

# Leave Guide

ExpressJet MEC

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# What this Guide Covers

- ✓ FMLA
- ✓ Maternity Leave
- ✓ Paternity Leave
- ✓ Adoption of a child
- ✓ Military Leave
- ✓ LTD
- ✓ OJI
- ✓ Personal Leave
- ✓ Employment Leave
- ✓ Jepp revisions
- ✓ Bidding for a schedule
- ✓ Requalification Table (training)

# Family Medical Leave Act (FMLA)

- FMLA provide employees employment protection while out on medical leave
- Each pilot gets 72 days of FMLA per calendar year
- FMLA can be subdivided into 2 types:
  - » FMLA for yourself
  - » FMLA to care for another
- Those leaves can be taken in 2 different ways:
  - » Continuous FMLA (block)
  - » Intermittent FMLA

# FMLA Eligibility (General)

- 1 year of service with ExpressJet
- Within the previous 12 months have 504 work/paid hours and work/paid at least 60% of minimum monthly guarantee
- Has not depleted 12 work weeks of FMLA in the previous 12 months
- All of these criteria must have been met

# FMLA (Self)

- This Leave is for anytime you have an injury (outside of work) or illness that prevents you from flying
- This list includes:
  - Hospital care
  - Chronic conditions
  - Multiple treatments (non-chronic)
  - Permanent or long term treatments
  - Maternity leave
- Unless complications arise, the following are not covered: colds, the flu, ear aches, stomach aches, dizziness, minor ulcers, fatigue or headaches (other than migraines)

# FMLA (Caring for Another)

- Available anytime a pilot needs to care for a family member who is suffering from an injury or illness. This includes:
  - Paternity Leave
  - Caring for a spouse, child or parent (serious health condition)
  - The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement
- This does not apply to your own injury or illness

# Block FMLA vs. Intermittent FMLA

## Continuous FMLA

- Continuous FMLA is used when the pilot needs a block of days off for a non-recurring issue
- It's best to report a planned absence 30 days in advance for the approval process

## Intermittent FMLA

- Intermittent FMLA allows pilots to take leave in separate blocks of time for a single qualifying reason. This is on an "as needed" basis.
- Intermittent FMLA claims must be reported within 5 days of a planned absence

# FMLA Approval Process

1. Go to the company FMLA website via [xjt.com](http://xjt.com) > My Items > Time Off Work > LOA (Leave of Absence) Self-Service  
Print out the certification form and have your doctor FILL OUT THE ENTIRE FORM
2. Three ways to submit forms:
  1. Fax: (404)856-2833
  2. Email: [hrloa@expressjet.com](mailto:hrloa@expressjet.com)
  3. Mail: ExpressJet Airlines, Attn: LOA Dept., 100 Hartsfield Centre Pkwy, Ste. 700, Atlanta GA 30354
3. Approval comes via the email address you gave the company
4. You can make changes to dates and other information about your leave by calling (404) 856-1282. Changes cannot be made online.
5. Approval takes 7-14 days so get those forms in EARLY



# FMLA for Self vs. Caring for Another (Pay)

## FMLA for Self

- You get paid on FMLA (SELF) in the following order:
  1. Sick Bank
  2. Vacation
  3. LTD (if enrolled)

## Caring for Another

- You do not get paid when you go on FMLA to care for another person

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# FMLA for Self vs. Caring for Another (Health Benefits)

## FMLA for Self

- If you have a positive sick bank and vacation your health benefits will remain at active pilot rates
- If your sick bank and vacation get used up you will retain medical benefits at active pilot rates IF YOU ARE ENROLLED IN LTD
- If your sick bank as well as vacation get used up and you don't have LTD you will have to pay COBRA rates

## Caring for another

- Good for 30 days then you have to pay Cobra rates
- Ex:
  - If a pilot goes on leave February 1<sup>st</sup> then they must return to work by the end of the month
  - If a pilot goes on leave Feb. 1<sup>st</sup> and returns March 1<sup>st</sup> then they will have to pay COBRA until April 1st

# FMLA Return to Work

- Contact the LOA department prior to the scheduled end date of your leave
- If you do not contact the LOA department, they will attempt to contact you. If you are unable to be contacted they will put you on Unauthorized Leave of Absence (ULA) status
- You can contact the LOA department via:
  - Email: [hrloa@expressjet.com](mailto:hrloa@expressjet.com)
  - Phone: 404-856-1282
- Drug screening will be required for leaves greater than 180 continuous days
- Drug screening and background checks required for leaves greater than 365 continuous days
- For requalification please see the requalification table at the end of this presentation

