

INDIANA HARBOR BELT RAILROAD

REQUESTING TIME OFF POLICY

EFFECTIVE MARCH 26, 2021

MARKING OFF SICK

- When marking off sick, employees are to notify their supervisor/manager as directed by their department; T&E employees are to contact the crew dispatcher. All regular call-off procedures for that department apply when marking off sick.
- When calling in, employees are to notify their department of their need for a sick day, the reason and if they will be going to the doctor. This should be done a minimum of 2-3 hours prior to the start of the employee's shift or sooner if they know of the need to be off work. The employee will be informed at that time if their department has the manpower to approve the layoff request. Upon return to duty from a sick day the employee must provide appropriate documentation to support the absence. Failure to provide appropriate documentation will result in the absence being unexcused.
- Employees are expected to return to duty for their next scheduled shift. If they do not have a scheduled shift (i.e., extraboard/on-call), they are expected to report back to duty within 24 hours of marking off whether their absence is excused or unexcused. They must contact their department each day that they intend to miss work unless they have an approved leave from the HR dept. Any day that an employee is absent and does not contact their department will be an unexcused absence. Failure to report back by the end of each 24 hour absence may result in the absence being unexcused and the employee being off without authority and subject to discipline under any applicable policies or collective bargaining agreements.
- Employees must schedule doctor's appointments outside of work hours whenever possible. If the employee does not have regular working hours or cannot schedule the appointment outside of their regular work schedule, they must contact their department to discuss days/times that are least disruptive to company business. The company should be notified of time off needed for doctor's appointments as soon as the appointment is scheduled or a minimum of 48 hours in advance whenever possible. T&E employees should submit a lay-off request (LORQ) a minimum of 48 hours in advance to request the time off for the appointment.
- If an employee is absent for more than 3 days, they must contact the Human Resources Department (HR) by the third day and prior to returning to duty.
- If an employee is hospitalized for any reason, they must contact HR promptly upon release and prior to returning to duty.

MARKING OFF FOR AN ALREADY APPROVED FMLA

- When marking off FMLA, employees are to contact their supervisor/manager as directed by their department. T&E employees are to contact the crew dispatcher. All regular call off procedures for an employee's department apply when marking off FMLA.
- Employees are to notify their department that they are requesting to use an FMLA day. Employees are to provide the FMLA ID# related to the FMLA for which they are requesting to be off work when marking off. They must also notify their department of the reason for their absence, whether the mark off is for a doctor's appointment or for a flare-up of the condition (and if that flare-up will result in a doctor's visit), how long they plan to be off and when they plan to return.
- If the employee's absence is for a doctor's appointment or for scheduled treatment, this must be scheduled outside of regular working hours whenever possible. If the employee must attend an appointment or schedule treatment during work hours, they must contact their department to discuss this with them and schedule it at a time that is the least disruptive to company business.
- Employee's marking off FMLA will be handled in the same manner as employee's marking off for any other reason. The same rules will apply upon the employee's return to duty following a layoff. T & E employees who are on an extra board will be placed to the bottom of the board upon their return and set up employees must adhere to the 12 hour mark up to a job.

MARKING OFF FOR AN ALREADY APPROVED VACATION

- When marking off vacation, employees are to contact their supervisor/manager as directed by their department. T&E employees are to contact the crew dispatcher.
- When marking off, the employee must state the beginning and ending date/dates of their vacation.
- At the end of an employee's scheduled/approved vacation, they are expected to report back to duty. Prior to 12:01am the day after their vacation, the employee should have contacted their department to mark up for duty for that following day. Calling in the day after their vacation to say that they are back and are returning or marking up for the following day is not considered returning to duty. If an employee does not work (or is not marked up to any extra/on call board for that entire day) the day after their vacation ends, it will be considered an unexcused absence.
- Failure to report back to work and work (or be available) on the day following a vacation may result in an employee being off without authority and subject to discipline under any applicable policies or collective bargaining agreements.

MARKING OFF FOR UNION BUSINESS

- Employees must submit a LORQ a minimum of 48 hours in advance when the need for time off due to union business is known in advance.
- Employees who do not have an approved layoff request in the system and call in to request time off due to union business must return to duty or call to request additional time off within 24 hours of the original layoff.
- When marking off union business, the employee must state the beginning and ending date/dates of the time needed off.
- Failure to report back to work and work (or be available on an extra board) on the day following the approved layoff may result in an employee being off without authority and subject to discipline under any applicable policies or collective bargaining agreements.
- The Carrier does have the right to deny a union layoff in cases where business necessity requires.

CALLING RELIEF WHILE ON DUTY – Transportation employees

- An employee's tour of duty begins when their assignment goes on duty and ends at the point of final release as directed by the applicable supervisor.
- In the event an employee is no longer fit for duty and is unable to complete their tour of duty, they will be required to notify their supervisor and complete a Relief Request Form explaining why they are unable to complete their tour of duty.
- Prior to returning for the employee's next tour of duty, the employee must provide documentation to support their absence. All doctor's notes must comply with the requirements outlined in the "Doctor's Notes" section of this policy.
- Employees who fail to complete their tour of duty will be considered to have ended their tour of duty without authority. Employees will be considered off without authority.
- The relief request form and supporting documentation must be faxed to (219) 989-4967 or emailed to HR@ihbrr.com prior to the employee's return to duty.

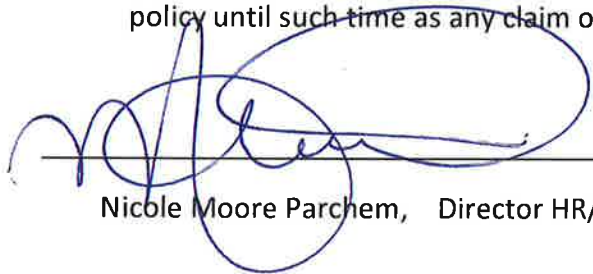
DOCTOR'S NOTES

- When providing a doctor's note, the note must be legible and include the following:
 1. Date the note was written
 2. Patient's name
 3. Diagnosis/treatment information
 4. Date seen
 5. Return to work date stating whether there are or are not any restrictions; and
 6. Doctor's signature

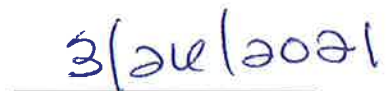
- Any note received that does not contain any of the above information will not be acceptable as a valid doctor's note to excuse an employee's absence.
- Employees may also use form MD201 which is available on the Company's website or from HR.
- The Company may require that an employee submit the original doctor's note in lieu of a copy upon request.

OTHER

- Employees who have provided documentation or who have an approved leave for a specified amount of time greater than 24 hours are not required to contact their department every 24 hours provided they have informed their department of their intentions and have been authorized to remain off until a specified date.
- Any employee who is absent for any reason whether excused or unexcused is expected to return to duty the day following the noted absence. Any employee who fails to report off or contact their department for any day/shift or who fails to return the day after any absence, whether excused or unexcused, will be considered off without authority and subject to discipline according to any applicable policy and/or collective bargaining agreement.
- No provision of this policy shall be applied or interpreted in a manner inconsistent with federal, state and local law. If this policy conflicts with an employee's applicable Collective Bargaining Agreement (CBA), the CBA will take precedence over this policy. If you believe any portion of this policy conflicts with your CBA, you must notify the Human Resource Department within 7 days of receipt of this policy. You must comply with this policy until such time as any claim or grievance is resolved.



Nicole Moore Parchem, Director HR/LR



Date