

# Intermittent Medical Leave Checklist



**Check your FMLA eligible hours.** If you have less than 504 paid productive hours available you are not eligible for FMLA. To view your FMLA eligible hours login to *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 (HCPC).** After creating a case, select the case number, then 'View Attachments', locate the HCPC form and download the PDF to print or email a copy to your healthcare provider.



**Submit the HCPC form.** Your provider can fax the completed forms to ARC or you can upload them yourself in Absence Tracker. You have 15 days from case opening to submit the HCPC form. Call 800-447-200 to request an extension.



**Check your email for ARC correspondence.** approval, denial, or requests for clarification are sent via email. You have 15 days to resubmit clarification. ARC will notify Inflight Admin once approved.



**When the need arises to use intermittent FMLA,** standard Call-out procedures should be followed. Utilize ECS or call Crew Scheduling to be removed from your sequence.



**submit the FMLA Recode Request form.** It is best practice to submit each request within 48 hours of the trip's conclusion. *Comply 365 > Forms > AAFA-Inflight Admin Requests > Intermittent FMLA Recode Request*



**Questions regarding your case?** For form specific questions, submission extension requests, or status updates contact ARC: (800-447-2000)  
For recode questions or concerns contact Inflight Admin: 1-800-VIP-CREW