

Flight Attendant Medical Leave of Absence FAQ

The information contained in this document is not controlling but is used for educational purposes. Reference the Envoy HR Leave of Absence website for changes to company policy and procedures regarding leave from work. As always, if you have any questions or are experiencing any negative interactions between Envoy or FMLASource, please reach out to your local and MEC Officers and if applicable to FMLA contact the Department of Labor to file a complaint.

Q: When am I eligible for a Medical Leave of Absence?

A: Section 18 D.1. tells us medical leaves will be approved for Flight Attendants when they are unable to perform their duties as a Flight Attendant and their Doctor provides the medical verification.

Q: Can the company force me to use FMLA instead of going on Medical Leave?

A: No. If you meet the requirements in the CBA and 14-day minimum, the company cannot restrict you from using Medical Leave.

Q: Can the company force me to use Medical leave instead of FMLA?

A: No, if you are eligible for FMLA you are entitled to use it.

Q: Are there benefits to using FMLA instead of Medical Leave?

A: FMLA restricts you to 72 days of leave in a rolling calendar year; A medical leave can be taken for 5 years and right now the minimum duration is 14 days.

Q: While on a Medical Leave of Absence how long can I maintain my protected Company health insurance plan?

A: Section 20 C.3.a says a Flight Attendant who goes out on IOD or Medical leave of Absence will be eligible to continue health insurance at the active employee rate for a maximum of twelve (12) months.

Q: How do I request a Medical Leave of Absence?

A: From my.envoyair.com navigate to Departments -People Services-Leave of Absence Center - FMLASource Leave of Absence Center. Once there click "Add a new leave". Be sure to select "Other reason for leave" and then "Medical Leave of Absence" when making the request.

Q: How long can I remain on Medical Leave?

A: A Flight Attendant can remain on Medical Leave for up to five (5) consecutive years.

Q: Do I accrue Company seniority and longevity while on leave?

A: Yes, A Flight Attendant will retain and continue all forms of seniority while on a medical leave of absence.

Q: Can I use my travel benefits while on a Medical Leave of Absence?

A: You are not permitted to use your travel benefits unless you have approval from your supervisor, however Section 18 D.6 tells us A Flight Attendant on an authorized medical leave of absence will be allowed to travel on company passes to medical appointments and otherwise as consistent with the company's pass travel policy.

Q: The Human Resources Medical Leave Policy lists other restrictions, which aren't in the contract. Are they applicable to me?

A: No. The contract is controlling. A few of those discrepancies are discussed in this document.

Q: Do I have to be sick for a minimum number of days before becoming eligible for Medical Leave?

A: Yes, due to recent arbitration ruling you must be absent for 14 consecutive days. The number of days is still in dispute as the ruling also states there should be no disparate treatment between workgroups and ground personnel only have to be absent for 10 consecutive days.

Q: What about Elective or Cosmetic Surgery? The company website says there are restrictions and blackout dates.

A: There are no restrictions or blackout dates under the CBA. Flight Attendants are free to use their sick time, leave, and benefits as necessary.

Flight Attendant FMLA Leave of Absence FAQ

The information contained in this document is not controlling and is used for educational purposes. Reference the Envoy HR Leave of Absence website for changes to company policy and procedures regarding leave from work, for specific issues and possible changes to FMLA Leave.

Q: How much leave is available to flight crews under FMLA?

A: An eligible airline flight crew employee is entitled to 72 days of FMLA leave during any 12-month period for one or more FMLA-qualifying reasons.

Q: How many days of entitlement are used if I'm away from work for 2 weeks?

A: Each day of scheduled work you miss will count as 1 day of entitlement usage. If you didn't have scheduled workdays then entitlement is based on a uniform six-day workweek for all airline flight crew employees, regardless of the time actually worked or

paid. Therefore, 2 weeks of leave use 12 days of entitlement. (2 weeks x 6 days of entitlement per week = 12 days)

Q: My doctor certified my leave for 3 occurrences per month lasting 1 day each. I recently used FMLA to cover day 1 of a 4-day trip. Why did I receive a Missed Assignment for day 2 of the trip even though I worked that day?

A: Your certification paperwork needs to accurately reflect how much time you will need to be absent from work. This duration is not always the same as how long your symptoms may last. Coordinate with your Doctor to ensure that the paperwork correctly accounts for the possibility of missing touching legs on a previous or subsequent day, and be sure to list the touching legs, and any missing time on the FMLASource email or request form every time you use your leave.

Q: I wanted to use the FMLASource portal to report my FMLA absence which was a 3 day pairing, now I am being told only the first day was coded as IF, What happened?

A: When using the portal you must report each day separately as FMLASource does not have access to DECS or your schedule and each day must be reported separately. AFA strongly recommends using only email to communicate all FMLA related absences.

Q: Can I use my sick time while on FMLA?

A: Yes, if your leave is for your own serious health condition. In fact, it is company policy that you use any available sick time in these instances. Your accrued but unscheduled vacation time is not required to be depleted before commencing to an unpaid FMLA of Absence.

Q: Why don't we use AA Medical anymore?

A: The company chose to outsource all leaves except personal leaves, which still go through Lisa Snyder.

Q: How much time do I have to return the certification paperwork to FMLASource?

A: You have 15 days to return the paperwork unless not practicable due to extenuating circumstances despite your diligent, good faith efforts.

Q: Is it true I have to contact FMLASource within 2 days of calling in sick?

A: Yes it is true, you must contact FMLASource within 2 days of calling in sick to report your intermittent use and or request the paperwork to start the FMLA certification process.

Q: I submitted my certification, when will I hear back from FMLASource?

A: FMLASource has 5 business days to determine whether your request is FMLA-qualifying or if they need clarification of your certification paperwork.

Q: I have not heard back from FMLASource in 5 business days, what do I do?

A: All communication with FMLASource should be done via email to leave a paper trail; If the 5 business days have passed you should email them immediately and ask for an update, and cite the federal law statute that they have 5 business days to respond. If you still don't receive a reply follow up with a complaint to the Department of Labor.

Q: I submitted the paperwork and now FMLASource says I need to clarify something. How much time do I have to coordinate with my Doctor?

A: You have 7 calendar days to provide clarification unless not practicable under the circumstances despite your diligent, good faith efforts.

Q: What happens if I miss a paperwork deadline without extenuating circumstances?

A: You are liable to lose FMLA protections for some or all of the leave already taken. However there have been circumstances where FMLASource has been out of the office due to holidays and not answering the phone, which is why you should email all correspondence to leave a date and time stamp.

Q: The Inflight Office told me they were designating my sick leave as FMLA and therefore I was required to provide certification from my Doctor. Is that true?

A: It is entirely your choice whether to provide certification. If you want the absence designated as FMLA, the Company requires you to provide certification. If you do not provide certification, the Company does not have to designate the absence as FMLA.

Q: I feel like my FMLA rights have been violated how do I file a complaint with the Department of Labor?

A: Please go to the following link for more information: https://www.dol.gov/whd/contact_us.htm