

# Pedagogues (Q-742) (Non-Supervisory Only)

## Applying For Final Entitlement/*Termination Pay*

Upon resignation, retirement, or *termination*, all pedagogical employees are eligible to receive a final entitlement payment for one-half of their sick leave balance, up to 100 days.

**Note:** If the resignation or retirement becomes effective at any time other than the end of a school year, sick leave will be paid at the rate of one day for every two full months of service.

Please note that final entitlement information must be entered online by the payroll secretary/timekeeper at the time of separation from service.

### To apply for *Termination Pay*, do the following:

1. Download the [Application for Termination Pay\(OP-44\)](#) online. This form is also available on the InfoHub: [infohub.nyced.org/nyc-doe-topics/finance/payroll/key-documents](http://infohub.nyced.org/nyc-doe-topics/finance/payroll/key-documents).
2. [Affix your digital signature to the form](#).
3. Complete section one electronically, selecting answers from the applications drop-down fields where appropriate. Affix your digital signature to the form.
4. Save a copy of the completed form and email this to your payroll secretary
5. Payroll secretary verifies the form, affixes digital signature and forwards to principal
6. Principal verifies, affixes digital signature and emails completed form to [TerminationUnit@schools.nyc.gov](mailto:TerminationUnit@schools.nyc.gov)

Do not fax or handwrite the application form.

**It is important that you maintain the original form. You will be required to send this form to [65 Court Street](#) when the building re-opens in the future.**

When re-opened, you may mail or hand deliver the form to:

NYC Department of Education  
*Termination Pay* Unit  
[65 Court Street, Room 1400](#)  
[Brooklyn, NY 11201](#)

You may submit an OP-44 form up to six years from your date of separation. If you separated from service with a negative/zero CAR balance, you do not have to submit an OP-44 form.

## ATR Employees

If you are separating from service while in the Absent Teacher Reserve and are unable to have a payroll secretary sign your OP-44 form, you may bring your completed form to the Teacher Hiring Support Unit at [65 Court Street](#) for completion and signature.

## Receiving *Termination Pay* Checks

Pedagogical employees whose *termination* pay amount would total more than \$1,500 will

normally receive payments for CAR balance payout in three installments. These paychecks are generated on supplementary payroll.

Installments are as follows:

- The first installment will be mailed to your address on file with TRS 60 days after you have separated from service or your application for *termination pay* has been received, whichever is later.
- The second installment will be mailed to your address on file with TRS one year from the date the first check was issued.
- The final installment will be mailed to your address on files with TRS two years from the date the first check was issued.

**Important:**

*Termination pay* checks will be mailed by the *Termination Pay* Unit to your address as it is on file with TRS . If your address at TRS is not currently correct and you are concerned you will not receive your *Termination pay*, email the DOE *TerminationPay* Unit at [TerminationUnit@schools.nyc.gov](mailto:TerminationUnit@schools.nyc.gov) with your name, File number, Employee ID number and current address. You must change your address with TRS by contacting TRS directly.

For information on contacting TRS see [Contact Information for TRS, BERS and NYCERS](#) (5641).

If you have further questions regarding *terminationpay*, you should speak with your payroll secretary or timekeeper.