargaining unit must follow the Requests for Termination or Retirement Policy and state law in requesting a termination or retirement.
- B. All other employees desiring to terminate or retire from the district must submit a request two (2) weeks prior to the date of said termination or sixty (60) days prior to the date of retirement.

III. PROCEDURES:

- A. A Request for Termination or Retirement form is available only at the district's Human Resources office.
- B. The individual requesting termination or retirement must submit a signed letter of resignation or retirement and complete the form, particularly the portion relating to the reason for the termination and the area related to forwarding address.
- C. The general director of human resources or manager of classified personnel will recommend approval or disapproval to the superintendent on all termination or retirement requests.
- D. The superintendent will submit all requests for termination or retirement to the Board of education for final action.
- E. The general director of human resources will notify the requester, in writing, of the Board's decision in the event the request to terminate or retire is not approved by the Board.
- F. All employees who have requested termination or retirement and who have received approval of the request from the Board of Education shall complete required exit paperwork which may include a meeting with the general director of human resources or manager of classified personnel for the purpose of an exit interview. Persons not fulfilling this requirement will not receive

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payment of vacation leave (if eligible) on his/her final paycheck from the district unless a waiver of the exit paperwork or interview is authorized by the general director or human resources.