



Sick Leave

Flight Attendant Guide

Revised October 2, 2019





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Chapter 1 Sick Leave and Occupational Injury Leave Bank Accrual

Section 13.A.

1. Flight Attendants shall be credited with four hours (4:00) of sick leave credit in their sick leave bank, and four hours (4:00) of sick leave credit in their occupational injury leave bank, for each month during their employment to be credited on a quarterly basis as follows:
 - a. A Flight Attendant shall receive full sick leave bank and occupational injury leave bank accruals if she/he has one hundred twenty (120) hours or more of paid activity in each quarter of the twelve-month period ending in the August schedule month. Designated quarters are the bid months of September through November, December through February, March through May, and June through August.
 - b. A Flight Attendant shall receive 50% of the full sick leave bank and occupational injury leave bank accruals if she/he has fewer than one hundred twenty (120) hours but at least sixty (60) hours of paid activity for the designated quarter.
 - c. A Flight Attendant shall receive no sick leave bank and occupational injury leave bank accruals if she/he has fewer than sixty (60) hours of paid activity for the designated quarter.
2. The maximum accrual in the sick leave bank is one thousand two hundred and fifty (1250) hours, and in the occupational injury bank is four hundred (400) hours.
3. For the purpose of sick leave and occupational injury credit, a new Flight Attendant placed on the payroll between the 1st and the 15th of the calendar month, inclusive, will be considered as having been employed on the 1st day of the calendar month. A new Flight Attendant placed on the payroll after the 15th day of the calendar month will be considered as having been employed on the 1st of the following calendar month.
4. A Flight Attendant shall be able to access her/his current sick and occupational leave bank accruals electronically. Such bank accruals shall be updated on a monthly basis.
5. A Flight Attendant who is absent as a result of maternity, or who as a result of a single injury or illness, has used more than two hundred and fifty-five (255) hours of sick leave shall re-accrue sick leave at the rate of seven (7) hours each month until she/he reaches the same level of sick leave she/he had at the onset of the injury, illness or maternity.
6. A Flight Attendant who, within the same bid month, makes up hours lost due to illness or injury will not have such hours deducted from her/his sick or occupational injury leave bank

A. Regular Accrual

A full accrual is 4 hours of sick leave credit in a Flight Attendant's sick leave bank and 4 hours of sick leave credit in her/his occupational injury (OI) leave bank for each month during a designated quarter. A Flight Attendant receives full sick and OI leave bank accruals if she/he has 120 hours or more of paid activity in a designated quarter. A Flight Attendant receives 50% of the full sick and OI leave bank



accruals if she/he has fewer than 120 hours but at least 60 hours of paid activity in a designated quarter. A Flight Attendant will not receive any sick or OI leave bank accruals if she/he has less than 60 hours of paid activity in a designated quarter.

Designated quarterly hours of paid activity and corresponding sick and OI leave bank accruals are outlined below:

Hours of Paid Activity During the Quarter	Sick Leave Bank Accruals	OI Leave Bank Accruals
120 hours or more	12 hours	12 hours
Fewer than 120 hours but at least 60 hours	6 hours	6 hours
Less than 60 hours	0 hours	0 hours

The maximum accrual for the sick leave bank is 1,250 hours and the maximum accrual for the OI leave bank is 400 hours.

Examples 1-3 below show a Flight Attendant's paid activity during a designated quarter and the corresponding sick and OI leave accruals.

Example 1:

Accrual/Quarter	December	January	February
Hours of Paid Activity Per Month	30 hours	35 hours	60 hours
Hours of Paid Activity Quarter-to-Date	30 hours	65 hours	125 hours
Quarterly Accrual Level	None	Partial	Full
Total Monthly Accrual	0 hours accrued	6 hours accrued	6 hours accrued
Total Quarterly Accrual	0 hours accrued	6 hours accrued	12 hours accrued

Example 2:

Accrual/Quarter	December	January	February
Hours of Paid Activity Per Month	120 hours	0 hours	0 hours
Hours of Paid Activity Quarter-to-Date	120 hours	120 hours	120 hours
Quarterly Accrual Level	Full Accrual	Full Accrual	Full Accrual
Total Monthly Accrual	4 hours accrued	4 hours accrued	4 hours accrued
Total Quarterly Accrual	4 hours accrued	8 hours accrued	12 hours accrued

**Example 3:**

Accrual/Quarter	December	January	February
Hours of Paid Activity Per Month	0 hours	0 hours	120 hours
Hours of Paid Activity Quarter-to-Date	0 hours	0 hours	120 hours
Quarterly Accrual Level	None	None	Full Accrual
Total Monthly Accrual	0 hours accrued	0 hours accrued	12 hours accrued
Total Quarterly Accrual	0 hours accrued	0 hours accrued	12 hours accrued

A Flight Attendant will be credited with Sick and OI leave based on the designated quarterly accrual level. If the month's paid activity causes the designated quarterly total to move to a new accrual level, she/he will be credited additional hours to compensate for hours not credited in previous months.

B. Rapid Re-accrual

Under Rapid Re-accrual, a Flight Attendant who has used more than 255 hours of sick leave for a single injury/illness or maternity, shall re-accrue sick leave at the rate of 7 hours each month until she/he reaches the same level of sick leave she/he had at the onset of the injury, illness or maternity. Flight Attendants still need to satisfy the paid activity requirements to earn the higher accrual rates. To initiate the Rapid Re-accrual process, a Flight Attendant should contact her/his supervisor who will submit the request to Crew Pay for validation and set up.

C. Viewing Sick Leave and Occupational Injury Leave Balances

You are able to view your Sick Leave and Occupational Injury Leave balances in CCS.

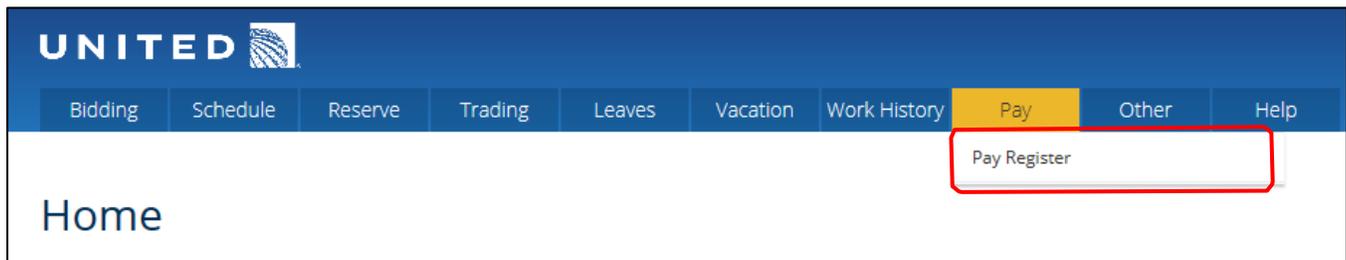


Image 1.01

To view these balances, go to **CCS > Pay > Pay Register**, as shown above in *Image 1.01*.



