

LIAISON MEMORANDUM NUMBER 13-02

To: Agency Liaison and Payroll Officers

From: Cindy Rougeou
Executive Director

Re: Leave Certification Form

Date: January 10, 2013

Please remind your staff tasked with completing LASERS retirement paperwork to submit [Form 07-01: Certification of Unused Annual and Sick Leave](#) to LASERS once the employee has been issued his or her final paycheck. LASERS must have this form as part of the retirement finalization process. A delay in receiving this form could cause a delay in the calculation of benefits.

If corrections are made after the form has been submitted, please contact LASERS immediately to avoid incorrect benefit payments and insurance premiums.

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