





periods after the separation date as a lump-sum.



Unemployment: As a former employee of the District of Columbia, you can apply for unemployment through the DC Department of Employment Services (DOES). Note that individuals are not eligible to receive unemployment for the same period in which they are paid for days worked or severance.

LEAVE BALANCE(S)

Sick Leave: Sick leave does not have cash value and therefore is non-compensable. If you choose to return to DCPS or DC Government within three calendar years of your separation date, your sick leave balance may be restored. Retiring employees, however, may have the option to convert unused sick leave into additional service credit. Please refer to the "Retirement" section of this document for information about the retirement process.

Annual Leave (NON-WTU employees): Your annual leave balance (if applicable) will be paid to you within 3-4 pay periods after your separation is processed by Employee Services*. It will be sent through the same process as your previous checks (e.g., direct deposit). If you do not receive your annual leave pay within this timeframe, please

BENEFITS



LIFE INSURANCE BENEFITS

Life insurance coverage (if enrolled) will be terminated as of the effective date of your

RETIREMENT





ADA Supplies/Equipment

If you were provided any equipment or other supplies as part of a Reasonable Accommodation, please contact LMER (202.442.5373 or dcps.lmer@k12.dc.gov) to make arrangements to return the equipment. These items are property of DCPS and you are responsible for ensuring they are returned. DCPS may take action to recover the equipment if it is not returned upon your separation

