



Department of Technology, 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 Public School Employees

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 NAME(S) USED:	

Section I – Member Certification

To be completed by applicant. See the back side for purchase requirements. Indicate the date(s) you separated from or reduced your hours from public school service for parental leave purposes. If you worked for the State of Michigan and separated for parental leave purposes, you may also be eligible to purchase that time. If the time you wish to purchase includes multiple employers, complete and send an application to each employer. Be sure to list all employers and dates on each application and **attach a copy of your child(ren)'s birth certificate(s) or final adoption papers.**

EDUCATIONAL OR STATE AGENCY YOU SEPARATED/ REDUCED HOURS FROM	DATE SEPARATED/ REDUCED HOURS	EDUCATIONAL 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 another 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 time you separated from State of Michigan service ONLY, Section II is not required.

Section II – Educational Agency Certification

To be completed by the educational agency only if the applicant is applying for time separated from a participating Michigan public school. List the dates that the applicant separated or reduced hours from your agency for parental leave purposes and, if applicable, when he/she returned. Return the form to the employee.

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 certify that the above applicant separated or reduced hours for parental leave purposes and the statements above are true to the best of my knowledge and belief.		
Certifying Official's Signature	Title	Date
Certifying Official's Name (Print)	Address	Phone Number

After obtaining the above certification, refer to the Application Process on the backside to submit this form.



Purchase Requirements

Eligibility

As long as you are an active member in a defined benefit plan and have at least 2 years of earned service with the Michigan Public School Employees Retirement System, you may purchase up to 5 years of service credit for parental leave. You cannot initiate a purchase if you converted to the Defined Contribution plan as part of the 2012 pension reform.

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.

If you are applying for time you separated from an out-of-system public educational agency, you must also submit a completed *Out-of-System Public Education Service Credit Application (R0149C)*.

Note: *Buying service can help you qualify for your pension earlier, but it won't necessarily help you qualify for the plan's health insurance premium subsidy earlier. For more information, go to our website at www.michigan.gov/orsschools.*

Conditions

- You must have either separated or reduced your hours from a Michigan public school or an out-of-system public educational agency.
- If you separated from State of Michigan service performed under the Defined Benefit plan for parental leave purposes and later become employed with a participating Michigan public school, you may purchase this service. If your State of Michigan service was performed under the Defined Contribution plan, you are not eligible for this service.
- Your employer(s) must certify the date you separated or reduced hours from a participating Michigan public school.
- This service cannot be used to satisfy vesting requirements.
- You may purchase this service before you are vested, but it will not be credited to you until you reach vested status.

Cost

The cost to purchase parental leave time is based on an actuarial formula. Your cost for each year purchased is a percentage of your highest previous fiscal-year earnings (from July 1 through June 30). That percentage is in the Actuarial Cost Tables, and is based on your age, years of service, and your benefit structure.

Wages. We will equate any part-time or partial year wages to a full-time, full-year wage for your service credit cost calculation. If you had no wages in the immediately preceding fiscal year with a Michigan public school, you must wait until July 1 (the start of the new fiscal year) before applying for service credit.

Years of Service. Your years of service used to calculate your purchase cost includes all service earned while in a defined benefit plan, service already purchased, service that is purchased but is pending vesting, and service credit that is being purchased with tax deferred payment (TDP) agreements as of July 1 of the year you are making the purchase.

Age. Use your age as of July 1 in the current fiscal year.

Calculate Estimated Cost. Refer to the Actuarial Cost Tables for specific percentage rates. To view the current Actuarial Cost Tables, please visit www.michigan.gov/orsschools. To estimate your cost for one year of credit, use the following formula.

Highest Previous MI Public School Wage X % Rate

To estimate your total cost, multiply the cost for one year by the total years you are eligible to purchase. You may purchase any fraction of a year increment.

Application Process

1. Complete this form and provide it to the educational agency that you separated from for parental purposes. If you separated from multiple employers, complete and send an application to each employer.
2. When the educational agency returns this form to you, send your completed application with **birth certificate(s) or adoption papers** to our office.
3. ORS will review your application and send you a *Member Billing Statement* along with information on payment options. This statement will list 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.
4. To complete the purchase, follow the instructions on the billing statement.