



COVID-19 Quarantine Temporary Leave Pay Policy & Frequently Asked Questions

Policy:

Employees who are directed to self-quarantine by a health care provider or published medical guidelines due to concern of exposure to COVID-19 must contact their Occupational Health Nurse (OHN) or Union Pacific's Nurse Hotline. Employees experiencing signs and symptoms for COVID-19 should not report to or perform work under Union Pacific's, Centers for Disease Control and Prevention (CDC) and local State Department of Health guidelines and should contact their manager and their OHN or the nurse hotline at (402) 544-7011.

- If it is determined the employee may return to work, the employee may use vacation, paid leave etc or take no pay for the time being evaluated.
- If the employee is directed to quarantine by local health department personnel or HMS personnel because the employee worked with a COVID-19 positive coworker then:
 - The employee will be paid a "COVID-19" payment that will be calculated based on the length of the quarantine period up to 14 calendar days, less any RRB Sickness Benefits and any Supplemental Sickness benefit as appropriate. The payment will be a lump sum payment and it will be made after the employee returns to work.
 - For all other causes of quarantine, the employee may use vacation, paid leave, etc or take no pay until cleared to return to work.

Union Pacific will continue to evaluate the need for this policy and may modify and/or terminate the temporary pay policy at any time and without advance notice.

Q&A's:

Q1: Under what conditions will Union Pacific compensate employees while quarantined?

A1: UP will compensate employees for up to 14 days if the employee is directed to quarantine themselves by local health department personnel or UP HMS personnel because the employee worked with a coworker who tested positive for COVID-19.

Q2: Under Union Pacific's Quarantine Temporary Leave Pay Policy what steps must an employee take to ensure they are compensated for exposure that occurred at work?

Reminder: The employee must first be contacted by the local health department or UP HMS personnel and directed to self quarantine because the employee's coworker tested positive for COVID-19. However, please do not contact HMS with pay questions.

A2: Employees must first get placed on a medical leave of absence by Union Pacific's Health and Medical Services (HMS). Then an employee must file with the RRB and any other source that will allow sickness benefits (i.e. supplemental sickness for some crafts).

Note: Once placed on the medical leave, HMS will notify the RRB of the medical leave and notify timekeeping to process they payment. The employee's appropriate pay will be processed and paid without anyone entering time or submitting a time claim in the normal manner.

Q3: Who should an employee contact if they have questions about RRB or other benefits?

A3: Employees should contact their union representative or find they may find information on-line at www.rrb.gov.

Q4: When will an employee who qualifies under this policy receive their payment from Union Pacific?

A4: A lump sum amount will be paid on their regular paycheck on the pay period in which their quarantine period ends. The lump sum will be less any benefits claimed or benefits they could have claimed (RRB etc).

Example payments:

- For an employee quarantined from 3/19 to 4/1, they will be paid on the first pay period of April's paycheck and will be deposited on April 24th.
- For an employee quarantined from 3/20 to 3/27, they will be paid on the second half of March's paycheck and it will be deposited on April 10th.

Q5: How will an employee's pay be calculated for the quarantine period after returning to work?

A5: Employee on a regularly assigned job or assigned schedule will be paid their minimum basic rate for the position assigned. Employees in pool freight or extraboard service will receive up to 14 days at the basic daily rate.

Q6: How will an employee know the amount of quarantine pay they will receive?

A6: Quarantine pay will be accessible on their normal pay stub / deposit slip. It will not be viewable in TEP or CMTS.

Q7: What should an employee do if their position is abolished or they are displaced while quarantined?"

A7: Employees who are abolished or displaced while quarantined should remain on the medical leave of absence and exercise their seniority once released to return to work.

Q8: Can I request paid leave such as personal leave and vacation to cover my absences after being placed on a medical leave?

A8: Yes – Employees must use the Timekeeping TRM Web Ticket System (TRM) process to request paid leave after placed on a medical leave of absence. (Note that it may affect any sickness benefits.)

All questions concerning pay or other timekeeping functions should communicate through the TRM process. The link to the UP's TRM Timekeeping Website is:

https://employees.www.uprr.com/emp/it/oss/secure/tckt/tckt_dtl.cfm?action=add&sys_id=payroll&src=self;

Q9: What if an employee is not out the full 14-days and marks up earlier per the OHN's direction?

A9: An eligible employee is only entitled to quarantine pay for the days in which they are out on medical leave and would have performed service.

Q10: Will the quarantine compensation count toward my qualification for health and welfare benefits (7-day rule)?

A10: No, this payment will be paid in a lump sum and is not considered payment for working wages.

Q11: Will the 14-day quarantine related compensation count towards my vacation / personal leave qualification for next year?

A11: No, this payment is not considered working wages and will not count as qualifying days.