

DAD on the Web
SNSYS275

11/02/23
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November 02, 2023

BNSF Railway Co.
ALL DIVISIONS

SYSTEM GENERAL NOTICE No. 275

TO ALL CONCERNED,

SUBJECT: BLET Paid Sick Days

Effective November 1, 2023, BLET employees will be granted one (1) paid sick day, with the ability to convert up to three (3) personal leave days or single days of vacation (or a combination thereof, not to exceed three (3) total converted days) to be used during the remainder of 2023.

Until programming can be completed, the handling of payment for sick days and conversion of PLD/Vacation to sick days will be manually handled by TYE Payroll Services and employees will not be able to see their balance of sick leave, taken sick leave or converted days.

1. Eligibility

This Agreement applies to all BLET committees.

2. Lay Off Process - LSP Lay Off Code

An employee must be assigned to a job covered by the BLET Paid Sick Time Agreement.

If the need for paid sick days is foreseeable (e.g., a doctor's appointment or procedure that is scheduled at least seven (7) days in advance of the absence), the employee's request, if possible, should be made by entering a future layoff request at least seven (7) calendar days in advance of the use of paid sick day(s).

Where the use of paid sick days is not foreseeable, employees must lay off as soon as practicable.

In all cases, employees should utilize the Layoff Sick Paid (LSP) layoff code and then submit a claim for payment within 3 days of the layoff; failure to do so will result in a deduction of points under Hi-Viz.

The use of a paid sick day (or converted day) is not allowable on the Nationally Recognized Holidays.

3. Filing a Claim for Compensation

Within 3 days after laying off LSP, employees must submit a special claim via the 1B option in the Paperless Timekeeping system. Failure to do so will result in a deduction of points in Hi-Viz. Once payment is made, Hi-Viz will be updated to reflect the proper points total for the event.

The category for sick pay is under the "leave" section in 1B and there are 3 new CA codes to choose from.

- * S2-Sick leave
- * S3-Converted personal leave to sick leave
- * S4-Converted floating vacation day to sick leave

Provide date of occurrence and only claim one day at a time.

Please note that paid sick days cannot be carried over to the next calendar year.

4. Making a Request to Convert Personal Leave Days (PLDs) and Single Days of Vacation

Employees must submit an Ask Comp Systems (ACS) question indicating the number of either personal leave days or unscheduled floating vacation days to convert. Employees will receive a response, indicating the request has been received and processed.

Please note that once an employee has designated their extra paid day to be used on their birthday, it cannot be converted to a paid sick day.

Additionally, once a personal leave day and/or single vacation day is converted to a paid sick day, it cannot be converted back.

5. Attendance

All paid sick days will be treated as a personal leave day under BNSF's Attendance Policy and will not result in a point deduction. However, paid sick days cannot be used on recognized National Holidays and, where pattern abuse is identified, employees may be held accountable. Under certain circumstances, BNSF may request a doctor's note.

An employee must be assigned to a job covered by the BLET Paid Sick Time Agreement; improper use of LSP code will result in points as if it were a LOS layoff under Hi-Viz.

Employees must submit a claim for payment within 3 days of the layoff; failure to do so will result in a deduction of points under Hi-Viz.

6. Agreement and Q/As

For more information, please review section VII Paid Sick Days of the BLET Article V, VI, VII Agreement and associated Q/As.

GENERAL NOTICE(S) IN EFFECT

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| 1, 3, 64, 76, 78, 94, 106, 121, 128-129, 140, 176, 181, 192, 197, 203, 226, 228, 232, |
| 242, 250-251, 255, 262-263, 265, 267-271, 273-275 |
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