

Louisiana State Police Retirement System
9224 Jefferson Hwy., Baton Rouge, Louisiana 70809
(225)295-8400 or (800)256-5210

Terminal Leave Request Form

Note: This form shall only be completed for terminal leave requests greater than 160 hours

Personal Information

Name of Applicant:		Last 4 of Social Security Number:	
Mailing Address:		Date of Birth:	
City, State, and Zip Code:		Retirement Date (COB):	

Leave to be Utilized

Annual Leave Hours:		Sick Leave Hours:	
Payable K Hours:		NonPayable K Hours:	

Terminal Leave Certification

Total Approved Terminal Leave Hours:		Approval Date:	
Superintendent's Signature:			

This form is not valid unless signed by the Superintendent. LSPRS must receive this form 30 days prior to the beginning of terminal leave.