

# APFA Maternity Leave Packet

First and foremost, congratulations on your pregnancy!

We have created this comprehensive Maternity Leave Packet to help you navigate your way through the ins and outs of your journey. This is an exciting time, and we are here to help you understand the steps along the way.

Before we get started, we have three areas of basic information and resources you will need to familiarize yourself with:

- Maternity codes
- Contacts
- Contractual information

## Maternity Codes

<b>MS</b>	<b>Paid Maternity Sick Time</b>
<b>UM</b>	<b>Unpaid Maternity Sick Time</b>
<b>ZZ</b>	<b>Unpaid Personal Leave prior to birth</b>
<b>M1</b>	<b>Unpaid Personal Leave for adoption</b>
<b>M2</b>	<b>Paid Maternity/Medical Leave of Absence</b> (Paid prior to birth of the baby through 6/8 weeks after delivery.)
<b>M3</b>	<b>Unpaid Maternity/Medical Leave of Absence</b> (Unpaid prior to the birth of the baby)
<b>M4</b>	<b>Unpaid Personal Leave following the birth of the baby</b> *Also applies for miscarriages
<b>M5</b>	<b>MetLife paid post-delivery disability period</b> (Upon birth of baby up to 10 weeks of short-term disability period) *Also applies for miscarriages

## 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 sends 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)
    - This department will recode any maternity absences and will recode your HI10 with your maternity absences and maternity leaves.
  
- **MetLife**
  - 1-888-533-6287
    - Administers the post-delivery maternity paid disability -.

## Contractual information

### Maternity/Paternity Leave

#### Section 25 (G)

1. The status of a pregnant Flight Attendant shall be as provided in Paragraph E.9.
  
1. 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.
  
2. 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 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.
  
3. 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

American has revamped their Maternity Leave information and housed it on the Flight Service website. You may also access it [here](#).

MetLife's Post-Delivery STD Plan

[New Parent Resources – my.aa.com](#)

MetLife Medical Substantiation Form for Post Pregnancy Short Term Disability

[2017-Post-Pregnancy-Maternity-Short-Term-Disability-Plan.pdf \(aa.com\)](#)

If you would like to order a maternity uniform, you may do so with Lands' End

<https://landsend-748933.workflowcloud.com/forms/dba81795-818c-4f78-b71b-66569d38760c>

## The Maternity Leave Process

Maternity leaves typically consist of three different portions:

- Maternity Medical
- Maternity Disability
- Maternity/Paternity Personal Leave

We will break down your rights and responsibilities within each portion of your leave in sequential order.

### Maternity Medical

You are entitled to approved time off prior to the birth of your baby. You will either need to call out intermittently as you continue to fly, or your doctor will remove you entirely prior to birth. For both scenarios, there is a process for this.

#### Process

1. Submit proof of pregnancy from your doctor to the Absence and Return Center (ARC) via Absence Tracker. (JetNet>Team Member Services>Leaves & Returns>Flight Service)  
You'll create a Pregnancy/Maternity case.
2. To recode any intermittent Maternity related absences, use the "Maternity intermittent sick recode request" form in comply365. If you don't have your tablet on hand, you can utilize the Comply365 web address. (aa.comply365.net)
3. If your doctor wishes to remove you from duties prior to delivery, you'll create a Medical Leave case within Absence Tracker with the official date of removal through the birth date. Flight Attendants are responsible for managing schedules while ARC processes the leave. Once approved, FA Admin will recode the medical leave to M2/M3 depending on your pay status. \*Please note: if you're administratively eligible for FMLA, it will run concurrently with your medical leave.

### Maternity Disability

The Maternity Disability period is 6 to 8 weeks, depending on the 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

You should begin contacting MetLife 60 days prior to birth.

## When your baby arrives

Contact MetLife and ARC to advise of baby's birth and give your actual delivery date so the Maternity Short-Term Disability Plan payments can begin.

Call the FASC to let them know so they will be on the lookout for the delivery notice from ARC.

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.

## Maternity/Paternity Personal Leave of Absence

This PLOA period is taken within the first 180 days from birth, following your disability period, if you wish to take it. \*Please note, per the JCBA, Flight Attendants are responsible for paying inactive rates for health coverage while on a PLOA if continuing health coverage with AA.

To request this portion of your leave, you may submit a "Maternity/Paternity Personal Leave of Absence" form via Comply365.

## Returning To Work

Should you go out on a Medical Leave prior to birth and return to work prior to birth, you will need to submit a RTW form via Absence Tracker.

Otherwise, your RTW period will be following Maternity Disability period OR Maternity/Paternity Personal Leave of Absence period if you elect to take the PLOA following disability.

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

Thank you,

**The APFA Health Department**

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