Pay Register
 Pay Period - September 2018

General Information Pay Seniority Date: 19/10/87 Seniority Number: 4508 Base Pay Rate \$: 63.24 Pay Longevity: 31 Awarded Position: FMP Awarded LH or RSV: LH Language Speciality: --		Flight Advance Paid on the 1st of the month Time: :00 Amount: \$0.00	Per Diem Pay (Not included in total month pay) Taxable Domestic Tax Per Diem: \$79.68 International Tax Per Diem: \$0.00 Non Taxable Domestic Non Tax Per Diem: \$409.06 International Non Tax Per Diem: \$0.00
Override Pay Exceptions Submit a pay request for positions that were unscheduled or not bid awarded. All Other Exceptions Pursuer or International Pursuer		Total Month's Pay (Includes Flight Advance) Amount: \$5,826.32 Guarantee: \$5,826.21 Add Pay (Base Pay Rates): \$0 Add Pay (Other Rates): \$0.11 Reserve Override: \$0	Pay History Chart (Does not include per diem) Highest Pay
Minimum: Time 71:00, Amount \$4,525.54 Guarantee: Time 90:00, Amount \$5,826.21 Credit: Time 90:00		Sick Pay Sick Pay is included in the greatest of minimum and guarantee View Details	

Image 1.02

In the center of the screen next to “Sick Pay”, select “View Details”, as shown above in Image 1.02.

Sick Pay Print

Description	Time	Amount
Sick Hours Used	0:00	\$0.00
Sick Hours Remaining	101:14	
Occupational Hours Used	0:00	\$0.00
Occupational Hours Remaining	50:00	

Description	Time
Quarterly Paid Activity:	78:00
Sick Threshold: P	
Current Month's Accrual: Sick	4:00
Current Month's Accrual: Occupational Injury	4:00

Image 1.03

The above screen will appear showing the following details:

1. Sick and Occupational Hours Used/Remaining – will reflect the current month’s usage and hours available for use
2. Quarterly Paid Activity - this is a cumulative balance of paid activity in the designated quarter
3. Current Month’s Accrual for Sick and Occupational Injury
4. Sick Threshold: this field designates the quarterly accrual level achieved (F = Full / P = Partial / N = None) and will be determined for each month in a quarter based on hours of paid activity



Chapter 2 Sick Leave Call On/Call Off Procedures

To call in sick for a pairing or Reserve day, you may either call the Flight Attendant Support Team (FAST) or use CCS to send in a sick notification. However, you must call FAST to come off sick leave. The Company may require you to submit an absence certificate signed by your medical provider for sick calls made during holidays. Contact FAST at 1-800-FLT-LINE (1-800-358-5463), option 4.

Section 13.B.

1. Call On/Call Off Procedures

- a. A Flight Attendant must notify the Company's designated crew desk to place herself/himself on sick leave. She/he shall remain on sick leave status until she/he notifies the Company that she/he is coming off sick leave.
 - b. A Flight Attendant may place herself/himself on sick leave through the electronic system prior to 0900 home Domicile time of the day prior to a scheduled assignment or Reserve availability day.
 - c. When a Flight Attendant is unable to take her/his flight, she/ he will notify the Company's designated crew desk in not less than eight (8) hours, except in an emergency, before the flight is scheduled to depart, and will in any event give as much notice as possible.
 - d. Flight Attendants checking off sick leave status must notify the Company's designated crew desk that they are off sick leave status not less than eight (8) hours before their flight is scheduled to depart, and will in any event give as much notice as possible.
 - e. When a Flight Attendant calls on sick leave for a trip pairing, the Company will put that assignment into open time in accordance with Section 7.G.1. If a Lineholder, the Company may not put subsequent trip pairings in the Lineholder's schedule into open time earlier than eight (8) hours prior to the scheduled departure, except when the Lineholder has advised the Company that she/he will be on sick leave for a longer period of time.
2. In the event a Flight Attendant goes on sick leave while working away from her/his Domicile, the Company shall continue per diem and lodging, as provided in Section 5, until the Flight Attendant is able to return to her/his Domicile, home, or reasonable alternative request. The Company shall provide transportation when she/he is able to travel.
 3. Attendance points under the "Attendance Points System" shall not be assessed for any absence that is the result of a Flight Attendant's injury on the aircraft caused by verified unannounced clear air turbulence or sudden aircraft movement, passenger assault, emergency evacuation, aircraft accident, hijacking or sabotage.
 4. Flight Attendants on occupational illness or injury status may not engage in gainful employment for someone other than the Company without prior permission in writing from the Company. Such permission may not be withheld unless their performance of such employment would hinder the Flight Attendant's recovery from the occupational illness or injury.

