



TWU Local 577

the Union of allegiant Flight Attendants

Revision 02.2020

TWU577 FMLA GUIDE

FMLA- Family Medical Leave Act

Entitles eligible employees to take unpaid, job-protected leave (72 days for flight crew) for specified family and qualified medical reasons during a 12 month period. The employee's continuation of group health insurance coverage remains under the same terms and conditions as if the employee had not taken leave.

Examples of reasons for FMLA

- Birth of a child and to care for the newborn child within one year of birth;
- Placement of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- Care of an immediate family member (this includes your spouse, child under 18 or older if incapable of self care due to a mental or physical disability, or parent (does not include in-laws) with a serious health condition.
- a serious health condition that does not allow employee to perform one or more essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's immediate family is a covered military member on "covered active duty".

Are you eligible?

You must have worked for Allegiant Air for at least one (1) cumulative year. *"(Flight Attendants must have been paid 60% of their guarantee and worked at least 504 duty hours in the previous 12 month period.) *Allegiant uses a "rolling calendar"."*

How do I file FMLA?

If you believe you're a candidate for FMLA and meet the basic eligibility requirements the company asks that you:

- Contact your base supervisor with the dates that you will be requesting FMLA.
- Give a 30 day advance notice when possible
- FMLA Source is the third party leave Admin that Allegiant uses. You can file online at [FMLAsource.com](https://www.fmlasource.com/FMLAWeb/login/login.xhtml)
<https://www.fmlasource.com/FMLAWeb/login/login.xhtml>
- You can also file by contacting them by phone 844-837-9293
- Depending on YOUR situation/medical condition you will apply for a CONTINUOUS or INTERMITTENT leave.

Continuous leave is a set time off that you and your physician have decided work best for your health plan/recovery. The company will ask for a "return to work" document to be filled out by your physician to clear you back on to the line. We recommend that you take a copy of your job description to your doctor to help them fully understand your job duties and responsibilities when filling out any restrictions(See job description attachment). *Ex: Dr certifies FA's Surgery and recovery to take 6 weeks. FA requests leave to start on Aug 1st and end Sept 12th on July 1st providing 30 day advanced notice. Dr. Fills out return to work paperwork that clear's FA to return to the line Sept 13th. The flight attendant is responsible for following Allegiant's call out procedure for any duties until they receive approval of their leave request with FMLAsource.)*

Intermittent leave is time off work taken in separate blocks that you and your physician have decided work best for your health plan. This type of leave allows you flexibility to manage your and/or family members medical conditions/ appointments.

This leave does not typically require a return to work sheet. *Ex: Flare up of condition on Aug 1st. Follow Allegiant's call out/attendance policy, report time with FMLA source within 24hrs of your call out. FA will only be removed for that one day as needed\ for their condition.*

FMLA source will provide you and your physician with the medical certification that needs to be completed by your physician. Once the certification has been filled out it must be returned to FMLA source by the deadline provided. FMLA sources will then approve or deny your request. We suggest that you check with the physician's office and confirm that they received the medical certification or take the paperwork to the office yourself to reduce any "lost in translation" of the

certification. Stay vigilant of your emails and mailbox for any communication and deadlines, FMLA is time sensitive.

My FMLA was approved. How do I report my time?

There are 4 ways to contact FMLA sources. Make sure to have your Leave /request # available. ***Allegiant's Policy states that when reporting any FMLA intermittent absence that you only report 3.13 hours. These hours have nothing to do with your duty time.** If you have sick time accrued the company will deduct from your sick bank to pay you for your entire trip.

Phone: 844-837-9293

Fax: 877-309-0218

email: FMLACenter@fmlasource.com

www.fmlasource.com

I do not qualify for FMLA, what are my options?

You may apply for a personal leave of absence. Allegiant grants these leaves in 30-60-90 day intervals only and for specific personal or medical circumstances. The leave will be approved by your manager depending on operational needs at that time. If requesting for medical reasons, medical documentation will be required. It is the employee's responsibility to make payment arrangements for their benefits before starting their leave at myleaveofabsence@allegiantair.com. Health care coverage will run until the end of the month of the last day worked preceding the PLOA, and then the employee will be eligible for COBRA for the duration of PLOA. ***Upon return, no benefits eligibility period will apply**".

- Contact your base supervisor prior to your leave with the dates you are requesting (request leave 30 days prior when and if at all possible).
- Contact FMLASource.
- Once FMLASource receives your request they will contact you with specifics or request any documentation needed.

*If you have any questions do not hesitate to reach out to your base supervisor, the My Leave of Absence team:

myleaveofabsence@allegiantair.com; and your 577 Local Benefits Committee: benefits@twu577.org

Things to know:

FMLASource has live, knowledgeable representatives available to guide you through the process between the hours of 7:30am and 9:30pm CST.

When documentation for your absence has been received and has been approved, A decision packet will be sent via your preferred communication method within 48 hours of receipt of the documentation.

When documentation hasn't been received, a reminder that your certification deadline is coming up and a decision packet once the deadline has passed. You can still submit paperwork after the deadline- it will be processed according to your company's policy regarding late paperwork, which may result in your absence being delayed or denied.

You can check the status of your claim at any time by logging on to www.fmlasource.com or by downloading the FMLASource app.

Tracking your absence dates: For Intermittent use, the regulations require you to provide advanced notification whenever possible. You are required to report your missed work time within twenty four(24)hours of your absence.

Recertification: If at any time you exceed your approved intermittent frequency/duration or the situation necessitating your absence appears to change, you may be asked to have your absence recertified. This request will come via your preferred method of communication (email or postal).

What you need to do:

Documentation for your absence: Take the Medical Certification form to your attending physician for completion. Verify that the physician fully and accurately completed all fields on the Medical Certification form and submitted it to FMLASource on your behalf within the 15-day certification due date as stated in the Initial Request Packet.

Keep an eye out for your decision: Keep an eye out for your decision packet – sent via email or postal, depending on what you requested – and any notifications about documentation for your claim.

To track time: Whenever you need to miss work due to your FMLA absence, contact your manager and FMLASource via www.fmlasource.com, fmlacenter@fmlasource.com, or 844-837-9293 and provide us with the date and time used so we can track them for your job protection.

To change your absence dates: You will receive a touch base email or call 2 weeks before the end of your absence. You can simply reply to our outreach - or contact us at any time via www.fmlasource.com, fmlacenter@fmlasource.com, or 844-837-9293 to request an adjustment.

If you receive a recertification request: Review the document and follow up with your health care provider to ensure you have the appropriate certification based on your absence needs.

To renew your absence: You will receive a touch base email or call 2 weeks before the end of your absence. You can simply reply to our outreach - or contact us at any time 30 days prior to the end of your absence via www.fmlasource.com, fmlacenter@fmlasource.com, or 844-837-9293 to request a renewal.

*Please note if you are on FMLA you are responsible for the employee portion of your insurance benefits. If you are on PLOA you are obligated to pay the employee portion, the first full month of PLOA you are responsible for the full COBRA rate. You will receive an email from Allegiant's benefit team regarding your portion(if any), please be on the lookout in your emails for this communication.

This information is current as of 3/4/2020 please check the company website and Team Member Handbook for any policy changes or updates.

*<https://www.dol.gov/agencies/whd/fmla>

*<https://g4connect.allegiantair.com/fmla>

*<https://g4connect.allegiantair.com/conditional-leaves>