

Unpaid SK/ID Leave of Absence

Checklist for Safety Sensitive Employees

The following checklist will assist you in completing all of the administrative steps necessary when applying for and returning from an Unpaid Sick Leave of Absence (SKLOA) or Unpaid Injury-on-Duty Leave of Absence (IDLOA). Items noted with a box should be completed by the employee, if applicable.

It is your responsibility to:

- SKLOA - Place yourself on the sick list:
 - FA/Pilots contact Crew Scheduling via AVRS
 - Ground contact your Manager/Supervisor/LOA Coordinator
- SKLOA - Complete the Medical Substantiation Requirement Form.
- IDLOA - Contact Manager to complete the Injury-on-Duty paperwork.
- IDLOA - Complete the Medical Substantiation Requirement Form upon request from AA Medical & Occupational Health Services.
- Confirm AA Medical has received your completed Medical Substantiation Form by checking with your Manager/Supervisor/AA Medical.
- Verify you have Jetnet access. Use System Access to reset/unlock your account online located on the Jetnet login page.
- Verify your address is up to date. If you maintain an alternate address, this address will be used for all company mailings. Jetnet: RESOURCES>Update MY Information>Update My Contact Information
 - FA – Contact the Flight Attendant Service Center to update address in DECS, if applicable.

While out on leave:

- FMLA - In the event you desire and qualify for federal or state FMLA, read the information on Jetnet: [FMLA Information](#) and contact your Manager or Chat Live with or call Employee Services Toll-free: (800) 447-2000 with any questions.
- You will receive the Unpaid SK/IDLOA Letter/Packet within 10 days from being placed on your unpaid leave.
- SKLOA - Complete the Medical Substantiation Requirement Form if you have not substantiated your absence already.
- Extension Request – AA Medical must receive new information 7 days before the expiration date of your SKLOA.
- Review the Employee Information Letter & Continuation of Health Benefits Guidelines. ****Read the entire packet carefully for important time sensitive information regarding benefits of all types****

Below are some items of importance:

- Complete a Going on Leave Life Event regarding benefits. Take careful consideration before stopping benefit coverage as not all coverages can be reinstated upon your return to work. Jetnet: BENEFITS>Benefits Service Center>My Benefits>Process Qualifying Life Event
- You will receive an invoice from PayFlex regarding benefit payment. **If payment is not made, some or all of your benefits will be cancelled.** **If your LOA is 30 days or less in duration, the amount due will be taken from your paychecks upon your return to work.** Note: Consecutive leaves are combined, any combined leave/s of more than 30 consecutive days in duration, refer to the leave packet for payment options.
- Contact AA Credit Union 800-533-0035 for information about your accounts/loans.
- Contact Super Saver 401(k) Plan (JP Morgan) 800-345-2345 for outstanding loan payments.
- There is a claim filing deadline **within 6 months for OSTD** and **1 year for LTD** regardless of sick bank availability, therefore, you should file immediately. If you file your claim beyond the deadline, your claim will not be accepted and you will not be eligible for benefits. Contact MetLife 800-638-6420.
 - TWU represented employees – Contact your union office for information regarding filing deadline for LTD insurance.
 - Pilots – Contact your local Flight Administration Office for Short Term Disability (STD) and LTD for claim filing information and instructions.

- Permanent and Total Disability (PTD) – If you become totally disabled you can apply for PTD to continue life insurance at no cost. You can apply for this benefit once **disabled for 9 months**, but **must apply prior to 12 months** of disability.
- COBRA Insurance – You will be **eligible for continuation of coverage** through COBRA at a higher rate. A FedEx letter is sent from HR Services once an employee becomes eligible.
- Life Insurance - You will be eligible for life insurance conversion. A FedEx letter is sent from HR Services once an employee becomes eligible.
- Other Employment while away from work – If you intend to work at other employment or be self employed, you are responsible to provide a Request for Approval for Other Employment While Away From Work Form to your Manager.
- If on leave for 4 ½ years you will receive a reminder from the Company that the maximum time (5 years) for your Leave is approaching. It is your responsibility to return to work prior to reaching the maximum time allowed or you will be separated from the company.
 - Pilot – Contact Flight Administration Office for additional information.

