

# The Belt Railway Company of Chicago



## GUIDANCE FOR BRC EMPLOYEES EXTENSION OF PAID LEAVE FOR QUALIFIED CHILDCARE NEEDS UNDER FAMILIES FIRST CORONAVIRUS RELIEF ACT

### Guidelines on requests for paid leave for qualified childcare purposes related to COVID-19 pandemic

The Belt Railway Company of Chicago will continue to provide Paid Family Leave for childcare purposes related to Covid-19 through June 30, 2021.

**Coverage will discontinue July 1, 2021.**

All BRC 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 in the same manner as traditional FMLA leave.

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 same manger, supervisor or crew board/office (depending on department) in the same manner an employee would mark off under any other circumstances, before an FFRCA layoff is considered approved. When employees desire additional FFRCA 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.

All requests for FFRCA layoffs must be initiated by the employee to Work Partners, not less than the same applicable deadline as applies to FMLA leave, prior to on-duty time.