

How to retire using the EIL (Employee Information & Leaves Form)

You no longer need to submit a retirement letter to your principal and to the board office (although you may do so if you wish). Instead, the board requires you to use the online EIL (Employee Information & Leaves Form).

1. Open the BWDSB Staff Portal. There are 2 ways you can do this:
 - a. From your teacher laptop, click the “Staff Portal” icon on the desktop.
 - b. From a personal computer, go to www.bwdsb.on.ca, scroll to the bottom of the page, and click on “Staff Portal.” (You may need to log in with your current BWDSB login and password. Remember that this is in the format 4+3@bwdsb.on.ca, not firstname_lastname@bwdsb.on.ca.)
2. On the right side of the page, under “BWDSB Applications,” click on “EIL.”
3. At the top of the next page, click on “New Request.”
4. In the drop-down menu, select “Retirement.”
5. A new page will open. Your name and employee ID should be pre-populated.
6. *Please note: there are step-by-step instructions available inside the EIL – at the top of the page, it says “Click here for help.” This opens a new window with illustrated instructions.*
7. Beside “Supervisor,” click the search symbol (magnifying glass).
8. A new window will open. Type at least 3 characters of your principal’s name, and click the search symbol.
9. Click on the full name of your supervisor in the list below, and click on the green “Select” button.
10. Under “Retirement Details,” you will see a list of “Staff Assignments.” Click on the position from which you wish to retire. (There’s likely only one.)
11. Click on the fields beside “Last Day of Work” and “Official Retirement Date” and use the date selector (which pops up) to choose the correct dates.
 - a. Remember that your “Official Retirement Date” should be the last day of a month for pension purposes.* (The last day of work might be different than your official retirement date, if your official retirement date falls on a holiday or a weekend.)
 - b. “Last Day of Work” is the last school day that you will actually be working – so if you are retiring at the end of June, your “Last Day of Work” might be Friday, June 26, but your “Official Retirement Date” would be Tuesday, June 30.
12. Enter your personal, non-BWDSB email address so that the board can contact you if needed after your retirement date.
13. If your contact information (name, address, or phone number) has changed recently, or will change in the near future, click “Yes” under “Update Personal Information,” and enter your contact information.
14. If you qualify for a retirement gratuity, it is highly recommended that you enter the following under “Additional Comments”: *“I will retire from my position contingent upon the receipt of my retirement gratuity.”*
15. Carefully proofread everything before you continue.
16. Click on the green “Submit” button.
17. Once you have submitted the form, you should receive a confirmation email in O365.
18. Congratulations on your retirement!

If you wish to be added to the supply list after you retire, send an email to Lindsay Greig in the HR department at lindsay_greig@bwdsb.on.ca. Lindsay will send you an activation form to fill out and return, and she will also send a recommendation form to your principal to fill out.

* It is recommended that members retire on the last day of the month. Retirees will receive their first pension payment at the end of the month following the month in which they retire, so retiring at the end of a month means the shortest gap between your last paycheque and your first pension cheque. For example, if you retire April 1, you will get your first pension payment at the end of May. If you retire April 30, you will get your first pension payment at the end of May.