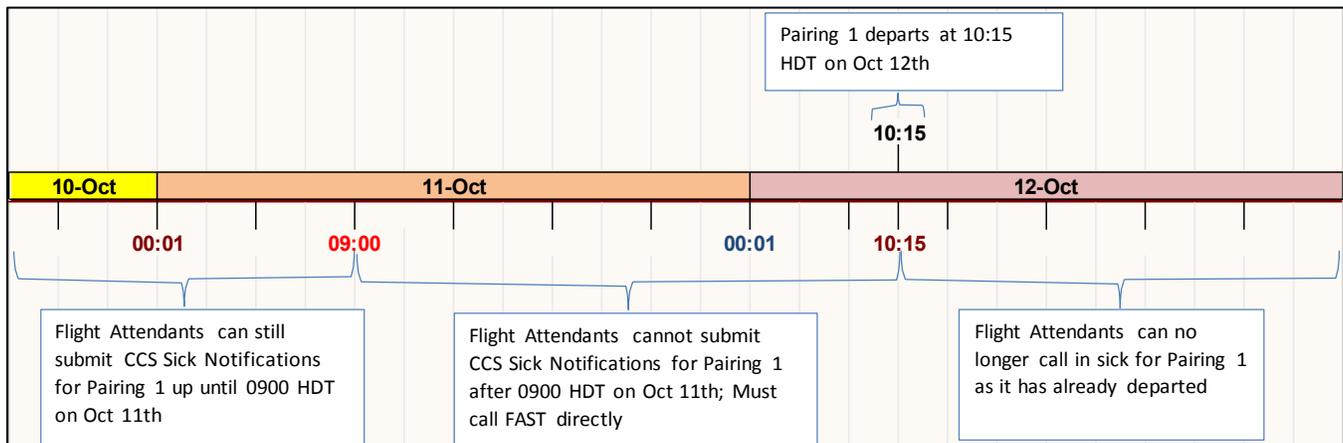


A. Call On/Call Off Sick Leave via CCS Procedure

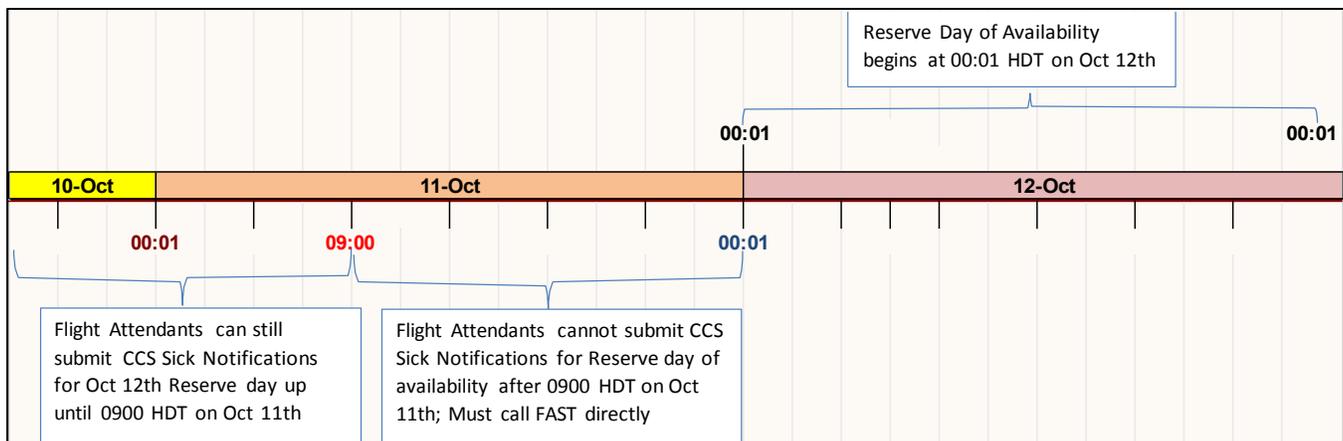
IMPORTANT NOTE: You will remain on sick leave status until you notify the Company that you are ready to return to work by calling off sick leave. You should not call on/off for each pairing or day of Reserve availability.

You may place yourself on sick leave using the electronic system in CCS under the *Schedule* tab, then *Sick Notification*, **prior to 0900 HDT of the day prior to your assignment or Reserve availability day**. If you are unable to do so prior to 0900 HDT, you will need to call FAST directly, giving as much notice as possible, but at least 8:00 hours prior to your scheduled departure time, except in an emergency.

Lineholder Example:



Reserve Example:





To submit a Sick Notification in CCS, click on the “**Schedule**” tab from the main menu.

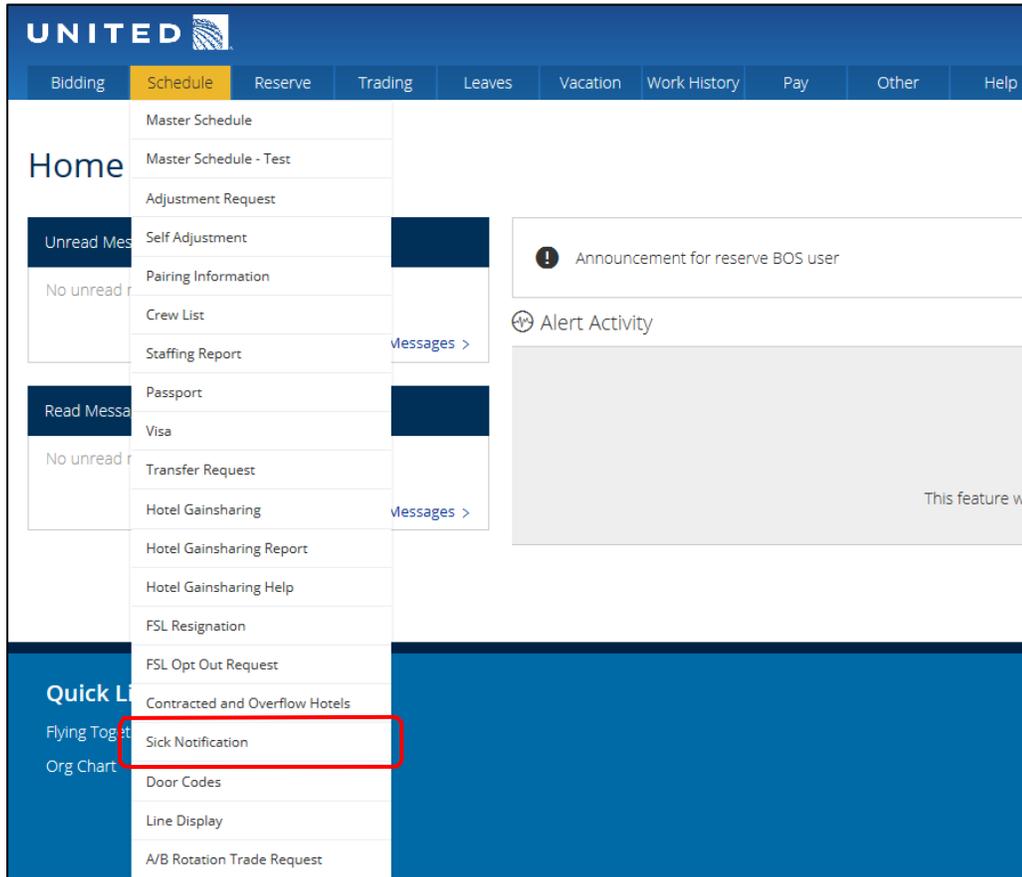


Image 2.01

From the drop-down menu, select “**Sick Notification**”, as shown above in *Image 2.01*.

Once you select **Sick Notification**, the schedule is displayed and the calendar starts at the current date. You can request sick leave for any assignments in the current and next bid month. Assignments from both bid months can be submitted in the same request if they are consecutive. There is no limit to the number of assignments that can be selected for sick leave in a request, as long as they are consecutive.



Sick Notification

Make Sick Call

Instantly send a notification to crew scheduling by 0900 Home Domicile Time of the calendar day prior to a scheduled trip, training assignment or reserve availability day, whenever illness will prevent you from fulfilling your assignment. After 0900 Home Domicile Time of the calendar day to an eligible scheduled assignment, all bases excluding GUM must call the FAST team directly to call off sick. GUM based FAs must call the Guam Crew Scheduling team.

Select Consecutive Assignments *

<input type="checkbox"/>	Date	Assignment Code	Start Date	End Date
	May 15	L0736	May 15, 2018 06:05	May 16, 2018 12:05
	16			
	17			
	18			
<input type="checkbox"/>	19	L0619	May 19, 2018 06:05	May 19, 2018 20:02
	20			
	21			
<input type="checkbox"/>	22	L0620	May 22, 2018 06:05	May 22, 2018 20:02
	23			
<input type="checkbox"/>	24	L0617	May 24, 2018 06:05	May 24, 2018 20:02
	25			
<input type="checkbox"/>	26	L0621	May 26, 2018 06:05	May 26, 2018 20:02
	27			
	28			
<input type="checkbox"/>	29	L0620	May 29, 2018 06:05	May 29, 2018 20:02
	30			
	31			
	Jun 01			

Submit

Image 2.02

The **Sick Notification** screen is shown above in *Image 2.02*. It shows all scheduled pairings/Reserve days remaining in the month. The column headings are as follows:

- **Date** – Date of line activity (pairing, Reserve day, etc.)
- **Assignment code** – Type of activity
- **Start** – Date and time the activity begins
- **End** – Date and time activity ends



Lineholder example:

Sick Notification

Make Sick Call
Instantly send a notification to crew scheduling by 0900 Home Domicile Time of the calendar day prior to a scheduled trip, training assignment or reserve availability day, whenever illness will prevent you from fulfilling your assignment. After 0900 Home Domicile Time of the calendar day to an eligible scheduled assignment, all bases excluding GUM must call the FAST team directly to call off sick. GUM based FAs must call the Guam Crew Scheduling team.

