{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

**RE: CONVERSION OF UNUSED SICK LEAVE**

Dear {stdMbrSalutation}:

You indicated on your Application for Retirement Benefits that you wish to convert your unused sick leave. At this time, we are unable to quote you the exact cost of converting your unused sick leave because we do not have your Final Average Salary (FAS) as of your date of termination. However, the following information provides information on how this cost will be calculated.

{x when PlanId has 1}

For each month of sick leave credited, the member must pay 9.12% of FAS. FAS is equal to

{endblock}{x when PlanId has 20}

For each month of sick leave credited, the member must pay 11.43% of FAS. FAS is equal to

{endblock} {x when PlanId has 2}

For each month of sick leave credited, the member must pay 13.31% of FAS. FAS is equal to

{endblock} {x when PlanId has 4}

For each month of sick leave credited, the member must pay 28% of FAS. FAS is equal to

{endblock}the highest 36 months of salary in the last 15 years worked. The following is an example of how the cost will be computed:

*Step 1: # of hours of unused sick leave divided by 173.3 = months of unused sick leave*

*Step 2: FAS multiplied by* {when PlanId has 1}*9.12%* *multiplied by number of months = $Cost*

{endblock}{when PlanId has 20}*11.43%* *multiplied by number of months = $Cost*{endblock} {when PlanId has 2}*13.31%* *multiplied by number of months = $Cost*{endblock} {when PlanId has 4}*28%* *multiplied by number of months = $Cost*

{endblock}

This provision will not affect the 10% lump sum payment policy for state employees or similar policies in place for employees of participating political subdivisions.

Upon your termination of employment, NDPERS will verify with your employer the number of unused sick leave hours and will prepare a cost calculation for you. This information along with a statement for the purchase cost will be sent and must be paid to NDPERS by the 15th of the month following your month of termination.

If you have any questions, please call NDPERS at {stdNDPERSPhoneNumber} or {stdNDPERSTollFreePhoneNumber}.

Sincerely,

NDPERS Benefits Division