

EXAMPLE

Date the employee began work for pay	1	1/1/2020
Add 3 years to the date on line 1	A.	1/1/2023
Date the employee was terminated	2	6/1/2021
Add 1 year to the date on line 2	B.	6/1/2022
Which date is later; A or B?	3	A
Keep until this date	C.	1/1/2023

Date the employee began work for pay	1	
Add 3 years to the date on line 1	A.	
Date the employee was terminated	2	
Add 1 year to the date on line 2	B.	
Which date is later; A or B?	3	
Keep until this date	C.	