Select Consecutive Assignments *

<input type="checkbox"/>	Date		Assignment Code	Start Date	End Date
	May 15		L0736	May 15, 2018 06:05	May 16, 2018 12:05
	16				
	17				
	18				
<input type="checkbox"/>	19		L0619	May 19, 2018 06:05	May 19, 2018 20:02
	20				
	21				
<input checked="" type="checkbox"/>	22		L0620	May 22, 2018 06:05	May 22, 2018 20:02
	23				
<input checked="" type="checkbox"/>	24		L0617	May 24, 2018 06:05	May 24, 2018 20:02
	25				
<input type="checkbox"/>	26		L0621	May 26, 2018 06:05	May 26, 2018 20:02
	27				
	28				
<input type="checkbox"/>	29		L0620	May 29, 2018 06:05	May 29, 2018 20:02
	30				
	31				
	Jun 01				

Image 2.03

Image 2.03 shows an example of a Lineholder's schedule. To request sick leave for the trips on the 22nd and the 24th, select the checkboxes on the left-hand side for those trips. Then click the "**Submit**" button in the bottom right-hand corner.



Sick Notification


Confirm Request(s)
Are you sure you want to request off the sick day(s) below?

My Pairing

Pairing #	Start Date	# of Days	Position
L0620	22/05/18	1	FA02
L0617	24/05/18	1	FA02

Image 2.04

The “**Confirmation**” page is then displayed, as shown in *Image 2.04*. At this point, you can click on the “**Edit**” button and be returned to the *Sick Notification* page to change your request, or the “**Continue**” button to submit your request.

Sick Notification


Sick Call Successful
The sick call below successfully posted on May 08, 18 16:37:54 CST
Name: John Doe | Empl. ID U00000 | Sys. Sen. 1234

My Pairing

Pairing #	Start Date	# of Days	Position
L0620	22/05/18	1	FA02
L0617	24/05/18	1	FA02

[Print Details](#)

Image 2.05

Once the Continue button is selected, a “**Sick Call Successful**” window appears, as shown in *Image 2.05*. To view your updated schedule on the Sick Notification page, you can click on the “**Make Sick Call**” button to view the page or to make another request.



<input type="checkbox"/>	Date	Assignment Code	Start Date	End Date
	May 15	L0736	May 15, 2018 06:05	May 16, 2018 12:05
	16			
	17			
	18			
<input type="checkbox"/>	19	L0619	May 19, 2018 06:05	May 19, 2018 20:02
	20			
	21			
	22	SKC	22/05/18	22/05/18
	23			
	24	SKC	24/05/18	24/05/18
	25			

Image 2.06

The *Sick Notification* page is updated with **SKC** for the submitted assignments, as shown in *Image 2.06*. The selected assignments will be dropped and replaced with **SKC** on your master schedule.

Reserve example:

The CCS Sick Notification process is the same for Reserves, except they are requesting sick leave for Reserve days of availability versus assignments.

<input type="checkbox"/>	Date	Assignment Code	Start Date	End Date
	May 15	ReserveDayOff	15/05/18	15/05/18
	16	RsvDaysOn	16/05/18	16/05/18
<input checked="" type="checkbox"/>	17	RsvDaysOn	17/05/18	17/05/18
<input type="checkbox"/>	18	RsvDaysOn	18/05/18	18/05/18
<input type="checkbox"/>	19	RsvDaysOn	19/05/18	19/05/18
	20	ReserveDayOff	20/05/18	20/05/18
	21	ReserveDayOff	21/05/18	21/05/18
	22	ReserveDayOff	22/05/18	22/05/18
<input type="checkbox"/>	23	RsvDaysOn	23/05/18	23/05/18
<input type="checkbox"/>	24	RsvDaysOn	24/05/18	24/05/18
<input type="checkbox"/>	25	RsvDaysOn	25/05/18	25/05/18
<input type="checkbox"/>	26	RsvDaysOn	26/05/18	26/05/18
<input type="checkbox"/>	27	RsvDaysOn	27/05/18	27/05/18
	28	ReserveDayOff	28/05/18	28/05/18
	29	ReserveDayOff	29/05/18	29/05/18
<input type="checkbox"/>	30	RsvDaysOn	30/05/18	30/05/18
<input type="checkbox"/>	31	RsvDaysOn	31/05/18	31/05/18
<input type="checkbox"/>	Jun 01	RsvDaysOn	01/06/18	01/06/18

Image 2.07



Image 2.07 on the previous page shows a Reserve's schedule. To request sick leave for the Reserve day on the 17th, select the check box on the left side of the date and click the "**Submit**" button in the lower right-hand corner. In the case where a Reserve knows ahead of time they will be on sick leave for multiple days, they may select all boxes that apply. In either case the Reserve will automatically remain on sick leave for all subsequent Reserve days until they call FAST directly and request to come off sick leave.

Sick Notification

!

Confirm Request(s)

Are you sure you want to request off the sick day(s) below?

My RSV Day(s)

18/05/18

Edit Continue

Image 2.08

The Confirmation page is displayed, as shown in *Image 2.08*. At this point, you can either click on the "**Edit**" button and be returned to the *Sick Notification* page to change your request, or the "**Continue**" button to submit your request.

Sick Notification

✓

Sick Call Successful

The sick call below successfully posted on May 15, 18 23:59:15 CST

Name: John Doe | Empl. ID U00000 | Sys. Sen. 1234

My RSV Day(s)

18/05/18

Print Details

Make Sick Call

Image 2.09

Once the Continue button is selected, the "**Sick Call Successful**" window appears, as shown in *Image 2.09*. The Reserve day will be dropped and replaced with **SKC** on your master schedule. To view your updated schedule on the *Sick Notification* page, you can click on the "**Make Sick Call**" button and view the page or make another request.



B. Calling Off Sick Leave via FAST

You are required to contact FAST when you are ready to call off of sick leave, giving as much notice as possible, but not less than 8:00 hours before the departure time of your scheduled flight.

Sick leave pairings will be placed into **Sick Leave Trips**, as discussed in [Chapter 2.C.](#) of this guide, up to 8:00 hours prior to your scheduled departure time. At exactly 8:00 hours prior to your scheduled departure time, sick leave pairings will be moved into **Reserve Time** in CCS and will then become available to other Flight Attendants for pick-up or assignment, in accordance with the Order of Assignment in Section 7.S.1. of the JCBA.

C. Reserve Specific Call On/Off Procedure

Section 8.F.

