

## **BNSF Leaves Admin Requirements**

1. BNSF Leaves Admin requires that you renew your leave approximately every 60 days – even if your doctors note states your leave should be longer, they only approve at a maximum of 60 days at a time.
2. Failure to extend your leave will result in automatic termination.
  - a. 1<sup>st</sup> Offense= 10-day grace period to extend, then automatic termination
  - b. 2<sup>nd</sup> Offense= automatic termination
3. Contact Information for Leaves Admin:
  - a. Email: [leavesadmin@bnsf.com](mailto:leavesadmin@bnsf.com)
  - b. Fax Number: (817) 867-5759
4. Best Practices
  - a. Send initial doctors note to Leaves Admin
  - b. Verify your leave has been extended
    - i. Email Leaves Admin to verify they've received your doctor's note and ask when your leave is extended to. This is optional but highly recommended. If there is an issue with your fax being received or anything about your leave extension, you will be notified via email in time for you to fix it before extending your leave thus resulting in termination.
    - ii. You will receive an official letter from Leaves Admin via US mail you're your updated leave end date each time, but since the mail isn't always timely it's always a good idea to follow up with an email as well.
  - c. Take note of your new end date
    - i. Circle it on your calendar
    - ii. Place a reminder on your phone
  - d. A couple of days before your leave end date
    - i. Contact your doctor and have them fax a new doctors note to Leaves Admin
    - ii. Email Leaves Admin to verify that they have received your doctor's note and ask when your leave has been extended to.
  - e. Keep all correspondence (email and paper) regarding your leave for future protection.
  - f. Repeat this process every time you need to extend your leave

### **Sample Email:**

Hello,

My name is \_\_\_\_\_ and my employee number is \_\_\_\_\_. Could you please verify that you have received my doctors note requesting to extend my leave via fax? Also, could you provide me with the new end date for my extended leave?

Thanks for working with me,

E Signature