

Layoff Code Listing

Layoff Codes Eligible for Good Attendance Credit & No Points Deducted			
Layoff Code	Description	Layoff Code	Description
<u>CIR</u>	Critical Incident Report	<u>DIF</u>	Death in Family
<u>FOB/NFB/BFB</u>	Foot of Board	<u>LCB</u>	Layoff Company Business
<u>LET</u>	Layoff Engineer Training	<u>LOJ</u>	Layoff for Jury Duty
<u>LRC/LRP/LRD</u>	Layoff Rest Day (pools and extra boards with rest day agreements)	<u>LXX</u>	Not Notified
<u>LYM</u>	Working as Yardmaster	<u>MLV/LML</u>	Military Leave of Absence
<u>NGD</u>	National Guard/Reserve Duty	<u>RUL/CBT</u> <u>/ERC/DRC</u> <u>/TRN</u>	Rules Class, Computer Based Training, Engineer Recertification, Decertification Retraining, Training

Layoff Codes Ineligible for Good Attendance Credit & No Points Deducted			
Layoff Code	Description	Layoff Code	Description
<u>CLD</u>	Canadian Leave Day	<u>FML</u>	Family Medical Leave Act
<u>ION/INJ</u>	Injury On-Duty	<u>LDR</u>	Layoff Doctor
<u>LOI</u>	Layoff Investigation	<u>LPA/LAB</u>	Personal Leave of Absence
<u>LSP</u>	Layoff Sick Pay	<u>LXD</u>	Layoff Extra Day
<u>MED/LAM</u>	Medical Leave of Absence	<u>OFL</u>	Other Family Leave (Available in CA only)
<u>PLD</u>	Paid Leave Day	<u>PRE</u>	Pre-vacation, not available for call
<u>RNR</u>	Released Not Reported	<u>SCA</u>	School Conference & Activity (Only available in specific states)
<u>UNB</u>	Union Business	<u>VAC</u>	Vacation

Layoff Codes with Points Deducted & Ineligible for Good Attendance Credit			
Layoff Code	Description	Layoff Code	Description
<u>ELO</u>	Employee Layoff	<u>EMC</u>	Employee Missed Call
<u>LFT</u>	Failed to Tie Up	<u>LOA</u>	Layoff away-from-home-terminal or after the start of the shift / Layoff on Active Board
<u>LOC</u>	Layoff on Call	<u>LOD</u>	Layoff Dressed & Ready to Work
<u>LOP</u>	PLD/VAC unavailable	<u>LXU</u>	Failure to Take Notification
<u>NOS</u>	No Show for Work		

Code Explanations:

(E) Eligible for Good Attendance Credit & No Points Deducted

(I) Ineligible for Good Attendance Credit & No Points Deducted

(P) Points Deducted & Ineligible for Good Attendance Credit

Layoff Codes Eligible for Good Attendance Credit & No Points Deducted:

Critical Incident Report (CIR): This code is for employees 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. If additional time off is needed, the employee must secure a medical leave of absence.

(E) Eligible for Good Attendance Credit & No Points Deducted

Death in Family (DIF): This code is for employees who have experienced 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, you should obtain a pre-approved LOP, PLD or VAC. In case of emergency, please see the code for Family Emergency (FEM).

(E) Eligible for Good Attendance Credit & No Points Deducted

Foot of Board (FOB/NFB/BFB): This code is only applicable to pools that have a Foot of Board Agreement. FOB means the employee has notified the Crew system that 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 any time before reaching that set number of times out and the turn stays in its original pool rotation. In pools with a BFB provision, when an employee bids in a pool turn, the turn drops to the bottom of the board and starts working its way up.

(E) Eligible for Good Attendance Credit & No Points Deducted

Layoff Company Business (LCB): This code is available for employees who need to be absent from their regular assignment to perform other company business. A few examples are:

- Directed by a supervisor to attend a meeting
- Attend safety meetings if member of the safety team
- Training other employees during activities, such as a safety marathon, 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.

(E) Eligible for Good Attendance Credit & No Points Deducted

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

(E) Eligible for Good Attendance Credit & No Points Deducted

Layoff Jury Duty (LOJ): The labor agreements between the organizations and BNSF allow employees summoned to perform their civic duties without a loss of pay. Employees 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 without being summoned for Jury Duty. To ensure this layoff qualifies for compensation and how to submit for that compensation, refer to your General Notices for instructions.

- (E) Eligible for Good Attendance Credit & No Points Deducted

Layoff Rest Day (LRC/LRP/LRD): These codes represent layoffs for rest days for employees working extra boards and pool service that have rest day agreements.

