



THE BELT RAILWAY COMPANY OF CHICAGO
Office of the Engineering Department

ENGINEERING NOTICE
#20-EN006

Effective 0001, Saturday, April 4, 2020

To: All Concerned

Subject: Updated Paid Qualified Childcare Layoff Process – (ENGINEERING)

Effective 0001, April 4, 2020, Engineering Department Employees wishing to lay off from duty in order to protect childcare needs pursuant to the Families First Coronavirus Relief Act ("FFCRA"), must coordinate all lay off requests through the Work Partners Hotline.

Work Partners has been contracted by the BRC to administer qualified childcare leave under the FFCRA, in the same manner as the traditional FMLA process and will also administer all aspects of qualified childcare leave under the FFCRA.

Work Partners provides a 24-hour hotline number for BRC employees to use when they need to layoff for qualified COVID-19 – related childcare reasons:

(844) 202-0116

When employees desire to lay off from duty for a qualified childcare layoff, they are responsible for contacting Work Partners directly, in the same manner as with traditional FMLA leave. Work Partners will then approve or deny the request and forward approvals to the BRC for a 24-hour layoff. Qualified childcare layoffs will not be granted for less than 24 hours from time of request.

Once the employee has contacted Work Partners, they are then responsible to contact the BRC to ensure the layoff has been approved.

Confirmation calls MUST be made by employees to the following individuals, before an FFCRA layoff is considered approved:

- B&B, Communications, Signal and Track Department employees must contact the Director, Engineering Track & Structures: (312) 203-8648

When employees desire additional FFCRA layoff time, greater than 24 hours, a second request must be made by the employee to Work Partners for processing, prior to the expiration of the first 24-hour layoff and then followed by another confirmation call.

Refer to the Transportation Notice, entitled Transportation General Notice, for information on handling of layoff requests for reasons other than qualified childcare under the FFRCA.

All requests for FFRCA layoffs must be initiated by the employee to Work Partners, not less than 3 hours prior to on-duty time.

All previous instructions regarding contacting the Manager of Terminal Operations remain in effect for layoffs that do not involve FFRCA or FMLA leave.

Scott Schiemann
Director, Engineering Track & Structures

Engineering Notices in Effect:

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| 2018 | 001, 002, 003, 004, 005, 006, 009 |
| 2019 | 001, 002, 003, 004, 005, 006, 007, 008, 009, 010, 012, 013 |
| 2020 | 001, 003, 004, 005, 006 |