

HUMAN RESOURCES MEMORANDUM 17-006		DATE ISSUED: 3/29/2017
SUBJECT: MILITARY SERVICE CREDIT		REFERENCE: PML 2016-034
TO: All DGS Employees		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memorandum is to provide employees with information on service credit towards retirement after a military leave of absence as well as the ability to purchase service credit for past active duty military service.

Government Code Section 20997

Effective immediately, departments are required to provide all employees with the new [CalPERS Request for Service Credit Information-Military Leave of Absence Service](#) form; which is to be used to receive credit for his or her military service, and advise them of their rights pursuant to Government Code (GC) section 20997. The GC provides members with service credit for military leaves of absence at no member cost, with employer-paid contributions, under specific conditions. The same notification and form must be provided within 30 days to employees returning from a military leave of absence.

Retirement Service Credit after a Military Leave of Absence

Employees who return to state service following military leave within the time limitations specified for reinstatement will receive credit toward retirement for the period that the employee was on military leave. [View CalHR Manual 2118](#) for time limitations.

To be eligible for credit for a non-compensated absence or a specially compensated absence, a member must have:

1. Been in the employment of a CalPERS-covered agency which includes the state or another agency contracting with CalPERS prior to entering military service;
2. Been granted a military leave or have resigned from employment for the purpose of entering active duty in the armed forces;
3. Entered active duty within 90 days after leaving employment; and
4. Returned to employment with the same agency, the state, or another agency contracting with CalPERS within six months after discharge from active duty. Credit is thus posted after the return to employment.

Please note that members who meet qualifications 1 through 3 but do not return to employment within six months will not qualify for military leave credit, but may be eligible to purchase military service credit under other provisions of law.

Purchasing Service Credit

Pursuant to GC section 21024 and 21029, departments are also required to inform employees at the time of hire of their right to purchase service credit for past active duty military service served prior to establishing CalPERS membership.

CalPERS has over 50 types of service credit, each with their own eligibility requirements and costing methods. View CalPERS [A Guide to Your Service Credit Purchase Options](#) for information on all non-military-specific service credit purchase types. The cost for purchasing service credit is determined using formulas established by law. These formulas can differ depending on your type of membership (state, school, or public agency) and the service credit you are requesting. Some types of service credit have no member cost. Since service credit purchases can be costly, you can use the [Service Credit Cost Estimator](#) to get an idea of the potential cost. Only certain service credit estimates can be performed using the estimator.

Processing Service Credit

A member must submit the applicable request form, with any required supporting documentation* to their assigned Attendance Clerk who will then forward it to the Personnel Specialist in the Office of Human Resources (OHR) for review. It is recommended this process be started at least a year in advance of the member's planned retirement date, to ensure the following:

- The request form is complete.
- The member's account has no discrepancies.
- The election to purchase service credit is received by OHR for forwarding to CalPERS prior to the member's retirement date.
- The elected service credit is posted to the member's account for inclusion in the retirement benefit calculation.

*Acceptable military documents may include:

- Military discharge documents
- DD-214
- Certification of Military Service record

Questions

CalPERS [A Guide to Your Military Service Credit Options \(Publication 15\)](#), contains valuable information for members who are requesting to purchase active duty military service credit prior to CalPERS membership, and/or military leave of absence service credit.

The publication also contains the request form for Military Service Credit (PERS-MSD-369) and the request form for Military Leave of Absence Service Credit (PERS-MSD-369A).

For processing questions, please contact your designated Personnel Liaison or Attendance Clerk.

LISA YORK, Personnel Officer
Office of Human Resources

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