

Congratulations! You've decided to retire.

(make sure attend an OTPP/OSSTF retirement workshop)

Notice of Retirement

Write your retirement letter. Go to www.d18teachers.ca to find a form letter. Submit a copy of your retirement letter to the TBU President, HR, and your principal. It is recommended you provide notice of retirement 3 to 4 months in advance. HR will notify the Payroll Department and the Manager of Secondary Staffing.

Approval

The UGDSB School Board Trustees formally accept your retirement.

Pension

Contact OTPP (www.otpp.com or 1-800-668-0105) to initiate the process to receive your monthly pension. Select Beneficiary and Survivor Pension level.

Termination of LTD

You **MAY** cancel your LTD coverage within the 110 working day period before your retirement date. Contact Erin Doupe, TBU Benefits Officer (erin.doupe@d18.osstf.ca) for termination provisions.

Benefits

UGDSB will notify OTIP of your retirement. Benefits will end on your retirement date. OTIP will contact you about enrolment in RTIP (benefits for retired teachers).

Join A.R.M

Retired members can join their local ARM chapter (www.armcouncil.osstf.ca). Members hired to supply teach will become OTBU members.



Payment

After OTPP receives your pension application, pension monies will be paid out on the first day the month following your last day worked. If retiring at the end of June, UGDSB will pay the salary earned that is normally paid during the summer in a lump sum on your last pay cheque. The first pension payment will be July 31st.

Remember to attend the District Retirement Dinner on May 29th, 2025. Be sure to invite family and friends to celebrate with you.

YOU P P P I !

