

## Travel Facility Retention Matrix

Reason For Leaving	Leaving Age	Years Of Service <i>see note (iii)</i>	Staff Pass	PTAC <i>see note (iv)</i>	Status Pass <i>see note (v)</i>
<b>Retirement</b>	50 or over	20 years or over	Yes	Yes	Yes
	50 or over	5-19 years	No	Yes	Yes
	50 or over	Less than 5 years	No	No	No
	Under 50	<b><i>Not classed as retirement</i></b>			
<b>Voluntary Severance</b>	50 or over	20 years or over	Yes	Yes	Yes
	50 or over	5-19 years	No	Yes	Yes
	50 or over	Less than 5 years	No	No	No
	45-49	20 years or over	Reclaim at 50	Yes	Yes
	45-49	5-19 years	No	Yes	Yes
	45-49	Less than 5 years	No	No	No
	Under 45	20 years or over	Reclaim at 50	Yes	Yes
	Under 45	0-19 years	No	No	No
<b>Medical Grounds</b> <i>see note (i) &amp; (ii)</i>	Any age	20 years or over <i>(including up to 5 years credit)</i>	Yes	Yes	Yes
	Any age	5-19 years <i>(including up to 5 years credit)</i>	No	Yes	Yes
	Any age	Less than 5 years	No	No	No
<b>Resignation</b>	50 or over	<b><i>Treated as retirement. See "Retirement" section.</i></b>			
	Under 50	Any	No	No	No
<b>Dismissal / Written Off Books</b>	Any Age	Any	No	No	No

**Notes**

- (i) **Medical Grounds** Employees over 50 with more than 20 years service are issued facilities immediately. Employees under 50 must receive a medically enhanced pension from TfL Pension Fund before facilities can be issued. Staff pass is withdrawn on taking up other employment
- (ii) **Credit** Credit is given on receipt of a medically enhanced pension. Credit is based on potential service up to the age of 65 and to a maximum of 5 years.
- (iii) **Service** Service does not have to be continuous but any previous or predecessor service must be confirmed by Staff Travel in order for the service to be included.
- (iv) **PTAC** Eligibility is for those who were eligible for or in receipt of this facility before 1 April 1996. Band K / Payband 4 or higher are eligible for 2 Free Tickets per calendar year. Other grades holding a 1<sup>st</sup> Class PTAC receive 1 Free Ticket per year. Retired Standard Class PTAC holders are not eligible for Free Tickets.
- (v) **Status Pass** Refers to the ATOC Blue, Silver and Gold Passes (Residential Passes are not retained)