



## THE BELT RAILWAY COMPANY OF CHICAGO

### **TRANSPORTATION NOTICE**

**#2018-024**

Effective 0001, Friday, June 1, 2018

**To: ALL CONCERNED**

**Subject: Updated FMLA Layoff Process - Transportation**

Effective 0001, June 1, 2018, Transportation Employees wishing to lay off from duty using previously approved Family/Medical Leave (FMLA), must coordinate all lay off 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 layoff 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 then approve or deny the request and forward approvals to the BRC for a 24-hour layoff. FMLA 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 FMLA layoff is considered approved:

- TY&E employees, including Switchmen, Conductors, Engineers, and Yardmasters must contact the BRC Crew Board: (708) 496-4059.
- Train Dispatchers must contact the Manager of Terminal Operations: (708) 728-2259.
- Transportation Clerical Employees must contact the Chief Clerk: (708) 496-4117.

When employees desire additional FMLA 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 FMLA.

All requests for FMLA 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 FMLA.

F.J. Izzo  
Superintendent Transportation  
Belt Railway Company of Chicago

Transportation Notices in Effect:

<b><u>Year of Issuance</u></b>	<b><u>Numbers</u></b>
<b>2017</b>	<b>006, 030</b>
<b>2018</b>	<b>001, 002, 003, 004, 005, 006, 007, 008, 010, 015, 017, 018, 019, 020, 021, 023, 024</b>