



Regina Roman Catholic Separate School Division # 81

Personnel and Employee Relations 7006 Mutual Termination of Contract of Employment	Administrative Application	
	Effective:	January 27, 2015
	References:	The Education Act, 1995, Sec. 212 ER-6 Compensation and Benefits
	Status:	Operational

Application

1. Members of the teaching staff planning retirement should be made aware of the *Mutual Termination of Contract* form. Teachers may use this form to advise Human Resource Services before the May 31st deadline of their intent to superannuate and retain full sick leave entitlement.

Note:

As a note of explanation, when a teacher resigns for purposes of retirement, the teacher's sick leave entitlement will discontinue as of the date of the resignation. There is the possibility that, between the time the teacher's resignation has been submitted and May 31st (the latest date a year end termination notice would normally be submitted) the teacher's health could be such that sick leave would begin to be used. If the medical condition is one that would justify the use of sick leave beyond the end of June, teachers may want to ensure that they are in a position to continue to use their sick leave into the following school year.

If between the date of submission of the mutual termination of contract form and May 31st a person's health is such that sick leave could be used into the following year, the termination of contract would be deferred:

- a. Until the sick leave accumulated to June 30th has been utilized,
- b. Alternatively, until health has improved to the point that the qualification for use of sick leaves no longer existed.

The Saskatchewan Teachers' Federation has examined this form and has no objections whatever to its use on a voluntary basis.