4. A Reserve who is returning from sick leave status shall be treated as follows:
 - a. If she/he calls off sick leave prior to 1600, she/he will be given an assignment through the preferencing via the 1930 automated communication system and online system;
 - b. If she/he calls off sick leave between 1600 and 1930, she/he will be given an assignment via the 1930 automated communication system and online system;
 - c. If she/he calls off sick leave after 1930 and up to 2400, an assignment will be given to her/him at the time of the call;
 - d. A Flight Attendant calling off sick leave after 2400, shall be considered on sick leave for the calendar day.

IMPORTANT NOTE: An important reminder is that once you call on sick leave for any pairing or Reserve day, you will stay on sick leave until you call FAST directly and request to come off sick leave. The process to place yourself on sick leave is the same for Lineholders and Reserves. Reserves should not call on/off sick leave for each day of Reserve availability.

D. Master Schedule Sick Codes

After you call in sick for a pairing or Reserve day, your line and master schedule will be updated with the appropriate code, depending on the type of sick leave absence (i.e. sick leave, family leave, occupational sick, etc.). **if you do not call off sick leave, you will remain on sick leave and your future trips and/or Reserve days will be affected with the appropriate code, depending on the type of sick leave absence. The following examples provide an explanation of how sick leave may appear on your line.**



Example 1: Lineholder

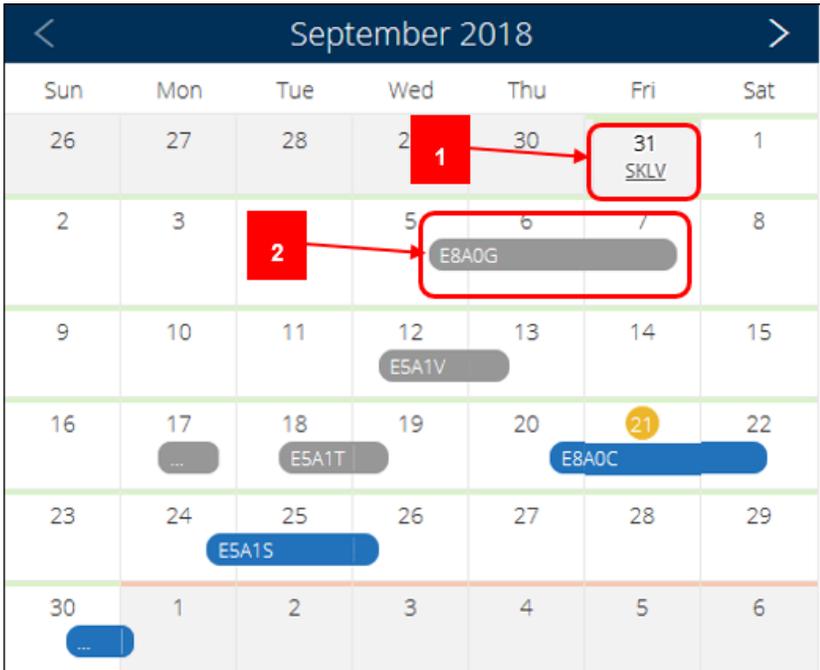


Image 2.10

In the example shown above in *Image 2.10*, the Flight Attendant called in regular sick leave for their trip on August 31st, as indicated by the **SKLV** code on that calendar date (1). Their next scheduled pairing is E8A0G on September 5th (2).

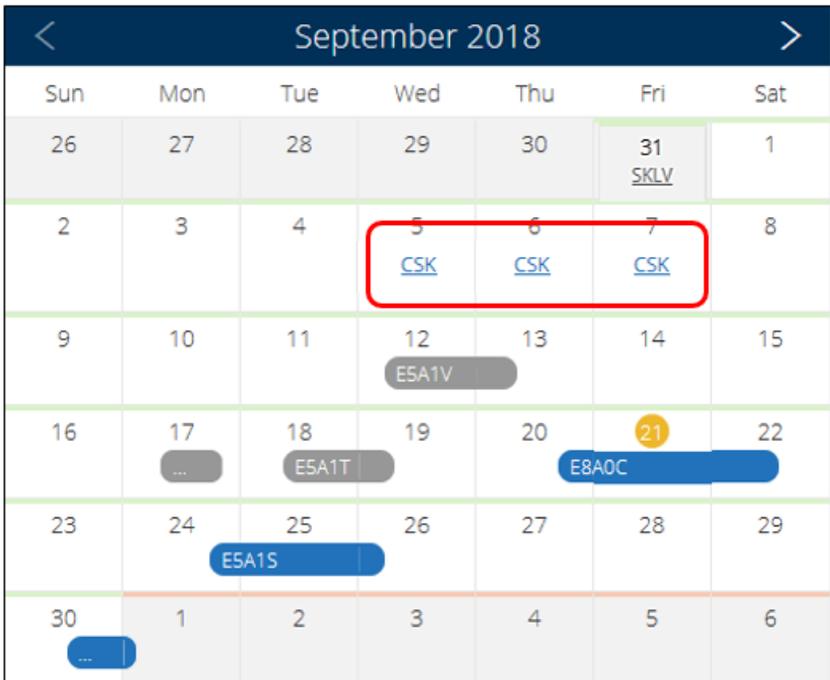


Image 2.11



Because they did not call off sick leave 8 hours prior to the start of their pairing on September 5th, the sick leave automatically continued for all three days of the pairing as shown in *Image 2.11* on the previous page, and the pairing was dropped into open time. The continuation of sick leave in a Lineholder line is represented by the **CSK** code on the calendar date.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31 SKLV	1
2	3	4	5 CSK	6 CSK	7 XSKK CSK	8
9	10	11	12 ESA1V	13	14	15
16	17 ...	18 ESA1T	19	20 E8A0C	21	22
23	24	25 E5A1S	26	27	28	29
30 ...	1	2	3	4	5	6

Image 2.12

When the Flight Attendant called the FAST team to be taken off sick leave, the **XSKK** code was manually placed in their line, as shown above in *Image 2.12*. This action stopped the continuation of sick leave. These codes will also appear in the master schedule.



Example 2: Reserve

September 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31 OFF	1 OFF
2	3	4	5	6 OFF	7 OFF	8 OFF
9	10 FMSK	11 RSC	12 RSC	13 RSC	14	15 IOFF
16 IOFF	17 IOFF	18 IOFF	19 IOFF	20	21	22
23	1 OFF	25 OFF	2 OFF	27	28	29
30	1	2	3	4	5	6

Image 2.13

Image 2.13 above displays a Reserve line of flying where they have called in Family Leave sick (**FMSK**) on September 10th (1). **RSC** is the rolling sick leave code for Reserves. Since they have not yet called off sick leave, the sick leave continued on the 11th, 12th, and 13th (2), as indicated by the RSC code. The RSC code automatically appears if they do not call off sick leave prior to 1601 HDT of the day before their next Reserve day.

In this example, if they do not call off sick leave prior to 1601 HDT on the 13th, the RSC code will automatically appear on the 14th as well. When they do call FAST to come off sick leave, the code **XSCK** will be manually entered into their line on the day that they call off sick, which will indicate they came off sick leave and will stop the rolling sick leave action.

For a more detailed list of sick leave codes and their descriptions, see [Appendix A](#) of this guide.

