

EARLY RESIGNATION NOTICE INCENTIVE

The Texas Education Code allows educators employed under a probationary, term, or continuing contract to provide notice of resignation, without penalty, at any time up until 45 days before the first day of instruction of the following school year. In order to allow the District additional time to plan staffing for the upcoming school year, the District is offering an incentive to identified employees for their early notice of resignation. Employees who give the district notice by **March 1** will earn \$50 per day for up to 20 days of local unused sick leave—a maximum of \$1,000.

Eligibility:

- Any contract employee who intends to resign and/or retire at the end of the school year
- Notifies the Sharyland ISD Human Resources Department in writing no later than **March 1** of their intention to resign and/or retire,
And
- Completes their current yearly contract

Any written notification received after **March 1** shall not qualify for the incentive. The incentive will be paid on the first paycheck after the completion of the employee's assigned work schedule for the current school year.

To complete a voluntary resignation/retirement form, please click on the following link: [Employee Notice of Voluntary Resignation or Retirement](#)

Note: A contract employee is an employee who holds a contract (probationary or term) issued by the District. Contract employees do not include at-will/hourly employees.