

MEMORANDUM

Date: August 18, 2005

To: All Municipalities

From: Robert L. Rust, Administrative Director

Re: Refund of Accumulated Contributions

Effective September, refund checks will be processed twice a month, the 5th and the 20th. Please notify terminating employees of this policy change. In addition, as currently enforced by RS 11:1759, refunds may not be paid to a former employee until they have been terminated for 30 days **and** not until all final contributions are received by our office.