

PETL Retirement Checklist

PETL Retirement Information: <https://etfopeel.com/member-services/retirement-253/>

✓	THINGS TO DO	Telephone Numbers & Websites
	Contact the Ontario Teachers' Pension Plan (OTPP) <ul style="list-style-type: none"> • OTPP Website (www.otpp.com) to register for iAccess • Purchase eligible credited service at earliest opportunity for any leaves that you may have taken • Check the status of your pension and any required documents • Make decision regarding survivor pension waiver and 10 year guarantee prior to your pension beginning 	1-800-668-0105
	Check VISTA under the Benefits tab to review Retirement Gratuity information	
	If you are interested in working as an occasional teacher after retirement, contact the Human Resources department of the Board(s) you are interested in to be sure you are aware of their current hiring opportunities and requirements. Until you are fully on pension, do not enter into any agreement to be re-employed by your Board.	
	Review OTPP online resources including understanding the maximum days allowed for teaching/working in education after retirement. Retirement workshops are available to members.	
	Prepare your retirement letter – you are required to provide 30 days written notice to the Human Resources (HR) Superintendent. Generally, a teacher will retire on the last day of a month so that their pension will be effective on the first day of the following month. Sample retirement letter is located on the PETL website. The completed letter can be submitted to the Board by email using resignationsretirements@peelsb.com	
	Once you have submitted your retirement letter, you should confirm and notify OTPP of the official date. This can be done up to four months before your retirement date.	
	When the retirement has been approved through HR, the Benefits department will automatically contact you regarding your Retirement Gratuity (if available) and your options. Additional information is available on the PETL website.	
	Long Term Disability (LTD) is a mandatory benefit through to your retirement date unless you meet the criteria to terminate your benefits. For teachers reaching age 65, the Peel Board Benefits department will do this automatically. If you have reached your 85 factor AND have 30 years credited service in the pension plan, you need to request the termination. Application and instructions are located on the PETL website.	
	Your life insurance, extended health, and dental benefits will terminate on the day that you retire. For information about retiree insured benefit providers, there is an information sheet on the PETL website.	
	If you do not plan to perform any further work as an educator, you can contact the Ontario College of Teachers to cancel your registration.	1-888-534-2222
	Apply for Canada Pension Plan if appropriate (age 60+)	www.esdc.gc.ca
	Apply for Old Age Security if appropriate (age 65+)	www.esdc.gc.ca
	Plan to attend the Peel Board and PETL Retirement celebrations	PETL Events page