{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

**RE: UNUSED SICK LEAVE CONVERSION**

Dear {stdMbrSalutation}:

This is in response to your request for information regarding the conversion of unused sick leave into retirement service credit. North Dakota administrative rules require that payment must be received by the 15th of the month following the month of termination in order to convert their sick leave.

NDPERS received the enclosed Notice of Status or Employment SFN 53611 from your employer indicating that your termination date was {EmploymentDetailEndDate}. Based on this date, your eligibility to convert your unused sick leave into retirement service credit has expired as it is beyond the 15th of the month following your month of termination requirement. Therefore, NDPERS will not provide information on this option.

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

Sincerely,

NDPERS Benefits Division