

INDIANA HARBOR BELT RAILROAD
REQUESTING TIME OFF POLICY
EFFECTIVE NOVEMBER 1, 2025

PURPOSE

The Indiana Harbor Belt Railroad (IHB) is a 24/7 operation that requires the regular attendance of its employees to maintain operational standards and ensure optimal efficiency, safety, and productivity. The IHB recognizes that employees will be absent at times for various reasons and aims to find balance between the needs of the employees and the needs of the business. This policy serves to clarify the process and expectations for employees when taking time off work.

SCOPE

This policy is effective on November 1, 2025, and cancels and replaces all previous Requesting Time Off Policies. This policy applies to all IHB employees who are subject to collective bargaining agreements. No provision of this policy shall be applied or interpreted in a manner inconsistent with federal, state, or 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 file a grievance or claim in accordance with your collective bargaining agreement. You must comply with this policy until such time as any claim or grievance is resolved.

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. This may include things such as completing forms, submitting documentation, or contacting a specific person or number.
- When calling in, employees are to notify their department of their need for a sick day. This should be done a minimum of 3 hours prior to the start of the employee's shift, or sooner if they know of the need to be off work. Marking off sick is intended for an employee's own illness and should not be used for any other reason.
- When an employee marks off sick, it is not a paid day unless the employee has paid sick days per their CBA. Any employee who has paid sick time available must use the sick time and may not use other forms of marking off in lieu of using their sick time. The day also does not count toward any attendance or availability requirements.
- Prior to returning to duty from a sick day, the employee must provide sufficient documentation as described in the Doctor's Notes section of this policy. Failure to provide sufficient documentation prior to returning to duty will result in the absence being unexcused.
- All doctor's notes must be sent to the Human Resources Department prior to returning to duty, and must comply with the requirements as outlined in the Doctor's Notes section of this policy. Notes should be faxed to 219-989-4890 or emailed to doctors.note@ihbrr.com.
- Employees are expected to return to duty for their next scheduled shift. Failure to work (or be available for service the entire calendar day) after a sick layoff will result in the employee being off without authority. (A company-approved day off would satisfy this requirement). Employees must contact their department each day that they intend to miss work, unless they have an approved leave from the HR Department. Any day that an employee is absent and does not contact their department is considered failure to report for duty and the employee is off without authority.

- Any employee who is absent for more than 3 consecutive days, or who is hospitalized for any reason, must contact the Human Resources Department (HR) to determine if any return-to-work requirements must be met prior to reporting for duty. They should also contact Workpartners to determine if their absence qualifies under the Family and Medical Leave Act (FMLA).

DOCTOR'S APPOINTMENTS

- Employees must schedule doctor's appointments outside of work hours whenever possible. If an 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 and times that are least disruptive to company business.
- Employees must submit a request for time off as soon as the appointment is scheduled. T&E employees should submit a layoff request (LORQ) in the system to request time off for the appointment. All other employees should submit the request in advance in the manner required by their department. This may include completing forms, submitting documentation, or contacting a specific person or number.
- Any employee requesting time off for a doctor's appointment must provide sufficient documentation to support the absence. Failure to provide sufficient documentation confirming the appointment was attended will result in the absence being unexcused and the employee being off without authority for that day. Documentation to support an absence for a doctor's appointment should be faxed to 219-989-4890 or emailed to doctors_note@ihbrr.com upon return to duty.

