

## Layoff Code Listing

Layoff Code	Description	Layoff Code	Description
DIF	Death in Family	LOT	Layoff Trauma
FEM	Family Emergency	LRC/LRP/ LRD	Layoff Rest Day for pools and extra boards with 7/3 rest day agreements
FML	Family Medical Leave Act	LXX	Not Notified
IOF	Injury Off Duty	LYM/LYR	Working as Yardmaster
ION	Injury On Duty	MED	Medical Layoff
LAH	Layoff Alternative Handling	MLV	Military – Global War on Terror
LCB	Layoff Company Business	NFB	Move to Foot of Board
LET	Engineer Training Overland Park	NGD	National Guard, Drill Training, State Emergencies
LOA	Layoff away-from-home-terminal or after the start of the shift	NOS	Layoff No Show for Work
LOC	Layoff on Call	PLD	Paid Leave Day
LOF	Layoff Fatigue	PRE	Pre-vacation, not available for call
LOI	Layoff Investigation	RUL/CBT/ ERC	Rules Class, Computer Based Training, Engineer Recertification
LOJ	Layoff for Jury Duty	SIF	Sick in Family
LOP	Layoff Personal Business	UNB	Union Business
LOS	Layoff Sick	VAC	Layoff Vacation

### Code explanations:

- **P** requires pre-approval
- **N** does not require pre-approval
- **O** counts in the attendance system as available or on duty time
- **L** counts in the attendance system as a layoff
- **E** does not count as a layoff, but reduces the allowable time off (excluded time)
- **\$** represents paid time off

**Death in Family (DIF):** This code is for people who have the unfortunate loss of a family member that is covered by Bereavement Pay and need an immediate layoff. For family members not covered by bereavement pay, please see the code for Family Emergency (FEM). Check your Division General Notices for complete instructions on use of this code.

- **N O \$ (payroll screens will explain how to submit for payment)**
- For a listing of who qualifies for Bereavement Pay, please go to the Labor Relations Web Site, Compensation, TY&E Comp. Systems, "Who Qualifies For Bereavement":  
<http://bnsfweb.bnsf.com/departments/laborrelations/compensation/pdf/Bereavement%20Leave%20Allowances%20Web%20Site.pdf>

**Family Emergency (FEM):** In cases of someone needing to assist their family during an emergency situation, this code allows for an immediately layoff. Division notices may require that you contact a supervisor within 24-hours to advise the nature of the emergency.

- **N L**

**Family Medical Leave Act (FMLA):** To qualify for this code, a person must complete and submit an FMLA application through the Medical Department. The requirements include taking no more time off than prescribed by the physician.

- **N E \$ (may be offset with PLD & VAC)**
- For an FMLA application, please click on this site:  
[http://bnsfweb.bnsf.com/departments/hr/benefits/pdf/FMLA\\_App.pdf](http://bnsfweb.bnsf.com/departments/hr/benefits/pdf/FMLA_App.pdf)

**Injury Off Duty (IOF):** When someone suffers an injury off duty, this code is available for short-term absences. If the injury requires extended time off the layoff should be converted to a [Medical Layoff](#) so the time off does not count as an absence under the Attendance Guidelines. [See Medical Layoff \(MED\)](#)

- **P L**

**Injury On Duty (ION):** All on-duty injuries must be reported immediately and, as a result, use of this code must be approved by a supervisor. This would also include re-occurring incidents where the injury requires additional time off.

- **P E**

**Layoff Alternative Handling (LAH):** In some cases of rule violations, people are eligible for alternative handling which is basically training in lieu of discipline. The violation must have resulted in an investigation notice which lists the person as a

principle. If the person accepts responsibility for the violation and meets the eligibility criteria, this code can be used for the training time.

- P O \$

**Layoff Company Business (LCB):** This code is available for people who need to be absent from their regular turn to perform other company business. Examples would be a meeting you've been directed by a supervisor to attend, safety meetings if you're a member of the safety team, training other employees during activities such as safety marathons, etc. This code should not be used when marking off for an investigation (use LOI), computer based training (use CBT) or other instances where a detailed layoff code is already available.

- P O \$

**Layoff Engineer Training Overland Park (LET):** This code is for engineers who have instructions to report to the Technical Training Center in Overland Park.