Returning to Work

At a minimum, allow 3 – 4 days to clear through Call-A-Nurse if applicable. (Note - the longer you have been off work or the more complex the condition, the longer your clearance may take.) You are not returned to payroll until you have cleared AA Medical. Jetnet: Benefits>AA Medical & Occupation Health Services>Return-to-Work (Call-a-Nurse)

- A clearance via Call-A-Nurse is necessary **if one or more** of the following apply:

All safety sensitive work groups:

- Hospitalization (admitted to the hospital) or surgery (in/out patient) or ER visits
- Diseases, conditions or medications that can affect alertness or mental function (such as treatment for substance abuse or newly prescribed medications you will continue to use after returning to work)
- Medical history that requires a personal medical clearance as previously determined by AA Medical
- Any condition or treatment relating to absence which affects your ability to perform essential job functions; please see medical conditions requiring clearance on Jetnet.
- Your manager/supervisor requests you obtain clearance

If you are unsure if your condition requires clearance through AA Medical, call Call-A-Nurse at 800-555-2373, option 2, or contact your local Medical Base for guidance. You may also use Live Chat to chat directly with AA Medical.

In addition, FA and Pilots:

- Injury-on-Duty
- Blocked ears
- Maternity leave or other medical conditions that could affect your ability to safely work at high altitudes

In addition, Ground:

- If off work due to an Injury for more than 300 days including Transitional duty (TD), an injury to the eyes, ears and/or head or taking medications that can affect alertness or mental functioning or newly prescribed medications you will continue to use after returning to work

Call-A-Nurse will send notification to your Manager/Supervisor that you have been cleared to return to work.

Return to Payroll

- FA – If you have been out longer than 365 unpaid days you will need to set up fingerprinting through your base before** you are returned to work.
- Pilots – If you have been out longer than 365 unpaid days you will need to fingerprint at the start of training at the Flight Academy in Publications (Pubs).

Returning you back to payroll is processed to return you to work. Once you are returned to payroll, an automated system feeds to other systems via nightly updates.

Upon your return to the work place, check with your prospective work area to ensure a Payroll Transaction Record (PTR) has been processed.

Once you are returned to payroll, the following accesses will be reinstated within the following timelines:

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| AutoTa | @2 – 3 days for ground, not applicable for FA or Pilots |
| Sabre (DECS, RES) | @1 day for ground, not affected for FA and Pilots |
| Flight Privileges | @1 – 3 days |
| PayFlex | @2 week delay for notification of return to work |
| Super \$aver 401(k) Plan | @1 day |
| <input type="checkbox"/> OSTD/LTD | Notify MetLife to stop benefit payments and reimburse any overpayment amount, if applicable. <ul style="list-style-type: none">○ Pilots – Contact your Flight Administrator to cease LTD payments |
| <input type="checkbox"/> Social Security | Notify the Social Security Administration of your return to work and reimburse any overpayment amount, if applicable. |
| <input type="checkbox"/> COBRA | Notify COBRA of your return to work date. Allow @30 – 60 days for any reimbursement, if applicable. |
| <input type="checkbox"/> Benefits | Process a Return to Work Life Event on Jetnet within 60 days to reinstate any other benefits or make changes to existing benefits. If returning from a leave greater than 30 days and you opted out of coverage while on leave, your medical/dental/vision benefits will automatically be reinstated. Jetnet: BENEfits>Benefits Service Center>My Benefits>Process Qualifying Life Event |
| <input type="checkbox"/> Payroll | All checks issued after payroll has been processed will have deductions taken out unless you opted out of coverage. If you opted out of coverage, complete a Return to Work Life Event. Jetnet: BENEfits>Benefits Service Center>My Benefits>Process Qualifying Life Event |
| <input type="checkbox"/> Badge | If your badge has expired or been deactivated, contact your Manager/Supervisor/Flight Administrator regarding activation or a new badge. |
| <input type="checkbox"/> Keys/Parking | Pilots – Check with your Flight Administrator for keys and parking. |
| <input type="checkbox"/> Passport/Visa | FA and Pilots - Ensure your passport/visa information is updated in your DECS record. |