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P.O. Box 44213, Baton Rouge, LA 70804-4213  
225.922.0600 · Toll-Free 1.800.256.3000  
Fax 225.935.2856

### Application for Purchase of Leave (La. R.S. 11:163)

Member's First Name	Middle Name	Last Name	Today's Date	Social Security Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**IMPORTANT:** Complete the entire form. Follow the specific instructions for each section. All dates should be in MM/DD/YYYY format.

#### SECTION 1: MEMBER'S INFORMATION

Member's Mailing Address	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Daytime Area Code/Phone Number	Evening Area Code/Phone Number	Email Address	Member's Birth Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### SECTION 2: INSTRUCTIONS

Check one of the following options:

I wish to purchase service and salary credit for each day that I was **involuntarily furloughed** due to the temporary closure of my employer or a gubernatorially declared disaster or emergency.

I wish to purchase service credit for each day that I was placed on or voluntarily took **leave without pay**.

You must pay a nonrefundable fee of \$150.00 to LASERS for the actuarial calculation. This fee may be paid by personal check, cashier's check, certified check, or money order made payable to LASERS and should accompany this application. There will be a \$15.00 charge for all checks returned due to insufficient funds.

Indicate which LASERS plan applies to you by checking the appropriate box below:

- Regular Member, hired prior to July 1, 2006
- Regular Member, hired between July 1, 2006 and December 31, 2010
- Regular Member, hired between January 1, 2011, and June 30, 2015
- Regular Member, hired on or after July 1, 2015
- Bridge Police Employee for the Crescent City Connection (DOTD), hired prior to January 1, 2011
- Correctional Officer, Security Personnel, or Probation & Parole Officer employed by the LA Department of Public Safety & Corrections, hired prior to January 1, 2011

Peace Officer, hired prior to January 1, 2011 Alcohol & Tobacco Control Agent employed by the Louisiana Department of Revenue, hired prior to January 1, 2011 Wildlife Agent employed by the Enforcement Division of the LA Wildlife & Fisheries Commission, hired prior to January 1, 2011 Judge or Court Officer, pre January 1, 2011 Law Clerk (Current)       Law Clerk (Past) Judge elected after January 1, 2011 Legislator, Clerk, or Sergeant-at-Arms of the House; President, Secretary, or Sergeant-at-Arms of the Senate; Governor; Lieutenant Governor; or State Treasurer, hired prior to January 1, 2011 Hazardous Duty Services Employee (HAZ PLAN)**SECTION 3: MEMBER SIGNATURE**

I hereby authorize the release of any information from my current/former employer which is necessary to verify this service credit. I have read and understand this application and certify, to the best of my knowledge, all information is true and correct. I understand that an incomplete application will be returned and that it will delay the process. I further understand that there can be no duplication of service credit as a result of the purchase of this leave.

I will hold Foster and Foster Actuaries and Consultants harmless for any calculations based upon erroneous data supplied by the Louisiana State Employees' Retirement System.

Member's Signature

Date

**SECTION 4: EMPLOYMENT CERTIFICATION (To be completed by employer certifying service to be purchased)**

Name of Employer

Daytime Area Code/Phone Number

You must submit Form 2-10B, *Breakdown of Contributions for Service Credit to be Purchased*, for employment information during this period of service.

**SECTION 5: AGENCY SIGNATURE AND CERTIFICATION**

Name of Personnel Officer

Name of Agency

Title

Personnel Office Email Address

Daytime Area Code/Phone Number

Signature of Personnel Officer

Date