



THE BELT RAILWAY COMPANY OF CHICAGO

Transportation Notice

2024 - 006

Effective, Sunday September 1st, 2024.

To: All Transportation Employees

Subject: FMLA Layoff Process (GN 1.2.4 Modification)

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 allotted layoff period. 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 Terminal Managers: (708) 728-2259

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

When employees desire additional FMLA layoff time, greater than the allotted layoff period, a second request must be made by the employee to Work Partners for processing, prior to the expiration of the first layoff period and then followed by another confirmation call. Employees are responsible for their own mark-up and return to active duty immediately following their layoff period.

Refer to the 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.

Jordan Busson
Terminal Superintendent

Transportation Notices in Effect:

2024	006, 005, 003
2023	043, 035, 020, 004, 003
2022	024, 032, 029, 023, 017, 009