



November 29, 2016

**VIA EMAIL**

Mr. Robert Herguth

Email: [rherguth@sbcglobal.net](mailto:rherguth@sbcglobal.net)

RE: 16-FOIA-284 Employee Documents

Dear Mr. Herguth:

We are in receipt of your request under the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* (“FOIA”).

On November 7, 2016, we received your request for documents showing how much money has been paid out to departing employees for unused vacation time, unused sick time, unused compensatory (“comp”) time and other accrued time from January 1, 2012 until present for each calendar year by employee name and rules or policies governing those payouts (“Request”).

Your Request is granted.

In response to your Request, Metra is providing you with the following documents:

- Monthly Management Personnel Reports for the years 2012 through October 2016 detailing the names of employees that have separated from Metra for that month, their position at the time of separation, annual salary, vacation payout, reserve sick bank payout, department and vacation days paid out by year in each category; and
- A copy of Metra’s Non-Contract Benefits policy. Please note that Metra’s Bargained-For employees are governed by their respective Collective Bargaining Agreements, if you would like copies, let us know.

The Management Personnel Reports are manually compiled monthly for the Board. Metra tried to produce the requested records in a spreadsheet format through our legacy accounting system, but as it was not set-up to collect the requested information it cannot produce it accurately or reliably.

If I can be of any further assistance to you, please do not hesitate to contact me.

Sincerely,

Freedom of Information Officer

[foia@metrarr.com](mailto:foia@metrarr.com)

FOIA Hotline #312-663-3642

Attachments