E. Potential Open Sick Leave Trips

Anytime a Flight Attendant calls in sick, her/his future trips become potential open pairings until she/he calls off sick leave. You are able to view these potential open pairings in the Electronic Bulletin Board (eBB) on the "Sick Leave Trips" screen. If the scheduled Flight Attendants do not come off sick leave, these trips will drop into open time 8 hours prior to the scheduled departure time.

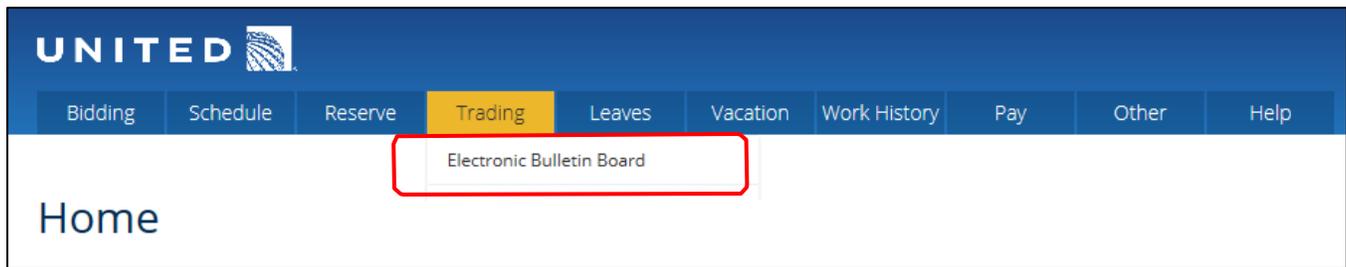


Image 2.14

To access the “Potential Sick Leave Open Trips” screen, go to **CCS > Trading > Electronic Bulletin Board**, as shown above in *Image 2.14*.

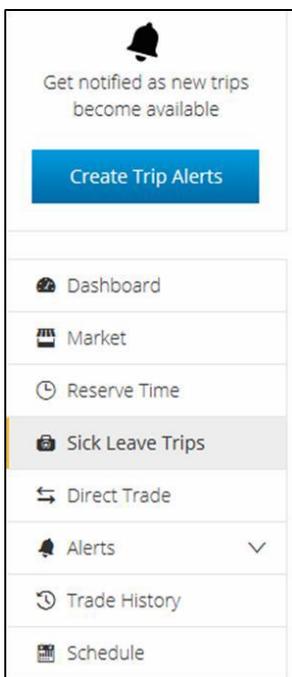


Image 2.15

From the main menu, select “Sick Leave Trips” as shown above in *Image 2.15*.



Potential Sick Leave Open Trips

Potential Sick Leave Open Trips Information
Sick Leave Trips includes potentially open trips from the schedule of flight attendants who are currently on sick leave. If the flight attendants remain on sick leave these trips will be released to open time 8 hours prior to departure.

Domicile - LAS

6 - LAS
B - BOS
D - DEN
E - EWR
F - SFO
G - GUM
H - IAH
J - NRT
L - LAX
M - HKG
N - HNL
O - ORD
Q - FRA
U - LHR
V - CLE
W - IAD

Refresh

Start Date	Check-In	End	Days	Position	Credit	Block
------------	----------	-----	------	----------	--------	-------

Image 2.16

The “Potential Sick Leave Open Trips” screen will display, as shown above in *Image 2.16*. Select the domicile you would like displayed.

Potential Sick Leave Open Trips

Potential Sick Leave Open Trips Information
Sick Leave Trips includes potentially open trips from the schedule of flight attendants who are currently on sick leave. If the flight attendants remain on sick leave these trips will be released to open time 8 hours prior to departure.

Domicile - IAH

Last updated a few seconds ago Refresh

1 trip(s)

Pairing #	Start Date	Check-In	End	Days	Position	Credit	Block
H5A1E	11/09/18	--:--	--:--	1	FA01	05:00	04:45

Image 2.17

The screen will show a list of any pairings that could potentially become open due to sick leave, as shown in *Image 2.17*. If the scheduled Flight Attendants do not come off sick leave, these trips will drop into open time 8 hours prior to the scheduled departure time.



F. Make up Sick Leave

Flight Attendants may “make up” sick leave by choosing to not have hours deducted from their sick or occupational injury leave banks when they are on sick leave. To “make up” sick leave, the Flight Attendant has to go to Help Hub to advise Payroll not to pay them. Go to **Help Hub > Employee Services > Pay > Pay Claim/Issue > Make-Up Sick**.

If they wish to make up sick leave on the same days that they were sick, they have to call FAST to come off sick leave first, then call Crew Scheduling to have them reduce the sick call to the days they were sick. Make up sick must be made up within the same bid month.

A Flight Attendant who wishes to pick up a trip on one of the days for which they have called in sick (except the first day), must first call FAST to call off sick and then **must contact Crew Scheduling, in order to be able to pick up a trip on those days**.



Chapter 3 Sick Leave Administration and Pay

A. Less than full month

Section 13.D.

1. Sick leave pay shall be granted only in cases of actual sickness or injury.
2. Dental and doctor appointments will not be considered a basis for sick leave unless it can be shown that the doctor in question does not maintain office hours outside the Flight Attendant's scheduled work time or on the Flight Attendant's days off.
3. For personnel record keeping and pay purposes, a Flight Attendant shall not be considered on sick leave on the days she/he was not scheduled to be available for flight duty.
4. When a Lineholder is on sick leave, she/he shall be credited sick leave from her/his bank only up to the number of scheduled flight time hours missed.
5. When a Reserve goes on sick leave and she/he has not yet been assigned, or if she/he has been assigned but goes on sick leave prior to check-in, she/he shall be credited with the value of a reserve day. When a Reserve goes on sick leave after check-in, she/he shall be credited sick leave from her/his bank only up to the number of scheduled flight time hours missed.

Flight Attendants who are on sick or OI leave and elect to receive pay, will have the option to be paid for each sick trip/Reserve day of availability on her/his line.

Lineholders who are sick and have sufficient hours in their sick leave bank will receive pay for the credited value of the days or pairing they missed.

Reserves who are sick, have sufficient hours in their sick leave bank and have not been assigned a trip will receive either 4:20 (30-day month) or 4:07 (31-day month) of sick pay for the day.

Reserves who have been assigned a trip but have not yet checked in and become sick, and have sufficient hours in their sick leave bank will receive either 4:20 (30-day month) or 4:07 (31-day month) of sick pay for the day.

Reserves who have been assigned a trip, checked in and subsequently become sick and have sufficient hours in their sick leave bank will receive pay for the credited value of the days or pairing they missed, same as a Lineholder. If a Reserve calls off sick leave prior to the conclusion of the trip for which she/he called in sick and is placed back on Reserve, she/he will receive sick leave credit for the value of the scheduled flight hours in the duty periods on the days missed.



B. Full Month

Section 13.D.

