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 (573) 634-5290 or Toll Free: (800) 392-6848
 Email: psrspeers@psrspeers.org
 Web site: www.psrs-peers.org
 Fax: (573) 634-7934

For office use only	
Member number	
App(s) received	
Amount received	

Application to Purchase Credit for Unpaid Maternity/Paternity Leave

Member Name					Social Security Number					
Mailing Address (check here <input type="checkbox"/> if a change of address) City, State							ZIP Code			
Telephone Number <small>Best time to call between 7:30 a.m. – 5:00 p.m.</small>					Other Telephone Number <small>Best time to call between 7:30 a.m. – 5:00 p.m.</small>					
This purchase applies to my membership in: <input type="checkbox"/> PSRS <input type="checkbox"/> PEERS										
Please list all eligible maternity/paternity leave periods, with each period of leave on a separate line. If additional lines are needed, please make a copy of this form and attach.										
	Date Unpaid Leave Began				Date Unpaid Leave Ended					
1										
2										
3										
4										
5										

I understand that I may purchase credit for such leave(s), up to a maximum of one (1) year for each natural birth or adoption. I certify that the information on this application is true and correct to the best of my knowledge. I further certify that I do not have credit for the above listed period(s) with any other retirement system except the federal Social Security system.

I am aware that Missouri law does not permit the combined total amount of all types of purchased credit to exceed the amount of credit earned in PSRS or PEERS-covered employment, and that I cannot purchase credit from any source if the purchase would result in the accrual of more than one (1) year of credit for a school year. I understand that this purchase application is considered valid and on file when PSRS/PEERS receives the completed application in its entirety, including the documentation (birth certificate, adoption certificate, or physician's certification of pregnancy) satisfactory to PSRS/PEERS to verify my unpaid maternity/paternity leave. I understand that this application will remain open until paid in full or the termination of my PSRS/PEERS membership through my retirement, withdrawal or death; that any remaining credit elected to purchase but not paid for will be recalculated each fiscal year using the contribution rate in effect and my highest salary rate on record; and that if partial payment is made, proportional credit will be granted.

I elect to purchase all or partial* _____ year(s) of creditable service for unpaid maternity/paternity leave.

* Indicate amount of service you wish to purchase, if less than all eligible service.

I have attached the birth certificate, adoption certificate or physician's certification of the pregnancy pertinent to the periods of leave.

X _____
Signature of Member Date

Please keep a copy for your records.
 You will receive an official cost after the completed application is received by PSRS/PEERS.

For Office Use Only – to be completed by PSRS/PEERS
Do not write below this line.

Total Unpaid Maternity/Paternity Leave Eligible to Purchase: _____

Less credit previously purchased for Unpaid Maternity/Paternity leave: _____

Less credit elected with this application:

Remaining Unpaid Maternity/Paternity leave credit eligible to purchase: _____

Amount due if paid in full by: \$

Unpaid Maternity/Paternity Leave Application #

AML

Unpaid Maternity/Paternity Leave Purchase Q & A

Q. Am I eligible to purchase credit for my unpaid maternity/paternity leave?

A. Yes, if—

You have taken unpaid maternity or paternity leave from PSRS/PEERS-covered employment;
You have at least one year of PSRS/PEERS service credit;

You have returned to PSRS/PEERS-covered employment **after** your unpaid maternity/paternity leave; and

You do not have credit with any other retirement system for the leave (except Social Security).

Q. Will the purchase of unpaid maternity/paternity leave count toward vesting my PSRS/PEERS membership?

A. Yes.

Q. How is the cost to purchase unpaid maternity/paternity leave calculated?

A. The cost of unpaid maternity/paternity leave is calculated using your highest PSRS/PEERS salary rate on record multiplied by the current contribution rate multiplied by the amount of credit you wish to purchase.

The purchase application will have any remaining credit elected to purchase but not paid for recalculated each fiscal year using the contribution rate in effect and your highest salary rate on record.

Q. How can I pay for unpaid maternity/paternity leave?

A. Payment may be made by check, cashier's check or money order made payable to the System you belong to: either *PSRS of Missouri* or *PEERS of Missouri*. Also, the IRS allows PSRS/PEERS to accept "eligible rollover distributions" or "in-service trustee-to-trustee transfers" in payment of purchases. Please see the rollover/transfer information sheet for further details.

Payment cannot be made through payroll deduction.

Q. How much unpaid maternity/paternity leave can I buy?

A. You may purchase any or all of your unpaid maternity/paternity leave(s) not to exceed one year for each natural birth, legal adoption, or terminated pregnancy with the stipulation that the leave shall be considered terminated upon your return to PSRS/PEERS-covered employment and provided that you have earned equivalent service credit for PSRS/PEERS-covered employment at the time of your retirement. Multiple applications are allowed.

The law does not provide an avenue for purchasing credit for child rearing.

In most cases, the total of all types of purchased credit when added together at retirement cannot exceed in length your membership service credit for PSRS or PEERS-covered employment.

You can purchase credit in increments as small as one, one hundred thousandth (0.00001) of a year.

Q. What is my deadline to pay for unpaid maternity/paternity leave?

A. The application must be filed and paid in full prior to retirement. The application will remain open until termination of membership or until it is paid in full. Termination of membership occurs at retirement, death or withdrawal.

Any payments made will be added to your account on the June 30 following receipt of the payment or prior to termination of membership, whichever occurs first. Payments for purchases of credit will not be refunded.

If partial payment is made and your membership is terminated, proportional credit will be granted.

NOTE: If you and your employer agree that your unpaid leave was considered "unpaid sick leave" under the guidelines of your employer's sick leave policy and the unpaid leave occurred within the current school year or previous two school years, it may be more cost efficient to purchase the unpaid leave under the "Unpaid Sick Leave and Workers' Compensation" statute. Please contact our office for more information.

For additional information, call PSRS/PEERS toll free (800) 392-6848.