**Bellmore-Merrick United Secondary Teachers**

1260 Meadowbrook Road, Room 96 North Merrick, NY 11566 516-992-1068 president@bmust.net

To: All BMUST Members

From: Mark Steinberg, President

Date: January 6, 2015

Subject: **Retirement, Returning From Leave, or Planning a Leave**

**Step 1: Any teacher who is considering retirement this year** should be aware that, based on our contract, you are encouraged to notify the district of your resignation for reasons of retirement by February 1, but that the **deadline** for notification is the Monday following the February break **(February 23).**

A sample letter for resignation should be worded as follows:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ resign my position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School for the purpose of retirement, effective the close of business, the last day of school, June 26, 2015.

**Teachers who are returning from leave or planning a leave of absence** (not maternity) must also notify the district in writing by that date.

All letters should be sent to Dr. Mara Bollettieri in the Personnel Office at Brookside School with a copy to Mark Steinberg at the Union Office at Brookside, Room 96, a copy to Rob Walsh at Mepham H.S. and a copy to Peter Brideson at Grand Avenue M. S.

**Step 2:** This letter will prompt personnel to work with you on your Health and Dental Insurance coverage.

**Step 3:** Contact the New York State Teachers Retirement System (NYSTRS.org).

**Step 4:** Please be on the lookout for information regarding 403B’s and 457’s for new retirees.

**Step 5:** Hank Sessa is our Retirement Consultant. You may want to contact him to make sure of anything else you may need to do. His contact information is: HANK@NYSRETIREMENTGUIDE.COM and his phone number is 631-335-8201.

Mark Steinberg

President, BMUST