1. When a Flight Attendant is on sick leave an entire month, she/he shall have the option of receiving sick leave pay for her/his projection for that month, one-hundred (100) hours, or the seventy-one (71) hour minimum to the extent that she/he has sick leave accrued in her/his bank. A Partnership Flight Attendant shall have the option of receiving sick leave pay for half of her/his line value, fifty-five hours (55:00) or thirty-five hours and thirty minutes (35:30) to the extent she/he has sick leave accrued in her/his bank.

Long Term Sick Leave Pay

If you are on sick leave for a full month, your pay is drawn from your Sick or Occupational Leave Bank. You are able to make these selections from the Inflight Bidding screen while the Primary bidding window is open.

The screenshot shows the Inflight Bidding interface. At the top, it states "Primary bidding closes on 18th 1400 home domicile time". Below this are several sections: "Move-Up Line" with "Yes" and "No" radio buttons; "Preference" with "Domestic", "International", and "Either" radio buttons; "Move-Up Protected Dates" with four date selection fields; "Opt" with "Lineholder" and "Reserve" options; "Buddy Bidding" with a "Buddy Employee ID" field; "Reserve Waiver" with a "35 Hours in 7 Days" checkbox; and "Long Term Leave Pay Option" with "Yes" and "No" radio buttons. The "Long Term Leave Pay Option" section is highlighted with a red box, and it also includes "Bid", "71", and "100" radio buttons. "Save" and "Submit" buttons are at the bottom right.

Image 3.01

On the bottom right-hand section of the home page, see "Long Term Leave Pay Options", as shown above in *Image 3.01*.

This is a close-up of the "Long Term Leave Pay Option" section. It shows the "Long Term Leave Pay Option" header with "Yes" and "No" radio buttons. Below it are "Bid", "71", and "100" radio buttons. A red box highlights the "Yes" radio button, with a red arrow pointing to it from a red box labeled "1". Another red box highlights the "71" radio button, with a red arrow pointing to it from a red box labeled "2".

Image 3.02

As shown in *Image 3.02* above, the system defaults to "No" (1). To select this option, click "Yes". Then choose the value of the line you bid, 71 hours, or 100 hours (2). If you select "Bid", you will receive a "paper award" (the trips will not actually appear on your monthly Line of Flying). You will receive pay equal to the paper award.



A Flight Attendant on sick or OI leave for an entire month will have the following full month pay options by submitting a Flight Attendant Pay Option Acknowledgement Letter:

- Receive sick leave pay her/his bid line value
- Receive sick leave pay for 71 hours
- Receive sick leave pay for 100 hours

The Flight Attendant Pay Option Acknowledgement Letter can be found on ***Flying Together > Employee Services > United ServiceAnywhere > Payroll Services > Offerings***. Flight Attendants may also contact Crew Pay prior to the close of pay to make this designation.

All options for Flight Attendants apply to the extent that the Flight Attendant has sick leave or OI leave accrued and available in her/his respective sick leave bank.

C. Kin Care

Section 13.D.

1. If a Flight Attendant's spouse or minor child is injured or becomes ill so that the Flight Attendant is unable to report for work, she/he will be allowed to use sick time for up to three (3) consecutive days, or the duration of the pairing, whichever is greater. The absence will be treated the same as the Flight Attendant's sick leave, and will count for attendance disciplinary purposes.

If a Flight Attendant's spouse or minor child is injured or becomes ill so that the Flight Attendant is unable to report for work, she/he will be allowed to use sick time for up to three consecutive days, or the duration of the pairing, whichever is greater. The absence will be treated the same as the Flight Attendant's sick time, and will count for attendance/disciplinary purposes. This is available for use once per calendar year. Sick time used for Kin Care can be made up as with other sick pay.



Chapter 4 Occupational Injury

Section 13.D.

8. Occupational injury absences which are caused by the same accident and are part of the same occupational injury claim will be considered to be a single incident.
9. Any Flight Attendant desiring to challenge or protest action(s) by the Company relating to occupational injury, may in addition to any other appeal raise her/his claim to the Union's designee(s) who will attempt to achieve a prompt resolution of the matter with local management.
10. Occupational Injury Pay
 - a. During absences due to occupational injuries/illness, a Flight Attendant who has applied for and is entitled to receive workers' compensation benefits will have an amount equal to all hours paid (directly and indirectly via Workers' Compensation) deducted from the Flight Attendant's occupational injury bank subject to the pay provisions in Paragraphs D.4., D.5. and D.6. above. This will continue until the Flight Attendant's occupational injury bank is exhausted.
 - b. When her/his occupational bank is exhausted, a Flight Attendant may supplement Workers' Compensation benefits using her/his accrued sick leave on an hour for hour basis. One (1) hour of sick leave will be deducted from her/his bank for each additional hour paid subject to the pay provisions in Paragraphs D.4., D.5. and D.6. above. Workers' Compensation benefits will continue in accordance with state law.
 - c. Flight Attendants who are receiving Workers' Compensation benefits shall be provided with detailed statements showing both the temporary total disability payments and the reimbursement payments of all related out-of-pocket medical expenses.
 - d. If the Flight Attendant so elects, she/he shall receive payment(s) through direct deposit, provided that they are made to a financial institution in the U.S. that accepts electronic deposit in U.S. dollars. The Flight Attendant shall be responsible to provide account information to the appropriate parties to allow for electronic deposit.

Section 13.F.

1. If a Flight Attendant has requested payment for an occupational injury or illness in accordance with this Section, and it has been determined that the Flight Attendant is entitled to Workers' Compensations Benefits, the Company shall provide such benefits in accordance with the applicable state law and regulations.
2. The Company shall not contest Workers' Compensation jurisdiction in the State of Illinois for any Flight Attendant who is entitled to file a Workers' Compensation claim in the State of Illinois, including but not limited to, all Flight Attendants whose contracts of hire were made in Illinois.
3. Notwithstanding the above, Flight Attendants shall retain the rights to pursue these benefits in any other state or country which also has jurisdiction.
4. These provisions apply to Flight Attendants in both Domestic and International Domiciles.
5. The monetary benefits so paid shall be in addition to any monetary benefits paid pursuant to the provisions of Section 27, Missing, Interned, Hostage or Prisoner of War, and will be paid to the beneficiaries prescribed by the applicable law as herein provided.
6. The Company agrees to elect that Flight Attendants based in International Domiciles and Guam shall be covered by the Illinois Workers' Compensation Act and the Company shall not contest Workers' Compensation jurisdiction in the State of Illinois for such Flight Attendants.



Using Sick and OI Banks for Occupational Injury

Once a Flight Attendant files a Workers' Compensation Claim, supplemental OI payments will begin unless a Flight Attendant notifies the Company that she/he does not want supplemental OI payments. This notification is to be made by submitting the appropriate Flight Attendant Pay Option Acknowledgement Letter, as described above. Supplemental OI payments will be deducted from the OI leave bank first if hours are available. If there are not sufficient hours in the OI leave bank, then supplemental payments will be made from a Flight Attendant's sick leave bank.

An amount equal to any third-party Workers' Compensation payment (payment divided by Base Hourly Rate) will be deducted from a Flight Attendant's OI leave bank, if the hours are available. Once the OI bank has been exhausted, no additional hours will be deducted from your OI bank and Workers' Compensation benefits will continue in accordance to state law.



