



ALLEGHENY COUNTY EMPLOYEES' RETIREMENT SYSTEM

CREDIT FOR SERVICE TIME AND CONTRIBUTIONS FOR CURRENT EMPLOYEES WHO EXPERIENCE ACTIVE DUTY MILITARY OBLIGATIONS

This policy outlines the Retirement Board of Allegheny County's obligations under the federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and Pennsylvania's Second Class County Code and addresses interim military service undertaken by a member who takes leave and then returns to employment with Allegheny County and/or Allegheny County Airport Authority (A.C.A.A.) ("employer"). Under sections 4318 of USERRA and 4710(d) of the County Code, the RBAC is required to credit, for retirement purposes, interim military leave to members who return to the employer after military service, provided the member meets several statutory requirements.

1. The member must be employed by the employer for at least six months before taking a creditable military leave of absence.
2. The member must give his or her employer advance notice of prospective military service.
3. The member's military service must occur in:
 - a. A time of war,
 - b. A national emergency,
 - c. Police action, or
 - d. An armed conflict.
 - e. A conflict will only constitute a time of war, national emergency, police action, or armed conflict if proclaimed as such by the President or Congress.
4. The member must leave military service in honorable circumstances.
5. The member must return to employment with the employer within one year of separation from military service.
6. The member must submit to the Retirement Office at the above address copy a copy of their DD Form 214, Certificate of Release or Discharge from Active Duty (in the case of a member of the National Guard the NGB 22, National Guard Report of Separation and Record of Service), and a notarized Employee's Affidavit for Active Military Service form.



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**CREDIT FOR SERVICE TIME AND CONTRIBUTIONS
FOR CURRENT EMPLOYEES WHO EXPERIENCE
ACTIVE DUTY MILITARY OBLIGATIONS (CONT'.)**

For all members who meet these requirements, upon return to employment with the employer the member shall receive service credit for retirement purposes of all time spent in military service.

Furthermore, the employer is responsible for paying the employer contributions into the Pension Fund equal to the amount of contributions the employer would have been contributing during the tenure of the employee's military service as if they had experienced no disruption in their employment.

The employer is also required to pay the employee-share of contributions into the Pension Fund equal to the amount of contributions the employee would have been contributing during the tenure of their military service as if they had experienced no disruption in their employment. However, the employer is not required to pay this share of contributions into the Pension Fund until the employee applies for retirement benefits.



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**EMPLOYEE'S AFFIDAVIT FOR ACTIVE MILITARY
SERVICE**

I do swear (or affirm) that I am an employee of Allegheny County and/or Allegheny County Airport Authority (A.C.A.A.), that I was ordered to active duty military service while already employed by Allegheny County and/or Allegheny County Airport Authority and that the following statements are true:

1. I was employed by Allegheny County and/or A.C.A.A. for at least six months prior to beginning a military leave of absence.
2. I gave my employer advance notice of prospective military service.
3. My military service occurred in a time of war, national emergency, police action, or armed conflict, proclaimed as such by the President or Congress.
4. I left military service in honorable circumstances.
5. I returned to employment with Allegheny County and/or A.C.A.A. within one year of separation from military service.

_____	Sworn (or affirmed) and subscribed before me
Printed Name of Employee	
_____	this _____ day of _____,
Signature of Employee	
_____	20____. (SEAL)
Street Address	

City, State, Zip	

Employee # or Last 4 digits of SSN	
_____	_____
Work Email Address	Signature of Notary

Complete and return to:

Allegheny County Employees' Retirement System
106 County Office Building • 542 Forbes Avenue • Pittsburgh, PA 15219 • (412) 350-4674



ALLEGHENY COUNTY
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**CREDIT FOR SERVICE TIME FOR EMPLOYEES ON
ACTIVE MILITARY DUTY**

Instructions: Attach DD 214 or the equivalent certification / orders to document service time requested. Please complete blocks 1 through 8. Incomplete applications will be returned.

1. Member Name (Last, first, Middle)	5. Member Signature
2. Date	6. Telephone Number (including area code)
3. Member Number	7. Branch of service
4. Date of Birth(mm/dd/yyyy)	Email (optional)

FOR OFFICE USE ONLY	
<hr/> Total Time Approved	
<input type="checkbox"/>	Service Credited
<input type="checkbox"/>	On Base
<input type="checkbox"/>	More Information Required

Note: Active duty service will be applied upon returning to work and proper department notification.



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8. Total Time Requested (see details below): Years _____ Months _____ Days _____

Active military service (Dates indicated below must be based on DD 214 or equivalent certification/orders.) Please fill out the appropriate number of days for each set of dates requested. (Additional blank forms are available upon request.) Each line must be sequential.

Correct Example:

From (mm/dd/yyyy)	To (mm/dd/yyyy)	Number of Days
03/16/2017	03/30/2017	14
07/03/2017	07/17/2017	14

Incorrect Example:

03/16/2017	07/17/2017	28
From (mm/dd/yyyy)	To (mm/dd/yyyy)	Number of Days



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From (mm/dd/yyyy)	To (mm/dd/yyyy)	Number of Days