

**NOTE:** ELO is used throughout FAQs, but the same handling applies for any unavailable event.

### HOW POINT DEDUCTIONS WORK

**If I ELO (employee layoff) at 9:00 AM and then mark up at 16:00 then ELO again at 21:01 on the same day; am I going to be charged for two events?**

Yes.

**If I lay off on a Thursday and mark back up late on a Friday, will I be deducted points for both days?**

*Unavailable time is measured in 24-hour increments. If the layoff exceeds 24 hours, then a new charge begins for the next 24-hour period, and so on. If your layoff is less than 24 hours, you are only charged for one day.*

**If I work, inbound, and then ELO on the same day, do I still get charged for the ELO even though I worked that day?**

*Yes, an unavailable event results in a point deduction regardless of whether you worked within the same day.*

**If I get sick at work and go home, will I be charged points and, if so, how many?**

*LOA (Layoff Active Board/Away Terminal or After Start of Shift) is considered an unavailable event and therefore, will result in a point deduction.*

### CONJUNCTION PENALTY

**Is there a penalty point charge for unavailable events connected to a VAC, PLD, LXD, CLD, MED, LAB, UNB, FML, SCA or any other unpaid leave event (e.g., medical or personal)?**

*Yes, this is referred to as a Conjunction Penalty (CP).*

*Any unavailable event that 1) begins within 48 hours following a VAC, PLD, or LXD event, or 2) begins within 24 hours following an SRS event, or 3) begins or ends within 48 hours of CLD, MED, LAB, UNB, FML, SCA or any other unpaid leave event will be charged an additional 3 points. This is referred to as a Conjunction Penalty. No Conjunction Penalty is assessed for unavailability during the 48 hours before a VAC, PLD, or LXD event.*

*Conjunction penalties do not apply to EMC, LOC, or NOS.*

**Does a Conjunction Penalty apply to days taken in conjunction with assigned Rest Days?**

*A conjunction penalty does not apply to unavailable events next to assigned rest days or RSIA rest. However, it does apply to any unavailable events within 24 hours following the end of Smart Rest.*

**If I ELO on both sides of a vacation day, do I get charged a Conjunction Penalty twice?**

*No, a conjunction penalty only applies to unavailable time following a VAC or PLD.*

**If I ELO on Tuesday before a UNB starting on Friday, can I be charged a conjunction penalty?**

*Conjunction penalty applies to any unavailable event that begins or ends within 48 hours of a CLD, MED, LAB, UNB, FML, SCA or any other unpaid leave event, Therefore, if you are not marked*

*up from your Tuesday ELO at least 48hrs before the start of your UNB on Friday then you would be charged a conjunction penalty unless you have an intervening work event.*

*Example: ELO on Tuesday at 0700, MRU Wednesday at 0659. UNB starts on Friday at 0001. In this example, because there is less than 48 hours between the Wednesday MRU and the Friday UNB you would be charged conjunction penalty for that ELO. The same would apply if the ELO occurred within 48hrs following the end of the UNB provided there is no work event separating the two.*

### **GOOD ATTENDANCE CREDIT**

#### **How do I earn a Good Attendance Credit?**

*You can earn a five-point Good Attendance Credit for any 25-day period you are marked up and available to work without an unavailable event and in which you're not otherwise absent from work.*

#### **Do I earn Good Attendance Credit if I am on a long term medical or furlough leave? What about if I am on suspension or HFS?**

*None of these statuses would allow you to earn Good Attendance Credit. You can only earn a Good Attendance Credit if you are marked up and available to work.*

#### **Does observing rest interrupt the 25-day good attendance credit review period?**

*No. Observing rest, whether it's assigned rest days, rest cycle, booked/earned rest, RSIA rest or Smart Rest, does not interrupt the Good Attendance Credit period.*

#### **When will I see my good attendance credit on my dashboard?**

*If you earned the Good Attendance Credit (GAC), it will be added to your points within 48 hours from the end of the GAC earning period. GAC is run once daily at 0015, and it will always be updating for those who earned 2 days before.*

*Example: 6/1 ELO ends on 6/2 at 1300, therefore the good attendance review period would end 25-days later on 6/27 at 1259. The Good Attendance Credit will be applied at 0015 on 6/29, with an effective date of 6/27.*