Chapter 5 Trip Trading/Picking Up Trips

Section 13.E.

A Flight Attendant may continue trip trading, as provided for in Section 7.I. while on sick leave, and she/he will be eligible to use accrued sick leave to be paid for such trips. If, after going on sick leave, the Flight Attendant trades or picks up trips and she/he does not fly the trips that were traded/picked up due to being on sick leave:

1. If her/his line value was ninety-three (93) hours or less at the time she/he went on sick leave, the Flight Attendant may use accrued sick leave for the trips that were traded/picked up, not to exceed ninety-three (93) hours for the bid month.
2. If her/his line value was over ninety-three (93) hours at the time she/he went on sick leave, the Flight Attendant may use accrued sick leave for the trips that were traded/picked up while on sick leave only up to the line value at the time she/he went on sick leave.



Appendix A - List of Sick Leave Codes

Sick Leave Codes	Description	Counts towards 78 days (15.1.5) of JCBA FML	Continued Sick Leave Code	Off Sick Leave
CSK	ROLL CODE - When a Lineholder Flight Attendant is on sick leave and does not call off sick leave prior to her/his next pairing, CSK will carry over to next pairing(s)	N/A	N/A	N/A
CSKU	ROLL CODE - When a Flight Attendant has called in sick via CCS and does not call off UNPAID sick leave prior to her/his next pairing or assignment, CSKU will carry over to next pairing(s)	N/A	N/A	N/A
CWK	ROLL CODE - When a Lineholder Flight Attendant is on WKCP or FML OJI sick leave and does not call off sick leave prior to her/his next pairing, CWK will carry over to next	N/A	N/A	N/A
FESA	Family Leave - Family Member requested after RSV has been given an assignment - unpaid	Yes	N/A	N/A
FESN	Family Leave - Family Member requested less than 8 hours prior to departure - unpaid	Yes	N/A	N/A
FLMF	Family Leave Maternity - full month	N/A	N/A	N/A
FMER	Family Leave - Family Member - unpaid	Yes	N/A	N/A
FMML	Family Leave Military	N/A	N/A	N/A
FMMP	Family Leave for Maternity – Intermittent - paid	Yes	N/A	NA
FMMT	Family Leave Maternity – Intermittent - paid	No	N/A	N/A
FMOF	Family Leave for OJI - paid	N/A	N/A	N/A
FMOI	Family Leave for OJI - paid 100%	No	LH – CWK Reserve - RSW	XSCK
FMOL	Family Leave OJI Employee - paid 100% intermittent	Yes	LH – CWK Reserve - RSW	XSCK
FMOS	Family Leave for OJI/SK Paid – FA chooses to use sick bank after Occ bank is exhausted	No	N/A	N/A
FMOT	Family Leave Other	N/A	N/A	N/A
FMSF	Family Leave Sick	N/A	N/A	N/A
FMSK	Family Leave for Employee - paid	No	LH – CSK Reserve – RSC	XSCK
FMSL	Family Leave for Employee - paid	Yes	LH – CSK Reserve - RSC	XSCK
FMSN	Family Leave for Employee requested less than 8 hours prior to departure - paid	No	LH – CSK Reserve - RSC	XSCK
FMSO	Family Leave for OJI - paid	N/A	N/A	N/A
FMSV	Family Leave full month with vacation	N/A	N/A	N/A
FMTR	Family Leave for Training - paid	N/A	N/A	N/A
FMUP	Family Leave Maternity - unpaid	N/A	N/A	N/A



Sick Leave Codes	Description	Counts towards 78 days (15.I.5) of JCBA FML	Continued Sick Leave Code	Off Sick Leave
FMWF	Family Leave for OJI Employee – Paid from OI bank at 30% full month	Yes	LH – CWK Reserve - RSW	XSCK
FMWK	Family Leave for OJI – Paid from OI bank at 30%	No	LH – CWK Reserve - RSW	XSCK
FMWL	Family Leave for OJI Employee - 30% paid intermittent	Yes	LH – CWK Reserve - RSW	XSCK
FSA A	Family Leave Sick After assignment - paid	Yes	LH – CSK Reserve - RSC	XSCK
FSNL	Family Leave for Employee requested less than 8 hours prior to departure - paid	Yes	LH – CSK Reserve - RSC	XSCK
FSSA	Family Leave for Employee - paid	No	LH – CSK Reserve - RSC	XSCK
FSUP	Family Leave for Employee - unpaid	Yes	N/A	N/A
O/I	Occupational Injury - paid	N/A	N/A	N/A
OIAD	Code will adjust OI bank hours by monetary value of Sedgwick/AIG payments FA will see OIAD populated in pay register details zero pay will generate	N/A	N/A	N/A
OISK	Occupational Sick – paid 100% from Occ Bank	N/A	LH – CSK Reserve - RSC	XSCK
OJI	On the Job Injury - paid	N/A	N/A	N/A
RSC	ROLL CODE - When a Reserve Flight Attendant is on sick leave and does not call off sick leave prior to her/his next pairing, RSC will carry over to next day(s) of availability	N/A	N/A	N/A
RSW	ROLL CODE - When a Reserve Flight Attendant is on WKCP or FML OJI sick leave and does not call off sick leave prior to her/his next pairing, RSW will carry over to next day(s)	N/A	N/A	N/A
SFT	Sick From Training - paid	N/A	Does NOT automatically continue	XSCK
SIB	Sick Inbound - paid	N/A	N/A	N/A
SKAA	Sick After Assignment – Reserve calls in sick after receiving assignment - paid	N/A	LH – CSK Reserve - RSC	XSCK
SKC	Sick Leave requested via CCS	N/A	LH – CSK Reserve - RSC	XSCK
SKLV	Sick Leave - paid	N/A	LH – CSK Reserve - RSC	XSCK
SKOI	Worker’s Comp Supplemental sick calc – Paid from regular sick bank at 100%	N/A	N/A	N/A
SKSB	Sick call while on Standby	N/A	LH – CSK Reserve - RSC	XSCK
SKUP	Sick Leave - unpaid	N/A	LH – CSK Reserve - RSC	XSCK
SLOA	Sick Leave of Absence – unpaid	N/A	N/A	XSCK



Sick Leave Codes	Description	Counts towards 78 days (15.I.5) of JCBA FML	Continued Sick Leave Code	Off Sick Leave
SNSC	Short Notice Sick Call – Sick requested less than 8 hours prior to departure - paid	N/A	LH – CSK Reserve - RSC	XSCK
WKCP	Worker's Comp Supplemental sick calculation – paid from OI bank at 30%	N/A	LH – CWK Reserve - RSW	XSCK
WKOI	Worker's Comp Supplemental sick calculation – paid from OI bank at 100%	N/A	LH – CWK Reserve - RSW	XSCK
XCSK	OFF SICK CODE - When a Flight attendant calls off sick leave, the XSCK code is entered into line to stop the continuation of sick leave	N/A	N/A	N/A

