



## EMPLOYER'S NOTICE OF TERMINATION FOR EMPLOYEES, POLICE OFFICERS AND FIREFIGHTERS

Retirement Rule 305.02 states:

“Within 30 days of a member’s termination from service, the member’s employer shall provide the New Hampshire Retirement System, on a form prescribed by the board of trustees, an ‘Employer’s Notice of Termination’.”

“If a member’s ‘Employer’s Notice of Termination’ form has not been received by the New Hampshire Retirement System within the above time period, retirement allowance payments shall cease until the New Hampshire Retirement System receives a completed ‘Employer’s Notice of Termination’ form.”

<b>Employee Name:</b> _____ <b>Last 4 of SSN # :</b> _____ <b>Retirement Date:</b> _____/1/	
<b>Date of Termination from <u>Full-time</u> Employment:</b> _____	
<b>1.</b>	<b>Dollar value of accrued credits paid at termination of employment</b>
Type of Credit	
Vacation	_____ Days** x _____ Daily Rate = \$ _____
Sick	_____ Days** x _____ Daily Rate = \$ _____
Holiday	_____ Days** x _____ Daily Rate = \$ _____
Other*	_____ Days** x _____ Daily Rate = \$ _____ _____ Days** x _____ Daily Rate = \$ _____ _____ Flat Rate = \$ _____ <b>Total</b> _____ Days = \$ _____
<b>2.</b>	<b>Total Termination Pay including total amount stated above</b> “Termination Pay” includes any holiday, vacation, sick, longevity, or severance pay or other end-of-career compensation. \$ _____
<b>3.</b>	<b>Termination Pay not paid within 120 days of employment termination</b> If all compensation (salary and “termination pay”) owed to this member was not paid within 120 days of termination of employment, please explain the payment delay and identify the amount(s) of that payment(s). _____ \$ _____

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