



August 29, 2016

**VIA E-MAIL**

Mr. Cecil Palmer  
[REDACTED]

RE: 16-FOIA-205 Request for HR Policies/Procedures

Dear Mr. Palmer:

We are in receipt of your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*

On August 15, 2016, we received your request for copies of the policies and procedures issued by Metra's Human Resources department in PDF format ("**Request**").

In response to your Request, Metra's Human Resources Department is providing you with the following policies and procedures:

- Acting Assignment Policy, effective 9/12/2012;
- Bereavement Leave Policy, effective 5/20/2014;
- Drug & Alcohol Policy, effective 5/20/2015;
- Employee Blood Donation Leave Policy, effective 1/18/2013;
- Family Medical Leave Policy, effective 6/26/2015;
- Identity Protection Policy, effective 6/23/2014;
- Internship & Cooperative Education Programs Procedure, revised 2/24/2016;
- Jury Duty Leave Policy, effective 5/20/2014;
- Personal Appearance Policy, effective 5/20/2014;
- Promotion & Lateral Transfer Policy, effective 2/24/2016;
- Rest Breaks (*formerly Breaks Policy*), revised 8/12/2014;
- School Visitation Policy, effective 1/18/2013;
- Secondary Employment Policy, effective 1/18/2013;
- Supplemental Time Off Policy (*formerly Administrative Leave Policy*), revised 6/25/2015;
- Temporarily Working From Home Policy, effective 8/29/2014;
- Victims Economic Security and Safety Act Policy, effective 1/18/2013;
- Voting Leave Policy, effective 1/18/2013;
- Work Schedules for Exempt Employees Policy, effective 9/6/2013;

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- Work Schedules Policy, revised 3/6/2013; and
- Workplace Violence Policy, effective 1/18/2013

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

Sincerely,

A handwritten signature in blue ink that reads "Kathleen E. Haton".

Kathleen E. Haton  
Freedom of Information Officer  
[foia@metrarr.com](mailto:foia@metrarr.com)  
FOIA Hotline #312-663-3642

Attachments