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### Information for Resigning Staff

**This information does not guarantee your retirement; you must submit the four required forms through the Maryland State Retirement Association (MSRA) to complete the process.** Information can be found at <https://sra.maryland.gov/member-forms>.

Please carefully review the following information and retain this document for your records.

#### Final Paycheck

Complete and submit your final timesheet before leaving on your last day of work.

Your final paycheck will be processed according to the current banking information in the Payroll Online Service Center (POSC) so please be sure to update your personal information with the POSC prior to your last day of work.

#### Health Benefits Information

Contact Human Resources at [humanresources.msde@maryland.org](mailto:humanresources.msde@maryland.org) or (410) 767-0019 for more information.

#### Leave Balances

- Annual Leave - You will be paid for unused annual leave up to 400 hours of the total accrued at the end of the previous year, plus the number of hours of annual leave that were accrued during this calendar year and remain unused.

If you return to a regular State position at any time, your previous service will be used to determine your annual leave earning rate.

- Personal Leave - Any unused personal leave will be forfeited.
- Sick Leave – You may be eligible to receive creditable service for unused sick leave if you retire on or before 30 days after you separate from employment.
- Compensatory Leave - If you are exempt from the overtime pay provisions of the Fair Labor Standards Act (FLSA), you may be paid for up to 16 hours of unused compensatory leave at the time of separation. If you are non exempt under FLSA (cash overtime eligible - COE), you will be paid for any unused COE compensatory hours.

#### Flexible Spending Accounts

If you participated in a Flexible Spending Account (FSA), participation ends on the last day of employment, and you have 90 days to submit claims after employment ends.

## **Term Life Insurance**

Contact Human Resources at [humanresources.msde@maryland.org](mailto:humanresources.msde@maryland.org) or (410) 767-0019 for more information.

## **Maryland Supplemental Retirement Plans (401a, 401k and 457 Plans)**

For information regarding supplemental retirement contributions, please contact Nationwide Retirement Solutions Customer Service Center at 1-800-545-4730 or go to: <https://www.marylanddc.com>.

## **Financial Disclosure**

If you are required to file a Financial Disclosure statement with the Maryland State Ethics Commission, you must submit a statement of termination within 60 days of leaving that position. For more information, please call 410-260-7770 or go to: <https://efds.ethics.maryland.gov>.

## **State-Issued Equipment and Devices**

All state-issued equipment and devices must be properly returned prior to your departure. Please consult with your supervisor.

## **State and MSDE Systems Access**

You will no longer have access to any State and/or MSDE systems after your last day of employment at MSDE. This includes, but is not limited to, Workday, email, OneDrive, and Google. Address any sharing issues and download any personal files prior to your last day of employment.

## **Employment Verification**

All employment verification requests can be emailed to [humanresources.msde@maryland.gov](mailto:humanresources.msde@maryland.gov).

## **Exit Survey**

As part of our continuous improvement efforts, we request that you complete our [exit survey](#), which will provide valuable insights to help enhance our workplace for current and future employees.

Please contact Human Resources at [humanresources.msde@maryland.org](mailto:humanresources.msde@maryland.org) or (410) 767-0019 with any questions.