



EMPLOYER'S NOTICE OF TERMINATION FOR TEACHERS AND POST-SECONDARY FACULTY

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.”

Employee Name: _____ Last 4 of SSN # : _____ Retirement Date: _____/1/	
Date of Termination from <u>Full-time</u> Employment: _____	
1.	Dollar value of accrued credits paid at termination of employment
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 = \$ _____ Total _____ Days = _____ \$ _____
2.	Total Termination Pay <u>including total amount stated above</u> “Termination Pay” includes any holiday, vacation, sick, longevity, or severance pay or other end-of-career compensation. <div style="text-align: right;">\$ _____</div>
3.	Termination Pay not paid within 120 days of employment termination 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). <div style="text-align: right;">\$ _____</div>

The New Hampshire Retirement System (NHRS) is governed by New Hampshire RSA 100-A, rules, regulations, and Federal laws including the Internal Revenue Code. NHRS also implements policies adopted by the Board of Trustees. These laws, rules, regulations, and policies are subject to change. Even though the goal of NHRS is to provide information that is current, correct, and complete, NHRS does not make any representation or warranty as to the current applicability, accuracy, or completeness of any information provided. The information herein is intended to provide general information only, and should not be construed as a legal opinion or as legal advice. Members are encouraged to address specific questions regarding NHRS with an NHRS representative. In the event of any conflict between the information herein and the laws, rules, and regulations which govern NHRS, the laws, rules, and regulations shall prevail.

NOTICE OF TERMINATION (CONTINUED)

4. Please identify all compensation paid in each of the three contract periods. Be sure to include compensation paid for extra curricular activities, summer school, etc.

___/___ Contract Period ___/___ to ___/___ Elected Number of Pays ___ Contract Salary \$_____ Additional Salary \$_____

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5. Employer Certified Base Pay

Please provide **base pay** during this member's **highest 3 years** of creditable service:

1. \$ _____ 2. \$ _____ 3. \$ _____

6. Is this member under a current contract or an agreement: Yes: ___ No: ___

If Yes:

Current Contract/Agreement Duration Dates: From: _____ To: _____

Current Contract Renewal Date: _____

For example:

- If the **Current Contract/Agreement Duration Dates** are from 07/01/10 to 07/01/12 and the contract was not signed into agreement until 09/01/10, the **Current Contract Renewal Date** would be 09/01/10. The **Contract Renewal Date** is the actual date the contract was signed.

7. EMPLOYER CERTIFICATION:

The _____, certifies that the information provided in this statement is true and complete to the best of our knowledge.

(Name of Employer)

(Name and Title)

(Authorized Signature)

(Date Signed)

(Street)

(City)

(State)

(Zip Code)

(Employer Telephone Number)

NHRS RET 301.02 states:

“Termination from service” means a formal written termination from a position of employment for which the member was then eligible to participate in the retirement system and does not include any type of leave of absence, with or without pay, or other such temporary revocable separation from or cessation of service.”