



# MICHIGAN OFFICE OF RETIREMENT SERVICES

P.O. Box 30171 · Lansing, MI 48909-7671

www.michigan.gov/ors

Toll Free: 800-381-5111

Fax: 517-284-4416

## Parental Leave Service Credit Application

For State Police Purchasing Service Credit in the Defined Benefit Plan

NAME	DATE OF BIRTH	MEMBER ID
MAILING ADDRESS	ANTICIPATED RETIREMENT DATE	DAYTIME PHONE NUMBER
CITY, STATE, ZIP CODE	NAMES SERVICE PERFORMED UNDER (IF DIFFERENT FROM ABOVE)	
EMAIL ADDRESS		

### Member Certification

See the back side for purchase requirements. Indicate the date(s) you separated from or reduced your hours from State Police service for parental purposes. List all applicable time below and **attach a copy of your child(ren)'s birth certificate(s) or final adoption papers.**

DATE SEPARATED/ REDUCED HOURS	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 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.*

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

Please complete and return with required proofs to:  
Michigan Office of Retirement Services, P.O. Box 30171, Lansing MI 48909-7671



# Purchase Requirements

## Eligibility

You may purchase any fraction of a year increment up to two 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 Police for parental leave. You cannot have intervening employment of more than 20 hours per week for each week of service credit that is purchased.
- This service credit cannot be purchased until you have 10 years of earned service with the State Police.
- You must be an active member of the Defined Benefit (DB) plan to initiate a purchase.

## Cost

Michigan Office of Retirement Services (ORS) uses a professional actuary to determine the actuarial rate. The actuarial rate is multiplied by the number of years of maternity/paternity/child rearing credit you purchase.

## Application Process

1. Send your completed application with a **copy of the birth certificate(s) or adoption papers to:**

Michigan 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.

