



Inflight Services

S-CO Maternity leave information

Frequently Asked Questions

How long may I fly?

You may continue to fly through the end of your 27th week of pregnancy. Pregnancy Verification and Doctor's Release should be returned to your Supervisor as soon as you become aware that you are expecting.

What if my doctor does not want me to fly?

You may begin your maternity leave at such time as your attending physician feels that you are no longer capable of performing Inflight duties by submitting the Removal From Flight Status to your Supervisor with a doctor's note.

How long may I stay on leave after my baby is born?

You will have the option to elect on a one-time basis to extend your maternity leave up to twelve (12) months following the birth of your baby. You must enter your request for the extended portion of your maternity leave via Inflight Forms. (Inflight Forms is located in CCS under the "Bidding" Tab).

Select Maternity Leave Extension Request from the main menu and submit your request no later than 30 days after the birth of your child. If you are unable to access a computer to submit your request, please contact Inflight Administration within the 30-day period at 1-800-421-1789, prompt #8.

You may return earlier than twelve months after the birth of your child by submitting your notice of Intent to Return at least 30 days prior to the first day of the bid month you wish to return for, and Doctor's Release Form at least 15 days prior to your desired return date.

Once you have elected any portion of the maternity extension and wish to return early, you must return on the 1st day of the applicable bid month.

Should you elect not to extend your leave, your return date will be exactly eight (8) weeks after the birth of your child.

In all cases, medical documentation of your child's birth date should be forwarded within ten (10) days of the baby's birth, and you should return the Physician's Release at least fifteen (15) days prior to your return.

How long may I collect my sick bank during my leave?

You may begin collecting your sick bank at the time you are disabled and removed from flight status for the value of your trip(s). If pulled for the entire month, you will receive 85 hours per month, provided you have it available in your bank. You may continue to receive pay from your sick bank up to eight (8) weeks after your baby is born.

Prior to beginning your leave, please advise your Supervisor if you do not wish to use your sick bank or if you wish to be removed to non-paid status prior to exhausting your entire bank. Unless you request otherwise, you will be paid from your sick bank until it is exhausted.

If you opt not to collect bank at the onset of your leave or to reserve a portion of your bank, you may not later opt to collect the bank. (i.e. You may not go on non-paid leave for your first two months and then ask to be placed on a paid leave.) Further, in order to collect any state provided disability, you may be required to exhaust any company provided benefits first. (i.e. sick bank) It is your responsibility to coordinate directly with your applicable state office for specifics.



Am I eligible for Family Leave?

In order to be eligible, you must have completed your probation and must have been available for duty 60% of the time during the 12-month period immediately preceding the date that you are non-paid. You are eligible for 90 days of Family Leave over a rolling 12-month period.

Is Family Leave a paid leave and does it extend my twelve (12) month Maternity Leave?

Family Leave is a non-paid leave.

During a Family Leave, United continues to pay the Company's portion of your insurance premium. It runs concurrent with your non-paid Maternity Leave and does not extend beyond the 12 months after delivery. Prior to beginning your leave, you may choose to use some of your sick bank and to exhaust unused vacation. Once chosen, this option cannot be changed.

When do I pay my insurance premiums and how much do I pay per month?

During the Family Leave portion of your Maternity Leave, United will continue to pay the Company's portion of your benefits payment each month. You will be required to pay the same amount that is being deducted from your paycheck while active. Once you have exhausted your sick bank, you will receive the COBRA enrollment form within 30 days. This packet will explain the amount of your premiums, when they are due, and where to mail your payments. Should you have any questions about COBRA or if you do not receive your COBRA packet, please contact the Benefit Center at 1-800-651-1007

What do I need to do to have my baby covered under my medical insurance?

You must contact the Benefit Center at 1-800-651-1007 within 31 days of the birth of your baby to have him/her added to your policy.

What if I have vacation scheduled during my Maternity Leave?

You will automatically receive a pay-off for your vacation unless you indicate at the time you begin your Maternity Leave that you wish to defer your vacation. You may not request to defer your vacation after that vacation has already elapsed. You may NOT elect to defer your vacation scheduled during the extended portion of your maternity leave.

How do I obtain training information in order to return?

You should contact your Supervisor at least 30 days prior to your return from leave to ascertain what training, if any, you may require prior to becoming active. If you have been out for 180 days or longer, a re-entry drug test and re-fingerprinting will be required. Please allow at least ten days for results, clearance must be received prior to returning to active flying status. The period missed due to non-clearance will result in loss of trips and pay. Both the re-entry drug test and re-fingerprinting process can only be accomplished as early as 30 days prior to the effective date of return.

May I use passes while I am on Maternity Leave/Extended Maternity Leave?

Employees on non-paid sick leave are not eligible for pass travel under most circumstances. However, further consideration is given because you can physically perform the duties related to the flight attendant position. Your eligible family members and buddies are permitted to travel during your approved Maternity Leave.

If you wish to travel while on Maternity Leave:

- You should obtain a release from your physician verifying that you are unable to perform your normal job duties but are physically able to travel.
- The applicable service charges must be paid by cash, check, or money order through the employee Travel Center (HQS only).
- You will need to fill out a Travel Benefits for Maternity / Paternity Leave form and return it to your Manager for approval.
- While traveling, you and your eligible family members must carry this approval.
- Offline travel is not available once you are on a non-paid leave.



