

training, upon notification to Crew Schedule. The days off must be in accordance with the parameters in Reserve Duty, Section 12;

- c. A Flight Attendant may use vacation for short term weekend military duty.
4. The chart in Paragraph N contains additional rules and benefits that apply to a Military Leave.

K. GENERAL

1. A Flight Attendant desiring to take a leave of absence should notify the Company by submitting a completed leave of absence form, available on the Company Intranet. This form should include, but not limited to, the type of leave desired, when the leave should commence, and the expected duration of the leave. Approval or denial of such leave shall be made in writing and sent by U.S. Mail or another verifiable method, including an electronic method as soon as possible after the date on which the request was received by the Company.
2. A request for an extension of a leave of absence shall be made in writing as above and state the expected duration of the extension. The disposition of the request shall be made as soon as possible. A Flight Attendant will be notified of the disposition of her/his request by U.S. Mail or another verifiable method, including an electronic method.
3. A Flight Attendant on a leave of absence who continues to be paid by utilizing sick leave and/or scheduled vacation will continue to have access to insurance benefits at the active rate, sick and vacation accrual. Pass travel privileges shall be pursuant to Company policy.
4. A Flight Attendant who elects to utilize her/his scheduled vacation days while on a paid Leave of Absence cannot split her/his vacation group. The Flight Attendant shall be paid for the entire vacation group utilized.
5. **Other Employment While on Leave**
 - a. A Flight Attendant commencing other employment or previously engaged in other employment while on Personal Leave, VLOA, Leave in Lieu of Furlough, Educational Leave, Maternity Leave, Adoption Leave, Military Leave or Union Leave shall not be required to obtain permission of the Company.
 - b. For leaves other than those specified in Paragraph K.5.a, the Company shall notify a Flight Attendant requesting such leave, in writing, of the requirement to obtain permission to commence or continue other employment. When such Flight Attendant requests permission to commence or continue other employment, the Company shall respond in writing granting permission or stating the reasons for denial.
 - c. The Company shall not arbitrarily deny a request for permission to engage in other employment while on a leave of absence pursuant to Paragraph K.5.b. Permission may be denied in the case of a Flight Attendant on a Medical or Occupational Injury/Illness leave of absence where the other employment is not consistent with her/his claim of being unable to perform her/his Flight Attendant duties or the other employment would impede or otherwise interfere with recovery and return to duty.
 - d. A Flight Attendant on a Voluntary Furlough and a Flight Attendant on an Involuntary Furlough will be allowed to engage in other employment within the aviation industry.
6. **Return from a Leave of Absence**

- a. A Flight Attendant on a leave of absence shall provide the Company with at least fifteen (15) days' notice of the date she/he intends to return to active status. Upon providing such notification, the Company shall immediately arrange for all administrative details, e.g., fingerprinting, background checks, and I.D., if applicable, to be completed and arranged for Recurrent training, extended Recurrent or new hire, as applicable. For Recurrent training, the class must be scheduled to begin within the first seven (7) days of the Flight Attendant's return date. If a Flight Attendant on an extended leave of absence requires training longer than Recurrent training (e.g., extended requalification training) the Company shall place the Flight Attendant in the next class. Such class start date shall not exceed thirty-one (31) days from her/his return date. If a Flight Attendant on an extended leave of absence is required by the FAA to attend new hire training, she/he will be placed in the next new hire class, the start date of which will not exceed ninety (90) days from her/his return date. If the applicable aforementioned time periods have elapsed and no training class has been made available to the Flight Attendant, and/or the Company fails to complete administrative details, the Company shall then be responsible for providing pay protection based on the Flight Attendant's six (6) month pay average or if the Flight Attendant misses trips, pay protection based on trips missed. A Flight Attendant requesting an alternative training date outside the seven (7) day window will waive any pay protection. If required, a Flight Attendant shall report for assigned drug testing and fingerprinting.
 - b. A Flight Attendant returning from a leave of absence who fails to take required training shall be placed on inactive status until such training is completed. A Flight Attendant returning from a leave of absence who fails to take Recurrent training for the second scheduled class, except under extenuating circumstances, shall be deemed a voluntary resignation from the Company and the Flight Attendant's name shall be removed from the seniority list.
 - c. A Flight Attendant who does not need to take required training and who fails to return to active service at the end of a leave of absence shall be deemed a voluntary resignation from the Company and the Flight Attendant's name shall be removed from the seniority list, except under extenuating circumstances.
7. Options regarding use of vacation while on a leave of absence will be as provided for in Vacation, Section 8.
 8. A Flight Attendant's eligibility for benefits will recommence immediately upon return from a leave of absence, i.e., commencement of training and/or completion of administrative requirements as outlined in Paragraph K.6.A.
 9. A Flight Attendant returning from a leave of absence may be required to perform physical limitations testing as required by medical personnel designated by the Company. Any dispute resulting from such examination will be settled pursuant to Medical Examinations, Section 28. A Flight Attendant may be required to submit a physician's statement upon return from a Medical Leave as specified in Paragraph E.3.
 10. While on a leave of absence, contributions will continue on any 401(k)/defined contribution eligible compensation received by the Flight Attendant unless the Flight Attendant changes the contribution level in accordance with Company policy.

L. APPROVED TIME OFF

1. Bereavement Days

- a. Upon notification to a Flight Service Manager, a Flight Attendant will be granted up to three (3) days off when there is a death in the Flight Attendant's immediate family.