

# Consecutive Medical Leave Checklist



**Check your FMLA eligible hours.** Less than 504 paid productive hours? You are still entitled to a Medical Leave of Absence (CBA 25.E)

*FA Portal > Links > My Information > My View > FMLA Eligible Hours*



**Create a case in Absence Tracker.** [Follow this link](#) for helpful videos on how to create a case, check status, and more. *JetNet > Resources > Team Member Services > Leaves and Returns > Absence Tracker*



**Download the Health Care Provider Certification Form.** After creating a case, select the case number, then 'View Attachments'. Whether or not you are eligible for FMLA, you can use the HCPC form to request consecutive leave.



**Upload documentation or submit the HCPC form.** You can request consecutive leave in advance. You have a maximum of 30 days from the intended leave start date to submit a leave request and provide documentation.



**Manage your schedule.** While awaiting approval, utilize ECS or call out sick for upcoming trips that fall within your expected time away. You have the option to extend your leave or return early.



**Case updates:** approval, denial, or requests for clarification are sent via email. You have 15 days to resubmit clarification. ARC will notify Inflight Admin once approved. Recodes may take up to 48 hours. *1(800) VIP-CREW, #6, 2*



**ARC will request an update for medical substantiation every 90 days.** If you have an extenuating diagnosis that requires a long period of time off, contact ARC to request a longer substantiation period. *1(800) 447-2000*



**Returning to work?** Submit a return to work form (RTW) found in Absence Tracker under the 'View Attachments' tab of your case. Fly safe!