- P O \$

**Layoff Away-From-Home Terminal or After Start Of Shift (LOA):** This code should only be used in cases of emergency and must have supervisor authorization. This covers emergencies where you cannot complete a shift or return to the home terminal because of illness or an emergency at home.

- P L

**Layoff on Call (LOC):** Because of the potential delay to trains and the impact of a sudden layoff for employees following you on the board, layoff on call is prohibited by General Notices. If the layoff on call is unavoidable, you must talk to a Crew Support representative who will place you in the status. This code can subject someone to discipline or will count as an unpaid layoff, but not both.

- P L

**Layoff Fatigue (LOF):** BNSF wants to assure that everyone is rested and prepared to work safely. Employees who work numerous trips in a row or have worked consecutive long trips can use the LOF to take 24-hours off for rest. This code should not be used to extend rest days, vacation or other codes.

- N L

**Layoff Investigation (LOI):** If it appears working will result in not getting to the home terminal in time to attend the hearing, employees summoned to attend formal investigations for a rule violation should use this code to layoff prior to the investigation.

- N O \$ (payment only applies if there is no discipline assessed as a result of the investigation and the person misses work)

**Layoff Jury Duty (LOJ):** The Labor Agreements between your Union and BNSF allow people summoned to perform their civic duties without a loss of pay. People instructed by the courts to report for jury duty at a specific date and time are authorized to mark off for Jury Duty. Do not use this code if you are not summoned for jury duty. To assure your layoff qualifies for compensation and how to submit for that compensation, see below link to the Jury Duty General Notice.

- **N O \$**
- Jury Duty General Notice:  
<http://bnsfweb.bnsf.com/departments/laborrelations/compensation/pdf/Jury%20Duty%20General%20Notice01-10-06b.pdf>

**Layoff Personal (LOP):** Personal layoffs are non-paid and approved based on the availability of manpower. Approvals for personal layoffs can be obtained through the [pre-approved layoff](#) programs found in TSS Crew or through the supervisor.

- **P L**

**Layoff Sick (LOS):** Anyone who is suffering from a short-termed illness should use this code to mark off. Unfortunately, this code is frequently misused and you should use it sparingly. These layoffs do count as absences and can affect your standing in the attendance system.

- **N L**

**Layoff Trauma (LOT):** This code is for people distressed following a critical incident such as a highway grade crossing accident. A supervisor must authorize the time off and the employee is eligible for trauma intervention with authorized paid leave. The supervisor provides a letter to the employee explaining the program. If additional time off is needed, the employee must secure a medical leave of absence. See your Division General Notices for instructions.

- **P O \$**

**Layoff Rest Day (LRC/LRD/LRP):** This code represents layoffs for rest days in unassigned service (e.g. extra boards and pool service). The assignment you are working must have a rest day agreement and the agreement may vary on how much advance notice must be given before starting the rest days. Employees can take all or part of the rest days available, except for agreements with mandatory rest days, but they must be taken consecutively. Rest days do not count as layoffs except on boards where the agreement counts them if a person takes an unpaid layoff more than once in the month. In that case, all rest days will count as layoffs and any layoffs that exceed more than 25% of the weekdays or 25% of the weekends will trigger an alert in the attendance system.

- **N L (if there's more than one layoff in the month)**

**Military Leave (MLV):** Employees involuntarily called or recalled to active duty by order of The President of the United States for service in support of the War on Terrorism (e.g. Operation Enduring Freedom, Iraqi Freedom or Nobel Eagle) use this code to indicate the leave of absence. This is not the code for [National Guard](#).

- P O \$

- For information on military leaves, please contact Mary Burney (817-352-1378) or email her at [mary.burney@BNSF.com](mailto:mary.burney@BNSF.com).

**Not Notified (LXX):** Indicates a person has been moved to a different assignment and the Crew Support Center is attempting to notify the person. This code is automatic and a person cannot mark to this status on their own. The first 24-hours an employee is in this status is counted as available time and not counted in the attendance system. Any time after the first 24-hours is considered [excluded time](#) and reduces the [attendance threshold](#).

