

LIAISON MEMORANDUM NUMBER 14-12

To: Agency Liaison Officers

From: Cindy Rougeou
Executive Director

Re: Payment of Annual and Sick Leave for Certain
Unclassified Officials

Date: November 12, 2014

Employing agencies are responsible for certifying leave balances to LASERS when an employee retires. Certification is critical to the proper conversion of annual and sick leave to retirement service credit and/or a lump-sum payment.

However, some state officials are not eligible to receive benefits for leave at their retirement. The statute that deals with the conversion of leave, R.S. 11:424, specifically provides that elected officials and officials appointed by the Governor and confirmed by the Senate (except for classified state employees participating in the Civil Service authorized Senior Executive Exchange Program) are not eligible to convert leave or to receive a lump-sum payment. Executive orders dealing with unclassified leave contain similar restrictions.

LASERS has modified retirement applications to include questions as to whether officials fit the categories of those who may not receive credit for leave.

Employing agencies should not certify leave for those employees and officials who are not eligible to receive credit for it. **Exception:** If an unclassified official returns to and retires from a classified position which is eligible for leave credit, then leave may be certified.

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