

**Q. I am resigning/retiring at the end of the school year. Do I have any options as to when I will receive my final check?**

A. No. Final checks are paid in accordance with District procedures and according to the District pay schedule. If your last day worked is the last day of your work schedule, a final check will be issued at the end of your check cycle, unless doing so will result in overpayment. As stated in the [employee handbook](#), your final paycheck or direct deposit voucher will be mailed to the address listed on your resignation form.

**Q. I am resigning/retiring at the end of the school year. When will my insurance end, and do I have the option to continue my insurance benefits after leaving CISD?**

A. Your final check will be received on the last date of your check cycle, as indicated on your paycheck stub or on [Employee Access](#). Your insurance will end on the last day of the month in which you receive your final check; there is one exception: if you are enrolled in the group disability insurance plan, then this coverage will end on your last day worked.

You may have the option of continuing some of your insurance after your end date through COBRA. This information is automatically sent to your home address upon resignation/retirement. Should you have questions regarding COBRA, please contact either the Benefits Office at (936) 709-7808 or the Aetna COBRA division at (800) 429-9526. Some coverage may be ported or converted; please contact the Benefits Office at (936) 709-7808 for information on these options.

**Q. What happens to my [leave days](#) when I resign or retire from the district?**

A. As stated in district policy (DEC Local), all employees shall receive compensation for accrued unused local leave. Unused local personal days shall be paid on the final check at the certified substitute daily rate for exempt employees and at the paraprofessional substitute daily rate for nonexempt employees.

Exempt employees employed prior to July 1, 1988, who retire under TRS provisions, are paid for unused state sick and state personal leave at their daily rate of pay up to a maximum of 60 days. Payment for these days will occur on the final pay check. Policy DEC

Nonexempt employees employed prior to July 1, 1988, who retire under TRS provisions, are paid for unused state sick and state personal leave at their daily rate of pay up to a maximum of 30 days. Payment for these days will occur on the final pay check. Policy DEC

As stated in the Employee Handbook, accumulated state leave that is not eligible for payment upon separation from the district is transferrable to other Texas school districts, and generally transfers to education service centers. For this purpose, unused state leave will be reflected on the employee's service record.

**Q. What do I do with the TRS7 form I received with my TRS packet, and when will Payroll complete my TRS7 and mail it to TRS?**

A. As soon as you receive your TRS7 (Notice of Final Deposit) from TRS, you should send it to the Payroll Department. Payroll will complete your TRS7 after you have received your final paycheck and we will forward it to TRS. A copy will be placed in your file.

**Q. When will Payroll complete my TRS6 and mail it to TRS?**

A. If you have submitted a TRS6 (Notice of Final Deposit and Request for Refund) form to the Payroll Department, we will complete the form after you have received your final paycheck. We will forward it to TRS and a copy will be placed in your file.

**Q. What if I should choose to come back to work for CISD? Would my annuity, insurances, direct deposit, etc. still be set up, or will I have to re-enroll?**

A. If, after resignation or retirement, you were to decide to come back to work for CISD, you would be treated as any other new employee. You will need to re-enroll in your insurances and your annuity, and you will need to fill out a new direct deposit form and W-4.

#### Helpful Links

TRS (800) 223-8778

<http://www.trs.state.tx.us/>

Social Security Administration (800) 772-1213

<http://www.ssa.gov/>

First Financial Administrators (800) 523-8422

<http://www.ffga.com/>