

New South Wales Department Education and Training
TEACHERS NOTICE OF SEPARATION

Please note:

- teachers should provide at least one month's notice of resignation / retirement
- teachers resigning/retiring at the end of the school year should submit their notice of separation by 1 September of that year.
- appropriate forms in regard to refund of superannuation contributions or other superannuation benefits will be set to you by Teacher Services
- notice of separation is to be handed to the principal for endorsement and dispatch

Title	Family Name	Given Names	Serial Number
			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

I hereby tender my notice of separation from the New South Wales Department Education and Training.

Resignation / Retirement (delete as appropriate)

Reason for separation (optional)

If currently on leave please indicate:

Type of Leave: _____

Dates of approved leave: From / / To / /

Note: If you are presently on approved leave (eg. Leave without pay), your separation from service will be the last day of approved leave unless otherwise indicated below.

Resignation / retirement to be effective from: / /
(please delete as appropriate)

Election concerning vacation entitlement (when resigning at end of term or during vacation)
(Tick the appropriate box)

- I elect to be paid a gratuity (lump sum) for the whole vacation
- I elect to be paid a gratuity (lump sum) for part of the vacation from / /
- I elect the vacation paid as leave (normal fortnightly salary)

