

# Sick Leave

## CBA Section 14

### Section 14.A Sick Leave Accrual

You accrue sick leave from your date of hire (DOH). You forfeit any accrued sick leave if you do not complete operating experience (OE). The rate of accrual is one (1) day of *short-term* sick leave per month and two (2) days of *catastrophic* sick leave per month. An additional (1) day of *catastrophic* sick leave can be earned if your *short-term* sick leave is maxed out at 24 days. There is no limit to the number of *catastrophic* sick leave days that can be accrued.

In order to be eligible for sick leave accrual, you must be available to Work for 15 days each month or at least fifty percent (50%) of your regularly scheduled Work days (e.g. seven (7) days of a fourteen (14) day pattern).

### Section 14.B.1 Sick Leave Usage - Equal to or less than 30 days

When you call in sick due to sickness or injury, the Company will deduct one (1) *short-term* sick leave day from your *short-term* sick leave bank for each Duty Day you are absent for. If you burn through all of your *short-term* sick leave, you can elect to have one (1) day of *catastrophic* sick leave deducted from that bank for each Duty Day you will miss. You shall not have a negative balance in your *short-term* sick leave bank.

### Section 14.B.2 Sick Leave Usage - More than 30 days

If your sickness or injury will keep you out of work for more than thirty (30) days, you are allowed to begin using your *catastrophic* sick leave. You'll be charged the same one (1) day per Duty Day that you are out due to sickness or injury, up to a maximum of seventeen (17) days per month. If you were eligible to use your *catastrophic* sick leave (i.e. out for more than thirty (30) days due to sickness or injury), return to work, and subsequently go back out for the same sickness or injury, you can continue using *catastrophic* sick leave without having to burn through any additional *short-term* sick leave. Once again, you shall not have a negative balance in your *catastrophic* sick leave bank.

Example: You have 24 *short-term* days and 100 *catastrophic* days in your bank. You call out sick on 01MAR because you caught COVID-19 and you have a regular line with fifteen (15) Duty Days in March, your *short-term* sick leave will be reduced by 15 days, leaving you with nine (9) *short-term* sick leave days. If you are still sick beyond 30MAR, your *catastrophic* sick leave starts to kick in and any Duty Days

you miss after 30MAR will be reduced from your *catastrophic* sick leave bank. This leaves your nine (9) *short-term* sick leave days intact until you need them later on. Additionally, if you should return to work and subsequently go back out due to complications from having COVID-19, your *catastrophic* sick leave would automatically cover any Duty Days you miss because you are out sick for the same “sickness or injury” that you had previously been out for.

### Section 14.B.3-4 Sick Leave Usage - Return to work

To end your sick leave, you have to call Crew Scheduling and let them know you’re able to return to Work. If Scheduling has something that they can assign you to that day, you will not be charged with sick leave usage for that day. If they can’t find anything for you to do that day, you will be charged with sick leave usage for that day.

Remember, days at Atlas Air are referenced to Universal Coordinated Time (UTC) (aka Zulu time).

There is no requirement for the Company to return you to your pattern once you’ve missed a portion of it due to sickness or injury. In the author’s personal experience, you will be assigned to R-1 (Home Reserve) until they can get you back to your base for R-2 (Hotel Reserve) or find you some flying to do.

### Section 14.C Sick Leave Pay

*Short-term* sick leave is paid at 3.65 hours per day. *Catastrophic* sick leave is paid at 50% of your *short-term* sick leave pay rate per day (i.e.  $3.65 / 2 = 1.825$  hours per day).

If your pay is above the applicable monthly guarantee in the same month that you call out sick, you will not receive any sick leave pay but neither will your sick leave bank be deducted. It’s not until your pay is below monthly guarantee that the Company begins deducting days from your sick leave bank.

Example: If your credit for the month is 92 hours but you call in sick for the last three (3) days of your pattern and lose sixteen (16) hours of credit, your total credit is still 76 hours which is above the applicable monthly guarantee. Therefore your sick bank should not be reduced. However, if your credit for the month is equal to or less than 62 hours and you call out sick, your applicable sick bank will be reduced by one (1) day per Duty Day you missed.

### Section 14.D.1 General - Contact

You must contact Crew Scheduling to make them aware that you are unable to report as soon as you realize you’re not going to be able to make it to Work. After that, you have to let them know when you can return to Work, when you know. Basically just keep them in the loop. We also highly recommend using the CBA Quick Reference (QR) Handbook’s script when calling in sick.

### Section 14.D.2-3 General - Misuse

If the Company suspects you are misusing sick leave, the Chief Pilot may require you to obtain a written medical statement from a licensed medical professional (i.e. a doctor's note). The statement must include: 1) diagnosis of your condition; 2) any physical limitations; 3) prognosis for your recovery, and; 4) the treatment you will receive. The Company is required to keep this information confidential and only disclose it to management personnel with a "need-to-know." Any out-of-pocket expenses for this appointment shall be charged to the Company credit card.

If you do not provide the written medical statement, the Company can retroactively remove any sick leave days used which will lead to a reduction in your pay. If the Company believes you are abusing or misusing your sick leave, they can take appropriate disciplinary action so long as there is just cause.

### Section 14.D.4-5 General - Legalese

Essentially, the Company and Crewmember have rights. Use sick leave as it is intended and you won't have to worry about either of these two sentences.

### Section 14.D.6 General - Sick Leave Bank Exhaustion

Once you have used all of your *short-term* sick leave, you may elect to use your accrued vacation in lieu of your *catastrophic* sick leave. Same goes for the exhaustion of your *catastrophic* sick leave, you can use your accrued vacation afterwards. Vacation days are worth 3.65 hours, whereas *catastrophic* sick leave is only worth 1.825 hours.

### Section 14.D.7 General - Other Positions

If you accept a position other than one covered by this CBA (i.e. a management position), you continue to accrue sick leave under Section 14 but you cannot use it until your return to Work in a position covered by this CBA.

### Section 14.D.8 General - Extension and Open-Time

You will not be charged sick leave for a sickness or injury that occurs on an extension day or on a day associated with open-time flying.

### Section 14.D.9 General - Sick Leave Donations

If you exhaust all of your *short-term*, *catastrophic*, and vacation days before other benefits kick in, you will be eligible to receive sick leave donations from other Crewmembers. This donated sick leave will go into the Sick Leave Donation Bank which, when used, will be charged from the donating Crewmember's sick bank and paid to the receiving Crewmember.

**Please consider donating all of your sick leave before leaving Atlas Air.** It can make all the difference

for somebody in need.

### **Section 14.D.10 General - Monthly Record**

The Company shall keep a monthly record of your sick leave accruals. They currently provide that record on GlobalNet, but they have the option of posting it on your paystub.

### **Conclusion**

As always, the information provided here is current as of the writing and to the best of the authors' knowledge. The Mentoring Committee is here to help. We will do our best to answer simple questions and direct you to the proper Committee for more specific queries. Thanks for reading!