

For Galena Park ISD purposes, you need to work until the end of your contract. When you resign with Galena Park ISD, you need to use the last day of your contract. It is appropriate to have different dates with each organization.

No, a letter to the Superintendent is no longer required in tendering your retirement.

website or the Payroll Services Department website.

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You must be eligible to retire based upon the TRS retirement requirements and follow the steps to tender your resignation with Galena Park ISD.

Accumulated local leave will be paid no later than the last day of the month following your final paycheck.

Your payment will be calculated based upon the following schedule set forth by the District:

Please access the "My Leave Balances" menu in the TEAMS Employee Service Center (ESC) to view current local leave balances. The Payroll Services Department website has a direct link to the ESC. Keep in my mind, these balances may not reflect your most recent absences.

No, you will only receive this payment upon your initial retirement.



administrators below. Please note that the notices cannot be sent prior to your termination of coverage date.

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