# Leave of Absence (LOA) Department Info

- Available Monday – Friday from 8 a.m. – 5 p.m. ET to discuss leave options. You can reach them by phone at 404-856-1282 or via email at [hrloa@expressjet.com](mailto:hrloa@expressjet.com)
- They are here to help you find out what plan will best help you and they are a great source of information so make sure to utilize them
- Make sure to contact the company and keep them in the loop throughout your leave

# Maternity Leave

- Maternity Leave can be used in a variety of different ways that best fit the pilot
- Female pilots in general can take 12 months of leave per the ERJ contract but there are several rules that will apply
- FMLA gives the pilot 72 days and will pay out of the pilots sick bank, then vacation, then LTD if enrolled
- LTD will pay 6 weeks for a regular delivery and 8 weeks for C-section
- The approval process is the same; go on the LOA self-service website to start the approval process

# Maternity Leave (FMLA)

- FMLA provides the pilot with 72 days off before, during and after the pregnancy
- The pilot may use the FMLA in various ways:
  - A pilot may file intermittent FMLA for morning sickness
  - If you have a “high risk” pregnancy then you can start the full leave 9 weeks pregnant
- In general if you can't follow the “IM SAFE” acronym then you can utilize FMLA as early in the pregnancy process as necessary

# Maternity Leave (Length of Leave)

- A female pilot can take up to 12 months of leave per the ERJ contract but there are rules that apply:
  - The first 6 months of leave begin when the child is born
  - After the first 6 months you must contact the LOA department to extend on a month-to-month basis up to 12 months based on staffing
  - You may extend beyond 12 months but then it is a personal leave and restrictions will apply based on personal leave rules and staffing requirements

# Maternity Leave (Health Benefits)

- If you have a positive sick bank and vacation your health benefits will remain at active pilot rates
- If your sick bank and vacation get used up you will retain medical benefits at active pilot rates IF YOU ARE ENROLLED IN LTD
- If your sick bank as well as vacation get used up and you don't have LTD you will have to pay COBRA rates
- The pilot has 45 days after the birth to add the child on their health insurance
- During the maternity leave the pilot may switch to their husband's/significant other's health insurance



# Maternity Leave (Pay)

- FMLA pays out of your sick bank, then vacation, then LTD benefits begin
- Check with your state regarding maternity leave/disability pay

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# Maternity Leave (LTD)

- Female pilots are eligible for LTD
- To open an LTD case call Harvey Watt at 1-800-241-6103
- Harvey Watt can email you the forms if you request them, otherwise they come via mail.
- A female pilot will receive 6 weeks of pay for a normal delivery and 8 weeks of pay for a C-section
- LTD covers other medical issues related to pregnancy as well

# Paternity Leave

- Under FMLA a pilot can take up to 6 months off
- Paternity Leave is unpaid
- A pilot's medical benefits will remain intact for the first 30 days. If the leave is longer than 30 days, benefits will switch to COBRA the first day of the month following the expiration of the 30 day period.
- Applying for paternity leave is the same as any other leave. Go to the LOA self-service website to start the approval process

# Paternity Leave (Pay)

- Paternity leave under FMLA is unpaid. The best way to get paid is for the pilot to move their vacation near the due date

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# Paternity Leave (Intermittent)

- If the pilot is taking less than 72 days of paternity leave the first block of days off will be approved
- The second and subsequent blocks of days (within the baby's first year) are intermittent leave and must be coordinated with the chief pilot's office (CPO) based on staffing needs
- The LOA department does not recognize intermittent paternity leave so it will be denied unless you go through the CPO

# Adoption of a Child

- A parent may take up to 72 days of unpaid leave within the first year of adopting a child for bonding

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# Long Term Disability (LTD)

- LTD is managed by Harvey Watt
- LTD covers medical issues that disqualify a pilot from flying
- The plan covers the pilot until age 65
- Mental disorders are qualifying but have a 2 year time limit
- Pay is 55% of your salary based on an 85.5 hour line, tax free
- LTD begins after the pilots sick bank and vacation are depleted
- LTD ends on receipt of a first class medical
- Medical benefits are paid out of pocket at active pilot rates, not COBRA rates.

