

 PA TURNPIKE COMMISSION POLICY <i>This is a statement of official Pennsylvania Turnpike Policy</i>		NUMBER: 2.24 APPROVAL DATE: 01-07-2025 EFFECTIVE DATE: 01-07-2025 REVISED DATE:
POLICY SUBJECT: Unpaid Parental Leave	RESPONSIBLE DEPARTMENT: Human Resources	

A. PURPOSE:

To provide a policy for the Pennsylvania Turnpike Commission (PTC) regarding the administration of Unpaid Parental Leave for 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/Local 30S Full-Time and Part-Time Employees who have completed ninety (90) days of service prior to requesting Unpaid Parental 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.

C. GENERAL POLICY:

Management and Local 30S employees may request Unpaid Parental Leave on a full-time or part-time basis, or a combination of both. Unpaid Parental Leave may be requested after the birth or Formal Adoption of a Child under one year of age. Unpaid Parental Leave may be requested after the Disability Period for the birth of a Child or after the Formal Adoption of a Child until the Child’s first birthday.

Unpaid Parental Leave may not be used prior to the birth or court placement of a Child, except when required by adoption to proceed. Unpaid Parental 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 or Foster Care Placement, up to the age of 18.

Leave Coordination and Health Benefits

Short-Term Disability – Full-Time Employees

If the employee has completed 90 days of service prior to the birth and is the biological mother, the employee may be eligible to file a Short-Term Disability (STD) claim for her physical recovery after

childbirth. Typically, employees are approved for up to six (6) weeks of STD for a natural birth and up to eight (8) weeks for a cesarian section (this timeframe does include a 12-day waiting period).

Unpaid Parental Leave may not be used during the 12-day waiting period before STD benefits begin. STD benefits and Unpaid Parental Leave may not be used concurrently. Unpaid Parental Leave may be requested after exhaustion of the employee's STD benefits.

Paid Parental Leave

Full-Time Employees who are eligible for FMLA may also be eligible for up to 4 weeks (160 hours) of Paid Parental Leave for the birth of a Child or Formal Adoption of a Child under one year of age. For further information, reference Policy Letter 2.25 Paid Parental Leave.

FMLA – Full-Time/Part-Time Employees

Unpaid Parental Leave will run concurrently with FMLA and reduce the employee's FMLA entitlement.

Health Benefits/Life Insurance

Medical, prescription, dental and vision benefits will be continued for Full-Time Employees while they are on any combination of approved leave for up to six (6) months immediately following the birth of a Child or Formal Adoption of a Child under one (1) year of age. These benefits will continue for six (6) months or until the Child turns one (1) year of age, whichever comes first.

Full-Time Employees on healthcare coverage during the six (6) months will be required to reimburse the PTC for the required contribution amounts (same as active employees) 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 or return to work for less time than needed to recoup the amount owed, the PTC will use its discretion to determine the method to recoup the monies due.

Employees may continue benefit coverage on a self-pay basis at the COBRA rate beyond the six (6) month period.

PTC group life insurance, Accidental, Death and Dismemberment (AD&D) insurance, and the Turnpike Employee Assistance Program (TEAP) benefits will be continued while on leave up to the Child's first birthday.

D. DEFINITIONS:

Child – For the purposes of this policy a Child is a newborn biological or adopted Child under the age of one (1) year old whose Parent(s) is/are an Eligible Employee.

Disability Period - A period during which an Eligible Employee is unable to perform the essential functions of their job and is 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 STD and Paid or Unpaid Parental Leave. For more information, please consult Policy Letter 2.03 Family Medical Leave.

Formal 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 or legal Parents to the adoptive Parents. Eligibility commences when a Child is placed for adoption.

Foster Care Placement – For purposes of this policy, a minor that has been placed in a 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.

Qualifying Event - The birth of a Child or Formal Adoption of a Child less than one (1) year of age by an Eligible Employee.

Short-Term Disability (STD) Leave - A leave of absence for employees who becomes temporarily disabled, which means that they are unable to work or perform the essential functions of their job for a short period of time due to a nonwork-related illness or injury. STD leave does not run concurrently with Parental leave.

E. PROCEDURES:

Employees shall provide notice of their intent to use Unpaid Parental Leave at least 30 calendar days prior to requesting the leave. Employees must submit a completed Unpaid Parental Leave Request Form to their supervisor. The form can be found on the Employee Portal on the [Parental Leave Page](#).

The immediate supervisor will review the request, provide any necessary comments, sign, and forward to Human Resources (HR). HR will review the request and notify the employee and supervisor in writing of the determination.

Full-Time Employee – Full-Time Unpaid Parental Leave

The maximum duration of Unpaid Parental Leave for a Full-Time Employee is up until the Child's first birthday.

Full-Time Employees will not accrue vacation and sick leave while on full-time Unpaid Parental Leave.

Full-Time Employees on full-time Unpaid Parental Leave are not eligible for Holiday Pay.

Full-Time Employee – Part-Time Schedule Using Unpaid Parental Leave

Full-Time Employees who wish to return to work part-time must be in compensable status a minimum of 24 hours per work week or 48 hours per pay period. It is recommended that supervisors require Full-Time Employees that return part-time to 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 a part-time work schedule.
- Full-Time Employees on part-time Unpaid Parental 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 Unpaid Parental Leave are eligible for full Holiday Pay provided they are in compensable status for 48 hours during the pay period. The compensable hours may include the holiday hours.
- Full-time Employees working part-time or on a full-time Unpaid Parental Leave are required to return to their normal work schedule on or before the Child's first birthday.

Part-Time PTC 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, Unpaid Parental Leave will begin after the Disability Period.

- Regularly scheduled Part-Time Employees will be eligible to apply for up to 6 months of Unpaid Parental leave following the Disability Period.
- PTC group life insurance and the Turnpike Employee Assistance Program (TEAP) benefits will be continued while Part-Time Employees are on Unpaid Parental Leave.
- Regularly scheduled Part-Time Employees wishing to return to the work schedule part-time should revert to their normal work schedule.
- Part-Time Employees are required to return to work within one (1) year of the Qualifying Event or by the Child's first birthday, whichever comes first.

The immediate supervisor must notify Human Resources upon the employee's return to their regular full-time and/or part-time employment status.

The PTC reserves the right to modify the Unpaid Parental Leave policy at any time including, but not limited to, terminating the program, lowering the level of leave for participants, or changing the requirements for eligibility.

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