

PURPOSE: To provide procedures for employers to certify members' unused leave balance which may be eligible to be converted into service credit for retirement benefits calculation.

1. Log into www.lsers.net and locate the Leave Certification report under Certifications option.



2. Select the available member's records and enter the balance of sick and/or annual days and days in contract. Check the certification box and click "Submit" to complete the submission.

Leave Certification

Employer Name School Board

Employer ID

SSN*

Name Brown, Shirley Marie

Balance of Sick Leave DAYS

Balance of Annual Leave DAYS

Days in Contract 

I certify that the reported leave days above represent balances after accounting for paid leaves. I understand that these will be converted into service credit for the purpose of calculating the member's retirement benefits.