



## STEPS FOR GIVING NOTICE OF RETIREMENT

All Members,

Please be aware of the following steps to be taken to give your notice of retirement to the Division:

- Decide what date works best for YOU, write a letter to Human Resources, copying your School Administrator or Department Head and the Pension Section of Secretary-Treasurer's Department indicating what date will be your last working day and ensure you also expect that if the W.A.N.T.E. Collective Agreement is revised/settled, you will receive any monies owed as retroactive pay and your pension be adjusted accordingly.
- If you wish to be considered for subbing after you've retired, please ensure you have indicated this in the letter as well.
- After your last pay and any additional payments from the Division (such as accrued vacation pay or long service leave) has been deposited, this information is sent by WSD to Ellement the first week of the following month (eg: Your last working day is June 30, 2020, your last pay will be deposited on July 9, 2020. WSD will send the information to Ellement the first week of August 2020). Ellement cannot process your pension without this information from WSD.
- Once Ellement has received this information, they will contact you to make an appointment for you to attend a meeting with them to choose your pension options and sign your documents. You must have your spouse attend with you if you have one (married or common law). You will be required to provide photo ID (passport preferred, but drivers' license accepted). You may also be pro-active and contact them for an appointment at (204) 954-7300—please identify that you are a WSD employee to be connected to the correct representative.

continued on next page



## STEPS FOR GIVING NOTICE OF RETIREMENT

continued from previous page

- Once you have chosen your pension options and signed the documents, your information will be sent back by Ellement to WSD Pension Section to set-up your pension payment. Once you have chosen your options they cannot be changed after the first pension payment is made. You will receive your first pension deposit in your bank on the last working day of that month (e.g. in the example of retiring June 30, 2020, you will receive your first pension payment of August 31, 2020).

If you have any questions or concerns, or if you need assistance or further clarification on what steps of action to take to retire - please contact the WANTE office by email to [wante@mymts.net](mailto:wante@mymts.net), [wantesec@mymts.net](mailto:wantesec@mymts.net) or by phoning the WANTE office at 204-953-0250.

Thank you and stay well,

Carla Paul  
WANTE President