



# Maternity Leave Checklist



**Notify the company**  
Congratulations! Notifying the company that you are expecting is the first step in navigating your Maternity Leave. Follow this path to create a case in Absence Tracker. *JetNet > Resources > Team Member Services > Leaves and Returns > Absence Tracker > New Case > Pregnancy/Maternity*



**Upload proof of pregnancy and supporting documents to your case**  
Once you've created your case, you can select your case number, then 'Add attachments' to upload your proof of pregnancy. You will need to supply a doctor's note with an expected due date.



**Confirm approval from ARC.** It is important that you monitor your email following your request. This is where you'll be notified of approval, denial, or clarification requests. If clarification or additional information is requested, you will have 15 days to submit clarification.



**Request intermittent recodes for absences.** *Comply 365 > Forms > AAFA-Inflight Admin Requests > Maternity/Paternity Recode Requests*  
Confirm you have selected intermittent Maternity Sick. For more information regarding maternity recode allowances see the [APFA Maternity\\_packet](#)



**Removal from service.** If your doctor writes you out prior to birth, you will need to create a new case in Absence Tracker for an 'Employee Health Condition'. You will then upload the doctor's note in "Add Attachments."



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**Prepare for Baby**

- Contact MetLife to initiate your Post Birth Disability Claim 1-888-533-6287.
- The birth of a child is a qualifying Life Event. Be sure to review your insurance options prior to birth to ensure you make the correct selections during the Life Event window.



**Baby has arrived**

- Contact Metlife to report your birth.
- If applicable, submit 10-week extension paperwork
- You have 60 days to make changes to core benefits via Life Event if necessary



**Options for additional time off**

- If your doctor orders more time away from work due to complications of pregnancy or birth, you can extend your Maternity Medical Leave by uploading documentation into your previous case.
- You also have the option to elect Maternity PLOA via Comply365.



**Submit the return to work form**

You must submit the return-to-work form upon your return-to-work. This form can be found in 'View Attachments' within the respective case in Absence Tracker.



**For more detailed information please [follow this link to the APFA Maternity Packet.](#)**

**Metlife:** 1-888-533-6287 | AA\_STDisability@MetLife.com  
**Absence & Return Center (ARC):** 1-800-447-2000 | arc.loa@aa.com  
**Inflight Admin:** 1-800-VIP-CREW | inflight.ltl.admin@aa.com