

Memorandum



Long Island Rail Road

Date: February 5, 2024

To: Distribution

From: Kim M. Hanley- Acting Director Employee Services- HRBP LIRR *Kim Hanley*

Re: **COVID-19 Guidance**

This is a reminder to all LIRR employees how to handle a positive COVID-19 result as directed in the MTA's guidance flowchart (Attached; dated 8/23/22). Positive results must still be called in to the MTA's COVID Hotline (646-252-1010) or via the link [COVID-19 self-service portal](#).

- If an employee is losing any time due to a positive COVID-19 result, the employee is responsible for calling out sick per his/her department's standard procedure.
 - The employee is not required to inform the department that the absence is due to a positive COVID-19 result.
- If the time lost due to a positive COVID-19 result meets the standard for which submission of an SLA-28 is required, an employee must submit this per the provisions of his/her collective bargaining agreement. Any time lost due to a positive COVID-19 result may generate points under the LIRR's Absence Control Policy.

Covid-19 Paid Sick Leave remains in effect for eligible employees until further notice. Employees may be eligible to have the time that they are out due to a positive COVID-19 test result (up to 10 paid days in a 14 calendar day period) covered by NYS COVID-19 Paid Sick Leave. NYSCPSL allows for up to three qualifying periods of isolation since the inception of the leave. To be eligible employees must have not exhausted the three qualifying periods of leave allowed and are required to report the positive test result to the MTA hotline at the time of the test result as indicated above.

- To apply for this, employees must submit a completed copy of the NYS DOH Affirmation of Isolation form [NYS DOH Affirmation of Isolation](#). If the positive test result is from a home test, they must submit a completed copy of the MTA At-Home COVID-19 Positive Test Affirmation [COVID Positive Test Affirmation](#). Employees should be sure to include their name and LIRR/BSC numbers in the body of their email and submit the applicable form to FMLA@lirr.org. Covid information may also be obtained on the MTA Today page [COVID-19](#).

Covid-19 Vaccination Leave/Pay

Effective January 1, 2024 the Vaccination Leave (4 hours of time off during work hours) and the Vaccination pay (2 hours pay for represented operating employees) have both expired and are no longer available for use or compensation. Any time lost for the vaccination or resulting symptoms must be applied to the employees leave accruals.

Thank you for your prompt attention in this matter.