



October 29, 2020

1250 Avenue of the Americas  
New York, NY 10020  
212-697-4400

[workpartners.com](http://workpartners.com)

Greetings:

MTA Metro-North Railroad ("Metro-North") is pleased to announce its partnership with Workpartners for the administration of **Family and Medical Leave (FMLA)** coverage

Beginning on **November 1, 2020**, Metro-North employees will contact Workpartners for all FMLA related requests and FMLA absence reporting. In addition, employees will continue to also contact their departments, according to their departments' individual guidelines.

Information regarding your open FMLA leave has been provided to Workpartners. If we need additional information regarding your leave, you will be contacted.

If you have any questions regarding your open leave, please contact Workpartners at **1-833-804-0480**.

If your leave is for **intermittent FMLA**, report your intermittent absence time to Workpartners as of **11/1/2020**:

- Follow your department call-in procedures **AND**
- Call Workpartners at **1-833-804-0480** to report the absence **OR**
- Submit your absence online through Employee Self Service  
**<https://mncrr.ess-absencetracker.com>**

Be prepared to provide the following information during your call with Workpartners:

- Employee Name
- BSC Employee ID
- Date of Birth
- Start date and expected end date of the absence
- Reason for the leave (including Family Member Name, if relevant)

If you have any questions regarding this transition or related Metro-North policies, please contact your Human Resources Representative:

**Maintenance of Equipment**

David Padilla, Senior Workforce Availability Specialist  
212-499-4375 (office), 646-889-3298 (cell), Email: [Padilla@mnr.org](mailto:Padilla@mnr.org)

**Maintenance of Way (GCT, Communications & Signals, Power, PTC),  
Capital Programs, Labor Relations, Legal, Planning, Training, Proc. & Material Mgmt., Safety**

Helen Maldonado, Senior Workforce Availability Specialist  
212-340-3238 (office), 646-895-1026 (cell), Email: [HMaldonado@mnr.org](mailto:HMaldonado@mnr.org)



**Maintenance of Way (Admin., Material Management, EAM, Track, Structures, West of Hudson),  
Budget, Compliance, Controller, Corp. Affairs, Diversity, EAM, Security**

Jennifer Lacayo, Senior Workforce Availability Specialist  
212-499-4362 (office), 646-864-7110 (cell), Email: JLacayo@mnr.org

**Train and Engine**

Victor Grullon, Senior Workforce Availability Specialist  
212-340-3266 (office), 332-215-2572 (cell), Email: VGrullon@mnr.org

**Customer Service and Stations Department, Regulatory Oversight, Transportation (Admin., RTC,  
Yard, Fleet)**

Selma Dias, Senior Employment and Recruitment Specialist.  
212-340-3074 (office), 646-265-6233 (cell), Email: SDias@mnr.org

**OR**

HR Business Manager, Christina Jolly  
212-340-4913 (office), 347-970-1615 (cell), Email: CJolly@mnr.org

To request a new leave of absence as of **11/1/2020**, please call Workpartners at **1-833-804-0480** or make your new request through Employee Self Service at <https://mncrr.ess-absencetracker.com>.

Best Regards,

Workpartners  
Toll-free fax: 1-844-531-4854  
Email: MNRFLA@Workpartners.com