



APFA Loss of Pregnancy Guide

We recognize that experiencing a pregnancy loss can be an incredibly difficult and deeply personal time. Please know that you are not alone. We encourage you to take the time you need to focus on both your physical healing and emotional well-being, and we are here to assist you every step of the way.



CONTRACTUAL INFORMATION

Maternity/Paternity Leave

[CBA Section 25.G.3](#)

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 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.



DECS Codes

FS	FMLA - Sick Leave - Self - Consecutive
FL	FMLA - Sick Leave - Self - Consecutive - Unpaid
M4	Unpaid Maternity/Paternity Personal Leave of Absence
M5	MetLife Paid Leave
PL	Personal Leave Given by Flight Service for 17 days or more
For more information regarding removal codes, see DECS Add/Removal Codes via APFA.org	

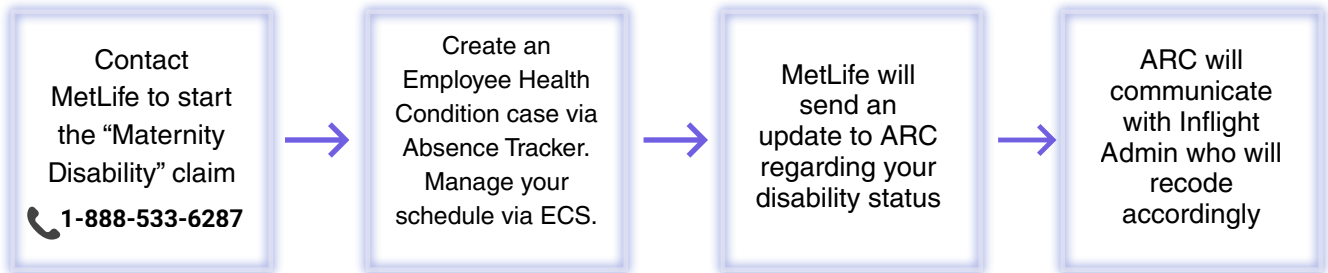


Contacts

Absence and Return Center (ARC)	1-800-447-2000 (option 1, then 5) arc.loa@aa.com	This department receives and processes all medical documents and sends notices to Inflight Admin to code your HI10 correctly.
Inflight Administration	1-800-VIP-CREW #-6-3 inflight.ltl.admin@aa.com	This department handles recodes.
Employee Assistance Program (EAP)	(833) 214-2002	Provides emotional support and assistance to Flight Attendants and their families.

✓ Initiating Leave

Pregnancy loss, including miscarriage, is recognized as a qualifying condition under this plan and may entitle you to up to six (6) weeks of paid leave administered by MetLife. This time is intended to allow you the space needed to recover.



! Important Considerations

- * Please allow time for all departments to receive documentation and update your schedule. If you have scheduled trips in the interim, use standard callout procedures until your leave is processed and coded to reflect.
- * In the event of any significant delays in the recoding of your schedule, you may contact the ARC to confirm that all required information has been received from MetLife.
- * Your claim is paid based on an average of 71 hours at your current rate or pay, which is disbursed weekly.
- * Insurance rates remain the same.
- * Leave is coded as **M4**

ONLINE RESOURCES

[AA Travel Guide](#)
[Absence Tracker](#)
[Benefit Service Center](#)



Need More Time Off?

If you need additional time off once your Paid Maternity Disability expires, you will have options: Personal Leave-PLOA ([CBA 25.G.3](#)) or a Medical Leave ([CBA 25.E](#)). Below you will find the pros and cons of each leave option. Our goal is to provide you with the knowledge to make the best, informed decision following the birth of your baby and how to apply for each leave type.

	Pros	Cons
(25.G) PLOA	<ul style="list-style-type: none"> • Preserve FMLA days • Guaranteed 180 days from loss of pregnancy 	<ul style="list-style-type: none"> • May not exceed 180 days • Inactive insurance rates • Any unused days are forfeited
Medical Leave (MLOA)	<ul style="list-style-type: none"> • Resume active insurance rates for up to one year (then COBRA) • Vacation pay available for use if crossing over VC period (CBA.8.C.7d) or on FMLA and have exhausted SK. • May take leave for up to 5 years (CBA Section 25.E.5) 	<ul style="list-style-type: none"> • If FMLA days are available they will be auto-designated to run concurrently with MLOA. • Must medically substantiate every 90 days • Sick time must be utilized

Maternity/Paternity Personal Leave (CBA 25.G)

If you need additional time off, you are welcome to take the Maternity/Paternity Personal Leave ([CBA 25.G.3](#)). Submit the form within Comply365 to complete your request.

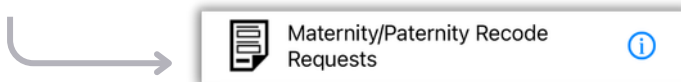
Important Information:



- Leave begins upon discovery date of loss
- Must be taken within 180 days of said date
- Any unused days beyond 180 days are forfeited
- Insurance converts to inactive rates
- Leave is coded as **M4**

How to Apply

- 1 Submit your request through Comply365 via your EFB or the web version aa.comply365.net under “Maternity/Paternity Recode Requests.”