# LTD (Approval)

- Call Harvey Watt at 1-800-241-6103 for an application
- Forms will be emailed to the pilot
- Approval meetings are held on the first Thursday of every month



# Military Leave (Approval Process)

- Best way is to use the LOA self-service website
- Can access the self-service by going to [xjt.com](http://xjt.com)  
> My Items > Time Off Work > LOA self-service
- You can submit your orders there and follow the steps
- You can also call (404) 856-1282

# Military Leave (Pay)

- A pilot will return to pay status from military leave no later than 5 days after the end of the leave when the leave exceeds 90 days

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# Military Leave (Medical Benefits)

- Medical benefits will continue in effect at active pilot rates until the last day of the month in which the military leave begins except that medical, dental, vision insurance and LTD coverage will continue in effect in accordance with applicable law or Company policy if more favorable than applicable law

# Military Leave (Voting Status)

- MIL status is used for pilots that are on military leave for a period longer than 90 days and this would mean that you are inactive with ALPA. As a member in good standing on Military Leave, you are still eligible for ALPA insurance, can receive ALPA emails, meeting notices, and your dues are deferred.

# Military Leave (Drill)

- If drill falls on part of the trip the whole trip will be dropped. You will need to submit your orders to the company.
- If you decide to do drill on days off, you do not need to submit orders or any paperwork to the company.

# Military Leave – Return to Work (RTW)

- Contact your CPO with your return date. Someone from training scheduling will contact you with your requal date. To determine what type of requal you will have, see the table at the end of this presentation.

# Military Leave (LTD)

- When a pilot is out on an extended MIL leave their benefits will be terminated. To re-enroll, call the benefits department to make your elections.
- If a pilot is out for more than 180 days they will have to re-enroll in LTD. Since you are re-enrolling instead of re-applying, you do not have to go through the evidence of insurability process.

# On the Job Injury (OJI)

- ERJ pilots have 240 hours of OJI bank
- The company runs OJI and FMLA concurrently
- Pay is based on each state's requirements as well as the average flight pay hours the pilot has worked over the past 6 to 12 months depending on the state. Some states pay a flat rate per week based on the pilot's job description and the company covers the remaining amount to equal 75 hours of pay per month.



# OJI (Approval Process)

- Report the injury within 48 hours of the injury to your supervisor / Chief Pilots Officer (CPO)
- Pilot must seek medical care and have documentation
- Workman's comp will call pilot to interview about the injury
  - Stick to the facts just about the incident
  - Do not talk about personal time (playing sports, lifting weights, etc.)
- Your base administrator will email you the required paperwork to complete
- Approval process takes 7-21 days
- Insurance cards will be sent to the pilot to be used for OJI medical visits

# OJI (Tips)

- Keep a folder of all files and documents
- Have a fully documented timeline of all events inside the folder (time of injury, doctors appts, workman's comp communication). That way everything is in one place.
- Pilot cannot return to work without a release from their doctor

# Personal Leave

- This leave will be granted as staffing permits
- This leave is unpaid
- There are no medical benefits on this leave
  - Benefits will end the at the end of the month in which the leave begins

# Employment Leave

- This leave is only for pilots leaving ExpressJet for a qualifying carrier
  - Other fee-for-departure carriers and corporate flying do not qualify
- Contact your Chief Pilot's Office (CPO) for approval
- Medical benefits will last until the last day of the month in which the leave begins
- Contact your CPO if you wish to return to ExpressJet

# Employment Leave (Pay)

- You will be paid your normal paychecks if you have anything due to you. If you have any add pay or premium pay in your final month of employment it will be paid to you on the 15th of the next month along with your per diem. You will also be paid for vacation that you were scheduled to take during the 60 day leave period. Remaining vacation will be paid out after the employment leave expires.

