

# LAYOFF REQUEST OPTION ON THE CREW CALL SYSTEM

INDIANA HARBOR BELT RAILROAD

PSTS02

DISTRICT: IH SUB-DISTRICT: BR

001 ENGINE SERVICE	010 HOURS OF SERVICE SELECTION
002 SWITCH SERVICE	011 PENDING PAY INQUIRY
	012 PAYROLL HISTORY INQUIRY
004 SUPERVISOR INQUIRIES	013 PAYROLL SERVICE CORRECTIONS
005 TIE-UP	014 FUTURE LAYOFF REQUEST

## You must complete the following information:

- Name
- Status-Reason Code Reason code for vacation: V- DL (daily), NP (unpaid), VA (week)
- Start Date-Time (Example, 012110 1230a)
- End Date-Time (Example, 012110 1159p)
- Number of Days Req
- Day/Week
- Reason Remarks
- Delete Vac schedule starting (this must be completed if you wish to change your vacation; must advise what week you wish to change)

## Valid status codes shown on the layoff request screen are as follows

VALID STATUS CODES	
H RULES-TRAINING	P OFF BY PERMISSION
J PERS-LEAVE-DAY	T OFF SAFETY MEETING
K OFF FAMILY LEAVE	V VACATION
M OFF INVESTIGATION	Z COMPANY BUSINESS
N OFF JURY DUTY	F WITHOUT PERMISSION
O OFF UNION BUSINESS	

After you have entered the above information, hit F5, then F6. At the bottom of the screen, you should see a message "Lay off request made successfully".

***NOTE: Requests must be submitted as far in advance as possible but no later than 48 hours prior to the requested date. Any requests after the 48 hour time limit must be handled directly with the crew dispatcher's office. When an employee's Layoff Request is approved, the End Date-Time entered in the request will serve as the employee's return-to-duty notification to the Carrier. No further communication between the employee and crew call is required for the employee to be returned to available status at the approved End Date-Time.***