{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

**RE: LEAVE OF ABSENCE MEMBER PARTICIPATION TERMINATION**

Dear {stdMbrSalutation}:

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 RecertifiedDate is “False”}

It has come to our attention that you have been on a Leave of Absence for 12 months effective {StartDatePlus12Months}. Your employer has not sent NDPERS notice that your leave of absence has been recertified. This is to notify you that for retirement purposes, your membership with the North Dakota Public Employees Retirement System will be terminated as of { StartDatePlus12Months }.

{x endblock}

{x when LOA24 is “1” }

It has come to our attention that you will be on a Leave of Absence for 24 months. This is to notify you that for retirement purposes, your membership with the North Dakota Public Employees Retirement System will be terminated as of { StartDatePlus24Months }

Since your membership must be terminated, you will have the following retirement benefit options upon notice of termination of employment with all NDPERS covered employers. For your information, you currently have {VSC} months of service credit on file at NDPERS. The options are:

1. Whether you are vested or not, upon termination of your employment, you have the option of taking a refund or rollover of your member account balance. Enclosed is a "Special Tax Notice Regarding Plan Payments" for your information. The current cash value of your member account is {AccountBalance }. Of this amount {PreTaxContributions} is taxable income and {PostTaxContributions } is non-taxable income.
2. Whether you are vested or not, you may leave your account with NDPERS indefinitely for later withdrawal. Your account will continue to accrue interest and remain tax-sheltered until such a time that you do withdraw your account.

{x endblock}

{x when VSC36 is “True”}

1. If you have at least 36 months of credited service you can apply for the Deferred Vested Benefit. This is designed for members who don't want to begin receiving a monthly benefit or who are not yet 55 years old and/or do not meet the Rule of 85. Under this option, you leave your account with NDPERS until you either take a refund/rollover or begin receiving a monthly benefit.
2. If you have at least 36 months of credited service and either qualify for the Rule of 85 or are at least 55 years old, you may apply for Early Retirement benefits and begin receiving benefits immediately.

{x endblock}

{x when VSC6 is “True”}

1. If you have accumulated six or more months of service credit in NDPERS, you may be eligible for benefits under the Plan's Long Term Disability Program. To be eligible for disability retirement benefits:

A. Your disability must have occurred during a period of eligible employment.

B. You must be unable to engage in any substantial gainful activity due to a medically determinable physical or mental impairment expected to result in death or which will or has lasted for a continuous period of not less than 12 months.

C. You must submit a written application for disability retirement benefits within 12 months of termination of your employment due to disability.

{x endblock}

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

Sincerely,

NDPERS Benefits Division