



**SHERIFF**  
East Baton Rouge Parish  
Post Office Box 3277  
Baton Rouge, Louisiana 70821

**SID J. GAUTREUX, III**  
**SHERIFF**

**225-389-5000**  
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### **Intent to Retire Form**

I, \_\_\_\_\_, will retire on \_\_\_\_\_.  
(Employee name – please print) (date)

I wish to use \_\_\_\_\_ days of pre-retirement leave (PTO) prior to my  
(number: 1 to 56)  
retirement date. I understand that I will not be allowed to rescind my retirement if I use  
pre-retirement leave.

My last day of work will be \_\_\_\_\_.  
(date)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commander/Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Colonel's Signature

\_\_\_\_\_  
Date