

BRIDGE TO MEDICARE INCENTIVE INSTRUCTIONS

EMPLOYEES

HOW TO APPLY?

Eligible Instructional employees who are retiring or resigning between the months of October 2020 - December 2020 must follow the instructions outlined below:

- Complete the *Separation of Employment (Resignation & Retirement) Form (attached)*
- Submit the completed form to retirement@browardschools.com **no later than Friday, November 13, 2020.**

RETIRING

- Employee writes on the top of the form **Bridge to Medicare Incentive**,
- Employee submits a copy of the completed *Separation of Employment (Resignation & Retirement) Form* to principal/supervisor,
- Employee submits completed *Separation of Employment (Resignation & Retirement) Form* to Retirement@browardschools.com **no later Friday, November 13, 2020**,
- Once the form has been submitted to the Benefits Department, employee must contact the Benefits Department to request a Retirement Packet and date for a Virtual Retirement Appointment via TEAMS. Please inform the Retirement Staff that you are retiring, as a result of the **Bridge to Medicare Incentive**,
- Employee must submit the original form, along with the completed Retirement documents.

RESIGNATION

- Employee writes on the top of the form **Bridge to Medicare Incentive**,
- Employee submits a copy of the completed *Separation of Employment (Resignation & Retirement) Form* to principal/supervisor,
- **Location creates an iForm within 48 hours & attaches the form,**
- Employee must submit the completed *Separation of Employment (Resignation & Retirement) Form* to Retirement@browardschools.com **no later than Friday, November 13, 2020**,
- Employee must submit the **original form** to the Benefits Department, no later than your date of Resignation.