



AP 413 – RETIREMENTS AND RESIGNATIONS

BACKGROUND

Employees wishing to resign or retire from the staff of Saskatoon Public Schools will do so in accordance with the provisions of legislation, collective agreements and these procedures.

PROCEDURES

1. Employees are encouraged to provide as much notice as possible of intentions to resign or retire.
2. Teachers are required to provide a minimum of 30 days notice of their intention to resign or retire from the division.
3. Non-teaching staff are required to provide a minimum of two (2) weeks written notice and may be required to provide additional notice as required in the contract of employment.

Teacher Early Declaration of Superannuation Incentive

1. This incentive is available to teachers who are actively employed and eligible to retire between December 31 and April 30 of the current school year.
2. This incentive is strictly voluntary.
3. In return for providing written notice to the staffing superintendent or superintendent of human resources by November 30, a teacher may retire effective December 31 or January 31 and return on a temporary contract for the remainder of the current school year.
4. In return for providing written notice to the staffing superintendent or superintendent of human resources by January 31, a teacher may retire effective February 28 (29), March 31, or April 30 and return on a temporary contract for the remainder of the current school year.

Reference: The Education Act, 1995

Date Last Revised: September 2025