



## Instructions for Completing Form 46

### TO THE MEMBER:

To apply to be placed on a qualifying approved leave of absence, complete the identification boxes at the top of the form, including social security number, email address, phone number, name and address.

Check the type of qualifying leave you are requesting and complete the boxes for the beginning and ending dates. It is important to sign and date at the bottom of the Type of Qualifying Leave section.

If you are notifying the Maryland State Retirement Agency of military service entry, please enter the date you report for service. It is important to sign and date the form at the bottom of the Notification of Military Service Entry section.

Attach explanation and all supporting documentation. Provide the form to your retirement coordinator.

### TO THE RETIREMENT COORDINATOR:

Check the appropriate system for the applicant for a qualifying approved leave of absence. Enter the date the leave was approved. Enter the employing agency code, input the Agency Name, then sign and date the form. An email address is requested should questions arise.

When Form 46 is used for notification of military service entry, you do not need to complete the Retirement Coordinator section.

### Service Credit for a Qualifying Leave of Absence

A member may be entitled to receive eligibility and creditable service for certain periods of employer approved leave of absence from employment, if the leave of absence meets the criteria for a “qualifying leave of absence” pursuant to the Board of Trustees’ regulations, set forth at Code of Maryland Regulations 22.05.01.

To receive service credit for a qualifying leave of absence, a member:

- Must properly complete and submit this application to the Retirement Agency (signed by both the member and the member’s employer) before the member commences a qualifying leave of absence;
- Must supply supporting explanation and documentation of leave, and promptly provide additional information at the request of the Retirement Agency;
- Must not be otherwise entitled to receive eligibility and creditable service credit during the period of the member’s absence under State Personnel and Pensions Article, Division II or III, Annotated Code of Maryland; and
- Must submit a *Request to Purchase Previous Service* (Form 26) and pay the required member contributions with regular interest before retirement, as provided in the above noted regulation.

If a member separates from employment, any eligible service credit for a qualified leave of absence must be purchased within 60 days of the expiration of the leave of absence.

### Notification of Military Service Entry

If you are called to active military duty or active/inactive duty for training during your membership, you should file Form 46 before leaving employment.

You may claim up to five years of military credit upon returning to work, provided:

- you return to work with a participating employer within one year of your discharge from active duty or training,
- you do not accept other permanent employment between your date of discharge and your return to work, and
- you submit a *Claim of Retirement Credit for Military Service* (Form 43)

For additional information, refer to the following pamphlet: *Guide to Military Service*. Forms and pamphlets can be found on our website at [sra.maryland.gov](http://sra.maryland.gov).

**Upload completed form through the Maryland State Retirement Agency Employer Portal.**

**Need help? Call a retirement benefits specialist at 410-625-5555 or 1-800-492-5909.**