

Request for Retirement, Resignation, Resignation under Section 122, Resignation under Section 124 and Application for Extended Leave

Teachers seeking to separate from the Teaching Service or applying for Furlough Leave or extended leave of one year or more complete this form. Complete the form using blue or black ink and forwarded to the appropriate Superintendent of Education/PEA. or Assistant Secretary.

1. Teacher Details (Please print. Use block letters)

Family Name: Postal Address:

Given Name(s):

Previous Name: Telephone Number:

Date of Birth (ddmmyy) Employee Number

2. Location Details (Please print using block letters)

Province: School Name:

School Code: Position Number:

3. Notification of Retirement/Resignation (Tick one only)

Retirement Resignation (s122)*

Resignation (s124)*

Provide reasons over page for separations marked *.

Planned Separation Date

(ddmmyy)

Signature: Date:

4. Application for Extended Leave (Tick one only)

Furlough Leave Leave without Pay*

Release to another Government Agency* Study Leave*

Provide reasons over page for leave requests marked *.

Requested Leave Dates

From: (ddmmyy)

To: (ddmmyy)

Signature: Date:

5. Province/Division Endorsement

Endorsed Not Endorsed (Delete one)

If "Not Endorsed", please provide explanation over the page.

Signature: Date:

PEA/Superintendent of Education)

6. Teaching Services Commission

Approved Not Approved (Delete one)

TSC Signature: Officer's Title: Date:

7. Application Management

Date teacher notified by the TSC:

Date Forwarded to OIC Salaries NDoE/ Province (Delete one): Signature:

Date Received by OIC Salaries: Referred to: Date:

Date Action Completed: Date Input completed: Input Officer:

Date Application Filed: Filing Officer: