

# NOTICE OF RETIREMENT

<b>EMPLOYEE NAME:</b>	<b>DOB:</b>	<b>EMPLOYEE ID:</b>
<b>MAILING ADDRESS:</b>	<b>PHONE NUMBER:</b>	<b>OFFICIAL RETIREMENT DATE:</b>
<b>DEPARTMENT:</b>	<b>LAST DATE OF EMPLOYMENT:</b>	<b>LAST PAYCHECK DATE:</b>
<b>ARE YOU AT LEAST 66 YEARS OLD <u>AND</u> HAVE SERVED A MINIMUM OF 10 CONSECUTIVE YEARS OF SERVICE FOR NEWTON COUNTY?</b>  YES (you are eligible to be paid out a max of 160 hours of sick time) NO (you are ineligible to be paid out any sick time)		

**As a Newton County BOC employee I understand and agree with the indicated terms and conditions by signing below:**

- I elect to officially declare my plans to retire from the Newton County Government.
- I understand that my accrued vacation pay and if eligible my accrued sick pay will be combined with my last check and will be subject to all State, Federal, and other earned income taxes that may apply.
- I understand that I am ineligible to seek re-employment with Newton County on any full-time, part-time, temporary, seasonal, or independent contractor basis.

If you were employed during the time the County had a Defined Benefit Retirement Plan please note that you agree to the following.

- I understand that as an active employee, I am required to give a minimum of 90 days' notice to my department and submit a completed Notice of Retirement Form to Human Resources.
- I understand that my retirement date may commence no sooner than the first day of the month following the date of my official separation from active service.
- I understand that I must complete the required retirement forms in order to initiate retirement benefits and that I must contact an HR representative within 14 days of my official retirement date.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Director Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Human Resources Signature**

\_\_\_\_\_  
**Date**



**HUMAN RESOURCES DEPARTMENT**  
 1113 Usher Street Ste. 203 Covington, GA 30014  
 678-625-1212 | [hr@co.newton.ga.us](mailto:hr@co.newton.ga.us)