- You may E-ticket and pay all applicable service charges on-line via credit card once you are on the extended portion of the maternity leave (8 weeks/90 days if FMLV).

Can I still use my buddy passes?

Yes, as per normal procedures, you may still use your buddy passes as long as you are on a paid status. Once you go non-paid, you must take your approval authorization letter and payroll deduct buddy passes to the Employee Travel Center (HQS only) and have a prepaid buddy pass issued. The cost is \$50.00 one-way, \$100.00 round trip. You will be required to pay in the form of cash, check or money order.

You may E-ticket and pay all applicable service charges for buddy passes on-line via credit card once you are on the extended portion of the maternity leave (8 weeks/90 days if FMLV).

May I bid for the month I will be returning to active status?

Yes, you may bid provided you meet the notification requirements described in number 3, you have completed any required training and drug testing by the start of the bid month. If you are returning after 8 weeks or mid-month, you must also be active at least 15 consecutive days during the month.

If my child is born in the middle of the month, do I have to return exactly on that date 12 months later?

No. If your child is born on or between the 1st and the 15th of the month, you may end your leave 12 months from the birth date or on the last day of the bid month prior to that date. If your child is born on or between the 16th and the end of the month, you may end your leave 12 months from that date or on the last day of that bid month. Of course, you may return earlier than 12 months after the birth of your baby, provided you submit a Doctor's Release to your base office as described in number 3. Once you have elected any portion of the maternity extension and wish to return early, you must return on the 1st day of the applicable bid month.

If you have any questions that are not addressed in this package, please see your Supervisor.



Medical Certification for Pregnant Flight Attendant (S-CO)

Dear Health Care Provider:

With appropriate medical certification, a United Airlines Flight Attendant may continue to work until she is no longer able to perform the essential functions of the flight attendant position. We require an initial medical certification upon notification of pregnancy and follow-up certifications at the 28th, 30th, 32nd weeks and every week thereafter.

The certification asks you to attest to the Flight Attendant's ability to safely perform the duties of the Flight Attendant position. To assist you in this evaluation, a copy of the current job description for the Flight Attendant position is attached.

INITIAL CERTIFICATION OF PREGNANCY

WEEKLY CERTIFICATION OF PREGNANCY

(Week Number _____)

This is to certify that _____ is under my care for pregnancy. The expected date of delivery is __/__/__. Based on my examination of her, and my review of the job description for the Flight Attendant position:

She is **able**

She is **NOT** able

To safely perform the essential functions of the Flight Attendant position.

File Number: _____

Signature of Health Care Provider/Title	Date
This signature certifies that this form was completed by the Health Care Provider	
Printed or Typed Name of Health Care Provider	Type of Practice
Address	Telephone Number
Health Care Provider's Office Hours:	
Appointment Hours:	
(To be completed by Health Care Provider)	

Please email your supervisor or fax to your base:

CLE (216) 501-4097 DEN (303) 348-3007 EWR (973) 681-1460 IAH (281) 553-1681 IAD (703) 572-3299
LAX (310) 431-3434 ORD (773) 601-4141 SFO (650) 634-1911



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TRAVEL BENEFITS FOR MATERNITY/PATERNITY LEAVE

TO WHOM THIS MAY CONCERN

FROM: _____ (Supervisor of Inflight Services)

DATE: _____

The flight attendant listed below and her / his pass eligible Pass Riders and Buddies are approved to utilize travel benefits while on a Maternity / Paternity Leave of Absence. Travel is authorized for on-line travel only, and all Buddy Passes must be prepaid through the Employee Travel Center at HQS.

EMPLOYEE NAME: _____ EMP. #: _____

DATE OF LEAVE: _____ EXPIRES: _____

ADDRESS: _____

JA Eligible Pass Riders:

Name of Pass Rider	Relationship to Employee	Age (if child)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Approved By: _____

Phone No. _____

Title: _____



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PHYSICIAN'S RELEASE

DATE: _____

TO: _____

(Supervisor's Name)

This is to certify that _____ will be released from

(Employee Name)

my care and able to return to flying status effective _____

(Date)

(Attending Physician)

(Flight Attendant)

(Location)

(Phone)

*** Please submit at least 15 days prior to planned return date.**



**Inflight Services
Administration**

Birth announcement form

DATE: _____

TO: _____

This is to certify that Ms. _____ delivered _____
(Flight Attendant's name) (Baby's name)

_____ on _____
(Date)

(Attending Physician)

(Location)

(Phone)



Inflight Services

S-CO Maternity leave information

NOTIFICATION OF INTENT TO RETURN

DATE: _____

TO: _____

(Supervisor's Name)

I, _____, wish to return to active duty status

(Name of Employee & Emp. #)

effective _____ My Scheduled return date is _____

(Date)

I understand that I must attend any training classes I have missed during my leave prior to returning to active flight attendant status.

(Signature)

(Date)

*Please submit at least 30 days prior to your anticipated return date.