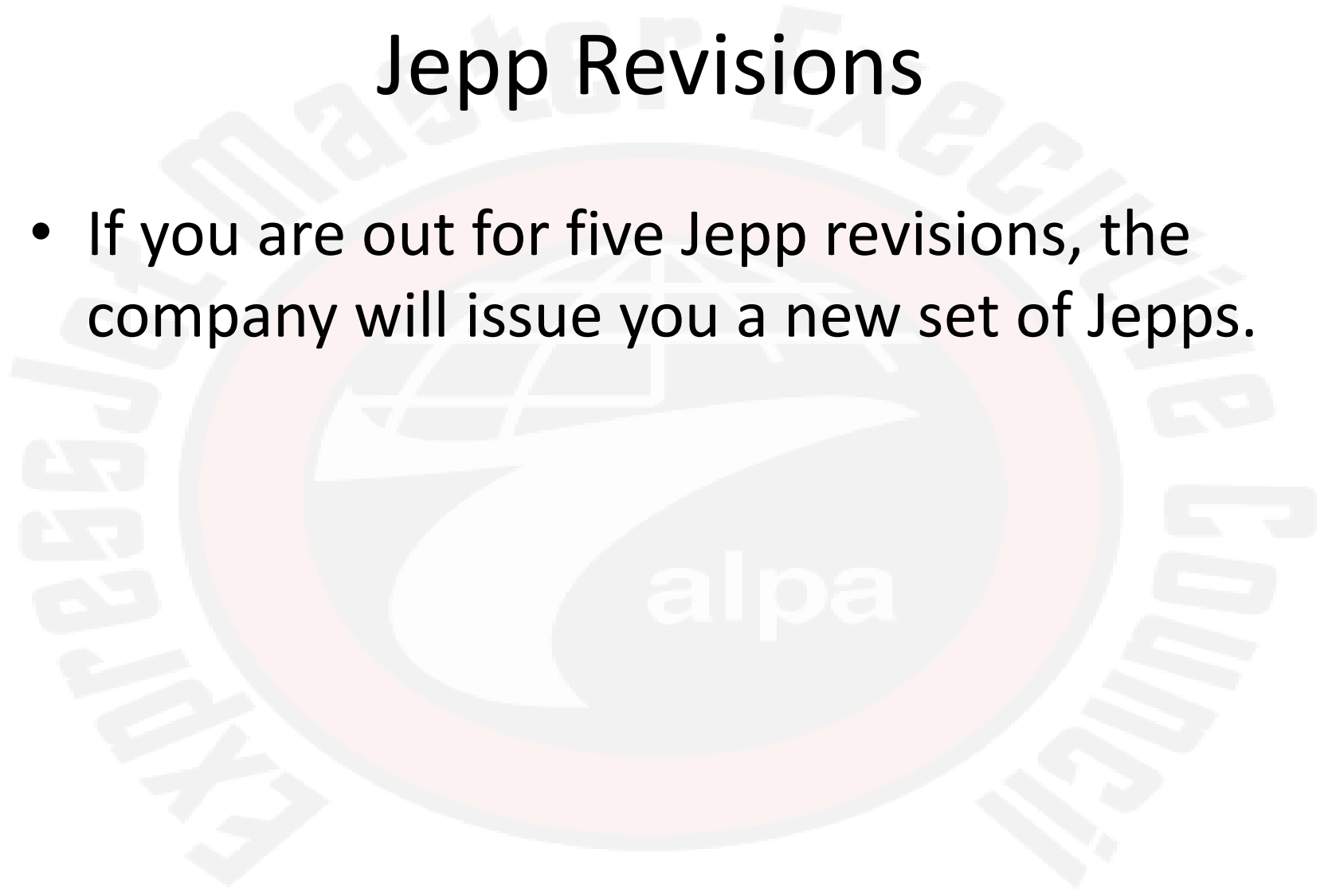
# Employment Leave (Training Failures)

- If a Pilot Records Improvement Act (PRIA)-reportable training failure occurs, your return is subject to review and approval by the company.

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# Jepp Revisions

- If you are out for five Jepp revisions, the company will issue you a new set of Jepps.



# Requalification Table

Time Past Due	Ground Training Required	Flight Training Required	Checkride Required
Level 1: 90 days or less	Any RGT due	If only Landing De-qualified, or if due	CQ (MV/LOE) Due and LC, CA only, if due
Level 2: 91-180 days	RGT	One re-qual simulator session	CQ (MV/LOE) and LC if due
Level 3: 181-365 days	Reduced Upgrade Ground School Footprint	Two regular simulator sessions	QPC and QLOFT and 25 hours of OE and LC
Level 4: Over 1 year to 2 years	Upgrade Ground School Footprint	Upgrade flight training footprint	QPC and QLOFT and 25 hours of OE and LC
Level 5: Over 2 years	Initial Ground School Footprint	Initial flight training footprint	QPC and QLOFT and 25 hours of OE and LC



# Questions?

Contact the Leave/Furlough Committee at

[XJTCOLA@alpa.org](mailto:XJTCOLA@alpa.org)

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