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Memorandum

To: State Liaison Officers

From: Brian Snyder, Manager
Employer Services Division

Date: August 5, 2004

Re: Termination From PERS Form

There has been some confusion as to which date to use on the Termination From PERS Form when employees terminate employment. Once an employee terminates employment, complete the field for **Termination Effective Date** and select one of the four reasons for termination. The date used for termination must be the last day the member was considered an employee of your agency. For example, if an employee worked from 8:00 to 5:00 p.m. on February 21, 2004 and terminated employment at the end of the day, his Termination Effective Date would be February 21, 2004. If the employees' last physical day on the job was February 17, 2004, but annual or sick leave was taken through February 21, 2004, the effective date would be February 21, 2004. If a member is retiring under service or disability retirement please follow the same instructions as if the member was terminating. Attached is the latest version of the Termination From PERS Form that can also be found on our web-site at www.nvpers.org. If you have any questions please contact me at (775) 687-4200 ext. 230, or e-mail me at bsnyder@nvpers.org.