

## **Union Leave of Absence**

### **Notice of Leave**

This Notice of Leave (hereafter referred to as “Notice”) explains the current terms of the Union Leave of Absence (hereafter referred to as “Leave”) Program made available to Association of Flight Attendants-CWA (AFA-CWA) LEC & MEC Officers in Section I.H. of the AFA-CWA Constitution and Bylaws (C&B). Your signature at the bottom of this Notice indicates that you understand and agree to abide by these terms.

This Notice and all Notices in aggregate will be maintained by the Director of the EAP. Since no personal health information will be documented on the Notice form, this form is not considered a confidential document. Any additional information shared with the EAP Director, except for the leave dates, will be treated as confidential and therefore will not be released unless authorized by you in writing.

The dates of the Leave, including any modifications, as well as a copy of this signed document, may be shared with other AFA-CWA Officers at the LEC, MEC, and/or International level who have a business need to know about this leave. The complete file of Leave Notice forms may be periodically reviewed by the AFA-CWA International Secretary-Treasurer’s office to monitor for and/or evaluate potential improvements or concerns with the program.

### **LOA TERMS**

- Voluntary Decision. It is the individual LEC or MEC Officer’s voluntary decision to enter into a Union Leave of Absence (Leave).
- Availability. This Leave Program is designed to be available to address personal/wellness issues for one-self or family. It is not intended to be used for vacation, other employment opportunities, bereavement leave, or other routine life events.
- Time Period. Leaves are available to LEC or MEC Officers in increments of 30 days up to a maximum of 90 days per 12-month rolling period.
- A Leave must identify specific beginning and ending dates at the bottom of this Notice.
- It is presumed that the Officer on Leave will return on the scheduled date unless an extension has been arranged.
- Prior to return from Leave, the Officer on leave should notify the Director of EAP and applicable LEC and/or MEC Officers of the planned return.
- Length. The amount of days taken for each Leave may be expanded upwards to a maximum of 90 calendar days per 12-month rolling period. Completion of a new Notice must occur if the original dates of any Leave are modified either upward or downward.
- Extensions. Leave extensions must generally be requested five business days before the end of the original return date, unless the Director of EAP substantiates that the five business day notification was not foreseeable. A new Notice must be signed by the Officer on leave if an extension is sought.

# Union Leave of Absence

## Notice of Leave

- Leave reductions will take place no sooner than a minimum of five business days following completion of a new Notice, regardless of the modified return date identified.
- The Officer on leave agrees that during the Leave, s/he will not engage in any AFA-CWA representational activities.
- Authority & Decision Making. The individual agrees that during the Leave, s/he will have no officer decision making authority. All AFA-CWA leadership decisions made during the course of the officer's Leave will remain in force unless properly modified according to C&B policies and procedures and/or LEC or MEC Policy Manual, whichever is applicable.
- The individual recognizes that the AFA Mutual Respect Policy remains in effect, and that it is inappropriate to engage in activities or communications (e.g., social media) to disparage Members, Officers, or the Union.
- Flight Pay Loss & Expenses. The individual understands that during the term of this leave s/he will not be eligible to receive any Flight Pay Loss or reimbursement of personal expenses for the duration of the Leave. Any pre-scheduled FPL or outstanding expense reports will be reconciled on a case by case basis with the International Secretary-Treasurer.
- An Officer accepting a Leave continues in active membership with a normal dues obligation in accordance with Article II.A.1. and Article XI.A.
- It is expected that, whenever possible, upon notification and discussion of the intent to take a Leave with the Director of the EAP, the Officer will be fully cooperative and engaged with Local, MEC, and/or International Officers in transitioning duties to that individual(s) who will temporarily assume those duties as determined by the AFA-CWA C&B. This would include providing the necessary equipment, files, and other information (e.g., passwords) so that others will be able to perform the required duties.

\_\_\_\_\_  
Name of LEC or MEC Officer

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Current Position

\_\_\_\_\_  
AFA Council

\_\_\_\_\_  
Leave of Absence Begin Date

\_\_\_\_\_  
Leave of Absence End Date

\_\_\_\_\_  
Total Days of Leave

\_\_\_\_\_  
Signature of LEC or MEC Officer

\_\_\_\_\_  
Date