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(573) 634-5290 or  
Toll Free: (800) 392-6848  
Fax: (573) 634-7934  
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## UNPAID MATERNITY/PATERNITY LEAVE SERVICE PURCHASE Q & A

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

A. The cost of unpaid maternity/paternity leave is calculated by multiplying your highest Public School Retirement System of Missouri (PSRS) salary by the current contribution rate and by the years of service you wish to purchase.

The cost of any remaining service for which you have applied but not yet paid is recalculated each October 1 using your highest PSRS salary and the current contribution rate.

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

A. Yes, if:

- You took unpaid maternity/paternity leave from PSRS-covered employment.
- You have at least one year of PSRS service.
- You returned to PSRS-covered employment after your unpaid maternity/paternity leave.
- You do not have service 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 membership?**

A. Yes.

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

A. You can purchase service for 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 these stipulations: 1.) The total of all service purchased and earned in any one school year cannot exceed one year of service, and 2.) You have earned equivalent service for PSRS-covered employment at the time of your retirement.

You can purchase service in increments as small as one, one hundred thousandth (0.00001) of a year. Multiple applications are allowed. In most cases, the total of all service purchased with PSRS cannot exceed the total service you have earned at termination of membership by retirement, death, refund or absence from covered employment if not vested.

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

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

A. You can pay by personal check, cashier's check or money order made payable to **PSRS of Missouri**. You can also pay using an eligible rollover distribution or in-service trustee-to-trustee transfer. Please see the **Rollover/Transfer Certification Information Sheet** for details. You cannot pay through payroll deduction.

Purchase funds and service are applied to your membership upon receipt of payment. Payments for purchases of service will not be refunded. If you make partial payment and your membership ends, you will be granted proportional service.

**Q. What is my payment deadline?**

A. Payment for service must be received prior to your PSRS retirement date in order for it to be included in the calculation of your retirement benefit. The purchase application remains open until it is paid in full or your membership ends due to retirement, death, refund, or absence from covered employment if not vested.

*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 or previous two school years, it may be less expensive to purchase the unpaid leave under the Unpaid Sick Leave and Workers' Compensation Leave purchase provision. Please contact your employer or PSRS for more information.*



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## APPLICATION TO PURCHASE UNPAID MATERNITY/PATERNITY LEAVE

This application *must* be filed with the Public School Retirement System of Missouri (PSRS) prior to your retirement date.

- Please complete and return this application along with a copy of the birth certificate, adoption certificate or physician's certification of the pregnancy to PSRS at the address above.
- Make sure you sign the application.
- Please keep a copy for your records.

You will receive an official cost from PSRS after the completed application is processed.

### SECTION A – MEMBER INFORMATION

First Name	Middle Name	Last Name		
Member ID (or Last 4 Digits of Social Security Number)		Account ID	Telephone (     )	
Mailing Address		City	State	ZIP
Email Address				

### SECTION B – LEAVE INFORMATION

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. You must sign and date all attachments.

	START DATE OF UNPAID LEAVE	END DATE OF UNPAID LEAVE
1		
2		
3		
4		
5		

### SECTION C – MEMBER PURCHASE SELECTION

- I choose to purchase all of my maternity/paternity leave.
- I choose to purchase \_\_\_\_\_ year(s) of my maternity/paternity leave.

### SECTION D – MEMBER CERTIFICATION

I certify that:

- The information on this application is true and correct to the best of my knowledge.
- I do not have service for the above listed period(s) with any other retirement system except Social Security.

I understand:

- Filing an *Application to Purchase Unpaid Maternity/Paternity Leave* does not create a contractual obligation on my part to complete payment.
- This purchase application is considered valid and on file when PSRS receives the completed application in its entirety, including verification or proof documents.
- I can purchase a maximum of one year of service for unpaid maternity/paternity leave for each natural birth, legal adoption, or terminated pregnancy.
- This application remains open until paid in full or termination of my PSRS membership through my retirement, death, refund or absence from covered employment if not vested.
- The cost of any remaining service for which I applied but have not paid by September 30 will be recalculated each October 1 using the contribution rate in effect and my highest PSRS salary.
- Payment must be received prior to my PSRS retirement date in order for it to be included in the calculation of my retirement benefit.
- Payments for service purchases will not be refunded.
- If partial payment is made, proportional service will be granted.
- Missouri law does not permit the combined total of all types of purchased service to exceed in length the service earned in PSRS-covered employment.

Digital Signatures Not Accepted – Original (Written) Signature Required

X

Date