{stdlongdate}

{stdOCName}

{stdOrgName}

{stdOCAdrCorStreet1}

{x stdOCAdrCorStreet2}

{stdOCAdrCorCity} {stdOCAdrCorState} {stdOCAdrCorZip}

**{x when RecertifiedDateNullIDentifier is “1” }**

**RE: LEAVE OF ABSENCE RECERTIFICATION REQUEST-****{stdMbrFullName}** **{stdMbrPERSLinkID}**

**{x endblock}**

**{x when RecertifiedDateNullAndEndateNotnull is “1”}**

**RE: LEAVE OF ABSENCE – RECERTIFICATION REQUEST NOT RECEIVED-****{stdMbrFullName}** **{stdMbrPERSLinkID}**

**{x endblock}**

Dear {stdOCSalutation}:

Pursuant to the North Dakota Administrative Code 71-02-01-01(12), "Leave of Absence means the period of time up to one year for which an individual may be absent from covered employment without being terminated. At the executive director's discretion, the leave of absence may be extended not to exceed two years or indefinitely if the leave of absence is due to interruption of employment." According to NDAC 71-02-01-01(11), an interruption of employment “is when an individual is inducted (enlists or is ordered or called to active duty into the armed forces of the United States) and leaves an employment position with a state agency or political subdivision, other than a temporary position”. A Leave of Absence cannot exceed one year without being recertified by the employer.

{x when **RecertifiedDateNullIDentifier** is “1”}

As of { PersonEmploymentDetailsStartDateplus12months }, {stdMbrFirstNameLC} will be on a leave of absence for 12 months; therefore, the leave of absence needs to be recertified. If {stdMbrFirstNameLC} has not terminated employment, please submit a Change Employment Information, Leave of Absence – Recertification indicating a Leave of Absence Recertification Date through your Employer Self Service. If {stdMbrFirstNameLC} has terminated employment with your agency, please submit a Termination of Employment request through your Employer Self Service. Please submit one of the above on-line requests by {FutureDate}. **When submitting one of the on-line requests, be sure to enter the last date of the approved Leave of Absence as the termination date. The termination date cannot be extended past 12 months from when** **{stdMbrFirstNameLC}** **was on approved leave of absence.** This is very important as it establishes the beginning of the 12-month period in which an employee can apply for disability benefits.

{x endblock}

{x when **RecertifiedDateNullAndEndateNotnull** is “1”}

{stdMbrFirstNameLC} has been on a Leave of Absence for over 12 months and has not been recertified. This is to notify you that for retirement purposes, {stdMbrFirstNameLC}’s membership with NDPERS has been terminated as of { PersonEmploymentDetailsStartDateplus12months}

{stdMbrFirstNameLC} has been notified that NDPERS retirement membership has been terminated and was provided with a list of options upon termination of employment with all covered employers.

{x endblock}

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

Sincerely,

NDPERS Benefits Division

{x when **RecertifiedDateNullIDentifier** is “1”}C: {stdMbrFullName}

{stdMbrFullName}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

{x endblock}