

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 Maternity Personal Leave 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 up to birth)
- M3 – Unpaid Maternity/Medical Leave of Absence (prior to the birth of the baby up to birth)
- M4 – Unpaid Personal Leave following the Maternity Disability 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 (option 1, then 5) and 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 – This department handles Maternity related recodes.
- **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

AA FA Maternity process: <https://aflightservice.aa.com/pdf/maternity.pdf>

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

If you'd like to order a maternity uniform: <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 for the intermittent maternity sick recodes.

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. In order to notify ARC, you will create a case pertaining to your pregnancy within [Absence Tracker](#). You will select "Pregnancy/Maternity" when creating your case. When creating the case, the only option you will see is "consecutive" leave. This is because the start date is meant to be the anticipated date of birth. The end date should be 6 weeks from then. This case serves as notification to AA that you are expecting. Don't worry, you are not requesting immediate removal from service. If in doubt, place a call to ARC.

2. Should you need to recode any intermittent Maternity related absences. You may do so via Comply365 Forms. (Maternity Intermittent Sick Recode) FA Admin will recode about 2 months worth of absences. Not specified to 2 consecutive months but the amount of trips being requested in totality.

3. If your doctor wishes to remove you from duties prior to delivery, you will need to create a new case specific to "Employee Health Condition".

MATERNITY DISABILITY

When baby arrives, contact MetLife to advise of baby's birth. MetLife sends an update to ARC regarding your disability status, which is then funneled to FA Admin to manage your leave. If you have any trips on your schedule at this time, you should call in sick. They will be recoded once FA Admin receives notice of your leave. 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. MetLife will provide you with a disability extension form to be completed by your physician should you need the additional time off.

Maternity Personal Leave

When your maternity paid disability (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 may request this via Comply365 Forms (Maternity/Paternity Personal Leave of Absence).

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.

FAQ

Can I travel on Maternity?

Travel is permitted on M2, M3, M4, and M5. Travel is *not* permitted on UM/MS

Can the company deny my Intermittent Recode requests?

Yes, if you've exceeded their allotted "2 months" worth of recodes. If you would like to continue flying but have been denied future recodes, you are welcome to apply for intermittent FMLA until you are removed from service.

Can the company auto-designate FMLA with my Maternity?

Yes, the company will auto-designate FMLA days concurrent with your Maternity Disability period.

Does the company offer Light Duty?

No, AA does not offer Light Duty. You can discuss the option of discontinuing flying with your physician. You also have the option to apply for Accommodations via ADA. For more information read [here](#).

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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