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**LOCAL UNION 241 • AMALGAMATED
TRANSIT UNION
A.F.L. - C.I.O. - C.L.C.**

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Update for Local 241 members regarding CTA's Leave Policy Addendum for Essential Bargained-For Employees

We have had numerous discussions with the CTA regarding COVID-19 related absences and have received certain clarifications on the addendum the CTA issued to address COVID-19-related absences. This update is to assist you. While our role is critical to the City, as we have been reminded, the CTA does not want you to come to work if you are sick or ordered quarantined.

Please read this document and the leave addendum carefully. Forward questions to CTA Benefits or HR or your Manager as well as to the Union.

1. The CTA's policy provides that "Essential" Employees who are absent because of COVID-19 illness and have been ordered by a physician or public agency into isolation or if they are not sick or exhibiting symptoms currently but have been ordered quarantined by a physician or public health agency will receive paid time off

2. Who does it cover?

All employees connected with providing bus service, such as Bus operators, Bus Servicers, Bus Mechanics, Supervisors, Instructors, Clerks, Janitors, Laborers, or 567 Clerical employees dealing with bus operations. Because your classification is not listed, it doesn't mean you aren't included as the purpose is to insure people who need to be absent are paid. Check with your manager or the Union office to be sure.

3. What is meant by "paid time off"?

Your base pay rate times your regularly scheduled hours. For FTP employees, 40 hours a week. For others, including part-time employees, your base rate times your hours during the last pay period. The paid time off will extend as long as you are directed or ordered to be isolated or quarantined.

4. What procedure do I have to follow to be eligible for the paid time off?

You must report your absence to your work location as soon as possible. You will be required to provide documentations, which may include an order from a public health agency or physician ordering you to isolate due to contracting the virus or to quarantine. If you are not ill but ordered to quarantine or isolate, and you become ill, you must report that to your manager as soon as possible. You must also call the Benefits Hotline at 312-681-2225, press "3" or benefits@transitchicago.com to notify CTA that you have been directed or ordered to isolate or quarantine.

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5. Is the paid time off taking the place of STD or seven-day sick?

Yes, you will not receive both—if you receive the paid time off you will not receive STD or seven-day sick benefits. The paid time off will not count towards the STD/7-day sick

6. What if you fall within the Center for Disease Control ("CDC") guidelines for those who are at "high risk" and you want to self-quarantine? Will you be able to take paid leave?

- a. CDC defines high risk as "older adults" (those age 60 and older) or with a severe underlying chronic medical condition, such as heart disease, lung disease or diabetes. CDC also says that people "may be" at higher risk include those who are pregnant, have asthma or HIV positive.
- b. You can take paid leave under the policy if you first submit an accommodation request to the Accommodation Review Committee. CTA says the ARC will "expeditiously process" these requests.

7. What occurs if I have a minor child who is home due to an ordered school closing?

Employees who are required to care for a minor child whose school or place of care has been closed or whose child care provider is unavailable due to coronavirus may be entitled to job-protected emergency paid leave, but it is paid at 2/3 of your hourly rate based upon your schedule of hours up to a maximum amount of \$200 per day. Payment commences after 14 calendar days. During the first 14 calendar days, you may use benefit time. Appropriate documentation is required and you must contact the CTA and your manager as soon as possible. Contact the CTA Benefit Hotline for further guidance. Please note because this is a new provision under Federal Law, it will be subject to further clarification.

8. What is "benefit time?"

If you have unused vacation time for this year, you can use that time to cover your absence from work to care for a child home due to school closure. If you do not have vacation time, you can "borrow" it from time you will be entitled to next year. Employees who have no paid vacation time, such as part time operators can "borrow" it from future vacation time an employee will accrue when the employee becomes eligible for it.

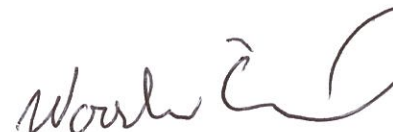
In Solidarity,



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