

POLICE RETIREMENT SYSTEM OF KANSAS CITY, MISSOURI  
CIVILIAN EMPLOYEES' RETIREMENT SYSTEM OF THE POLICE DEPARTMENT OF KANSAS  
CITY, MISSOURI

APPLICATION FOR CREDITABLE SERVICE DUE TO PERIOD OF  
ACTIVE DUTY MILITARY SERVICE

Under the provisions of subsection 3 of section 86.1110 RSMo. (Police plan) or subsection 3 of section 86.1500 RSMo. (Civilian Employees' plan), after August 28, 2015, a member who returns to service from a leave of absence for military service shall be entitled to service credit for the time spent in such military service only to the extent such member pays any required member contributions for such time, unless granted a waiver by the Retirement Board.

A member who elects to make application for creditable service under this provision must make the payment of any required member contributions within a time period equal to three times the period of uniformed service, not to exceed five years, from the date of return to active service with the Police Department. In all cases, payment must be completed prior to commencement of benefits to the member from the Retirement System.

The undersigned member of the Police Retirement System of Kansas City, Missouri or Civilian Employees' Retirement System of the Police Department of Kansas City, Missouri hereby certifies that the following information is correct and makes application for creditable service due to a specific period of military service.

Name: \_\_\_\_\_ Serial #: \_\_\_\_\_

Dates of military service (use separate application for each period):

From: \_\_\_\_\_ To: \_\_\_\_\_

**Documentation must be submitted with application.** You must include a copy of your orders that cover the dates of your unpaid leave, a verification of completion of military service under **honorable conditions**, and Military Leave of Absence worksheet obtained from the Retirement System Office. In order for your application to be considered by the Military Leave Review Committee, it must be complete and include all required documentation or it will be returned to you.

Under the provisions of subsection 3 of section 86.1110 RSMo. or subsection 3 of section 86.1500 RSMo., the Retirement Board may waive the required contributions for a leave of absence due to **active duty** military service, not to exceed three years of creditable service, when the member provides duty orders under Title 10 or Title 32 U.S.C. and discharge from **active duty** documentation in the form of a DD214 or NGB 23.

\_\_\_\_\_ I request that the Retirement Board waive the required member contributions for the period of **active duty** military service shown above. I have attached a copy of my orders and DD214 or NGB 23, as required.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Member's signature

**To Apply:**

Step 1: Upon your return to service with the Police Department, request a Military Leave of Absence worksheet from the Retirement System of the amount of creditable service affected by your period of unpaid leave and the amount of member contributions you would have made during that time period.

Step 2: Submit this completed application along with the required documentation directly to the Benefits Coordinator at the Retirement System.

Step 3: Your application will be reviewed by the Military Leave Review Committee which will forward a recommendation to the Retirement Board. You will be notified of the Retirement Board's decision. Once notified, you will have three times the period of military service, but not to exceed five years, in which to make the required member contributions, if applicable.

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**This Section to be Completed by Retirement System Staff**

*Previously* granted at member contribution cost: \_\_\_\_ Years \_\_\_\_ Months \_\_\_\_ Days

*Previously* granted with waived contributions: \_\_\_\_ Years \_\_\_\_ Months \_\_\_\_ Days

***Current Request:*** Based on review of documentation submitted and in accordance with subsection 3 of section 86.1110 RSMo. or subsection 3 of section 86.1500 RSMo. and Retirement Board Policy # 010:

Creditable service to be granted at member contribution rate:

\_\_\_\_ Years \_\_\_\_ Months \_\_\_\_ Days      Required member contributions \$ \_\_\_\_\_

Creditable service to be granted with waived contributions:

\_\_\_\_ Years \_\_\_\_ Months \_\_\_\_ Days      Member contributions waived \$ \_\_\_\_\_

**Recommendation of Military Leave Review Committee**

\_\_\_\_ Approve      Date: \_\_\_\_\_

\_\_\_\_ Not Approve      Reason: \_\_\_\_\_

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**Approved by Retirement Board**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Retirement Board Secretary

Required member contributions of \$ \_\_\_\_\_ must be paid in full no later than  
\_\_\_\_\_ before creditable service at member contribution rate will be granted.