



BIRDVILLE INDEPENDENT SCHOOL DISTRICT

PAIGE CURRY, DIRECTOR, HUMAN RESOURCES DEPARTMENT

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FEBRUARY 1ST RETIREMENT DECLARATION DEADLINE

February 1 is the deadline to request compensation for unused leave if you are planning to retire at the end of the 2016 - 2017 school year.

To qualify for this benefit, an employee must:

- Submit notice of retirement to Human Resources no later than February 1 of the school year they plan to retire;
- Be eligible for retirement under Teacher Retirement System of Texas*; and
- Have been employed by the Birdville School District, with no break in service, for a minimum of five (5) years.

[DEC\(Local\)](#)

Additional questions may be directed to Barbara Eubank in Human Resources at extension 5756 or accessed on the Birdville website. <<[Retirement Information](#)>>

Payment for unused leave will be disbursed after the TRS 7 Form has been received by the Payroll Department and submitted to TRS. Funds will be deposited into the employee's account on the payroll following their final check.