

LIAISON MEMORANDUM NUMBER 14-10

To: Agency Liaison Officers

From: Cindy Rougeou
Executive Director

Re: Suggestions on Leave Certification

Date: September 25, 2014

When a LASERS member terminates employment, but is not retiring, it is often helpful for the employing agency to certify the employee's leave balances to LASERS. This will allow the employee to receive credit for that leave in the event he/she returns to a LASERS-eligible position or eventually retire.

LASERS suggests that leave be certified if:

- The employee has five years or more of service credit
- The employee has more than 300 hours of leave

It is not necessary to certify leave if:

- The employee is refunding from LASERS
- The employee is accepting employment in another LASERS-eligible position

If you have additional questions, please contact a LASERS Member Services Representative at 225.922.0600.