

LAYOFF REQUEST OPTION IN THE CREW CALL SYSTEM

To enter a Layoff Request (LORQ) in the Crew Call system, select option 14 Future Layoff Request and

INDIANA HARBOR BELT RAILROAD		PSTS02
DISTRICT: IH SUB-DISTRICT: BR		
001 ENGINE SERVICE		010 HOURS OF SERVICE SELECTION
002 SWITCH SERVICE		011 PENDING PAY INQUIRY
		012 PAYROLL HISTORY INQUIRY
004 SUPERVISOR INQUIRIES		013 PAYROLL SERVICE CORRECTIONS
005 TIE-UP		014 FUTURE LAYOFF REQUEST

You must complete the following information:

- Name
- Status-Reason Code Vacation Reason Codes: V- DL (daily), NP (unpaid), VA (week)
- Start Date-Time (Example, 012110 1230a)
- End Date-Time (Example, 012110 1159p)
- Number of Days Requesting
- Day/Week
- Reason Remarks
- Delete Vac schedule starting This must be completed if you wish to change your vacation; must advise what week you wish to change

Valid status codes shown on the layoff request screen are as follows

VALID STATUS CODES	
H RULES-TRAINING	P OFF BY PERMISSION
J PERS-LEAVE-DAY	T OFF SAFETY MEETING
K OFF FAMILY LEAVE	V VACATION
M OFF INVESTIGATION	Z COMPANY BUSINESS
N OFF JURY DUTY	F WITHOUT PERMISSION
O OFF UNION BUSINESS	

After you have entered the above information, hit F5, then F6.

At the bottom of the screen, you should see a message "Lay off request made successfully".

NOTE: When an employee's Layoff Request is approved, the End Date-Time entered in the request will serve as the employee's return-to-duty notification to the carrier. No further communication between the employee and crew call is required for the employee to be returned to available status at the approved End Date-Time.