



**LUFKIN ISD
Retirement Service Award
Application Form**

Employees are eligible for the Retirement Service Award (RSA) if they meet the following requirements [see DEC (LOCAL)]

1. Submit a letter of retirement to the Superintendent.
2. Complete the RSA Application form by April 1st.
3. Have 95% attendance rate during the year of retirement.

Qualified retiring employees will receive a cash payment for unused state days, to a maximum of 60 days.

Those who do not submit the application form by the April 1, 2021 deadline will not be eligible for the award.

NOTE: **The employee shall be reimbursed for each day of unused **state leave**, to a maximum of 60 days, at the current rate for a certified substitute teacher per the district compensation plan.*

Employee Signature

Date

HR Use Only

Date/time received _____

Superintendent Approval (Signature)

Date