

SUPPORT STAFF

Thinking of retiring? Here are some things you need to know.

NOTIFY:

We require notification of your intent to retire **at least 60 days** prior to your retirement date. Please forward the letter to Human Resources by email hr@surreyschools.ca or send it in the Courier #481.

You should also provide a copy of the letter to your principal/manager.

PENSION:

You will need to contact the Pension Corporation at 604-660-5366 or 1-800-668-6335 to register for your pension or go to their website: www.pensionsbc.ca.

It is recommended that you contact BC Pension Corporation at least 90 days in advance of your retirement date to ensure you receive, complete and return your forms, so there is no interruption of earnings between your last pay with the District and your first Pension cheque.

LIFE INSURANCE:

You have the option of converting your BC Life Term Insurance policy to an individual plan **within 31 days of your termination date**. A conversion letter will be sent to you with BC Life's contact information. Please contact BC Life directly for further information on converting to an individual plan.