



# SFERS

San Francisco Employees' Retirement System

1145 Market Street, 5<sup>th</sup> Floor, San Francisco, CA 94103  
Phone: (415) 487-7000 Hours: 8 a.m. – 5 p.m. Monday-Friday

## Application to Purchase Unpaid Parental Leave San Francisco Charter Section A8.523

### Section A-1 Member Information to be completed by APPLICANT

Name (First, Middle Initial, Last)		Social Security Number	Birth Date
Mailing Address (Street, Apartment Number)		Daytime Phone Number	
Mailing Address (City, State, Zip Code)		Home Phone Number	
Membership Category (Check one box)		Position/Title	
<input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Miscellaneous		Department	

### Section A-2 Unpaid Parental Leave Information to be completed by APPLICANT

Periods of unpaid parental leave taken while employed by the City prior to July 1, 2003 are eligible for purchase as service under the provisions of SFERS provided the member returned to work for the City for at least six months immediately following the end of the period of unpaid parental leave. For each period of unpaid parental leave, a maximum of four months and a minimum of two months can be purchased; however, if the total period of unpaid parental leave is less than two months, the entire period must be purchased.

I apply to purchase the following periods of unpaid parental leave:

Period(s) of Unpaid Parental Leave		Date of Return to Work Following Leave	City Department where Leave was Taken*
From: MM/DD/YYYY	To: MM/DD/YYYY		

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

### Section B Certification of Unpaid Parental Leave to be completed by DHR

San Francisco Charter Section A8.523-1 provides that an eligible period of “unpaid parental leave” shall mean a period of Parental Leave taken prior to July 1, 2003, while the member was employed by the City and County, and during which time the member was not on Paid Leave. I hereby certify that the period(s) of unpaid parental leave detailed below meet(s) the definition of approved “unpaid parental leave” contained in San Francisco Charter Sections A8.365, A8.365-1 and A8.523.

Period(s) of Unpaid Parental Leave		Date of Return to Work Following Leave	City Department where Leave was Taken*
From: MM/DD/YYYY	To: MM/DD/YYYY		

\_\_\_\_\_  
DHR Representative Name (please print)

\_\_\_\_\_  
DHR Representative Title

\_\_\_\_\_  
DHR Representative Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

\* You must submit separate Application/Certification forms to each department if your periods of unpaid parental leave were taken from more than one department.

Effective with the passage of Proposition G in November 2008, SFERS members are now allowed to purchase a maximum of four months of SFERS service for each period of unpaid parental leave taken during City employment prior to July 1, 2003 (San Francisco Charter Section A8.523).

SFERS members may file an *Application to Purchase Unpaid Parental Leave* at any time prior to retirement. The purchase of SFERS service for unpaid parental leave must be completed prior to the member's effective date of retirement. Sections A and B of the *Application to Purchase Unpaid Parental Leave* must be completed and signed before returning the application to the SFERS Office.

- The Member Information (Section A-1) and Unpaid Parental Leave Information (Section A-2) must be completed and signed by the member
- Section B - Certification of Unpaid Parental Leave must be completed and signed by the City's DHR or the member's department human resources manager

### **What unpaid parental leave is eligible for purchase?**

Periods of parental leave prior to July 1, 2003 for which an employee was not paid by the City provided that the employee returned from the unpaid parental leave for at least six months immediately after the approved leave period ended. "Parental leave" includes Family Medical Leave and Temporary Pregnancy Disability Leave as defined in S.F. Charter Section A8.365-1.

### **How much SFERS service credit can be purchased for each period of unpaid parental leave?**

For each period of unpaid parental leave, a maximum of four months and a minimum of two months can be purchased; however, if the total period of unpaid parental leave is less than two months, the entire period of unpaid parental leave must be purchased.

### **What is the application process for purchasing unpaid parental leave?**

A member may file an *Application to Purchase Unpaid Parental Leave* at anytime prior to retirement. The member must complete Sections A-1 and A-2 of the application and then submit the application to DHR for certification of the leave period(s) under Section B of the application. The completed *Application to Purchase Unpaid Parental Leave* should only be returned to SFERS Office after Sections A-1, A-2 and B have been completed and signed. The completed application can be mailed or hand-delivered to the SFERS Office at: 1145 Market Street, 5<sup>th</sup> floor, San Francisco, CA 94103.

### **How much will it cost to purchase unpaid parental leave?**

The cost to purchase a period of unpaid parental leave will be calculated as follows:

- A member's monthly compensation earnable as of the date of your election to purchase multiplied by
- The number of months of unpaid parental leave to be purchased multiplied by
- The normal cost percentage for the applicable SFERS plan in effect as of the date of your election to purchase as published in SFERS actuarial valuation

The purchase of service for unpaid parental leave must be completed prior to the member's effective date of retirement.

### **What payment options are available to purchase unpaid parental leave?**

Members may purchase SFERS service for periods of unpaid parental leave in the same manner as all other eligible purchases pursuant to Retirement Board policies and procedures. Purchase options include lump sum payment (after-tax), after-tax payroll deductions, or direct tax-deferred rollovers. Contributions paid to purchase this service will be posted to the member's accumulated contribution account.

### **How is the service purchased for unpaid parental leave credited in SFERS?**

Upon completion of the purchase of a period of unpaid parental leave, the purchased service is credited as current service in the SFERS plan under which the member was accruing service immediately prior to the period of unpaid parental leave. In calculating retirement benefits payable, the contributions paid to purchase unpaid parental leave will not be matched with an equal amount of City contributions.