

# Steps to Resign as a Substitute Teacher and Process the Substitute Teacher GMPP (Canada Life)

## 1. Use Your NLSchools Email

- If possible, send the email from your NLSchools email account.
- If you prefer a personal email for follow-up, include it in the body of the email and request replies to your personal email address.
- If you do not have access to your NLSchools email, send from your personal email. (Be aware that personal emails sometimes get filtered in to Spam folders automatically, and thus may be delayed in getting processed)

## 2. Email Contacts

Send your email to:

- [hralon@nlschools.ca](mailto:hralon@nlschools.ca) or
- [tiffanystack@nlschools.ca](mailto:tiffanystack@nlschools.ca) (recommended).

## 3. Include the Following Information:

- a. The **last day and month** you worked as a substitute teacher.
  - If it has been a long time, provide the **month and year** you **last substituted**.
- b. **State that you have stopped or are stopping substitute teaching, including the effective date.**
- c. **Mention you are a retired teacher who returned to substitute teaching but now wish to resign/retire from substituting.**
- d. **Note in the email if you are collecting a pension or if you accepted commuted value.**
- e. **Request to be removed from the Substitute List.**
- f. **Ask for a Payroll Termination Form or a Confirmation of Resignation Form to complete the resignation process.**

## 4. Be Patient

- **Processing may take time, so please allow for delays.**

This information is necessary for Canada Life to handle your retirement benefits.