

## Sick Note Procedure for Engineering Employees

Effective November 20, 2013

The following process is to be followed by all Engineering Employees that are covered by the Collective Bargaining Agreements of BRS, IBEW, UTU Local 29, SMWIA, IRSA and TCU, when submitting an official LIRR Sick Leave Form (SLA-28) with respect to a sick leave occurrence.

### Step 1:

- **Fax** the sick leave form to the Administration Office at **(718) 558-3589** within 3 days of returning to work. **This should be faxed by the employee directly, not handed to the Foreman or Supervisor to fax.**
  - For BRS, IBEW, UTU Local 29, SMWIA, and TCU, employees are required to furnish a sick form (SLA-28) when absent more than two consecutive days and upon the third and subsequent 2-day occurrences within a calendar year.
  - For IRSA, employees are required to furnish a sick form (SLA-28) when absent more than two consecutive days.
- Be sure to fax both sides of the LIRR sick leave form.
  - **Only** an official LIRR Sick Leave Form will be accepted. Please note that we will not accept notes on Doctor's letterhead either signed or unsigned by a doctor.

### Step 2:

- Immediately after faxing their signed LIRR sick leave form, the employee must **Call** the Administration Department's automated message center at **(718) 558-7910** and follow the instructions provided.
- Employee must clearly:
  - State their full name
  - State their LIRR employee number
  - Confirm they faxed over their sick leave form and state the first date of sick occurrence
  - Provide a phone number where they can be reached during their regular tour of duty
- Employees will only receive a call back from Administration if their fax transmission was not received. Employees will be contacted on the number they provided within 48 hours.
- If called, employees will be instructed to re-fax the documents by the end of their current shift.

### Step 3:

- Employees must **Hand** the original LIRR sick leave form to their Foreman and/or Supervisor, who will also submit the sick leave form to Administration.
- It is the responsibility of the Foreman and/or Supervisor to send the sick leave form to Administration along with the daily labor sheet submissions.

### Step 4:

- **Retain** a copy of the sick leave form for your personal records and immediately provide the original sick leave form to your Foreman and/or Supervisor as outlined in Step 3.

**NOTE:** You could receive Absence Control Points if you do not follow the steps outlined above.

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# **4 EASY STEPS**

1. Fax note to (718) 558-3589
2. Call (718) 558-7910
3. Hand original to Supv/Foreman
4. Retain a copy for your records