



Minnesota
STATE COLLEGES
& UNIVERSITIES

Voluntary Reduction in Hours Retirement Credit Purchase Quick Facts

If an employee is taking **Leave for Salary Savings** under M.S. 43A.49, and the employee pays their portion of the retirement fund payment for service credit, according to statute, the employer must pay theirs:

<http://www.hr.mnscu.edu/leave/voluntaryhourreduction-salariesavingleave/index.html>

Employees can choose to purchase **additional IRAP coverage** under the following leave circumstances:

- Uncovered Service
 - Employees who become eligible for retirement coverage after the first pay period of that fiscal year, have IRAP as their primary retirement plan *and* are not covered by another retirement plan for the prior pay periods in the fiscal year, may choose to purchase coverage for the uncovered fiscal year pay periods.
- Military Leave
- Extended Leave of Absence under Minnesota Statute 136F.43
- Voluntary Leave of Absence

The form to complete for these purchase circumstances is available on the Campus Retirement Resources web page at:

http://www.hr.mnscu.edu/retirement/campus_resources/documents/IRAP_LOA_purchase.pdf

Employees covered by PERA may also request to purchase service credit for a Voluntary Unpaid Leave of Absence. The form is also available on the retirement web page at:

http://www.hr.mnscu.edu/retirement/campus_resources/index_campusresource.html

TRA has a Leave of Absence Report (TRA-1500) form to report various leaves, including the purchase of **voluntary unpaid leave credit** on their web site:

<http://www.tra.state.mn.us/EMPLOYER%20INFO/EmployerInfoNew.htm>

MSRS will pick up the **voluntary unpaid leave** from SEMA4 coding and will contact the employee. However, **it is recommended that the employee call MSRS** to make certain that they receive the appropriate information about the purchase of the service credit.