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## One Time Early Service Payout Option

January 16, 2018

**Subject: One-Time Early Service Payout Option for NSTU employees**

Colleagues,

As you may be aware, the *Teachers' Professional Agreement and Classroom Improvements (2017) Act* contained a provision for an early payout of a service award.

Over the coming weeks, eligible employees will receive a communication outlining information regarding their individual payout, as well as the options for receiving it.

To be eligible for the Early Service Payout, you must be a current employee with eligible years of service before August 1, 2015. The Early Service Payout will be calculated using your eligible years of service in accordance with the Teachers' Provincial Agreement before August 1, 2015. The salary used to calculate the payout amount will be the salary, plus any administrative allowance, as of March 31, 2018.

If you want to take this Early Service Payout option, you will need to sign and have the form received by the board by March 19, 2018. This form will be provided to you at a later date with the above-referenced communication outlining your individual payout. Payment of early service payouts to those who elect them are expected to be made in summer 2018.

I understand you may have questions about the Early Service Payout option and your own individual circumstances. More information is available in the attached Frequently Asked Questions (FAQ) document. This will answer many of your questions, while more personalized information will be provided in your letter in early February. Additional information will be shared as it becomes available.

Staff at the board is currently working to process large volumes of individual service payout statements. As a reminder, please do not contact the board to request your statement; this will be sent to you individually via the above-referenced communication. We appreciate your patience while this work is underway and ask that you please refrain from contacting board staff with questions at this time.

Thank you,

A handwritten signature in black ink, appearing to read 'Smilner', is written in a cursive style.

Scott Milner  
Superintendent of Schools