

California State Sick Banks

How to Navigate

Each January, eligible employees from SFO and LAX are reviewed and advanced sick bank hours in accordance with state law. California residents are *loaned* an amount to start the year with 24:00 sick hours.

- Example 1: Beverly is based in LAX and ended the year with 50:00 hours of sick time. Because she is already above the 24:00 hour state requirement, she would receive no CASK loan and starts the new year with 50:00 available for use.
- Example 2: Jackson is based in SFO and ended the year with 18:00 hours of sick time. California state law requires that he have 24:00 of sick time available to him in January. Jackson is *loaned* 6:00 hours of sick time and starts the new year with 24:00 hours of sick time available to him. Those 6:00 hours would be repaid at 4:30 per month as he accrues throughout the year. After the loan is repaid, all accrued sick time is credited to Jackson as normal.
- Example 3: Donald is based in LAX and ended the year with 0:00 sick hours. Donald is *loaned* 24:00 hours in January to reach state minimum. That loan is repaid at 4:30 per month as it is accrued throughout the year. Once the loan is repaid, any new accrual is credited to Donald.
- Example 4: Zelda is based in SFO and due to not meeting her threshold for the year ends the year with -4:30 hours in her sick bank. In order to get her to the requisite 24:00 hours, she is *loaned* 28:30 hours. That loan is repaid at 4:30 per month until all time is recovered.

Important Reminders

- State sick banks are *loans* not gifts, meaning they have to be paid back.
- State sick recoding cannot begin until the year-end threshold process has been run and completed. That process ends on January 18th. This issue will not be a problem once all bases are accruing sick monthly and on PBS.
- The first 24:00 hours that pulls from the sick bank will be protected by state sick law. If an absence is already coded FS/IS/MS/IH, the two codes will run concurrently.
- Any outstanding loan balances will carry forward into the next calendar year
- There is a 90-day wait period for new hires prior to eligibility
- There is a 30-day wait period for transfers into CA prior to eligibility
- Base Transfers
 - Into LAX/SFO
 - If a loan has already been provided and exhausted at an earlier point in the year, another loan is not given.

- Example: Betty Mae started the year in LAX and was given a loan; in June, she transferred to DFW, but returned to LAX in September. Returning to LAX does not warrant a new loan.
 - Out of LAX/SFO
 - If the entire loaned amount is still available, it will be recouped immediately upon the transfer
 - The loaned amount follows the employee and is recouped as sick time is accrued
- CA Kin Care is not an additional 3:00 hours loaned time. In order for an absence to qualify for kin care, the employee must already have accrued the time into their sick bank. Requests for kin care coding must be made to the FSM who will ask for the recode by sending an email to FA.STATE.SICK@aa.com.
- Questions may be directed to FA.STATE.SICK@aa.com

Questions & Answers

Q: I transferred into LAX on 01JAN19, and had an absence on 12JAN19. Why hasn't it been recoded?

A: California State Sick bases have a 30 day waiting period following a transfer before protection hours can be utilized.

Q: I started with American Airlines 2 months ago, and am based in SFO. When can I begin using my 24 hours of California Sick?

A: All new hires stationed in LAX or SFO have a 90 day waiting period before becoming eligible to utilize state sick leave hours.

Q: I thought LAX/SFO based FAs received 27 hours of California Sick time in January?

A: The Healthy Workplace Healthy Families Act/California Sick provides 24 hours of protection for FAs to use. The additional three (3) hours is actually California Kin Care, and is completely separate from California Sick. California Kin Care protects three hours of sick time that must be accrued and available in an FA's sick bank prior to use. If this time is available, a request from the FA's FSM can be sent to FA.state.sick@aa.com.

Q: I am based in LAX and utilize FMLA Intermittent for Self. I noticed that my first absence in JAN was recoded using FMLA like I requested, but also has California Sick running concurrently. Is this correct?

A: Yes. The first 24 hours pulled from an FA's sick bank will always run concurrently with state sick. (i.e., paid FMLA codes for self, paid Maternity codes, paid Injury codes.)

Q: I started the year in BOS, and received my 40 hours of protection. I then transferred to LAX in April, used 24 hours of protection through California Sick, and transferred back to BOS in August. Should I receive an additional 40 hours of protection?

A: 40 hours of protection are allotted per year per FA based in BOS. If an FA transfers out and then back, an additional loan will not be provided. Keep in mind that because the FA transferred to LAX, an additional loan of 24 hours was provided specifically for California Sick protection. This will need to be paid back through monthly accruals in addition to the Mass Sick loan.

Q: I just transferred from LAX to MIA. I previously used my 24 hour loaned amount for an extended absence a couple months ago, but have not had an absence since. Why have I not been receiving my accruals?

A: When an FA is loaned sick hours for state leave protection purposes, they are responsible for paying that loan back through monthly accruals. If the loaned time is used, and cannot be instantly recouped upon transfer, the FA will continue to satisfy the loan through monthly accruals.

Q: I just transferred from LAX to DFW, and my sick hours decreased even though I wasn't absent. What happened to my sick hours?

A: If a loan was received as an LAX based FA, and no sick time had been used prior to transferring, the loan will instantly be recouped once the transfer is complete. Keep in mind that there could also be a change to the sick bank due to recouping loan hours if an FA used some of their loaned amount prior to transferring.

Q: I just had my absence recoded today. However, the reward point I received was already used for that absence and since the recode has not been reinstated. Why did I lose the reward point?

A: The reward point was not lost. Once the recode occurs, APS will update during the over-night batch and will reinstate that point. Further, if any points were associated with that absence, they will be removed as well. It takes a day for the systems to "catch up."