



LETHBRIDGE SCHOOL DISTRICT No. 51

HUMAN RESOURCES

433 - 15 STREET SOUTH

LETHBRIDGE ALBERTA

T1J 2Z5

PHONE: (403) 380-7391

FAX: (403) 320-5706

E-MAIL: rhonda.aos@lethsd.ab.ca

Dear Ms. Aos:

Re: Twelve Month Support Staff (CUPE 290, 2843, Non-Union)

I am writing in response to the Board's offer as per their motion of October 22, 2019.

Twelve month employees may wish to have their temporary contract end up to any time prior to August 31, 2020 for a maximum duration of five months.

As per the conditions of that offer, I am retiring from my continuing contract with the Board effective _____, 2020 (*Between January 31-March 31, 2020*). My retirement is contingent upon receiving a temporary contract from _____, 2020 (*one day after the retiring date*) equivalent to my present assignment. I understand that I will receive a temporary contract with the Board for this time period, as soon as possible. I also understand that my benefit coverage will cease with the Board _____ 2020 (*as of the retirement date above*). After _____, 2020 (*the retirement date*), I understand that I will be eligible to continue benefit coverage with the Alberta School Employees Benefit Plan until age 65. The Board will reimburse me for the Board portion of the benefit premiums from _____ to _____, (*For five months with an end date no later than August 31, 2020*) after which time, if I choose to continue with coverage, I will be responsible for the entire amount of the premium, payable to A.S.E.B.P or ARTA.

For helpful information regarding retirement, please visit:

https://www.asebp.ca/sites/default/files/forms/Your_Golden_Years_Await.pdf

Thank you.

Yours truly,

Date: _____

Cc: Principal
Payroll

