



## Request for Severance Pay

NAME \_\_\_\_\_

EMPLOYEE NUMBER \_\_\_\_\_

According to Louisiana Revised Statute 17:425 and RS 17:425.1, Livingston Parish Public Schools (LPPS) shall make a one-time payment, of up to 25 sick days, to an employee either at the time of his or her retirement, or at the time of his or her death, if prior to retirement, or upon entering Deferred Retirement Option Plan, (DROP). There is no provision for issuance of severance pay at any other time.

As an employee of LPPS, you are responsible for all decisions concerning retirement. We encourage you to verify the accuracy of your Retirement Member Account Statements annually. Retiring, or choosing to participate in DROP, is a personal decision. Signing this form confirms that no member of LPPS staff has advised you to participate in DROP or retire from your currently held position.

**BEGINNING DROP DATE:**

*MM / DD / YYYY*

**Yes, I choose to receive Severance Pay upon entering DROP.**

*(Sick day balance reduced by the number of days paid, up to the maximum of 25 days.)*

**No, I will wait until I retire to receive Severance Pay.**

**RETIREMENT EFFECTIVE DATE:**

*MM / DD / YYYY*

I choose to receive severance pay when I retire and leave the employment of LPPS.

EMPLOYEE SIGNATURE → \_\_\_\_\_

WITNESS SIGNATURE → \_\_\_\_\_

DATE \_\_\_\_\_

**LPPS OFFICE USE ONLY**

Sick Leave balance at time of payment: \_\_\_\_\_  **Sick Days at DROP-IN**

|                   |                  |               |
|-------------------|------------------|---------------|
| \$                |                  | \$            |
| Daily Rate of Pay | x Sick Days Paid | = Amount Paid |

Annual Leave balance at time of payment: \_\_\_\_\_

*Vacation Bank + Annual Days (Prorated, if applicable) = TOTAL*

|                   |   |               |
|-------------------|---|---------------|
| \$                |   | \$            |
| Daily Rate of Pay | x Total Vacation/Annual Leave Days Paid | = Amount Paid |

CERTIFIED BY: \_\_\_\_\_

Payroll Department

Date Paid

\_\_\_Change Leave Balance

\_\_\_Stamp DROP/Retire Book

\_\_\_Scan to Payroll File

Revised  
11/2019