

 <b>PA TURNPIKE COMMISSION POLICY</b> <i>This is a statement of official Pennsylvania Turnpike Policy</i>		<b>NUMBER:</b> 2.12  <b>APPROVAL DATE:</b> 07-01-2003
<b>POLICY SUBJECT:</b>  Leave Runout to Retirement or Voluntary Separation	<b>RESPONSIBLE DEPARTMENT:</b>  Human Resources Services	<b>EFFECTIVE DATE:</b> 07-01-2003  <b>REVISED DATE:</b> 02-17-2026

**A. PURPOSE:**

To provide a policy for Pennsylvania Turnpike Commission (PTC) employees' use of Remaining Leave prior to their Separation Date.

**B. SCOPE:**

This policy applies to full-time PTC Vested Employees who wish to voluntarily separate from their employment. This includes employees who will be vested by the time their applicable Remaining Leave is exhausted. This policy is not applicable to PTC employees who involuntarily separate from their employment. Additionally, it is not applicable to those PTC employees who voluntarily separate from their employment to accept a new position within the State Employee Retirement System (SERS) or the Public-School Employees' Retirement System (PSERS).

**C. GENERAL POLICY:**

At the PTC's sole discretion, a Vested Employee may use their accrued Remaining Leave in a full-time capacity until their Separation Date as follows:

1. Vacation Leave for personal reasons.
2. Sick Leave only for their own personal illness or injury.

During the Runout Period the Vested Employee WILL:

1. Have a set separation/retirement date, relinquish their rights to return full-time to their position, and the PTC may immediately proceed to fill the employee's position during the Runout Period.
2. Remain in an active employment status.
3. Maintain Health Benefits until the last day of the month following the employee's Separation Date.
4. Maintain Group Life, Turnpike Employee Assistance Program, and Accidental Death and Dismemberment coverage until the first day of the month following their Separation Date.

5. Continue to make retirement deductions from their bi-weekly paychecks; SERS service will continue to accrue.

During the Runout Period the Vested Employee WILL NOT:

1. Accrue Sick and Vacation Leave.
2. Be eligible for paid holidays.
3. Be eligible for Merit Pay Increase, Cost of Living Adjustment, or any other salary increases.
4. Be eligible to also be an Annuitant.

Active Health Benefits will end on the last day of the month following the employee's Separation Date. If the employee is eligible for Retiree Health Benefits, the employee and eligible family members will begin retiree benefit coverage on the first day of the next month. Employees who are not eligible for Retiree Health Benefits will be offered self-pay COBRA continuation coverage.

A Department Head may request that an employee's Runout Period be used to create a Part-Time Work Schedule, as needed, as an alternative to the PTC's Annuitant procedures for critical positions to maintain efficient operations. Approval of a Part-Time Work Schedule will be made on a case-by-case basis at the discretion of the Chief Administrative Officer (CAO). The employee must remain in compensable status every day until the actual Separation Date (*e.g.*, five days working and five Vacation Leave days during each pay period). An employee must either work or use their applicable Remaining Leave for all days of the Runout Period. The employee may use remaining Sick Leave during the Runout Period only for days off due to their own illness or injury.

**D. DEFINITIONS:**

Active Health Benefits – For the purposes of this policy, defined as active employee medical, prescription, dental and vision benefits for employees in full-time compensable status.

Annuitant – An employee who returns to work for the PTC to perform the same work as their pre-retirement position after electing to receive a SERS retirement benefit.

Cost of Living Adjustment – A salary increase that is afforded to employees to counteract the effects of inflation.

Department Head – A Chief, Assistant Chief, or Director whose position directly reports to the Chief Executive Officer or the Chief Operating Officer.

Merit Pay Increase – A salary adjustment based on performance and work contributions to the PTC.

Part-Time Work Schedule – For the purposes of this policy, is defined as a special work schedule that is approved to runout Remaining Leave on a part-time basis, that requires the employee work part-time and use applicable Remaining Leave for all the days of the work week. While on this schedule, the employee must be in compensable status all the days in each workweek. The employee must either code their time as worked or use Remaining Leave for all the days in the workweek.

Remaining Leave - The balance of Sick and Vacation Leave that an employee has accrued and not used.

Retiree Health Benefits – Retiree medical and prescription coverage. Dental and vision benefits are included for Management/Local 30S retirees.

Runout Period - The time period between the start of an employee’s use of the applicable Remaining Leave and their Separation Date.

Separation Date - The day after the Runout Period ends.

Sick Leave – Paid time off from work for personal illness or injury. Sick Leave cannot be used for personal reasons, illness of family members or to supplement Vacation Leave.

Vacation Leave – Paid time off from work that employees can use for rest, relaxation or personal reasons.

Vested Employee(s) - Employees who have met their years of credited service to be vested for retirement benefits/pension with SERS as calculated by SERS.

**E. PROCEDURES:**

A Vested Employee seeking to establish a Runout Period for their Remaining Leave should submit a written resignation to their supervisor for approval at least three (3) weeks prior to the employee’s intended last day worked before the Runout Period begins.

The employee’s supervisor shall forward all requests to their Department Head for review. If in agreement, the Department Head shall immediately forward the request with a Recommendation for Personnel Action (72-52) form to Human Resource Services (HRS) to avoid a delay in processing.

HRS will verify the employee’s Remaining Leave balance and approve or deny the request. Upon approval, PTC’s Payroll Unit will work with the employee and their supervisor to set a Separation Date. Unless the employee is on a Part-Time Work Schedule during the Runout Period, they will be removed from the work schedule, have computer and building access removed and be required to return all PTC property to their supervisor on their last day of work.

Once a Separation Date is established, it cannot be changed. The only exception is if a previously approved Part-Time Work Schedule ends before the established Separation date. In this case, the employee will be required to use the Remaining Leave full-time or take a leave payout. The employee should contact the Payroll Unit, and if applicable, SERS to determine a new Separation Date.

The PTC reserves the right to modify this policy at any time, including, but not limited to, terminating the program, or making an exception or change based on immediate need to maintain efficient operations.

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