#### **Can you accumulate more than 30 points?**

*Points earned through Good Attendance are capped at 30.*

#### **How does the consecutive 25-days work to earn the Good Attendance Credit?**

*Here are some examples: An employee remains available between March 1 0300 and March 26 0300; they earn a Good Attendance Credit effective March 26 at 0300. If they continue to remain available between March 26 0301 through April 20 0301, they will earn another credit on April 20.*

*Now, if an employee has an unavailable event on March 30, and then comes back to work on April 2, the 25-day period restarts on April 2. They would be eligible to earn a Good Attendance Credit on April 27 if they remained available for the consecutive 25 days.*

#### **What if I have a death in my family or jury duty?**

*DIF and LOJ do not carry a point deduction, and these events do not interrupt the 25-day*

good attendance review period.

### FML

#### **Can I change a previous layoff to FML to avoid getting charged points?**

*If you have approved FML, and you were having issues laying off utilizing the FML code, that day can be converted to FML after the fact. Please be sure to include comments with your layoff indicating you intended to use FML and communicate the issue to your supervisor as soon as possible.*

#### **What if I apply for FMLA, use it provisionally, and then my application is ultimately denied; will those provisional FML layoffs be changed to ELO?**

*Yes. If your FMLA application is denied, then any FML layoffs used during the provisional approval period are converted to ELO and points are charged accordingly.*

#### **I'm waiting to get approved for FMLA, why am I being charged ELO for my layoffs?**

*There is a seven-day "pending" period for prior to any points deduction. During this pending period, you should connect with Employee Services team to minimize any FMLA approval delay.*

### HID

#### **Is it possible to be charged two HID for the same day?**

*No. Employees can only be charged the higher HID points once per High Impact Day.*

#### **What if my unavailable event begins the day before the HID?**

*High Impact Day (HID) point values apply if the unavailable event occurs on the day of the HID, or the unavailable event occurs prior to the HID and employee is not marked up by 0600 on the HID.*

*Example: HID is on a MONDAY. An unavailable event that begins Sunday at 16:00 and ends with MRU on Monday at 15:59 would be charged as a HID, since the MRU was after 0600 on the HID.*

#### **What if I work on a HID and then layoff later that same day?**

*Any unavailable event that begins on an HID will be charged as an HID regardless of whether you worked within the same day.*

### DISCIPLINE

#### **What happens when I use all my points?**

*Each time you exhaust your points (reach a zero balance or below) you are subject to discipline. Your points are immediately reset to 15, regardless of the outcome of discipline or the timing of the investigation notice.*

*Example: Your current balance is six and you ELO on a Monday (-10 points). You have now exhausted your points and you are subject to discipline. At the same time, your point balance is immediately reset to 15.*

### OTHER

**What's my point total when I return from a long-term leave of absence or furlough?**

*Your point total remains unchanged during the time you are on leave/furlough.*

**How are military layoffs, like NGD, handled?**

*Military leave and NGD do not carry a point deduction. Any military or national guard leave that qualifies for BNSF's military make-whole/stipend pay will not interrupt the 25-day good attendance review period.*

**Is it possible to reverse points for ELO if I provide a Doctor note?**

*No. However, ELO that are ultimately deemed to be LAM/MED are updated.*

**Why was a pre-approved PLD day converted to a LOP and points deducted?**

*PLDs are earned based on the employee's assignment and the applicable collective bargaining agreement. This can change each time the employee has a change in assignment. Therefore, whenever the employee changes assignments it is their responsibility to check how their PLDs may be affected and make any necessary adjustments. On the day of a PLD layoff, the system will verify a PLD is available, if not, the day is automatically changed to LOP because it is assumed the employee still needs the requested time off.*

**If I resign from BNSF and later rehire, what point balance would I have when I restart?**

*Your starting balance would be 30 points.*

**If I'm on a leave of absence what happens to my point balance?**

*Your point balance pauses while on a leave of absence, and after you return to service it is re-activated. The balance would be the same as when you started the leave of absence.*

**If I take a position outside of the TYE craft, including exempt positions, what happens to my point balance?**

*Your point balance pauses while working your new assignment, and upon your return your balance would be the same as when you left your TYE position.*