

## APFA Maternity Leave Packet

First and foremost, Congratulations on your pregnancy!

We've created this comprehensive Maternity Leave packet in hopes of navigating you through the ins and outs of your leave. Maternity leaves typically consist of three different portions: Maternity Medical, Maternity Disability, and the Baby Bonding period. We will break down your rights and responsibilities for each portion of your leave in sequential order.

Here is some information and resources you'll need to familiarize yourself with

### MATERNITY CODES

- MS – Paid sick time
- UM – Unpaid sick time
- ZZ – Unpaid Personal Leave prior to birth
- M1 – Unpaid Personal Leave for adoption
- M2 – Paid Maternity/Medical Leave of Absence (prior to the birth of the baby through the 6/8 weeks recuperation period)
- M3 – Unpaid Maternity/Medical Leave of Absence (prior to the birth of the baby through the 6/8 weeks recuperation period)
- M4 – Unpaid Personal Leave following the recuperation period
- M5 – Unpaid Maternity/Medical Leave of Absence (upon birth of baby up to 10 weeks) short-term disability period

### CONTACTS

- **Absence and Return Center (ARC)** – 1-800-447-2000 and [arc.loa@aa.com](mailto:arc.loa@aa.com) – this department receives and processes all medical documents and send notices to the FASC to code your HI10 correctly.
- **Flight Attendant Service Center (FASC) Administration** – 1-800-VIP-CREW #-6-3 and [FA.Admin@aa.com](mailto:FA.Admin@aa.com) – our department will recode any maternity absences and will recode your HI10 with your maternity absences and maternity leaves.
- **MetLife** – administers the post-delivery maternity paid disability - 1-888-533-6287.

### CONTRACTUAL INFORMATION

#### Maternity/Paternity Leave

##### Section 25 (G)

1. The status of a pregnant Flight Attendant shall be as provided in Paragraph E.9.
2. A Flight Attendant who does not qualify for a Medical Leave of Absence shall, upon request at any time during the pregnancy, be granted an unpaid Personal Leave of Absence. If the Flight Attendant subsequently provides written verification from her physician that she is not able to perform Flight Attendant duties, the Flight Attendant shall be placed on a Medical Leave of Absence.
3. After the birth of a child or termination of pregnancy, a Flight Attendant may request and shall be granted an unpaid Maternity/Paternity Leave of Absence for up to one hundred and eighty (180) calendar days. This leave shall commence upon the date of birth or termination

4. and shall continue until no later than one hundred and eighty (180) calendar days after that date. Additional leave will be considered by the Company due to extenuating circumstances.
5. If eligible according to the terms of the disability program, a Flight Attendant may use disability benefits while on Maternity Leave. A Flight Attendant will be required to use sick hours. Use of sick, vacation accrual and disability benefits shall be as provided in Sick Leave, Section 9, Vacation, Section 8, and Insurance, Retirement, and Other Benefits, Section 26. The chart in Paragraph N contains additional rules and benefits that apply to a Maternity/Paternity Leave.

#### ONLINE RESOURCES

FA Maternity FAQ's: <https://aflightservice.aa.com/pdf/MaternityFAQ.pdf>

MetLife's Post-Delivery STD Plan: <https://newjetnet.aa.com/docs/DOC-22306>

If you'd like to order a maternity uniform you may do so with Lands End: <https://landsend-748933.workflowcloud.com/forms/dba81795-818c-4f78-b71b-66569d38760c>

## Maternity Medical

You are entitled to approved time off prior to the birth of your baby. Whether you need to call out intermittently as you continue to fly, or your doctor removes you entirely prior to birth, there is a process for this. You are not required to utilize FMLA as there are contractual provisions for Maternity absences.

1. Submit proof of pregnancy from your doctor to the Absence and Return Center (ARC). This is a note from your DR on their letterhead stating you are pregnant and estimated due date. You may fax or e-mail this information to ARC  
Fax: 855-895-3684  
E-mail: [arc.loa@aa.com](mailto:arc.loa@aa.com)
2. Call the Flight Attendant Service Center (FASC) Administration desk at 1-800-VIP-CREW #6-3 or email [FA.Admin@AA.com](mailto:FA.Admin@AA.com) to recode any sick absences due to your pregnancy. Absences will not be automatically recoded. You will not be charged any attendance points for maternity absences.
3. If your doctor wishes to remove you from duties prior to delivery, submit a note from your doctor stating this to the ARC. Be sure to call out for trips with Crew Scheduling while ARC and the FASC process and recode your maternity leave with M2 and/or M3 on your HI10.

## MATERNITY DISABILITY

When baby arrives, contact MetLife and ARC to advise of baby's birth. You also can call the FASC so that the company will know to monitor for the delivery notice from ARC. It is important to note that if FMLA days are available, the company will use them concurrently with your Metlife Maternity Disability claim as this provides enough medical substantiation for the purpose of Family Medical Leave.

You may contact Metlife to begin the application process for Maternity Paid Disability up to 60 days prior to your anticipated delivery date.

The Maternity Disability period is generally 6 to 8 weeks, depending on type of delivery. However, paid disability can be expanded up to 10 weeks based on the information provided by your health care provider.

Examples:

- Normal delivery- 6 weeks recovery + 4 weeks of STD based on information from your health care provider
- Cesarean Section-8 weeks recovery + 2 weeks of STD based on information from your health care provider

MetLife will send a packet of information along with a MetLife Medical Substantiation form for your health care provider to complete. Your HCP will fill out forms for both the initial leave request of 6-8 week and, if applicable, the additional recovery time based on the second form for the additional 2-4 weeks. Once completed, you'll return all requested forms to MetLife.

Once MetLife has received your medical substantiation paperwork, FMLA/MLOA will be automatically designated by the ARC.

Once you deliver, contact MetLife to advise your actual delivery date so the Maternity Short-Term Disability Plan payments can begin.

## BABY BONDING

When your maternity paid disability/recovery time (6-10 weeks) is over, you are eligible to utilize the remainder of the 180 days from baby's date of birth as an unpaid maternity PLOA. This portion of your leave is treated similar to a personal leave, so if you remain on insurance with the company, you will be responsible for paying full rates during this time. You must request this maternity PLOA in writing by emailing [FA.Admin@AA.com](mailto:FA.Admin@AA.com).

The baby bonding period must be taken within the first 180 days from birth and is not able to be used on a sliding scale.

Contact your FSM as you begin preparations for returning to work. You'll be required to complete a [Return to Work](#) form to be sent to the ARC

If your qualifications have lapsed and you need to attend training, you may contact the Training Support Desk via VIP-CREW to schedule.

Once again, congratulations on your pregnancy! We hope this Maternity Packet will provide all the information you need. If you have additional questions, please don't hesitate to Call or E-mail us.

Thank you,

**The APFA Health Department**

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