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BNSF Railway Co .  
ALLDIVISIONS

SYSTEM GENERAL NOTICE No. 56  
September 29, 2025

TO ALL CONCERNED,

SUBJECT: TYE LDR & LSP days, and Purging Day after beginning Pru

System General Notice No 50 is canceled.

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Explanation : Effective January 1, 2026 . - B3  
. Attendance is amended  
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Effective September 5, 2025

A. Purging paid day after beginning PRE time

PRE layoff is intended to support the transition into scheduled time off-not to serve as unpaid time off in lieu of a vacation day

Employees who are laid off as "PRE:" ahead of a pre-scheduled or pre-approved vacation or personal leave day must not cancel or purge their paid day off request after the PRE layoff has begun

If an employee purges their vacation or personal leave request after being laid off PRE, the PRE time will be reclassified as an ELO, subject to attendance policy review and potential disciplinary action

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Effective January 1, 2026

B . TYE Paid Sick Days

All TYE employees are afforded five (5) paid sick days, with the ability to convert up to three (3) personal leave days or single days of vacation (or a combination thereof , not to exceed three (3) total converted days)

B1. Lay Off Process - LSP Lay Off Code

If the need for paid sick days is foreseeable (e .g. , a doctor 's appointment or procedure that is scheduled at least seven (7) days in advance of the absence) , the employee 's request, if possible, should be made by entering a future layoff request at least seven (7) calendar days in advance of the use of paid sick day (s) .

Where the use of paid sick days is not foreseeable, employees must layoff as soon as practicable, but in all cases must layoff prior to the call time for their job or board. If an employee lays off after the call time begins (e .g. , within 2 hours of the on-duty time or board lock time for a yard job) , then the employee will be considered as having laid off on call. In all cases, employees should utilize the Layoff Sick Paid (LSP) layoff code .

The use of a paid sick day (or converted day) is not allowable on the Nationally Recognized Holidays which are currently:

New Year 's Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve (the day before Christmas is observed), Christmas Day, and New Year's Eve (the day before New Year's Day is observed) .

Please note that paid sick days cannot be carried over to the next calendar year .

B2 . Compensation

Employees laying off for a paid sick day (LSP) in Workforce Hub, will be prompted to choose what type of pay they would like to claim based on what is available to them.

- \* Sick Leave
- \* Converted Personal Leave Day
- \* Converted floating Vacation Day

Employees may convert up to three (3) personal leave days or single days of vacation in Workforce Hub .

Please note that once an employee has designated their extra paid day to be used on their birthday, it cannot be converted to a paid sick day

Additionally, once a personal leave day and/or single vacation day is converted to a paid sick day, it cannot be converted back.

B3 . Attendance

All paid sick days will be treated as personal leave days under BNSF' s TYE Attendance Policy and will not result in a point deduction. However, paid sick days cannot be used on recognized National Holidays (Ilisted above in Section 1) and, where pattern abuse is identified, employees may be held accountable

Paid sick days are intended to provide paid time off due to intermittent periods of illness . It was not intended that they be used to extend rest days or other approved time off by utilizing layoffs that are automatically approved over the vacation/personal leave

allocation

Please be advised that BNSF may request a doctor note in certain circumstances, and if requested the note must be received within 5 days of the request . We do monitor patterns of behavior that demonstrate employees ' indifference to duty and failure to comply with these expectations .

Additionally, if BNSF does not receive documentation from a physician supporting a LSP when requested, the LSP will not be considered a sanctioned absence

#### B4 . Agreement and Q/ As

For more information, please review the Paid Sick Time Agreements and associated Q/As, found on the Labor Relations ' website

Effective March 3, 2025

#### C . Preventive Care Days

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

#### C1. 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

#### C2 . Lay Off Process - "LDR"

Employees may enter a pre-approval layoff request for a single (24 hour) day, up to 90 days in advance using layoff code "LDR" . LDR layoffs must be requested at least 30 days in advance . 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](mailto: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) , the employee should 1) Reject the on-duty call 2) Transfer into or contact the Workforce Support (Crew Office) team 3 ) Explain to the Rep that you have an approved LDR layoff , and 4 ) The WES Rep will assist by removing you from the call and entering an LDR to end one minute prior to the existing LDR layoff

#### C3 . 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 PCDebnsf.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 ELO 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 PCDebnsf.com or faxed to 817-352-3310 .

#### C4 .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 from the following requirements, they should email their request to OPRDLTYEExceptionsebsnf.com for consideration

- \* Exams must be scheduled on a Tuesday, Wednesday, or Thursday, excluding holidays
- \* Employee must provide BNSF at least 30 days advance notice .

Examples may include :

- 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 ELO in BNSF's TYE Attendance Program and/or may be subject to discipline . In addition, employees who lay off ELO without prior LDR approval from OPRDLTYEExceptionsebsnf.com, may not have ELO converted to LDR in BNSF's TYE Attendance Program and/or may be subject to discipline .