



# THE BELT RAILWAY COMPANY OF CHICAGO

*Office of the Engineering Department*

## ENGINEERING NOTICE

### #2018-008

Effective 0001, Friday, June 1, 2018

**To: ALL CONCERNED**

**Subject: UPDATED FMLA LAYOFF PROCESS**

Employees wishing to lay off from duty using previously approved Family/Medical Leave (FMLA), must coordinate all layoff requests through the Work Partners Hotline.

Work Partners has been contracted by the BRC to administer the FMLA Process.

Work Partners provides a 24-hour hotline number for BRC employees to use when they need to lay off for FMLA:

**(844) 202-0116**

When employees desire to lay off from duty for an FMLA layoff, they are responsible for contacting Work Partners directly. Work Partners will make all necessary contact with the BRC for a 24-hour layoff. FMLA layoffs will not be granted for less than 24 hours from time of request.

When employees desire additional FMLA layoff time, greater than 24 hours, a second request must be made by the employee for processing prior to the expiration of the first 24-hour layoff.

Employees, who are denied an FMLA layoff after contacting Work Partners, will be responsible for any additional layoff requests, using the normal layoff process in place, as outlined in individual craft instructions.

All requests for FMLA layoffs must be initiated by the employee to Work Partners, not less than 2 hours prior to on-duty time.

All previous instructions regarding contacting Engineering Department supervision remain in effect for layoffs that do not involve FMLA.

M. A. Ferguson, Chief Engineer  
Belt Railway Company of Chicago

Engineering Notices in Effect:

<u>Year of Issuance</u>	<u>Numbers</u>
<b>2018</b>	<b>001, 002, 003, 004, 005, 006, 008</b>