



Department of Management & Budget  
 Office of Retirement Services  
 www.michigan.gov/ors (800) 381-5111  
 P.O. Box 30171  
 Lansing MI 48909-7671

# Parental Leave Service Credit Application

For State Employees Purchasing Service Credit

MEMBER'S NAME (LAST, FIRST, M.I.)	DATE OF BIRTH	MEMBER ID OR SSN
MAILING ADDRESS	ANTICIPATED RETIREMENT DATE:	DAYTIME PHONE NUMBER (     )
CITY, STATE, ZIP CODE	PREVIOUS NAMES USED:	

## Section I – Member Certification

See the back side for purchase requirements. Indicate the date(s) you separated from or reduced your hours from state of Michigan service for parental purposes. If you worked for a participating Michigan public school where you separated for parental leave purposes, you may also be eligible to purchase that time. List all applicable time below.

AGENCY YOU SEPARATED/ REDUCED HOURS FROM	DATE SEPARATED/ REDUCED HOURS	AGENCY WHERE YOU RESUMED EMPLOYMENT	DATE RETURNED/ RESTORED HOURS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*I certify that during the periods indicated above I did not work more than 20 hours per week for any employer other than the state of Michigan or a participating public school employer and that the above statements are true to the best of my knowledge and belief. I certify that my separation or reduction of hours was for parental leave purposes only.*

\_\_\_\_\_  
 Applicant's Signature Date

If you have listed any time that you separated from a Michigan public school, Section II is required. If your parental leave is for the time you separated from state of Michigan service ONLY, follow the instructions on the reverse side.

**Section II – Employer Certification To be completed by the educational agency only if the applicant is applying for time separated from a participating Michigan public school.** Indicate the date(s) the applicant separated or reduced hours from your agency for maternity, paternity, or child rearing reasons and, if applicable, the return date. Return this form to the applicant.

CERTIFYING EDUCATIONAL AGENCY	DATE SEPARATED/ REDUCED HOURS	DATE RETURNED/ RESTORED HOURS
SOURCE DOCUMENT (CHECK ONE) <input type="checkbox"/> PAYROLL RECORDS <input type="checkbox"/> PERSONNEL RECORDS <input type="checkbox"/> OTHER (SPECIFY _____)	_____	_____
<i>I certify that the above applicant separated or reduced hours for maternity, paternity, or child rearing purposes and the statements above are true to the best of my knowledge and belief.</i>		
_____ Certifying Official's Signature	_____ Title	_____ Date
_____ Certifying Official's Name (Print)	_____ Address	_____ Phone Number



# Purchase Requirements

## Eligibility

You may purchase up to five years of service credit if you reduced your hours or had a break in service for parental leave.

*Parental leave* is (1) the active participation or supervision in the day-to-day, ongoing care of your child by birth or adoption; or (2) a pregnancy, whether brought to full term or not, childbirth, and recuperation.

## Conditions

- You may purchase service for a period in which you stopped working or reduced the hours you worked for the state of Michigan for parental leave.
- You may purchase service for a period in which you stopped working for a participating Michigan public school for parental leave, and you are now working for the state.
- If you have transferred your Michigan public school service credit to this retirement system, you may purchase service if you reduced your hours of school employment or had a break in your school employment for parental leave.
- This service credit cannot be used to satisfy vesting requirements.
- You cannot purchase more than ten years total from any combination of universal buy-in, parental leave, or other governmental service.

## Cost

You may purchase any fraction of a year increment. Your cost for each year purchased will be a percentage of your previous highest fiscal year income earned as a state of Michigan employee. That percentage, or actuarial rate, is found in the Actuarial Cost Table below.

To estimate your cost for one year, find your actuarial percentage on the below chart and multiply it by your highest fiscal year (October 1 through September 30) income earned as a state of Michigan employee. Part-time earnings must be equated to full-time.

$$\text{Actuarial \%} \times \text{Highest Wage} = \text{Cost for One Year}$$

To estimate your total cost, multiply the cost for one year by the total years eligible to purchase.

## Application Process

1. Send your completed application with birth certificate(s) or adoption papers to:  
Office of Retirement Services  
P.O. Box 30171  
Lansing, MI 48909-7671
2. ORS will review your application and, if you are eligible, send you a *Member Billing Statement* along with information on payment options. This statement lists the amount of service you are eligible to purchase, the cost, and the due date. Although it is called a billing statement, you're not obligated to buy this credit.
3. To complete the purchase, follow the instructions on the billing statement.

Actuarial Cost Table					
Use your age as of the beginning of the fiscal year					
Age at purchase	Percentage Rate	Age at purchase	Percentage rate	Age at purchase	Percentage rate
Up to 25	7.0%	37	10.1%	49	13.7%
26	7.2%	38	10.4%	50	14.0%
27	7.4%	39	10.7%	51	14.2%
28	7.6%	40	11.0%	52	14.4%
29	7.8%	41	11.3%	53	14.6%
30	8.0%	42	11.6%	54	14.8%
31	8.3%	43	11.9%	55	15.0%
32	8.6%	44	12.2%	56	15.1%
33	8.9%	45	12.5%	57	15.2%
34	9.2%	46	12.8%	58	15.3%
35	9.5%	47	13.1%	59	15.4%
36	9.8%	48	13.4%	60 and older	15.5%