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|  PA TURNPIKE COMMISSION POLICY <i>This is a statement of official Pennsylvania Turnpike Policy</i> | | NUMBER: 2.25 APPROVAL DATE: 01-07-2025 EFFECTIVE DATE: 01-07-2025 REVISED DATE: |
| POLICY SUBJECT: Paid Parental Leave | RESPONSIBLE DEPARTMENT: Human Resources | |

A. PURPOSE:

To provide a policy for the Pennsylvania Turnpike Commission (PTC) regarding the administration of Paid 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 PTC Management/Local 30 Supervisory employees who meet the eligibility requirements for Paid Parental Leave as defined in Section C, General Policy.

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 leave.

C. GENERAL POLICY:

The PTC will provide up to a maximum of four (4) consecutive weeks (160 hours) of Paid Parental Leave to Eligible Employees following the birth of an Eligible Employee's Child or Formal Adoption of a Child less than one (1) year of age. In no case will an employee receive more than 160 hours of Paid Parental Leave in a rolling 12-month period, regardless of whether more than one birth or adoption occurs within that 12-month timeframe. When both parents are Eligible Employees, each will receive their Paid Parental Leave entitlement.

Eligibility

Eligible Employees must meet the following criteria:

- Become a biological Parent of a Child by birth or become a Parent of a Child less than one (1) year of age by Formal Adoption.
- Be a full-time employee of the PTC (part-time employees are not eligible for this benefit).
- Use their full entitlement of Paid Parental Leave within (6) months after the date of the Qualifying Event.

- Meet the Family Medical Leave Act (FMLA) entitlement and eligibility requirements listed below, as it will run concurrently with and reduce the Eligible Employee's FMLA entitlement.
 - Have worked for the PTC for at least one (1) year.
 - Worked at least 1,250 hours within the twelve (12) consecutive month period prior to the start of the requested leave.
 - Their FMLA entitlement has not been exhausted in the previous 12-month period. This includes any FMLA leave used prior to the birth or adoption of the Child. In no event shall the use of Short-Term Disability (STD) or other paid leave (vacation, sick, etc.) extend the 12-week FMLA entitlement.

The four (4) weeks (160 hours) of Paid Parental Leave must be used in one continuous period of leave for the purposes of caring or bonding with a natural born or adopted Child that is less than one (1) year of age. Paid Parental Leave may not be used or extended beyond six (6) months after the date of the Qualifying Event. Paid Parental leave not used within this timeframe will be forfeited. Paid Parental Leave cannot be used on an intermittent or part-time basis. Employees on Paid Parental Leave are not eligible for any other leave, including, but not limited to, Holiday, Bereavement, Civil, Jury, Vacation, and Sick Leave.

Employees on an AWS schedule should revert to a regular 8-hour day schedule when using Paid Parental Leave. Eligible Employees shall not be permitted to return to work during any work shift while on Paid Parental Leave.

Paid Parental Leave is compensated at 100% of the Eligible Employees' regular, straight time salary. Paid Parental Leave will not count for purposes of calculating overtime. Paid Parental Leave will be paid on regularly scheduled pay dates. While on Paid Parental Leave, Sick and Vacation leave will continue to accrue after 37 compensable hours in a pay period. The State Employees' Retirement System has the authority and sole discretion to determine whether Paid Parental Leave is retirement-covered.

Ineligibility

Employees are not eligible for Paid Parental Leave for the following reasons including, but not limited to:

- Prior to the birth or placement of the Child less than one (1) year of age for Formal Adoption;
- For a biological Child/adopted Child that is over the age of one year; or
- For placement of a foster Child.

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.

Coordination with other Policies and Benefits

Short Term Disability

If the employee has completed 90 days of service prior to the birth of a Child and is the biological mother, the employee may be eligible to file a Short-Term Disability (STD) claim for the physical recovery after childbirth. Typically, employees are approved for up to 6 weeks STD for a natural birth and up to eight (8) weeks for a cesarian section (this timeframe does include a 12-day waiting period).

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

FMLA

Paid Parental Leave will run concurrently with FMLA and reduce the Eligible Employee's FMLA entitlement and vice versa. The 4-week allotment for Paid Parental Leave will be reduced by any period of FMLA taken within the 12-month rolling calendar period (i.e., if the employee is eligible for 40 hours of FMLA, the employee will receive 40 hours of Paid Parental Leave.)

Unpaid Parental Leave

Full-time and Part-Time Employees with at least 90 days of service may be eligible for Unpaid Parental Leave after the birth of a Child 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 up until the Child's first birthday. See PTC Policy 2.24 for more information.

Health Benefits

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 year of age. Paid Parental Leave cannot be used to extend these six (6) months of benefits. The six (6) month period of eligibility for healthcare benefits will include any time on STD related to childbirth.

PTC group life insurance, Accidental, Death and Dismemberment (AD&D) insurance, and the Turnpike Employee Assistance Program (TEAP) benefits will be continued for the employee while they are on Paid Parental Leave.

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.

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

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.

Eligible Employee – A full-time PTC employee who has been continuously employed by the PTC for the immediate twelve (12) months preceding the Qualifying Event and meets the Family and Medical Leave Act (FMLA) entitlement and eligibility requirements.

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 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.

Paid Parental Leave - Four (4) weeks of paid leave (160 hours) for employees who become a Parent by birth or Formal Adoption of a Child less than one (1) year of age.

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 fewer hours in 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 become 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:

Eligible Employees shall provide notice of their intent to use Paid Parental Leave at least 30 calendar days prior to requesting the leave. Employees must submit a completed Paid 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 Eligible Employees may use Paid and Unpaid Parental Leave (Refer to PTC Policy 2.24) in the same pay period if the start and end dates overlap. Any paid or unpaid leave during the 12-week FMLA period must be coded as FMLA Paid and FMLA Unpaid until the 12-week allotment has ended.

The employee must remain employed by the PTC for a period of one year following the date of the last day they used Paid Parental Leave. Should the employee leave within that year, they must reimburse the PTC for all monies received for Paid Parental Leave. The PTC will use its discretion to determine the method to recoup the monies due if an employee leaves employment.

The PTC reserves the right to modify the Paid Parental Leave policy at any time including, but not limited to, terminating the program, lowering the level of reimbursement for participants, or changing the requirements for eligibility based on budgetary constraints.

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