

## Involuntary Layoff Fact Sheet

In the event of your involuntary layoff the Ohio Police & Fire Pension Fund (OP&F) will be informed of your break in service via payroll reporting. Upon returning to full-time police or fire employment you may purchase up to two years of the involuntary layoff service credit. This time may be purchased in whole or in partial full month periods anytime during active OP&F membership.

If you already have a service credit purchase in process via payroll deduction when the layoff period begins OP&F will pro-rate the service credit to reflect the amount paid to date. You may purchase the remainder of the service credit in a lump sum payment, however, contributions must remain on deposit with OP&F and the cost must be paid within one year of the involuntary layoff date.

At the time of an involuntary layoff your contributions can remain on deposit with OP&F, or you may elect to withdraw the funds.

1. If Contributions Remain On Deposit with OP&F;
  - OP&F membership rights continue for a period of one-year from the layoff date
  - If you already have a proper pre-employment physical on file with OP&F and you return to an OP&F covered position within two years of the effective date of the layoff no additional pre-employment physical will be required
  - Layoff time may be purchased upon reinstatement
  
2. If Contributions are Withdrawn from OP&F;
  - OP&F will determine the exact amount of contributions eligible for a refund after your employer has submitted your final contributions
  - A refund totaling the amount of employee contributions, less any tax withholding or court-ordered withholdings, if applicable, will be paid
  - A refund terminates your membership with OP&F, cancels your service credit, and any rights that you and your dependents may have to any benefits from OP&F are forfeited
  - A new Pre-Employment Physical is required prior to re-employment
  - OP&F service credit must be restored before purchasing layoff service credit
  
3. To Restore or Purchase service credit;
  - You must be an active member with OP&F
  - Contact OP&F to request a cost of the service credit to receive a purchase packet containing:
    - Member Certification form
    - Employer Certification form
    - Instructions on how to complete and submit these forms

Since benefits are subject to change, please call OP&F's Customer Service at 888-864-8363 for specific information on any topic pertaining to your OP&F benefits. A representative will be glad to assist you and answer questions you may have. You may also visit OP&F's website at [op-f.org](http://op-f.org) for additional information.