

 PA TURNPIKE COMMISSION POLICY <i>This is a statement of official Pennsylvania Turnpike Policy</i>		NUMBER: 2.08 APPROVAL DATE: 08-20-2002 EFFECTIVE DATE: 09-05-2002 REVISED DATE: 09-06-2022
POLICY SUBJECT: Childrearing Leave	RESPONSIBLE DEPARTMENT: Human Resources	

A. PURPOSE:

To provide childrearing leave without pay to employees who become a Parent by birth or formal Adoption of a child less than one (1) year of age.

B. SCOPE:

This policy applies to all Management and Local 30S full-time and part-time Pennsylvania Turnpike Commission (PTC) employees who have completed ninety (90) days of service prior to 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.

C. GENERAL POLICY:

Management and Local 30S employees may request childrearing leave on a full-time or part-time basis, or a combination of both.

Childrearing leave may not be used prior to the birth or court placement of a child, except when required by adoption to proceed. Childrearing leave may not be used for a child that is over one year of age, for a stepchild, or for a child placed through a Foster Care System. Employees may request leave under the Family Medical Leave Act (FMLA), if eligible, and/or personal leave for adoptions of a child over one (1) year of age.

D. DEFINITIONS:

Adoption - A process whereby a person assumes the parenting of another, usually a child, from that person's biological or legal parent or parents. Legal adoptions permanently transfer all rights and responsibilities, along with filiation, from the biological parents to the adoptive parents.

Childrearing Leave - Leave without pay to employees who become a Parent by birth or formal Adoption of a child less than one (1) year of age.

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

Disability Period - A period 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 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 S&A and childrearing leave.

Foster Care System – The system in which a minor has been placed into a ward, group home, or private home of a state-certified caregiver, referred to as a "foster parent" or with a family member approved by the state. The placement of the child is normally arranged through the government or a social service agency.

Full-Time Employee – An employee who is scheduled to work a minimum of 40 hours a pay week and/or 80 hours a pay period.

Holiday Pay - Compensation on holidays for employees who qualify, provided they meet the compensable status requirements for holiday pay.

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

Part-Time Employee – An employee who is scheduled to work 29 or less hours a pay week.

Sick and Accident (S&A) Leave - A leave of absence for employees who becomes temporarily disabled, which means that they are not able to work for a short period of time due to a nonwork-related illness or injury. S&A leave does not run concurrently with childrearing leave.

PROCEDURES:

To apply for Childrearing Leave, employees must submit a completed Childrearing Leave Request Form to their supervisor, in advance of the anticipated start of the leave (where foreseeable) or for any request to change an existing schedule. The form can be found on the Employee Portal on the [Childrearing Leave Page](#).

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 will sign the request form and forward it to Human Resources (HR). HR will review the request and notify the employee in writing of the approval or denial.

Full-Time Employees:

Full-Time Employees may apply for Sick and Accident ("S&A") Leave, or request permission to take FMLA or personal leave without pay as applicable during pregnancy or during the initial Disability Period after a child's birth. If approved, Childrearing Leave will begin after the Disability Period.

The maximum duration of Childrearing Leave for Full-Time Employees is 1550 hours (195 workdays), which is equivalent to nine (9) months of full-time leave.

Full-Time Childrearing Leave

- Medical, prescription, dental and vision benefits will be continued for six (6) months at the same contribution rate as active employees during the period the Full-Time Employee is on Childrearing Leave.
 - The six (6) month period of eligibility for healthcare benefits will include any time on short-term disability related to childbirth.
 - The Full-Time Employee may continue benefit coverage on a self-pay basis at the COBRA rate beyond the six (6) month period.
 - A Full-Time Employee on health benefit coverage during Childrearing Leave will be required to reimburse the PTC for the required contribution amounts owed upon returning to work. An extra payment equal to one biweekly contribution will be taken each pay period until the total amount has been paid in full. Should the employee not return to work, the PTC will use its discretion to determine the method to recoup the monies due.
- PTC group life and Accidental, Death and Dismemberment (AD&D) insurances will be continued for the Full-Time Employee while they are on Childrearing Leave.
- Full-Time Employees will not accrue vacation and sick leave while on full-time Childrearing Leave.
- Full-Time Employees on full-time Childrearing Leave are not eligible for Holiday Pay.

Part-Time Childrearing Leave

- Full-Time Employees must be in compensable status a minimum of 24 hours per work week or 48 hours per pay period. Full-Time Employees should maintain a set work schedule every pay period.
- Full-Time Employees are required to be on an approved leave such as sick or vacation leave for time off on any scheduled workdays.
- To receive a paid lunch period, the Full-Time Employee must work the full workday.
- Medical, prescription, dental and vision benefits will be continued at the same contribution rate as active employees during the period the Full-Time Employee is on part-time leave.
- PTC group life and Accidental, Death and Dismemberment (AD&D) insurances will be continued for the Full-Time Employee while they are on Childrearing Leave.
- Full-Time 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.

- Full-Time Employees on part-time Childrearing Leave are eligible for full Holiday Pay provided they are in compensable status for their full or reduced schedule workday immediately preceding the holiday and full or reduced schedule workday immediately following the holiday.

Part-Time Employees:

Part-Time Employees may apply for FMLA or personal leave without pay as applicable during pregnancy or during the initial Disability Period after a child's birth. If approved, Childrearing Leave will begin after the Disability Period.

The maximum duration of unpaid Childrearing Leave for Part-Time Employees is equivalent to the number of regular hours the Part-Time Employee worked during the previous 9-month period.

Full-Time Childrearing Leave

- Regularly scheduled Part-Time Employees will be eligible to apply for a prorated number of hours of Childrearing Leave based the equivalent number of hours worked during the prior 12-month period.

Part-Time Childrearing Leave

- Regularly scheduled Part-Time Employees wishing to return to the work schedule part-time should revert to their normal work schedule.

All employees are required to return to their normal work schedule on or before the child's first birthday. The immediate supervisor must notify Human Resources upon the employee's return to full-time or regular part-time status.

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