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693 W. Nye Lane
Carson City, Nevada
89703
(775) 687-4200
Fax: (775) 687-5131
Toll Free: 1-866-473-7768

5820 S. Eastern Avenue
Suite 220
Las Vegas, Nevada
89119
(702) 486-3900
Fax: (702) 678-6934

Website: www.nvpers.org

To: PERS Liaison Officers
From: Brian Snyder, Manager
Employer Services Division
Date: February 23, 2004
Re: Revised Termination From PERS Form

Enclosed is a revised version of the Termination From PERS Form. The form has been simplified to make it easier for you to report termination and leave without pay information to PERS.

Termination Effective Date:

The termination section of the form captures the last day that the member was considered an employee of your agency. The preceding boxes listed under the termination date are the termination reasons. Please check one box that best describes the member's situation based on available information. If you are unsure of the member's termination reason, please mark the "Separation of Employment" box.

Leave Without Pay:

The leave without pay section of the form is used to report periods of time the member was off work and not compensated by your agency. This information assists us in the determination of a member's service credit.

As of April 1, 2004, the previous version of this form will no longer be accepted. If you have questions, please contact me at (775) 687-4200 extension 230 or e-mail me at bsnyder@nvpers.org.