

INCENTIVE PAY FOR EARLY NOTIFICATION OF PENDING RETIREMENT OR RESIGNATION

(HCEA ARTICLE 15, F)

The HCEA Master Agreement (Article 15, F) for certificated professional unit members, regarding eligibility for termination pay (unused sick leave) states:

Any unit member who retires or resigns effective July 1 of any year and who files the necessary documents committing to such intent no later than February 1 of that year shall receive termination pay at his/her current salary rate equal to two percent (2%) of his/her accumulated unused sick leave as of the date of retirement or resignation. If such notice is filed no later than March 1 of that year, the termination pay will be equal to one percent (1%) of accumulated unused sick leave as of the date of retirement or resignation.

Notification of an intent to retire or resign effective July 1, 2022, must be submitted by the applicable deadlines (Feb. 1st and March 1st) to be eligible for the incentive. Submission of an Intent to Resign or Intent to Retire is a commitment to follow-through completely.

Resignation

- Resignation instructions can be found [here](#).
- Resignation questions can be directed to humanresources@hcpss.org.

Retirement

- Intent to retire notification must be logged by clicking [here](#). You must submit your intent to retire via this [link](#) in order to be considered for the incentive.
- Members of the unit submitting a notice indicating their intention to retire at the end of the school year do not need to complete the Maryland State Pension documents before the deadlines to receive the early notification incentive.
- You **must** get an Estimate of Service Retirement Allowance to ensure you are eligible to retire from the Maryland State Retirement and Pension System (MSRPS). MSRPS will need approximately 6 - 8 weeks to process the estimate.
 - Eligible members can estimate their retirement benefits using the online benefit estimator through the secure website [mySRPS](#). Click [here](#) for more information about mySRPS.
 - You can also use [Form 9](#) to request an estimate. Please allow 4 to 6 weeks for processing.
- Please note that your Eligibility and Credible Service with the Maryland State Retirement and Pensions System may be different than your Years of Service (YOS) with HCPSS. This is important as it relates to HCPSS retiree benefits.
- Retirement forms and related information can be found [here](#).
- Questions can be directed to HRRetirement@hcpss.org.

Important! This program is only applicable to certificated professional employees represented by the Howard County Education Association (HCEA).