- 2 You will then select ‘Maternity/Paternity Leave of Absence.’

Maternity/Paternity Recode Requests

ADMINISTRATION
INFLIGHT

Select the leave type this absence is related to:

- Intermittent Maternity Sick
- Maternity/ Paternity Personal Leave of Absence

- 3 Once submitted Inflight Admin will process the **M4** coding once approved.

Medical Leave (MLOA)

A Medical Leave ([CBA 25.E](#)) is another consecutive leave option available to you. This can be utilized post-birth and is applicable to your own personal medical needs. Examples seen often would include Postpartum Anxiety/Depression, Labor complications such as back issues, cesarian issues, etc. Alongside the standard MLOA, you must medically substantiate every 90 days. To apply, see the steps below.

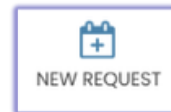
How to Apply

- 1 Create a new case in Absence Tracker via Jetnet. To navigate follow this hot path:

[Jetnet](#)>[Resources](#)>[Team Member Services](#)>[Leaves and Returns](#)>[Absence Tracker](#)

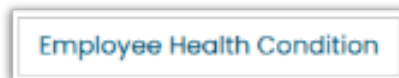
A. Select “New Request” →

- Personal Info-Review and/or add additional contact info



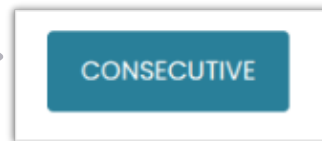
B. Case Request

- “Employee Health Condition” →



C. Absence Details

- Consecutive →



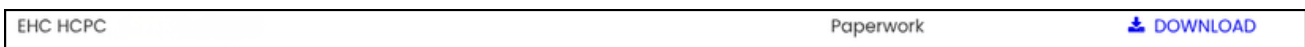
D. Duration of Request

- Start Date
- End Date*

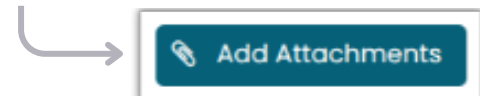
**This is not a fixed date meaning this can be moved to return sooner or extended.*

E. Submit Case

- 2 “View Attachments” and locate the “Health Care Provider Certification” (HCPC) form to download/print to give to your provider. You will have 15 days from the start date of the case creation to return to ARC.



- 3 Upload HCPC form to your case in Absence Tracker via the “add attachments” tab or have your provider fax the form to the number provided on the form.



- 4 ARC will notify you via the email address provided with any updates. It is imperative that you keep an eye on your email as it is the main form of communication from ARC.

- 5 Once the leave is approved, Inflight Admin will recode to reflect accordingly.

Need more time off?

If you need to extend your existing leave, contact ARC to request an extension packet or supply an updated doctors note.



What do I have to do to return to work?

You will need to complete and submit a Return to work form provided in your Absence Tracker case.

What will my schedule look like when I return to work?

This is dependent upon when you return, your base, and seniority. Refer to [CBA 10.17](#).

What if I went QI while on leave?

Refer to [CBA Section 25.K.6.a](#). *“For Recurrent training, the class must be scheduled to begin within the first seven (7) days of the Flight Attendant’s return date”*. Contact [Training Support](#) for further questions.

Will I lose my benefits?

No. You will remain on active insurance rates while on the Post Birth disability period (M5). You will be direct billed once you have been off of payroll for 31 days. Be sure to keep track of your premiums sent from the Benefit Service Center via email and/or post mail. You can change your preferences on the [Benefit Service Center](#) page via Jetnet. If you take the Maternity/Paternity Personal Leave ([CBA 25.G](#)), you will switch to inactive rates. If you take a Medical Leave ([CBA 25.E](#)), you will remain on active insurance rates for up to one year from the date in which you are unpaid.

Can I travel while on leave?

Yes, you are allowed to travel while on M5, M4, FS, and FL. For more information regarding travel on leave please refer to the [Travel Guide](#) via Jetnet.

Will my pay increase while on leave?

This is dependent upon your leave type. Please refer to the unpaid leave of absence chart in CBA 25.O.

Can I file a short term disability claim?

The M5 period is paid and would not qualify for STD as those policies are intended to replace wages when missing work for medical reasons. You may, however, be eligible for STD while on Maternity/Paternity PLOA or a Medical Leave. If you carry any policies via APFA sponsored coverage you may see policy details [here](#). If you carry any policies with MetLife via AA, you can read more [here](#).

Before you go...

We understand that each individual’s experience and needs are unique. If there is anything further we can do to support you during this time, please do not hesitate to reach out. Your well-being is important to us, and we are here for you.

APFA Health Department

817.540.0108 (option 1, 2)

Health@apfa.org

Text: (817) 382-1575