



AFA Debrief – November 29, 2022

- Clarifying Absence Certificate Requirement with FML During the Christmas Holiday Absence Period
- Vacation Trades by Seniority Closes November 30
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Clarifying Absence Certificate Requirement with FML During the Christmas Holiday Absence Period

Since the announcement of these two programs, we have been working to clarify with management the expectation as it applies to the requirement for an Absence Certificate in conjunction with the use of Family Medical Leave, *on an unpaid basis*, for absences during the defined holiday period. Let’s start by clarifying these two different periods of time.

Holiday Incentive Period	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5
Holiday Absence Period					20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	

The **Holiday Incentive Program** (Bonus Point Program) period applies from December 16, 2022 – January 5, 2023 under the following conditions:

1. The Flight Attendant is on active status the entire designated period
2. The Flight Attendant works a flight segment and/or stands Reserve during the period, local base time
3. The Flight Attendant generates zero attendance points as defined in Section 23.F.1 during the December 16, 2022 – January 4, 2023 time period.

The Flight Attendant will earn a one point credit that will offset the first point generating occurrence after January 5, 2023 provided all of the above conditions are met.



The **Holiday Absence Period** (as set forth in Section 13.C.4. of our Contract) is designated under the terms of the Agreement, as December 20, 2022 – January 4, 2023. It is during this period of time that management has advised Flight Attendants they will be required to provide an Absence Certificate for sick calls occurring during this holiday period unless the Flight Attendant has had no absences in the prior twelve (12) calendar month period.

The following is our understanding of the requirements:

First and foremost, when **using sick leave during the holiday period (that is, without approved family leave)**, whether paid or unpaid, Flight Attendants are required to provide an Absence Certificate. Any absence, paid or unpaid, will result in the Flight Attendant **being ineligible to receive the holiday bonus credit**.

In terms of Family Medical Leave usage, the following guidelines apply:

- Flight Attendants using **FMLA for their own personal medical situation who request sick pay for the absence** are required to provide the Absence Certificate if the absence occurs during the holiday period.
- Flight Attendants using **FMLA for their own personal medical situation who do not receive paid sick time for the absence** are not required to provide the Absence Certificate if the absence occurs during the holiday period.
- Flight Attendants using **FMLA to care for an eligible family member, unpaid**, are not required to provide an absence certificate if the absence occurs during the holiday period.
- Flight Attendants under Section 13.D.7. may use **FMLA, paid, from their sick leave bank** for up to three (3) consecutive days (or the duration of the pairing, whichever is greater) and are required to provide an absence certificate if the absence occurs during the holiday period.

In short, any use of sick leave during the holiday period *without associated Family Medical Leave, **paid or unpaid***, requires an Absence Certificate during the holiday period.

Any use of Family Medical Leave, **paid**, during the holiday period, requires an Absence Certificate.

Whereas, any use of Family Medical Leave, **unpaid**, during the holiday period, does not require an Absence Certificate.

Should you have additional questions on the interaction of Family Medical Leave with the Absence Certificate requirement or the holiday attendance bonus point program, please direct those through your Local Council Office.

Vacation Trades by Seniority Closes November 30

Second round vacation awards were published last week and vacation trades by seniority is currently open and will close November 30 at 8:00 (HDT).

After viewing Open Vacation Time Allocations from the *myVacation* page, you have the option to create trade requests through November 30th.

There are multiple criteria that can be specified when submitting a request, such as start date, number of days, and slide, as well as the ability to modify and delete any requests that have been entered.

The system will review all requests, one at a time, for a Flight Attendant until one is awarded or until their list of requests has been exhausted, and no trades can be made. The order in which requests are processed is based on the "Request Priority" specified by the Flight Attendant when submitting each "OT" *Trade by Seniority* request.

The system will evaluate the list of trade requests in seniority order, either awarding a trade or leaving the trade request as unawarded if no trades are possible for the specified dates.

When the system has reviewed all trade requests for all Flight Attendants at the base, it begins again with the most senior Flight Attendant and reviews again any trade requests that remain unawarded in the event that a trade can now be made.

Once a trade request has been awarded, the system will no longer look back at that particular request to see if a higher preference trade request date has become available.

The system continues this process until all possible trades have been granted. For full details about this process, how to view allocations, and instructions on submitting/changing/removing requests is, reviewed thoroughly on our Vacation Page: <https://unitedafa.org/schedule/vacation/>.

Reserve Letter Trade Screen Maintenance

We were advised recently that United's Technology Department is currently performing maintenance on the Reserve Letter Trade (A/B) request screen. As a result of this maintenance, the screen will not be available until November 29, 2022, at 2200 CT. This process applies to the 2023 Reserve Letter Trades for Flight Attendants based at HNL & LHR.

2023 (A/B) Reserve Letter Trade requests can be submitted after November 29, 2022, through December 29, 2022

Support ALPA Informational Picketing December 1 – ORD

During negotiations, it’s important to remember we’re not in this alone. While our focus and priority is always United Flight Attendants, our extended family includes the other Unionized workgroups that make up United Airlines. When one of us does better, there is the potential to raise the bar for everyone and we all do better.

United Pilots, represented by ALPA are conducting an additional day of Informational Picketing on December 1 in Chicago. For those who are able, we encourage you to attend and support their efforts toward a successful outcome in their Contract negotiations.

Thursday, December 1, 2022	1:30 p.m. – 4:00 p.m.	Terminal 1 Concourse B 10000 West Balmoral Avenue Chicago, IL 60666
Dress Code: Full Flight Attendant Uniform	Pre-Picket Rally: 1:30 p.m.	ORD Airport Hilton Hotel O'Hare International Airport Chicago, IL 60666 (773) 686-8000
March to location begins at 1:50 p.m. <ul style="list-style-type: none"> • Signs will be available on location and distributed at Hilton Pre-Brief and also onsite at picketing location • Picketing begins at 1400 and ends no later than 1600 • If you arrive late, please check in with the Picket Captain or a Line Leader before joining 		Directions to Actual Picket Location (if unable to attend pre-brief): At Terminal 1, go to the Departures Level (Upper Level) and exit at Vestibule 1G. Turn right and meet on the walkway between Terminals 1 & 2 on the departures level.



Additional days of ALPA Informational Picketing are planned in Houston on December 7 and in Newark on December 14. Additional information can be found on their [website](#).

Reserve Christmas Wish List

The Reserve Christmas Wish List is expected to open on December 1. ***All preferences submitted prior to any December 1 announcement of the system opening will be removed and must be resubmitted.***

Reserve Christmas Wish List (RCWL) is an exception to the Reserve assignment procedure that is provided for by the language in Section 8.H.8.c. of the Contract. At Christmas, for the three (3) days preceding and two (2) days following the holiday, Reserve Flight Attendants may preference up to four (4) layover stations where they wish to be on the holiday. If legal and available, requests will be awarded in Inflight seniority order.

The 2022 Reserve Christmas Wish List may be accessed via www.unitedafa.org/wishlist or through CCS.

Additional information on [Reserve Christmas Wishlist](#) can be found on our website.

Reminders:

NOV 30 – Open Time Trades by Seniority Close at 0800 HDT

DEC 01 – Reserve Christmas Wishlist Opens

DEC 16 – Make your 2023 Pass Travel Elections by 2359 CT

DEC 16 – Disaster Distribution Form & Certification Statement to Fidelity for 401(k) Hardship

DEC 20 – Last Day for Link Refresh

DEC 30 – Last Day for Telephone Orders for Uniform Items with Cintas®

DEC 31 – 401(k) Distributions Due to Hurricane Fiona in Puerto Rico Must be Complete