



City of Richmond, Virginia

RICHMOND RETIREMENT SYSTEM

Military Service Leave Fact Sheet

The information referenced in this document is sourced from Chapter 78 of the Code of the City of Richmond.

Military Service Leave Policy

Active employees participating in the Defined Benefit (DB) or Enhanced Defined Benefit (EDB) plans are entitled to receive creditable service for leaves of absence due to military service, provided that their discharge was not dishonorable and they resume employment with a participating employer of the RRS within one year after discharge. Members must submit a copy of their deployment/activation orders as well as their discharge papers to the RRS, *and* are required to make up the missed retirement contributions.

Who is Eligible?

Active employees of one of the participating employers of the RRS who:

- Are currently employed in a full-time, permanent position, and...
- Participate in either the DB or EDB plans, and...
- Have military orders calling them to active duty

are eligible to receive creditable service toward retirement for their time away from City employment while serving our country.

What is required of the Member?

- Prior to separation from City employment due to military service, the member must provide the RRS with:
 - A copy of their military orders calling him/her to military active duty
- After their military service obligation is completed, the member must return to an active position with the City of Richmond within one year and provide the RRS with:
 - A copy of Department of Defense Form 214 (DD-214), if applicable
- Missed contributions must be made up within the allotted time:
 - Payment of the make up contributions may be made through a one time payment or over an extended period of time up to three times the length of the member's break in service, not to exceed five years. Make up contributions are collected through payroll deductions taken on a pre-tax basis.
 - This is done by completing a Payment Options for Missed Member Contributions Form

Richmond Retirement System

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