

Congratulations on your pregnancy! Here are the steps to take when you are pregnant

Prior to delivery

- Submit **proof of pregnancy** from your Health Care Provider to the Absence and Return Center (ARC). Create a Pregnancy/Maternity case in [AbsenceTracker](#). AbsenceTracker can be accessed by going to Jetnet > Team Member Services > Leaves and Returns > Inflight
- Order your Lands' End Maternity Uniform [here](#).
- Intermittent sick absences due to your pregnancy can be recoded. You can submit the [Maternity Intermittent Sick Recode Request form via Comply365](#). See page 3 for more details.
- If your doctor recommends removal from duties before delivery, request a Medical Leave case in [AbsenceTracker](#). You are responsible for managing your schedule while your case is pending with ARC. Once your case is approved, FA Admin will recode your leave with M2 and/or M3 on your HI10.

If you're administratively eligible, FMLA will be auto-designated and run concurrently with your approved pre-birth medical leave. (504 on-duty hours and at least one year of service with the company)

- Per the JCBA, if you are unable to fly and *do not qualify for a medical leave of absence or your doctor is unwilling to write you off of work*, you may submit the Maternity/Paternity Personal leave of Absence form **Via Comply 365** or you may submit a written request to inflight.ltl.admin@aa.com for an **unpaid personal leave of absence (PLOA)**. We recommend contacting Benefits before requesting this leave; your insurance premiums will change to inactive rates. During this time, you are responsible for full insurance rates.
- **60 days before your due date**, contact MetLife to apply for [Maternity Paid Disability](#).
- For questions regarding **The Pregnant Workers Fairness ACT** and **Accommodations** contact Accommodations@aa.com

After delivery ...

- When your baby arrives, contact MetLife and ARC to notify them of the baby's birth. You can also call us at FA Admin, and we will know to look out for the delivery notice from ARC. This leave also applies to miscarriages. You will see M5 on your HI10 for this leave.
- MetLife will administer the post-delivery recovery time. Generally, 6 to 8 weeks, depending on the type of delivery. However, paid disability can be expanded up to 10 weeks based on the information provided by your health care provider. Please visit this link for complete details on [Maternity Leave and MetLife's Post-Delivery STD Plan](#).
- When your paid disability/recovery time is over, you can utilize the remainder of the **180 days** from the date of birth as an **unpaid personal leave of absence (PLOA)**. We recommend contacting Benefits before requesting this leave; your insurance premiums will change to inactive rates. During this time, you are responsible for full rates of insurance. You may request this leave by submitting the [Maternity/Paternity Personal Leave of Absence](#) Comply365 form to FA Admin. This leave is also applicable to miscarriages. You will see M4 on your HI10 for this leave.
- **Baby Bonding** is a separate option under FMLA and may be requested via AbsenceTracker.

It must be taken as a continuous/block of time only unless otherwise allowed by state law. (see questions 2 and 3 in section A on the HCP form). Baby Bonding can be taken any time in the first 12 months following delivery. How much time can be taken is based on how much FMLA is available after your leave or how much time is available under another state or local leave law.

Maternity Intermittent Sick

If you are calling out sick due to pregnancy, you must submit the **Maternity Intermittent Sick** comply form. FA Admin may recode up to 2 months consecutively for intermittent maternity sick. If your pregnancy-related absences continue, you must apply for a pregnancy-related medical leave through the [Absence and Return Center](#).

To submit Comply365 forms on your iPhone EFB:

1. Open the Comply365 app
2. Enter your company ID and password
3. Select the “**My Forms**” icon
4. Select the **Maternity Intermittent Sick Recode Request** form and complete it
5. Click **Submit** at the top right

To submit Comply365 forms on a personal device:

1. Log in to the Comply365 website: aa.comply365.net
2. Click on **My Forms** on the homepage
3. Select **AAFA > FA Admin Requests**
4. Select the **Maternity Intermittent Sick Recode Request** and then complete it
5. Click **Submit** at the bottom right

Travel while on leave

Please review the Travel while absent or on leave of absence (LOA) page via the Travel Guide on Jetnet. You can click [here](#) to access the page.

Returning to Work

If you return from a pre-birth maternity medical leave before delivery, you may be required to submit Return to Work documentation to the [Absence and Return Center](#). Return-to-work documentation is also provided when your case is approved.

Important Contacts

Department	What they do	Contact Information
Absence and Return Center (ARC)	Receives and processes all medical documentation and notifies FA Admin of approved medical leaves	1-800-447-2000 option 1 & 5
Inflight Administration	Recodes your HI10 with for maternity absences and medical leaves	1-800-VIP-CREW #6 option 3
MetLife Insurance (Disability Plans)	Administers post-delivery maternity paid disability.	1-888-533-6287
Benefits	Provides information on your medical insurance and other health benefits	1-888-860-6178

Medical and Maternity Codes

Removal Code	Paid or unpaid?	Leave Description	Definition
M5	PAID	Maternity Intermittent Sick	Used for maternity intermittent sick recodes Pays from your sick bank
UM	UNPAID	Maternity Intermittent Sick	Used for Maternity Intermittent Sick recodes
M2	PAID	Pre-Birth Pregnancy Leave	Removal from duties before birth Pays from your sick bank
M3	UNPAID	Pre-Birth Pregnancy Leave	Removal from duties before birth
M5	PAID from STD	Post Birth Maternity Leave	Delivery or miscarriage recovery
M4	UNPAID	Post Birth Maternity Leave	PLOA for the remaining 180 days from birth