



# THE BELT RAILWAY COMPANY OF CHICAGO

## TRANSPORTATION – CLERICAL NOTICE

**#2018-C003**

Effective 0001, Friday, June 1, 2018

**To: CREW BOARD CLERKS AND CHIEF CLERKS**

**Subject: FMLA Layoff Process – Transportation (Clerical Handling of FMLA Layoffs)**

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.
- Transportation Clerical Employees must contact the Chief Clerk: (708) 496-4117.

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

Crew Board employees are responsible for checking the Crew Board e-mail distribution list on a regular basis to ensure that any approvals for TY&E employees received from Work Partners are processed.

Employees working Chief Clerk assignments are responsible for checking the Chief Clerk e-mail distribution list on a regular basis to ensure that any approvals for Clerical employees received from Work Partners are processed.

When (TY&E) employees call the Crew Board, or Clerical Employees call the Chief Clerk to check on the status of an FMLA Layoff, only an approved email from Work Partners is considered as approval for granting a layoff for FMLA.

All previous instructions regarding contacting the Chief Clerk remain in effect for layoffs that do not involve FMLA.

M. M. Martinez  
Director of Agency and Customer Service  
Belt Railway Company of Chicago

Transportation-Clerical Notices in Effect:

<u>Year of Issuance</u>	<u>Numbers</u>
<b>2016</b>	<b>001</b>
<b>2017</b>	<b>001,003, 007, 008, 009, 010</b>
<b>2018</b>	<b>001, 002, 003</b>