

During your career, you might take a leave from public service due to a military leave. Upon your honorable discharge, you may voluntarily pay your missing employee contributions for up to five years during the leave period if you return to work with the same public employer. Employer contributions plus interest are the obligation of your employer.

INSTRUCTIONS: Please complete Part A below, and have an employer representative complete Part B. You must return the leave form to PERA **after** you return from your leave or terminate public service and before the authorized purchase period expires. A copy of your *DD Form 214, Certificate of Release or Discharge from Active Duty*, is required to process your purchase request. Once PERA receives the completed leave form and a copy of your *DD Form 214*, we will process your request and mail benefit estimates with purchase cost information.

PURCHASE INFORMATION: Payment is based on the average salary rate you would have earned from your public employer during the military leave. Payment must be made within three times the length of the leave (minimum of one year, maximum five years) or within 30 days after the termination of public service, whichever is earlier.

Part A—Employee

Name PERA ID or Last Four of SSN DOB

E-Mail Address Tentative Termination Date

Part B—Employer

Leave Begin Date (MM-DD-YY) Leave End Date (MM-DD-YY)

From the leave begin date to the leave end date, please report the total salary each month that the member would have earned if they were not on a military leave.

	Month/Year	Monthly Salary		Month/Year	Monthly Salary
1			13		
2			14		
3			15		
4			16		
5			17		
6			18		
7			19		
8			20		
9			21		
10			22		
11			23		
12			24		

Employer Name Employer Email Address Employer Unit No.

Employer Signature and Title Employer Phone Number Date

**THIS FORM MUST BE SIGNED BY THE EMPLOYER TO BE VALID
RETURN (MAIL OR FAX) COMPLETED FORM TO:**



Public Employees Retirement Association
60 Empire Drive, Suite 200, St. Paul, MN 55103-2088
1-800-652-9026 | 651-296-7460 | Fax: 651-297-2547 | mnpera.org