Revised 3/11/16

District School Board of Pasco County

RESIGNATION / RETIREMENT FORM

This form is to be used for ALL resignations or retirements.
Employees may use this form in lieu of letter of resignation/retirement or as a cover page.

Print or Type:

Name _____
Last Name First Name MI

Employee Number _____ Phone: (_____) _____

Work Location: _____ Position _____

I hereby resign my position as an employee of Pasco County Schools effective _____ /_____ / _____
Month Day Year

RESIGNATION

- ☐ Other Education Employment in Florida
- ☐ Other Employment Outside Education
- ☐ Personal (reason) _____
- ☐ Other (please specify) _____
- ☐ Personal Health/Disability
- ☐ Certification

[1]RETIREMENT

- ☐ Regular/Service
- ☐ DROP Enrollment
- ☐ DROP Exit
- ☐ Disability
- ☐ Early DROP Exit
- ☐ Pasco Early Retirement
- ☐ Investment Plan[2]

FUTURE COMMUNICATIONS:

Please send future correspondence to this email address: _____
(Cannot be an @pasco.k12.fl.us email address)

Acknowledgements

Employee Signature:_____ Date _____

Employee Unavailable for Signature:

Completed by: _____ Date _____

[1] To be classified as a retiree, you must actively retire under the Florida Retirement System (FRS) and begin to receive a monthly benefit from the FRS Pension Plan or received a distribution from the FRS Investment Plan.

[2] To be classified as an Investment Plan retiree eligible to participate in the retiree benefits program, you must be at least age 59 ½ and have satisfied the requirements for normal retirement under the FRS Pension Plan.

Distribution: **03/2016**
(1) Original to Worksite Administration for forwarding to HREQ Staffing
(2) Retirement: Forward copy to EBARM – Attention: Retirement Services