- E O

**Working as Yardmaster (LYM/LYR):** People working in train service who are qualified yardmasters use this code when they are working as a yardmaster. The LYR code is for yardmasters working on switchmen's extra boards with rest days. The code allows extra board switchmen to decline calls for extra yardmaster work for two 24-hour periods a month during extra board rest days and keeps guarantee payments from yard extra boards in tact. This is not available to people not yardmaster qualified.

- P O

**Medical Layoff (MED):** This code requires a statement from the physician describing the length of time a person will need to be absent from work. The statement should not include any medical details, just the length of time. After a supervisor grants a medical leave of absence, the employee must keep the leave current by extending the leave or returning to work prior to the expiration of the leave. When returning to work, a medical release from the physician and approval from BNSF's Medical Department must be obtained before marking up.

- P E

**Foot of Board (NFB/FOB):** This code is only applicable to pools that have a Foot of Board Agreement. FOB means the employee has notified the Crew system the turn assigned to the employee should be dropped to the bottom of the board immediately. NFB is applied to a turn after an employee notifies the Crew system they may drop the turn to the bottom of the board, but the action does not take place until the turn reaches a set number of times out (identified in the agreement). NFB can be removed from the turn anytime before reaching that set number of times out and the turn stays in its original pool rotation.

- **N O**

**National Guard (NGD):** Employees enlisted in National Guard service can use this code to mark off and report for service. The code counts as excluded time, but can be changed to on duty time by presenting the military orders to the supervisor. People serving in National Guard are eligible for make whole difference in earnings (different between wages lost at BNSF and wages paid by the National Guard) for up to 15 days per year.

- **N O (upon verification of military service through orders) \$ (up to a maximum of 15 days per year)**

**No Show (NOS):** The Crew Support Center places the employee in this status when the person fails to show for work. The time lost can count as an absence in the attendance system or can result in a formal investigation for failure to report for duty, but not both.

- **L**

**Personal Leave Days (PLD):** The number of personal leave days an employee receives each year is based on the agreement applicable to the assignment and territory where the person works. Days are accumulated based on the number of years employed by BNSF in the train or engine craft, not on the number of seniority dates you have in a craft. For example, if you receive 10 days each year as an engineer and 10 days each year as a conductor, the total number of personal leave days you can take off each year is 10.

- **P E**

- For a copy of the personal leave days agreements, go to the Labor Relations Web Site, Transportation Agreements:  
[http://bnsfweb.bnsf.com/departments/laborrelations/html/op\\_agrmts\\_list.html](http://bnsfweb.bnsf.com/departments/laborrelations/html/op_agrmts_list.html)

**Pre-Vacation (PRE):** Engineers taking seven or more days of vacation whose assignments are called to protect service between 12:01 AM and 9:00 AM on the first vacation day will be moved into the PRE status and they will not have to protect that call.

- **N E**

- For a copy of the 2007 Local BLET Agreement, go to the Labor Relations Web Site, Transportation Agreements and the Local/National Agreement for the former road where you're working:  
[http://bnsfweb.bnsf.com/departments/laborrelations/html/blet\\_national\\_agrmtslist.html](http://bnsfweb.bnsf.com/departments/laborrelations/html/blet_national_agrmtslist.html)

**Rules Class (RUL/CBT/ERC):** People required to take their annual rules classes should use this code or CBT, whichever is applicable. Time off the board is counted as on duty time and not included in the attendance calculations. Layoffs may be subject to availability and if the layoff is declined, the person should contact their supervisor. Some Divisions do have notices that these codes should not be used over the weekend.

- **P (must be notified to take the classes, actual layoff may not require pre-approval) O \$ (see the applicable agreement for payment amounts)**

**Sick in Family (SIF):** When immediate family members need your care due to a short-termed illness, use this code to mark off. Unfortunately, this code is frequently misused and you should use it sparingly. These layoffs do count as absences and can affect your standing in the attendance system.

- **N L**

**Union Business (UNB):** This code is reserved for union representatives who must be absent from work to perform work with their organization. Union officers should contact the Crew Support Center or their General Chairman for authorization to use this code if they're not set up in the Crew system.

- **N (must be set up in the Crew system to use this code without prior authorization) O**

**Vacation (VAC):** This code is for single day vacations and vacations of seven days or more. If you have a vacation scheduled, the system will automatically place you in this status when your vacation starts.

- **P (either through vacation scheduling or a pre-approved layoff request) E \$**