

December 02, 2024

BNSF Railway Co.
ALL DIVISIONS

SYSTEM GENERAL NOTICE

TO ALL CONCERNED,

SUBJECT: Routine and Preventive Care Layoffs

Effective April 1, 2024

In accordance with the applicable agreements, employees will be allowed unpaid scheduled day(s) off that are necessary to attend up to three (3) routine and preventive medical care visits per calendar year, without being assessed any points under BNSF's TYE Attendance Program. The following conditions apply:

- * Exams must be scheduled on a Tuesday, Wednesday, or Thursday, excluding holidays.
- * Employee must provide BNSF at least 30 days' advance notice.
- * Documentation verifying the routine or preventative service took place will be required.

1. Lay Off Process - "LDR"

Employees may enter a pre-approval layoff request for a single day/24 hours up to 90 days in advance using layoff code "LDR".

If, due to the nature of the medical care visit, additional days are needed (e.g., for preparation and/or recovery) the employee should email a request to OPRDLTYEExceptions@bnsf.com at least 48 hours prior to the scheduled LDR appointment to have the additional time off approved.

If an employee is on an assignment that does not have an assigned start time and needs to lay off prior to the start time of their preapproved LDR layoff to ensure they are able to attend their medical care visit, they will need to call Workforce Support (Crew Office) to secure the extension of their LDR layoff.

2. What Documentation is Required?

Employees must have their health care provider fill out and sign the Routine/Preventive Care Appointment Validation Form - no other documentation will be accepted.

The Routine/Preventive Care Appointment Validation Form can be found on the LR website or in the Workforce Hub.

LR website:

<https://employee.bnsf.com/departments/labor-relations/attendance-guide/lines/Documents/prev-appt-validation.pdf>

To access the PDF/Link via the Hub please follow these instructions:

- * Expand the Time Off drop-down menu on the home page.
- * Select the "Prev Appt Form" link.
- * Once selected a PDF/Link will pop-up.
- * From there you can print, send, save, etc. this form.

Completed forms should be emailed to PCD@bnsf.com or faxed to 817-352-3310 and must be received by BNSF no later than 7 calendar days following the appointment. The LDR layoff will be converted to LOP in BNSF's TYE Attendance Program if a completed validation form is not received within 7 calendar days following the appointment. Use of the code without support documentation may subject an employee to discipline.

If a routine or preventive visit is cancelled and/or rescheduled by an employee's provider after the employee has laid off to attend the visit, documentation verifying the visit was scheduled and then cancelled by the provider after the layoff will be required. Documentation can be emailed to PCD@bnsf.com or faxed to 817-352-3310.

3. What is the Definition of Routine and Preventive Medical Care?

Routine services are defined as services that are not urgent or emergent in nature. They include identifying or evaluating a new condition or illness, routinely monitoring an already known condition, or providing treatment for a condition or illness. Routine care commonly referred to as preventive services include regular checkups, physicals, screenings, and other services designed to prevent an illness or condition from developing. This includes, but is not limited to, ACA Preventive Health Services.

4. What if the Routine or Preventive Service Needed Falls Outside of the Conditions Listed Above?

If an employee has a request that does not meet the criteria above, they should email their request to OPRDLTYEExceptions@bnsf.com for consideration. Examples may include:

- * Employee does not have 30 days' advance notice.
- * Healthcare provider only offers certain routine and preventive services on a Monday or Friday.
- * Employee schedules an appointment 30 or more days in advance, but their provider reschedules the appointment to an earlier date.
- * An employee would like to use these days for a family member who requires assistance attending routine and preventive visits.
- * A nationally recognized holiday precedes or follows the date of a scheduled routine or preventive visit and the employee is required to lay off (either for medical necessity or availability purposes).

Appropriate documentation substantiating the request may be required; please allow up to 72 hours for a response. Employees who lay off without prior approval may have the LDR converted to LOP in BNSF's TYE Attendance Program and/or may be subject to discipline.

GENERAL NOTICE(S) IN EFFECT

1-16
