Travel Facility Retention Matrix

Reason For Leaving	Leaving Age	Years Of Service *see note (iii)*	Staff Pass	PTAC *see note (iv)*	Status Pass *see note (v)*
Retirement	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	*Not classed as retirement*			
Voluntary Severance	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
Medical Grounds *see note (i) & (ii)*	Any age	20 years or over *(including up to 5 years*	Yes	Yes	Yes
	Any age	5-19 years *(including up to 5 years*	No	Yes	Yes
	Any age	Less than 5 years	No	No	No
Resignation	50 or over	*Treated as retirement. See "Retirement" section.*			
	Under 50	Any	No	No	No
Dismissal / Written Off Books	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 Staff pass is withdrawn on taking up other employment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 1st 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 <u>not</u> retained)