

## Family Leave Policy Changes and FMLA Administration for Flight Attendants

Effective October 30, 2006

	<b>Current FA Policy</b>	<b>10/30 Policy</b>	<b>FMLA</b>
<b>Eligibility</b>	<p>Any flight attendant with a minimum of one year of service and 470 credited flight hours in the previous 12 months.</p> <p><b><u>Standard Eligibility Formula</u></b> 65 hours monthly x 12 months x 60% = 470 hours</p>	<p>Any flight attendant with a minimum of one year of service and 590 <b>credited flight hours</b> in the previous 12 months, not including hours paid for sick leave and vacation.</p> <p><b><u>Standard Eligibility formula:</u></b> 82 hours x 12 months x 60% = 590 hours</p> <p>Hours paid for sick leave, occupational and FML absences, as well as vacation hours, will not be included in credited flight hours.</p>	<p>U.S. domiciled flight attendants with a minimum of one year of service and 1250 <b>duty hours</b> in the previous 12 months.</p> <p><b><u>Standard Eligibility formula:</u></b> 40 hours weekly x 52 weeks = 2080 x 60% = 1250 duty hours.</p> <p><b><u>Eligibility:</u></b> Duty hours (check-in to debrief in each duty period) = 1250 hours in the previous 12 months</p>
<b>Usage</b>	<p><b><u>Calculation:</u></b> 77 hours x 2.8 months = 216 flight hours</p> <p>*2.8 months for block usage</p>	<p><b><u>Calculation:</u></b> 82 hours x 2.8 months = 230 flight hours</p> <p>*2.8 months for block usage</p>	<p><b><u>Calculation:</u></b> 113.50 (average monthly duty hours) X 2.8 months = 318 duty hours</p> <p>*12 weeks for block usage</p>
<b>Checking Eligibility</b>	<p>Flight attendant prints application from Skynet and mails/faxes.</p>	<p>Flight attendant must first call the Service Center to check eligibility hours. Flight attendant prints application from Skynet and mails/faxes.</p>	<p>Flight attendant must first call the Service Center to check eligibility hours. Flight attendant prints application from Skynet and mails/faxes.</p>
<b>Application Requirements</b>	<p>Application must be received within 15 days.</p>	<p>Application must be received within 15 days of when FML is requested, and no later than 15 days after the first day of the absence.</p>	<p>Application must be received within 15 days of when FML is requested, and no later than 15 days after the first day of the absence.</p>
<b>Second Opinion</b>	<p>If UA Medical determines that a flight attendant's condition does not qualify, a second opinion may be requested. If there is a balance remaining after the bill has been submitted to the flight attendant's insurance carrier, that cost will be shared by the flight attendant and United.</p>	<p>If UA Medical determines that a flight attendant's condition does not qualify, a second opinion may be requested. The cost of the second opinion will be borne by the Company.</p>	<p>If UA Medical determines that a flight attendant's condition does not qualify, a second opinion may be requested. The cost of the second opinion will be borne by the Company.</p>

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<b>Eligibility for Intermittent</b>	Eligibility criteria must be satisfied at the time of the FML application and prior to each intermittent usage.	Eligibility is established once at the time the flight attendant applies for FML or the first day of the FML absence if the absence does not begin immediately after application is submitted.	Eligibility is established once at the time the employee applies for FMLA or the first day of the FMLA absence if the absence does not begin using FMLA immediately after application is submitted.
<b>Maternity and Parental Leave</b>	FML is not imposed for the first 90 days after delivery. If an extension is requested, FML is used for the next 90 days.	FML will run concurrently with maternity and parental leave effective the date of delivery. If maternity leave is elected prior to the 31 <sup>st</sup> week of pregnancy, FML will also be imposed.	FMLA will run concurrently with maternity and parental leave effective the date of delivery. If maternity leave is elected prior to the 31st week of pregnancy, FMLA will also be imposed.
<b>Illness/Occupational Injury</b>	FML is not imposed for illness or occupational absences.	FML may run concurrently with any absence due to an occupational injury and/or when medical documentation indicates a FML qualifying condition**.	FMLA may run concurrently with any absence due to an occupational injury and/or when medical documentation indicates a FMLA qualifying condition**.
<b>Medical Leave of Absence</b>	FML is not imposed for any Medical Leave of Absence.	FML will be imposed concurrently with any medical leave of absence, even if qualification for FML was not established prior to being converted to a leave of absence status.	FMLA will be imposed concurrently with any medical leave of absence, even if qualification for FMLA was not established prior to being converted to a leave of absence status.
<b>Documentation</b>	Medical documentation may be required for absences due to illness.	** Effective October 30, 2006, if an absence due to illness exceeds 6 calendar days, the flight attendant will be required to submit an absence certificate from her/his personal physician, <b>or</b> go to United Medical or a United Medical designee, within 3 calendar days following the sixth day of the absence.	** Effective October 30, 2006, if an absence due to illness exceeds 6 calendar days, the flight attendant will be required to submit an absence certificate from her/his physician, <b>or</b> go to United Medical or a United Medical designee, within 3 calendar days following the sixth day of the absence.