



THE BELT RAILWAY COMPANY OF CHICAGO

Office of the Engineering Department

ENGINEERING NOTICE

#20-EN001

Effective 0001, February 26, 2020

To: ENGINEERING DEPARTMENT EMPLOYEES

Subject: UPDATED FMLA LAYOFF PROCESS

Engineering Department Notice issued 0001, June 1, 2018, is void

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 using 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.

When an FMLA layoff has been approved by Work Partners, the employee remains responsible for contacting a Roadmaster (Track) or a Signal Supervisor (Signal) in order for an FMLA layoff to be considered as approved.

Harold Kirman
Secretary and Director of Compliance

Engineering Notices in Effect:

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

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