{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdOCName}

{stdOrgName}

{stdOCAdrCorStreet1}

{x stdOCAdrCorStreet2}

{stdOCAdrCorCity} {stdOCAdrCorState} {stdOCAdrCorZip}

**RE: LEAVE OF ABSENCE** **{stdMbrFullName}**

Dear {stdOCSalutation}:

Pursuant to the North Dakota Administrative Code 71-02-01-01(10), "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."

As of {PersonEmploymentDetailsStartDate}, {stdMbrSalutation} will be on a leave of absence for 24 months; therefore, it will be necessary for you to terminate this person's membership with NDPERS until such time as {FirstName} returns to eligible covered employment. Please note that {stdMbrSalutation} will not be eligible for a distribution of the NDPERS retirement account until {FirstName} has completely severed employment and is off the payroll of all covered employers for 31 days.

Please complete a Termination of Employment request through your Employer Self Service by {FutureDate }. **When submitting the Termination of Employment request, be sure to enter the ending date of the approved Leave of Absence as the Last Date of Service with Agency. (NOTE: This date cannot be extended past 24 months from when the employee started their 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. If the employee is eligible to apply for disability benefits, an Application for Disability Retirement SFN 18000 should also be submitted.

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

Sincerely,

NDPERS Benefits Division