MARKING OFF FMLA

- Employees must notify both their department and Workpartners, the IHB's third-party administrator for FMLA, when requesting to mark off FMLA. All regular call-off procedures for an employee's department apply when marking off FMLA. This may include things such as completing forms, submitting documentation, or contacting a specific person or number. This applies to unplanned absences, as well as absences known in advance for appointments or treatment.
- Unplanned absences must be reported a minimum of 3 hours prior to the start of the shift.
- Time off for planned absences for things such as appointments or treatment should be requested as soon as they are scheduled. Transportation employees should submit a layoff request (LORQ) in the system. All other employees should submit the request in advance in the manner required by their department. This may include completing forms, submitting documentation, or contacting a specific person or number.
- 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 options, and schedule it at a time that is least disruptive to company business. Employees must notify their department and request the time off in advance for any scheduled or planned time off for appointments or treatment. This should be done as soon as the appointment is scheduled.
- Employees who are marking off FMLA will be handled in the same manner as employees marking off for any other reason. The same rules will apply upon the employee's return to duty following a layoff. Employees are expected to work the calendar day following an FMLA layoff. Failure to perform service (or be available for service the entire calendar day) following an FMLA layoff, will result in the employee being off without authority. (A company-approved day off would satisfy this requirement)

- FMLA leave is an unpaid leave. If an employee would like to use any paid time running concurrently with their FMLA leave, they must notify their department what type of leave they would like to use and it will be paid out in lieu while off FMLA, provided that it does not conflict with any agreement or policy. The use of paid sick days is required when taking time off due to one's own health condition.
- The use of FMLA leave does not count towards or against attendance or availability requirements.
- If an employee marks off FMLA and does not have, or obtain, an approved FMLA leave, their time off will be handled according to their department's attendance policy or requirements.
- Employees must comply with the IHB's FMLA & Medical Leave of Absence Policy for obtaining and using FMLA leave. Questions regarding obtaining and using FMLA leave should be directed to the IHB's Human Resources Department.

MARKING OFF FOR VACATION

- When marking off for vacation, employees are to contact their supervisor/manager as directed by their department. T&E employees are to contact the crew dispatcher. Employees must follow their department procedures for requesting and using vacation time, which may include things such as completing forms, submitting documentation, or contacting a specific person or number.
- When marking off, the employee must state the beginning and ending dates of their vacation.
- Employees are expected to perform service (or be available for service the entire calendar day) on the first day following the last scheduled vacation day. Notifying the Carrier of your return and marking up for a later date does not satisfy this requirement. Failure to perform service (or be available for service the entire calendar day) following their last vacation day, will result in the employee being off without authority. (A company-approved day off would satisfy this requirement)
- The use of vacation time may count toward attendance or availability requirements depending on an employee's CBA.

MARKING OFF FOR UNION BUSINESS

- Employees must submit a request for time off due to union business as soon as they know of their need to be off. Transportation employees should do this by submitting a layoff request (LORQ) in the system. All employees should follow their department's specific layoff request procedures. This may include things such as completing forms, submitting documentation, or contacting a specific person or number.
- When marking off union business, employees must specify the start and end dates of the requested time off. Employees who fail to obtain prior approval and request to lay off within 48 hours of the layoff date must show cause for not making the request in advance. Late requests may be denied if not made in advance and manpower levels do not support the layoff.
- Failure to perform service (or be available for service the entire calendar day) following a union business layoff will result in the employee being off without authority. (A company-approved day off would satisfy this requirement).
- The Carrier does have the right to deny a union layoff in cases where business necessity requires.

MARKING OFF FOR OTHER REASONS

- Employees wishing to mark off for other reasons such as personal or off with permission, should request the time off as soon as they know of their need to be off. This should be done by submitting a layoff request in the system for transportation employees, or by submitting a written request or a request in the manner directed by your department for all other employees.
- Employees wishing to request time off less than 48 hours in advance, must contact their department supervisor or manager as directed by their department to request the day off. T & E employees should contact the crew dispatcher's office. Employees must follow their department procedures for requesting and using any time, which may include things such as completing forms, submitting documentation, or contacting a specific person or number. This should be done as far in advance as possible, with late requests being made no less than 3 hours prior to the start of the shift.
- Once the request has been made, the department will notify the employee if they have the manpower to afford the layoff.
- If the department cannot afford to allow the employee to be off, they are expected to report for duty. If the employee forces the layoff and does not report for duty, this will be an unexcused absence/forced layoff and will fall under the employee's regular department attendance policy or availability requirements. The employee will be off without authority.
- If the department can afford to allow the employee to be off, the day may be excused but is not a paid day and does not count toward any attendance or availability requirements, unless otherwise noted in the employee's collective bargaining agreement. If an employee has any available paid time, such as a personal day, this must be used to cover the absence, unless otherwise stated in their CBA. Any applicable paid day available to the employee must be used.
- Employees are expected to report for duty for their next scheduled shift. Failure to work (or be available for service the entire calendar day) following the absence will result in the employee being off without authority. (A company-approved day off would satisfy this requirement) Employees must contact their department each day that they intend to miss work unless they have an approved leave from the HR Department. Any day that an employee is absent and does not contact their department is considered failure to report for duty and the employee is off without authority.

