



# CERTIFICATION OF RESIGNATION OR LEAVE OF ABSENCE DUE TO PREGNANCY OR ADOPTION

For a resignation or leave granted before July 1, 1982

## Section 3307.771 of the Revised Code

*Each period of absence due to pregnancy or adoption must be certified on a separate form.*

### MEMBER'S APPLICATION TO PURCHASE CREDIT FOR RESIGNATION DUE TO PREGNANCY OR ADOPTION

Please evaluate my eligibility and prepare a cost statement for establishing retirement credit for my absence due to pregnancy or adoption. I understand I am not under obligation to purchase all, or any, of this credit. However, if purchase is made, this form will certify that I am not receiving, nor will I be eligible to receive, a retirement benefit from another retirement program, other than Social Security, based on this period of absence.

Applicant's name \_\_\_\_\_ STRS Ohio account no. \_\_\_\_\_  
or Social Security no. (last four digits) \_\_\_\_\_

Street address \_\_\_\_\_

City, state, ZIP code \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Date \_\_\_\_\_  
Area code

Child's birth date \_\_\_\_\_

### PART 1 — EMPLOYER CERTIFICATION *(To be completed by the STRS Ohio reporting employer who accepted the resignation or granted the leave of absence.)*

This is to certify that \_\_\_\_\_, Social Security no. (last four digits) \_\_\_\_\_,  
Member name

was absent from the \_\_\_\_\_ beginning \_\_\_\_\_  
Board of education, institution or university See next page

for the purpose of \_\_\_\_\_.

The leave was requested or the notification of resignation received \_\_\_\_\_  
Date

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

*(See next page for eligibility and procedural requirements.)*

### PART 2 — EMPLOYER CERTIFICATION *(To be completed by the first STRS Ohio reporting employer following the absence due to pregnancy or adoption.)*

This is to certify that \_\_\_\_\_, Social Security no. (last four digits) \_\_\_\_\_,  
Member name

returned to regular employment for the \_\_\_\_\_ on \_\_\_\_\_  
Board of education, institution or university Month, year

Please list the annual compensation for full-time employment  
which was or would have been earned during the fiscal year. \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



# INFORMATION REGARDING ESTABLISHING RETIREMENT CREDIT FOR AN ABSENCE DUE TO PREGNANCY OR ADOPTION

Under Section 3307.771 of the Revised Code, a teacher may purchase retirement credit from an STRS Ohio-covered position for either a resignation or a leave of absence due to pregnancy or adoption that began before July 1, 1982, by fulfilling the following requirements:

## Eligibility Requirements

1. The resignation or leave must have been granted before **July 1, 1982**.
2. The resignation or leave must have been requested before the birth of the child or before the adoption was finalized.
3. The member cannot purchase credit for more than **two years** of service under Section 3307.771 of the Revised Code. No more than two years may be purchased for one pregnancy or adoption. If two years of credit for a resignation due to pregnancy or adoption has already been purchased, no additional credit for resignation due to pregnancy or adoption can be obtained.

## Procedural Requirements

1. **Part 1 — Completed by the member.**
2. **Part 2 — Completed by the STRS Ohio reporting employer** who granted the resignation or leave of absence.
  - a. If the employer is **not** able to certify the reason for the absence and the pregnancy resulted in birth, the member must send a photocopy of the child's birth certificate with this form.
  - b. If the employer is **not** able to certify the reason for the absence and the pregnancy did not result in birth, the member must obtain either a statement from the physician or provide medical records verifying the above. This information and this form, completed as thoroughly as possible, must be sent together to STRS Ohio.
  - c. **For a summer birth**, the beginning date of the absence should be the last day of the previous year if the absence was requested before the birth of the child. Beginning date should be the first day of the next school year if the leave was requested after the birth of the child. (An absence requested after the birth will not be eligible for purchase.)
3. **Part 3 — Completed by the STRS Ohio reporting employer** to whom the member first returned to regular employment after the resignation or leave of absence. Regular employment is defined as returning to work under contract for 12 or more weeks.

If the employer is not able to certify the member's return to regular employment (e.g., the member worked only as a substitute teacher), the employer should return this form to the member with a statement explaining that the employer's records do not indicate that the member returned to regular employment, as defined above.

4. STRS Ohio will evaluate the completed form and, if the member is eligible to purchase credit, will provide the member with a cost statement.
5. If you intend to purchase credit, the service must be certified before your retirement date and purchased no later than three months after retirement. You may wish to delay your retirement if you are unable to complete your purchase before this deadline.

# CERTIFICATION FORM INSTRUCTIONS

## Certification of Resignation or Leave of Absence Due to Pregnancy or Adoption

### Submitting Online

- Open the document on your desktop computer. (For best results, open the document using Adobe Acrobat Reader 8.0 or later.)
- Save it to your computer.
- Complete Part 1 of the form and save again.
- Email the form as an attachment to the former employer covering the service you want to purchase.
- Instruct that individual to complete Part 2 of the form and email the form as an attachment to both you **and** forms@strsoh.org.
- STRS Ohio will send a confirmation email within one business day after the form is received.

### Submitting by Mail

- Complete Part 1 of the form.
- Separate and send the form to the former employer covering the service you want to purchase.
- Instruct that individual to complete Part 2 and return the form to you.
- Copy the form for your records.
- Send the original copy of the completed form to STRS Ohio.
- STRS Ohio will send a confirmation letter after receiving the form.

### Further Information

Further details, including eligibility requirements, are available in the *Purchasing Service Credit* brochure and the *Purchasing Service Credit Fact Sheet — Absence Due to Pregnancy or Adoption*.

**STATE TEACHERS RETIREMENT SYSTEM OF OHIO**

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