

## LIAISON MEMORANDUM NUMBER 10-12

**To:** Agency Liaison Officers

**From:** Cindy Rougeou  
Executive Director

**RE:** Termination Date

**Date:** June 25, 2010

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LASERS is issuing this liaison memorandum for the purpose of clarifying how agencies should report a member's termination date.

A member's termination date should be reported as the **last day** that the member was employed by their agency. Typically, the retirement date is the day **after** the termination date provided the *Application for Retirement* (Form 6-01) is received prior to that date.

The termination date is *not* the day *after* a member ceases to work. If the termination date is reported incorrectly, it can cause a member to be ineligible for retirement or retire out-of-state service and lose their accrued leave time.

You will also need to inform LASERS immediately if a member has been on Leave Without Pay (LWOP). This information should be provided before their termination date, as this may affect retirement eligibility.

If you have additional questions, please contact a LASERS Member Services representative at (225) 922-0600 in the Baton Rouge area or statewide toll-free at (800) 256-3000.

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