CALLING RELIEF / LEAVING WORK EARLY

- An employee's shift begins when their assignment goes on duty and ends at the point of final release as directed by the applicable supervisor. This includes mandatory overtime as required by some departments.
- In the event an employee is no longer fit for duty and is unable to complete their shift, they will be required to notify their supervisor and complete a Relief Request Form explaining why they are unable to complete their shift.
- Prior to returning to work, 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 shift will be considered to have ended their shift without authority and will be considered off without authority. Employees are expected to report for duty the following calendar day. If they are unable to return to duty, they must follow their department's procedures for marking off.
- 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 all of the following:
 1. Contact information for the doctor/facility
 2. Date the note was written
 3. Patient's name
 4. Diagnosis/treatment information (for safety-sensitive employees)
 5. Date seen/treated
 6. Return to work date indicating whether restrictions do or do not apply; and
 7. Doctor's signature
- Any note received that does not contain all of the above information will not be acceptable as a valid doctor's note to excuse an employee's absence.
- All doctor's notes must be sent to the Human Resources Department prior to returning to duty. Notes must be faxed to 219-989-4890 or emailed to doctors.note@ihbrr.com
- Any doctor's note received after the employee has returned to duty may result in the absence being unexcused and the employee being subject to discipline.
- Employees performing safety-sensitive duties must provide diagnosis/treatment information confirming that no condition exists that could impair their ability to safely perform their duties. If an employee does not wish to disclose diagnosis/treatment details, they may request a copy of their functional job description to provide to their physician for review. Their doctor may then submit a note stating that they understand the employee performs safety-sensitive duties, they have reviewed the functional job description, and they confirm the employee can safely perform their duties. This would be an acceptable alternative to providing the diagnosis/treatment information on the doctor's note, provided that all requested information is included.
- The Carrier may contact the doctor/facility to confirm the validity of the information. If the Carrier is unable to confirm the information, the note will not be accepted and the absence will be unexcused.
- Any employee requesting time off for a doctor's appointment must provide documentation showing they attended the appointment in order for the absence to be excused.
- The Company may require that an employee submit the original doctor's note in lieu of a copy upon request.

OTHER

Exceptions for daily mark offs

Employees who have provided documentation and who have an approved leave for a specified amount of time greater than one day are not required to contact their department each day, provided they have informed their department of their intentions, and have been authorized to remain off until a specified date.

Return to work expectations

Employees who are absent for any reason whether excused or unexcused are expected to return to duty and perform service the day following the noted absence. Any employee who fails to mark off or contact their department for any day/shift, or who fails to perform service the calendar day following any absence, whether excused or unexcused, will be considered off without authority and subject to discipline.

Layoff request cancellations

Employees must notify their department if they no longer need time off they have requested in advance. Any requests that are no longer needed must be cancelled as soon as the employee knows they no longer need the time off. This will allow other employees the opportunity to request that time off.

Being on time and ready for work

Employees are expected to be at their on-duty location and ready to begin work at the start of their shift. Arriving for work, but not being prepared to work, is not considered arriving on time for duty. Any employee not prepared for work will be considered tardy until such time as they are ready to begin performing their duties.

Pattern absences

Employees who are found to take time off in a pattern, or are found to have excessive absenteeism, may be subject to discipline.

Melanie Lindner

Melanie Lindner, Director of Human Resources

10-28-25

Date