

## Navigating Illnesses and Injuries - A How-To Guide

This guide is your quick reference for the steps to take if you find yourself off work due to an illness or injury. It is meant to cover the most commonly asked questions and provide basic steps only.

- ✓ I am ill or injured. What do I do?

**Call Crew Scheduling and put yourself on the sick list**

- ✓ Do I submit a Sick Verification Form (SVF) to the Company?

**Yes** – If you have been off work 14 days or more.

- Must be turned in after your 14<sup>th</sup> day of absence, but before the 22<sup>nd</sup> day, to avoid disruption in pay. (*The first day of a missed trip counts as the first day of absence.*)
- **Section A** – we suggest checking “No” when asked whether you grant the Company permission to contact your physician.
- **Section B, Line 2)** – there must be a date of anticipated return designated. It is advised to set the return date as far out as possible as it is not always convenient to have your doctor fill out another form to extend your time off. You can always return to work earlier than this date if you are ready to clear sooner.
- **Section B** – must contain a physician’s signature. The form will not be accepted without this.
- No written diagnosis is necessary on this form.
- The SVF can be found under the FAA/AA Packets and Forms section of the Aeromedical Committee page on alliedpilots.org.
- Return the form to the APA Aeromedical Department via fax, (817) 302-2225, or email, aeromedical@alliedpilots.org, and they will submit it to the Company on your behalf. ***If you need the form submitted during non-APA hours, please fax it directly to the Company at (855) 895-3686.***

**No** – If you have been off work less than 14 days.

- ✓ Am I allowed to non-rev while I am on the sick list?

**Yes** – *Only* after you receive permission from your Chief Pilot.

- Traveling without advanced written authorization could result in suspension or permanent revocation of travel privileges and/or corrective action.
- A sample travel release can be found under the FAA/AA Packets and Forms section of the Aeromedical Committee page on alliedpilots.org. (*Within the Sick Clearance Packet*)
- Return the release to the APA Aeromedical Department via fax, (817) 302-2225, or email, aeromedical@alliedpilots.org, and they will submit it to the Company on your behalf. ***If you need the form submitted during non-APA hours, please fax it directly to the Company at (855) 895-3686.***

- ✓ Am I allowed to jumpseat while I am on the sick list?

**No.**

- ✓ Is my family member allowed to use travel privileges while I am on the sick list?

**Yes** – Registered Companion, D2 and D3 authorized travelers may still use privileges while you are on the sick list.

- ✓ While on the sick list, how are my sick leave banks used?
  - Short-term sick bank** – Hours will be taken from here first. (Contains up to maximum 60 hours.)
  - Long-term sick bank** – Once you have been out 14 days or more *OR* the short-term bank is exhausted, your long-term bank will then be accessed.
  
- ✓ Am I allowed to designate the number of sick hours I will be paid per month?
  - Yes** – Submit the “Use of Sick Leave while on Long-Term Sick Leave and/or Prior to Long-Term Disability as provided in Section 10.C.8” form to your Chief Pilot’s office.
    - For specific instructions and rules of use, please refer to Section 10.C.8 of the JCBA.
  
- ✓ Is Short-Term Disability available?
  - Yes** – You may apply to cover the period between exhaustion of sick bank and the beginning of your Long-Term Disability benefits.
    - Benefits begin either the eighth day of illness or injury *OR* when sick time is exhausted
    - Pays \$50 a week, less taxes
    - Please contact the APA Benefits Department at (817) 302-2140 for complete details of eligibility and terms of coverage.
  
- ✓ When can I apply for Long-Term Disability?
  - You can apply at any time** – LTD benefits will begin ***the later of*** 90 days after the first day of illness/injury *OR* when all sick leave and vacation time is exhausted (unless election of sick leave use is made per Section 10.C.8).
    - Please contact the APA Benefits Department at (817) 302-2140 for complete details of eligibility and terms of coverage.
  
- ✓ Are there other leave and disability programs available to me?
  - Yes** – Other programs such as FMLA, Pilot Mutual Aid, Pilot Occupational Disability, and Company Maternity Short-Term Disability are available.
    - Please contact the APA Benefits Department at (817) 302-2140 for complete details of eligibility and terms of coverage for these programs.
  
- ✓ When I am ready to return to work, do I need to submit a clearance letter from my physician?
  - Yes** – If you visited the ER, were admitted to the hospital, or had surgery (inpatient or outpatient). The letter must contain the following information:
    - Date cleared to return to work
    - Statement indicating you are cleared for ***full duty with no restrictions***
    - Physician signature and printed name
    - Physician contact information
      - A sample letter can be found under the FAA/AA Packets and Forms section of the Aeromedical Committee page on alliedpilots.org. (*Within the Sick Clearance Packet*)
      - Return the letter to the APA Aeromedical Department via fax, (817) 302-2225, or email, aeromedical@alliedpilots.org, and they will submit it to the Company on your behalf. ***If you need the form submitted during non-APA hours, please fax it directly to the Company at (855) 895-3686.***
  - No** – If no ER visit, hospital admission, or surgery (inpatient or outpatient) occurred.

- ✓ I was out less than 14 days, but I did go to the emergency room. Do I need to submit a clearance letter to return to work?

**Yes** – Although you will not need to submit a SVF (because you were not out over 14 days), you **ARE** still required to submit a clearance letter to the Company if you visited the ER, were admitted to the hospital, or had surgery (inpatient or outpatient).

- See answer above for letter specifications

*This list is not intended to be all-inclusive.*