[Sidebar Title]

**Department Contact Information**

Human Resources 850-983-5030

Risk Management 850-983-5006

Office of Professional Learning 850-983-5110

Payroll 850-983-5025

* To verify options for your retirement, before employment ends contact FRS at 1-866-446-9377. Other helpful information can also be found at MyFRS.com.
  + All changes **must** be completed prior to the last day of employment.
* Print your evaluations for each school year employed. Once you leave the district you will not have access to print your evaluations, they will have to be requested through a public record request.
  + Evaluation prior to 2011 – you will need to request a public record request through Human Resources.
  + Evaluation for 2011- 2014/2015 School Year can be printed from MyPD.
  + Evaluation for 2015/2016 to Present School Year can be printed from PEARS.
* If moving, make sure to update your address in Focus to insure you receive any mailings and tax forms that may be sent to you after your employment ends. If you need to change your address after you have left the district, you will need to call Human Resources to request the change.
* Benefits will terminate at the end of the month based on the effective date of separation.
  + Those eligible for Cobra Insurance will receive an email and/or letter from Web Benefits. This includes Medical, Dental, Vision and FSA.
* For more information on transferring in-service hours or renewing your Florida Teaching certificate, please contact The Office of Professional Learning.
* Make sure to turn in your badge and keys to your administrator before leaving on your last day of work.

[Sidebar Title]

* Do you have available sick leave? You can check your balance in Focus Employee Self Service under Leave History. You do have the following options.
  + Personal Leave can be used to extend your last day in paid status from your last day worked. (Max of 6 days) Sick leave can only be used if you are sick, to extend your last day in paid status from your last day worked.
  + Sick leave can be donated to a family member employed in the district by completing the Spouse/Relative Leave Transfer request form (see link). [spouserelativetransferdonationleave72-04-32.pdf (weebly.com)](https://srcsdhumanresources.weebly.com/uploads/5/4/8/1/54813785/spouserelativetransferdonationleave72-04-32.pdf)
  + Sick leave can be donated to an employee in the district by completing the Employee Transfer/Donate Leave and Employee Request for Donated Leave Forms (see links). [employee\_transfer\_or\_donate\_leave\_form\_72-03-54\_revised\_2021.pdf (weebly.com)](https://srcsdhumanresources.weebly.com/uploads/5/4/8/1/54813785/employee_transfer_or_donate_leave_form_72-03-54_revised_2021.pdf) and [employee\_request\_for\_donated\_leave\_72-04-15.pdf (weebly.com)](https://srcsdhumanresources.weebly.com/uploads/5/4/8/1/54813785/employee_request_for_donated_leave_72-04-15.pdf)
  + Sick leave can be transferred to another Florida Retirement System Employer by contacting your school sites Payroll Specialist with the name of who will need to receive the form at your new employer. Transfer requests will not be processed until final pay is processed.
  + If none of the above options are completed, your leave will stay on your job record and will be available for you to use in the event you are rehired in the district.
* If you are a 12-month employee and have available Annual Leave, you will be paid out (max of 60 days) when your final pay is processed. The Personnel Assistant assigned to your school site will complete the Annual Leave Form to be signed by the Assistant Superintendent for Human Resources and send to Payroll to be processed.