

# LEAVE OF ABSENCE

**INSTRUCTIONS:** Only complete this form if you have an outstanding loan in the plan. Return the completed form by e-mail to [distributions@pensiondynamics.com](mailto:distributions@pensiondynamics.com) or fax to (925) 956-0506.

Plan Name: \_\_\_\_\_

Example "ABC Company 401(k) Retirement Plan" If you are unsure about your Plan Name, please contact your human resources or benefits department.

## SECTION 1. EMPLOYEE INFORMATION

\_\_\_\_\_  
Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Personal E-mail Address

## SECTION 2. START OF LEAVE OF ABSENCE (To be completed by employer.)

Reason for Leave

Medical

Temporary Disability

Other

\_\_\_\_\_  
Expected Date of Return from Leave

\_\_\_\_\_  
Plan Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

## SECTION 3. END OF LEAVE OF ABSENCE (To be completed by employee.)

- Re-amortize loan for missing payments:** I understand that this results in higher payments being deducted from my paycheck. There is a processing fee for this service. If you choose this option the fee will be deducted from your account. Please refer to your plan's Administrative Policy Regarding Participant Loans or contact your in-house Benefits Administrator.
- Make a one-time payment to bring loan current:** I understand that this allows me to have the same payroll deduction as prior to my leave of absence. There is no processing fee for this option. Please contact Pension Dynamics Company LLC to determine the amount needed to bring your loan current.

**NOTE: REPAYMENT WHILE ON A LEAVE OF ABSENCE.** If the applicant takes an approved leave of absence, he or she can suspend loan payments for up to a one year period during which he or she either receives no pay or the pay received (after income and employment tax withholding) is less than the amount of the loan payments that would be required under the terms of the loan during that one year period. However, a suspension of payments cannot extend the term of the loan beyond five years from the original date of the loan unless the loan qualifies as a residential mortgage loan.

## SECTION 4. EMPLOYEE AUTHORIZATION

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date