

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

A. Earned Leave

Employees may view their earned leave and balance information using the Leave Balance link on EAC. Vacation (up to 10 days per year), state (up to 5 days per year) and local personal (up to 5 days per year) leave are earned on a number of days worked basis. If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, state and local personal leave will be prorated based on the actual time and percentage employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state and local personal leave the employee used beyond his or her pro rata entitlement for the school year. Any unused earned vacation, state and local personal leave, as applicable, will be paid according to District policy.

Local Personal Days

District policy (DEC Local) states that all employees shall receive compensation for unused earned 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.

State Days

Exempt employees employed prior to July 1, 1988, who retire under TRS provisions, are paid for unused earned 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 paycheck. Policy DEC

Nonexempt employees employed prior to July 1, 1988, who retire under TRS provisions, are paid for unused earned 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 paycheck. 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.

Off Duty Days

Off-duty days are not earned. They are non-work days that represent the number of days that exceed a 217 or 226 work schedule during July 1 through June 30. If off-duty days are taken and an employee leaves prior to working their 217 or 226-day work schedule, Payroll will try to exchange the unpaid off-duty days for accrued unused paid days so that the days are eligible for the wages earned calculation. If accrued unused paid days are not available, we cannot consider the day(s) when calculating wages earned.

Vacation Days

Auxiliary employees who work a 260-day or greater work schedule may earn up to 10 paid vacation days, depending on work start date and percentage worked. Vacation days are earned on a pro-rated basis and do not accrue from year to year. Upon separation of service, unused earned vacation days are paid on the final paycheck at the employee's daily rate.

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 TRS, we will certify the form after you have received your final paycheck.

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/>