



PA TURNPIKE COMMISSION POLICY

This is a statement of official Pennsylvania Turnpike Policy

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EFFECTIVE DATE: 09-05-2002

REVISED DATE: 06-07-2016

POLICY SUBJECT:

Childrearing Leave Without Pay

RESPONSIBLE DEPARTMENT:

Human Resources

A. PURPOSE:

To provide a policy for Pennsylvania Turnpike Commission (“PTC”) Management/Local 30 First Level Supervisory (“Local 30S”) employees to request childrearing leave without pay.

B. SCOPE:

This policy provides information and procedures for Management and Local 30S employees requesting childrearing leave. Employees in Locals 30 Professional, 250 and 77 (field and central office) should refer to their respective collective bargaining agreement or memorandum of understanding regarding their eligibility for childrearing leave.

Childrearing leave runs concurrently with medical leave under the Family Medical Leave Act (“FMLA”). To be eligible for childrearing leave, an employee must meet the following criteria:

1. Have worked for the PTC for at least 90 days; and
2. Become a parent by birth or formal adoption of a child less than one (1) year of age.

Childrearing leave may not be used prior to the birth or court placement of the child, except when required by adoption in order to proceed. Childrearing leave may not be used for a child that is over one year of age, for a step-child or for a child placed through foster care. Employees may apply for sick and accident (“S&A”), or request permission to take FMLA or personal leave without pay prior to the birth, as applicable.

Female employees who have worked for the PTC more than 90 days may be eligible for S&A, FMLA or personal leave during pregnancy or during the initial period of disability after the birth. S&A leave is not included as childrearing leave. If approved, childrearing leave will begin after the period of disability.

Union employees should refer to the applicable bargaining unit agreement regarding eligibility for childrearing leave.

C. GENERAL POLICY:

This policy is extended to both male and female employees. Leave may be requested either full-time, part-time or a combination of both. Regardless of the type of leave that is taken, the employee must return to work full-time on or before the child's first birthday. This leave is subject to approval by the employee's immediate supervisor, the department head and Human Resources. Approval is conditional upon the employee's supervisor being able to balance workload and staff responsibilities appropriately.

Full-Time Childrearing Leave

- Maximum duration of nine (9) months. Employees must return-to-work on or before the child's first birthday.
- Medical, prescription, dental and vision benefits will be continued by the PTC for up to six (6) months for employees.
 - The six (6) month period of eligibility for medical benefits will include any time on short-term disability and/or FMLA. The employee may continue benefit coverage on a self-pay basis beyond the six (6) month period.
 - Employees receive medical benefits at no cost provided all required individuals participate and meet the requirements of the PTC's annual wellness program. If any required individuals choose not to participate and/or do not meet all the requirements of the wellness program, the employee will be required to contribute 5% of the medical plan tiered rate in which the employee is currently enrolled.
- PTC paid group life insurance will be continued for the employee while they are on childrearing leave.
- Employees will not accrue vacation and sick leave while on full-time childrearing leave.
- Employees on full-time childrearing leave are not eligible for holiday pay.

Part-Time Childrearing Leave

- Employees must be on a part-time schedule that is a minimum of 24 hours per work week.
 - Scheduled workdays must be a minimum of four (4) hours per day.
 - Schedules must be the same set schedule every week.
 - The PTC reserves the right to change a schedule for training, meetings or other purposes necessary to maintain efficient operations.
 - Employees are required to be on an approved leave such as sick or vacation leave for time off on any scheduled workdays.
- Employees are eligible for up to a total of 1572 hours (196.5 days) of leave; including employees that combine full-time and part-time leave. Employees must return-to-work on before the child's first birthday.

- Medical, prescription, dental and vision benefits will be continued by the PTC during the period the employee is on part-time leave.
 - Employees must meet the eligibility requirements for healthcare benefits.
 - Employees receive medical benefits at no cost provided all required individuals participate and meet the requirements of the PTC's annual wellness program. If any required individuals choose not to participate and/or do not meet all the requirements of the wellness program, the employee will be required to contribute 5% of the medical plan tiered rate in which the employee is currently enrolled.
- PTC paid group life insurance will be continued for the employee while they are on part-time childrearing leave.
- Employees on part-time childrearing leave will accrue vacation and sick leave each pay period that they are in compensable status for at least 37 hours.
- Employees on part-time childrearing leave are eligible for holiday pay.

D. DEFINITIONS:

Department Head - The chief or director whose position is graded at highest level over an entire department.

Disability period - A period of time that you are unable to perform all the essential functions of your job and are under the regular and continuing care of a physician.

Family Medical Leave Act (FMLA) - A United States federal law requiring covered employers to provide employees job-protected and unpaid leave for qualified medical and family reasons. Qualified medical and family reasons include: personal/family member's serious health condition, family military leave, pregnancy, adoption, or the foster care placement of a child. FMLA runs concurrently with childrearing leave.

Holiday pay - Compensation on holidays for employees who qualify, provided they meet the compensable status requirements for holiday pay. A Management/Local 30S employee will be paid for a holiday provided he/she is in compensable status for his/her full or reduced schedule workday immediately preceding the holiday and full or reduced schedule workday immediately following the holiday.

Parent - Is the legal mother and father of a child either through biological birth or formal adoption.

Short Term Disability (S&A) - Is a leave of absence for an employee who becomes temporarily disabled, which means that he/she is not able to work for a short period of time due to a non-work related illness or injury. Sick and accident leave does not run concurrently with childrearing leave.

PROCEDURES:

The employee shall submit a completed childrearing leave request form to his/her immediate supervisor at least two (2) weeks prior to the anticipated start of the leave (where foreseeable) or for any request to change an existing schedule.

The immediate supervisor and the department head will review the request and determine if the department is able to maintain efficient operations while the employee is on childrearing leave.

If approved, both the immediate supervisor and the department head will sign the request form and forward it to Human Resources.

Human Resources will review the request to ensure it is in compliance with the policy.

Human Resources will notify the employee in writing of the approval or denial of the childrearing leave request.

The employee must return to work full-time on or before the child's first birthday. The employee must provide his/her immediate supervisor with a notice to return-to-work full-time at least 2 weeks in advance in order for the immediate supervisor to place the employee back on the work schedule.

The immediate supervisor must notify Human Resources upon the employee's return to full-time status.

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