

Looking at Retiring?

STEP 1 - Contact ORS to determine your Retirement Date

<p>Office of Retirement Services (ORS) Ready to Retire ~ ORS Count Down Planning Your Retirement</p> <p>Telephone Numbers: (8:30 a.m. to 5:00 p.m.) Lansing Area: 517-284-4400 800-Number: 800-381-5111 Fax: 517-284-4416 Contact ORS</p>	<p>403b Contributions Financial Institution: Raymond James Contact: Ben Griffith ben.griffith@raymondjames.com ph# 734-930-4030 fax# 734-930-4031</p>
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STEP 2 ~

Provide written retirement communication (email or letter) with effective date to supervisor and HR director

MESSA Benefits will be terminated at the end of the month of the effective date of retirement. Exception for the retirements at the end of the school year, which will continue through August 31.

STEP 3 ~

	LEA	LEAO	LCTU
Determine ~ Final Payout	<p>Verify your sick accrual time to ensure correct pay out at time of retirement.</p> <ul style="list-style-type: none"> Article 11 Illness or Disability, section A, pg 26 of bargaining union contract "<i>sell the days back to the district at a value of sixty (\$60.00) dollars per day</i>" <p>Payout options available:</p> <ul style="list-style-type: none"> Defer to 403B or HSA On final paycheck 	<p>Verify your sick accrual time to ensure correct pay out at time of retirement.</p> <ul style="list-style-type: none"> Article I, sick time payout, pg 13 of bargaining union contract <p>Payout options available:</p> <ul style="list-style-type: none"> Defer to 403B or HSA On final paycheck 	<p>Verify your sick accrual time to ensure correct pay out at time of retirement.</p> <ul style="list-style-type: none"> Payment of Unused Sick and Vacation time. Pg 10 of bargaining union contract. <p>Payout options available:</p> <ul style="list-style-type: none"> Defer to 403B or HSA On final paycheck

STEP 4 ~

Housekeeping items ~ Your LCS email and G Suite will be deactivated upon your retirement.

- Update any accounts with your LCS email address of record (ie Esuite) to a personal email.
- Transfer items from your G Suite (docs, sheets, and drive) that you may need prior to your retirement.