



Dear Flight Attendant:

The following Intermittent FMLA/PCL information has been designed to assist you through the Intermittent FMLA/PCL process. PCL leave requests are limited to BOS, CLT, DCA, LGA, and PHL based flight attendants.

- This type of leave requires that a Flight Attendant work at least 1250 hours (625 credited hours for PHX and LAS) for FMLA and 450 hours for PCL in the previous year and be employed for at least one (1) year with the company.
- If you meet these requirements, you have a total of 12 weeks of job protected time to use in a rolling calendar year.
- This leave can be used for your medical condition or that of a qualified family member.
- Intermittent is used for a chronic or permanent condition requiring periodic days off for an extended time period.

Steps to apply for Intermittent FMLA/PCL

1. Have your physician complete a Healthcare Provider form (HCPF). This form must be filled out in its entirety.
2. Fax the form to (480) 693-3201
3. All fax inquiries, should be made via fax verification system or by calling (480) 693-3239 from 0730-1600 PHX Time.
4. Once you apply for an Intermittent FMLA/PCL a packet is sent to your address on file or electronically to you e-mail if provided on the form outlining your leave including a leave status letter. This letter will advise you of the status of your leave whether you are approved, denied and if the paperwork was sufficient. Please ensure you review the entire packet and respond to any requests. Missing or incomplete paperwork will delay your request.

How to use Intermittent Leave

If you are approved for FMLA then you can take time in daily increments. If you are approved for PCL then you must take time in 5 days increments.

- Once you determine that you are going to use intermittent time, notify crew scheduling of your absence as you normally would.
- Next, notify InFlight Administration that your absence is FMLA/PCL related.
 - You must call the Intermittent Center @ (480) 693-3299 with in **15 days** of your sick call to have the time changed to FMLA/PCL.
 - If InFlight Administration requires you to provide medical documentation it must include your name, employee number, base, that your Health Care

Provider treated you for your FMLA/PCL condition, and the time period of your incapacity. That can be faxed to (480) 693-3201.

Frequently Asked Questions

1. What will happen to my sick call if I forget to call InFlight Administration within 15 days?
→Your sick call will remain as an occurrence.
2. What if I have FMLA/PCL for my own chronic condition and I need to take time to care for my mother. Can I use my FMLA/PCL for my mom?
→No, you cannot use FMLA/PCL time for anything other than the condition you were approved for. However, you can file paperwork for multiple conditions that you may have or file paperwork for one condition for yourself and one to care for a qualified family member.
3. Will I be required to send a Doctor's note to InFlight Administration for every FMLA/PCL related sick call?
→Upon approval of your intermittent FMLA/PCL you will receive a letter that outlines the perimeters of your approval. Depending on your condition and the information your Health Care Provider supplies we may or may not require a doctor's note for each sick call.
4. What if I do not have enough hours to qualify?
→Then you cannot be approved for intermittent FMLA/PCL.

If you have any more questions regarding Intermittent FMLA/PCL please do not hesitate to contact us.

Intake Hotline (general questions) (480) 693-3239

Intermittent Hotline (recodes) (480) 693-3299

Sincerely,

InFlight Services Administration