- (E) Eligible for Good Attendance Credit & No Points Deducted

Not Notified (LXX): LXX indicates an employee has been moved to a different assignment and the Crew Support Center is attempting to notify the employee. This code is automatic, and an employee cannot mark to this status on their own. Time pending notification for employees not subject to call is LXX and is not considered unavailable. For employee's subject to call, the employee has 10 hours to take the call; if notification has not been accepted after 10 hours, all time is counted as unavailable and the LXX code is changed to LXU.

- (E) Eligible for Good Attendance Credit & No Points Deducted

Working as Yardmaster (LYM): Employees working in train service, who are qualified yardmasters, are marked off their TYE assignments to work yardmaster assignments with the LYM code.

- (E) Eligible for Good Attendance Credit & No Points Deducted

Military Leave (MLV/LML): This code can be used by employees who leave the services of BNSF Railway to enlist, be inducted or who are called or recalled to duty into the Armed Forces of the United States, the State National Guard, one of the various Reserve Units of the Armed Services, or any other service in the uniformed services as defined in the Uniformed Services Employment and Reemployment Rights Act (USERRA). This is not the code for National Guard drills. Any military leave that qualified for BNSF's make-whole pay program will not interrupt the 14-day good attendance review period.

- (E) Eligible for Good Attendance Credit & No Points Deducted

National Guard/Reserve Duty (NGD): Employees enlisted in National Guard service can use this code to mark off and report for service. NGD is initially ineligible for Good Attendance Credit, however, once orders or LES are provided, that time will be considered available. Any national guard/drill leave that qualified for BNSF's make-whole pay program will not interrupt the 14-day good attendance review period.

- (E) Eligible for Good Attendance Credit & No Points Deducted (upon verification of military service through Leave and Earning Statement or orders)

Rules/Computer based training/Recertification/Decertification/Training

(RUL/CBT/ERC/DRC/TRN): Codes available for employees who must be absent from their regular assignment to attend rules classes, computer-based training, recertification, decertification, or other required training. Because the employee is working, this time is considered available. Layoffs may be subject to availability and if the layoff is declined, the employee should contact their supervisor. Some division general notices state these codes should not be used over the weekend.

(E) Eligible for Good Attendance Credit & No Points Deducted

Layoff Codes Ineligible for Good Attendance Credit & No Points Deducted:

Canadian Leave Day (CLD): Employees in Canada may use this code when, (a) treating their illness or injury, (b) carrying out responsibilities related to the health or care of any of their family members, (c) carrying out responsibilities related to the education of any of their family members who are under 18 years of age, (d) addressing any urgent matter concerning themselves or their family members, (e) attending their citizenship ceremony or (f) any other reason prescribed by regulation. BNSF may request the employee provide documentation to support the reasons for leave if that information is reasonably practicable to obtain. Up to 5 days each calendar year with the first 3 days paid if the employee has completed 3 consecutive months of continuous employment. (Subject to change with pending legislation)

(I) Ineligible for Good Attendance Credit & No Points Deducted & No Points Deducted

Family Medical Leave Act (FML): To qualify for this code, a person must complete a Notice of Intent to Take Paid/Unpaid FMLA Leave and be approved for the use of FMLA through BNSF Employee Services. FMLA is to be used for reasons and within the parameters of the approved leave. For an FMLA application, click on the link below and follow the steps to apply.

<https://employee.bnsf.com/employee/Pages/fmla.aspx>

(I) Ineligible for Good Attendance Credit & No Points Deducted

Injury on Duty (ION/INJ): All on-duty injuries must be reported immediately and, as a result, use of this code must be approved by a supervisor. If the injury requires extended time off beyond 10 days, you should seek a medical leave with your supervisor; at that point the layoff should be converted to a Medical Layoff to protect your benefit coverage.

(I) Ineligible for Good Attendance Credit & No Points Deducted

Layoff Doctor (LDR): Employees working in unassigned service (including those with earned rest), 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.

(I) Ineligible for Good Attendance Credit & No Points Deducted

Layoff Investigation (LOI): Employees required to attend formal investigations for rules violations may use this layoff code prior to the investigation, if working their assignment will result in not returning to the home terminal in time to attend the hearing.

(I) Ineligible for Good Attendance Credit & No Points Deducted

Personal Leave of Absence (LPA/LAB): These codes are used when an employee is approved for a Personal Leave of Absence. Employees are expected to mark up for duty by the LOA end date. If for any reason the employee is unable to report for duty, they must request a leave extension. Extension requests must be made in time to permit action by Leaves Administration prior to the expiration of the leave.

(I) Ineligible for Good Attendance Credit & No Points Deducted

Layoff Sick Pay (LSP): If eligible, TYE employees can utilize the LSP code for paid sick days in accordance with the applicable agreement. These paid sick days are treated as personal leave days under BNSF's TYE Attendance Program and no points are deducted for the absence.

