



## PA TURNPIKE COMMISSION POLICY

*This is a statement of official Pennsylvania Turnpike Policy*

**NUMBER:** 2.18

**APPROVAL DATE:** 04-02-2013

**EFFECTIVE DATE:** 04-17-2013

**REVISED DATE:**

**POLICY SUBJECT:**

**Partial and Full-Day  
Closings**

**RESPONSIBLE DEPARTMENT:**

**Executive Office**

**A. PURPOSE:**

The Pennsylvania Turnpike Commission ("Commission") establishes the procedures governing the partial or full day closures of its facilities which may be authorized because of hazardous road conditions, emergency circumstances, or other reasons as determined by the Chief Executive Officer (CEO) or his designee.

**B. SCOPE:**

This policy letter applies to all regular, supplemental and probationary employees of the Pennsylvania Turnpike Commission at any location. This policy does not apply to summer employees, part-time employees, annuitants, temporary employees or contract employees.

**C. GENERAL POLICY:**

The Commission may, due to hazardous road conditions, emergency circumstances, or other reasons, order the partial or full closing of Commission locations.

**D. DEFINITIONS:**

**Adjusted Dismissal Time:** The time that employees are directed to leave the workplace because of hazardous road conditions, emergency circumstances, or other reasons as determined by the CEO or his designee.

**Adjusted Starting Time:** The time that employees are directed to report to the workplace because of hazardous road conditions, emergency circumstances, or other reasons as determined by the CEO or his designee.

**Administrative Offices:** The Central Administration Building, the TIP Building, the Eastern Regional Office, and the Western Regional Office.

**Alternate Work Schedule:** Any Commission employee work schedule other than a standard 8-hour/ 5-consecutive day work schedule.

**Commission Location:** Any structure, facility or location owned or controlled by the Commission to which an employee may be assigned. Commission Locations include Maintenance district offices and sheds, Fare Collection district offices and interchanges, administrative buildings, tunnels, and Engineering trailers.

**Essential Employees:** Employees who are designated as required to work when the closing of a Commission Location is authorized, usually in operations that must provide services around the clock. The designation as an Essential Employee can depend upon an employee's duties as well as the circumstances for the closing.

**Non-Essential Employees:** Employees who are not required to work when the closing of a Commission Location is authorized. The CEO or his designee may, in their sole discretion, designate Non-Essential Employees as Essential based on the nature of the closing.

E. **PROCEDURES:**

**1. General**

- a. The CEO or his designee is responsible for authorizing the closing of Commission Locations due to hazardous road conditions, emergency circumstances, or other conditions.
- b. Partial and full-day closings within the scope of this Policy are not to be considered as holidays.
- c. Consistent with operational requirements, if the Commission does not authorize the closing of Commission Locations, employees may be allowed to use vacation leave when hazardous road conditions, emergency circumstances, or other conditions cause employees to miss their scheduled work shifts.

**2. Partial-Day Closings**

- a. When a partial-day closing is authorized, Non-Essential Employees will be authorized to be absent from work. Such employees will be compensated at their regular rate of pay for the hours of their work shift for which they do not work; the hours for which such employees are paid but do not work because of a partial-day closing will not be counted as hours worked for overtime purposes. Non-Essential Employees assigned to an alternate work schedule will not be required to use leave or work additional hours to fulfill the hours required by their work schedule.
- b. Essential Employees who are required to work when a partial-day closing has been authorized will be compensated at their regular rate of pay. They will not be given time off at a later date for hours worked during the period of closing. The hours worked by Essential Employees during the period of closing will be counted as hours worked for overtime purposes.
- c. Essential Employees who do not remain at their assigned location when a partial-day closing has been authorized shall not be paid for the hours they would normally have worked and would be required to use leave unless there is a valid and compelling reason

for their absence. If there is not a valid and compelling reason for their absence, the Essential Employee may be subject to discipline.

d. Employees on approved leave when a partial-day closing is authorized will be charged with the period of such leave. The hours on paid leave will be counted as hours worked for overtime purposes in accordance with overtime policies. When a partial-day closing is announced before the actual day of closing, employees may cancel approved requests for leave if done so before the end of their full scheduled workday or work shift immediately preceding the partial-day closing.

e. For delayed starts, if employees arrive **after** their Adjusted Starting Time, they will be required to use leave from the beginning of their Adjusted Starting Time to the time of arrival at work.

f. For early dismissals:

a. If an employee uses approved leave **prior to** the established adjusted dismissal time, they will be required to use leave from the time they left work through the end of their normal work shift.

b. If an employee is on approved leave when an adjusted dismissal is authorized, they will be required to use leave for all of the hours of their normal work shift.

g. Employees not scheduled to work when a partial-day closing is authorized shall have that day charged as a scheduled day off and shall not be given time off at a later date or additional pay.

### **3. Full-Day Closings**

a. When a full-day closing is authorized, Non-Essential Employees will be authorized to be absent from work. Such employees will be compensated at their regular rate of pay. The hours for which such employees are paid but do not work because of an authorized full-day closing will not be counted as hours worked for overtime purposes. Non-Essential Employees assigned to an alternate work schedule will not be required to use leave or work additional hours to fulfill the hours required by their work schedule.

b. Essential Employees who are required to work when a full-day closing has been authorized shall be compensated at their regular rate of pay. They will not be given time off at a later date for hours worked during such a period. The hours worked by Essential Employees during the period of closing will be counted as hours worked for overtime purposes.

c. Essential Employees who do not remain at their assigned location when a full-day closing has been authorized shall not be paid for the hours they would normally have worked and would be required to use leave unless there is a valid and compelling reason for their absence. If there is not a valid and compelling reason for their absence, the Essential Employee may be subject to discipline.

d. Employees on an approved leave when a full-day closing is authorized shall be charged with the period of such leave. The hours of employees on paid leave will be counted as hours worked for overtime purposes in accordance with overtime policies. When a full-day closing is announced before the actual day of closing, employees may cancel approved requests for leave if done so before the end of their full scheduled workday or work shift immediately preceding the full-day closing.

e. Employees not scheduled to work when a full-day closing is authorized shall have that day charged as a scheduled day off and shall not be given time off at a later date or additional pay.

#### **4. Extended Closings**

- a. When offices are closed for more than seven consecutive days, the CEO may, in his sole discretion, charge paid leave as provided by, and accordance with the Fair Labor Standards Act.

#### **5. Responsibilities**

- a. The CEO or his designee is responsible for authorizing the closing of Commission Locations.
- b. The CEO or his designee is responsible for ensuring partial and full-day closing authorizations are communicated to all appropriate departments.

#### **6. Notices**

- a. Notification of a full-day closing (or partial closing due to emergency circumstances) will be placed on the PTC Internet website, the PTC Intranet website and through the Alert PA text message notification system. Notification will also be transmitted to the appropriate building personnel via email. If email capabilities are not available, contact shall be made via telephone to the senior management employee at that location.

*This Policy Letter supersedes all previous Policy Letters on this subject.*