(I) Ineligible for Good Attendance Credit & No Points Deducted

Layoff Extra Day (LXD): Eligible TYE employees are awarded one additional compensated day at the beginning of each year, which can be scheduled in accordance with their applicable agreement. For purposes of Attendance, this day is treated similarly to a PLD or VAC day.

(I) Ineligible for Good Attendance Credit & No Points Deducted

Medical Layoff (MED/LAM): These codes require a statement from the physician describing the length of time an employee 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.

(I) Ineligible for Good Attendance Credit & No Points Deducted

Other Family Leave (OFL): Employees in California may use this code to mark off when they need time off to bond with their new baby, or to care for themselves or a family member with a serious health condition. The time off must be pre-approved and not immediate.

(I) Ineligible for Good Attendance Credit & No Points Deducted

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.

(I) Ineligible for Good Attendance Credit & No Points Deducted

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.

(I) Ineligible for Good Attendance Credit & No Points Deducted

Released Not Reported (RNR): If allowed under the employee's agreement, they can request Travel Time to a new assignment. Workforce Support will validate whether the situation allows for it and will grant the Travel Time by laying the employee off for the specified time per agreement.

Ineligible for Good Attendance Credit & No Points Deducted

School Conference & Activity (SCA): Employees who work in Illinois, Minnesota & California have access to School Activity Leave (SCA) under state law. Employees who qualify for SCA in these states must follow the layoff instructions issued in Division General Notices covering these states. The SCA code is applied to the layoff only after BNSF has received the required supporting documentation and has confirmed the layoff complies with state law.

(I) Ineligible for Good Attendance Credit & No Points Deducted

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.

(I) Ineligible for Good Attendance Credit & No Points Deducted

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

(I) Ineligible for Good Attendance Credit & No Points Deducted

Layoff Codes with Points Deducted & Ineligible for Good Attendance Credit:

Employee Layoff (ELO): Employees may layoff using this code in the event they will be unavailable for service. Under the TYE Attendance Program, employees will have points deducted for a full and/or partial day absence.

(P) Points Deducted & Ineligible for Good Attendance Credit

Employee Missed Call (EMC): Employee Missed Call is prohibited. An EMC has the potential to delay trains and adversely affect other employees filling the vacancy. Employees are subject to call and must not be absent from their calling place without notifying those required to call them.

(P) Points Deducted & Ineligible for Good Attendance Credit

Failure to Tie-Up (LFT): This code is applied for employees who fail to tie up at the end of their shift per system general notice. This code is generated in TSS.

(P) Points Deducted & Ineligible for Good Attendance Credit

Layoff Active Board / Away Terminal or After Start of Shift (LOA): Dual purpose code used for employees that layoff while on a "Planner Activated Board" and/or for employees that layoff for emergencies where the employee cannot complete a shift or return to the home terminal because of illness or an emergency at home. (LOA - Layoff Away Terminal can only be used for emergencies and must have supervisor authorization)

(P) Points Deducted & Ineligible for Good Attendance Credit

Layoff on Call (LOC): Layoff on Call is prohibited. A LOC has the potential to delay trains and adversely affect other employees filling the vacancy. If the layoff on call is unavoidable, employees must talk to a Crew Support representative to be placed in this status.

(P) Points Deducted & Ineligible for Good Attendance Credit

Layoff Dressed & Ready to Work (LOD): Used in the event an employee is not dressed & ready to work either at the on-duty time or after lunch. All BNSF Crewmembers must report to the designated location ready to work dressed in proper PPE (boots on & laced), with a charged radio, company iPad, and any other necessary items to perform service at the on-duty time.

(P) Points Deducted & Ineligible for Good Attendance Credit

Layoff Personal (LOP): In the event an employee has a pre-approved PLD or VAC, however on the day of the event, the employee does not have a PLD/VAC available, the layoff will be converted to LOP.

(P) Points Deducted & Ineligible for Good Attendance Credit

Failure to Take Notification (LXU): LXU indicates an employee has been moved to a different assignment and the Crew Support Center is attempting to notify the employee. This code is automatic, and an employee cannot mark to this status on their own. Time pending notification for employees not subject to call is LXU and is not considered unavailable. For employees subject to call, the employee has 10 hours to take the call; if notification has not been accepted after 10 hours, all time is counted as unavailable and the LXU code is changed to LXU.

(P) Points Deducted & Ineligible for Good Attendance Credit

No Show (NOS): Workforce Management places an employee in this status when the employee fails to show for work.

(P) Points Deducted & Ineligible for Good Attendance Credit