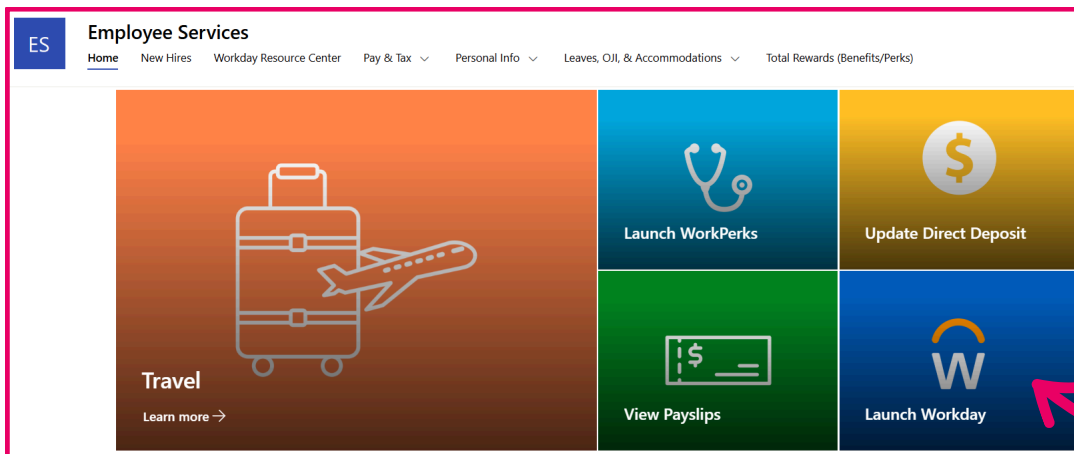


Basics of Submitting a PIN

A Personal Illness Note (PIN) must be submitted electronically via SWALife, within the time restrictions listed in Article 32.5 in order to excuse your absence. Keep in mind, you may use the PIN - OR - a Doctor's note once per quarter to not accrue points for a sick call. A PIN can be extended with a Doctor's note that states the absence was a continuous illness (14 consecutive days of absence from the day following the last day of the initial report of illness).

IMPORTANT: A PIN cannot be used to extend a Doctor's note.



The PIN submission form can be found by logging into Workday.

SWALife > Life & Career > Employee Services Main

Unfortunately, we cannot use screenshots from Workday on our resources. This recreation is not an exact replica of what you'll find on Workday but should give you the needed information to successfully submit a PIN, or extend your PIN with a Doctor's note for a single continuous occurrence of illness.

STEP 1: Click on the hamburger  icon in the top left corner of the screen

STEP 2: Under "Personal", click "Leave, OJI, & Accommodations"

STEP 3: Create a case by selecting "Create Case"

STEP 4: Select "PIN" in the dropdown menu

STEP 5: Put "PIN" and the days of absence in the "Case Title" box

STEP 6: Click "Add Required Details"

STEP 7: Add dates of absence to be covered by the PIN in the pop-up box.

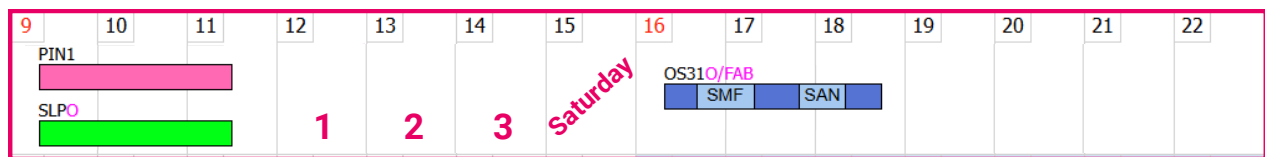
If you are extending your PIN with a Doctor's note, you would select "Doctor's Note" as the Case Type, "Doctor's Note to Extend PIN" as the Case Title, and then attach the Doctor's note in the Detailed Description box.

Basics of Using a PIN

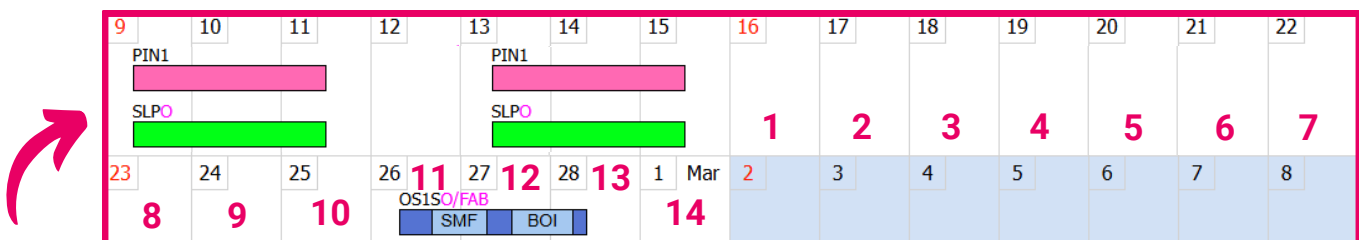
A Personal Illness Note (PIN) may be submitted in lieu of a quarterly Doctor's note, to excuse an absence due to illness for up to seven (7) consecutive days. A PIN must be submitted via SWALife prior to or on the next scheduled pairing, or within seven (7) working days (excluding Saturdays, Sundays, and Holidays) after the ending of the last day of absence due to the initial report of illness, whichever is EARLIER.



In the above situation, the Flight Attendant called in sick and used their First Quarter PIN (noted as PIN1). Because they did not have another assignment (pairing or Reserve block), their PIN must be submitted within seven (7) days from the last day of their sick call, not including weekends, which would be the 20th.

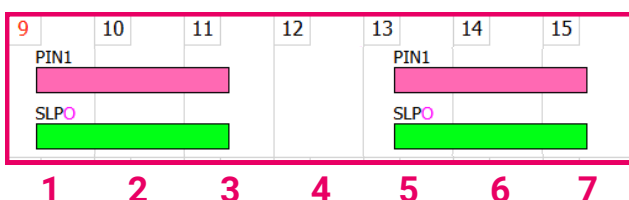


This Flight Attendant reported sick on the 9th but felt well enough to report for their next trip on the 16th. They must submit their PIN **prior to or on** the pairing on 16-18, even though it has been less than seven (7) days since their reported illness.



A Personal Illness Note (PIN) can be used to excuse an absence of up to seven (7) consecutive days. If you are still not well enough to report to work after that due to a single continuous occurrence of illness, they can extend their PIN with a Doctor's note for up to 14 days from the last day of reported illness.

In the above situation, this Flight Attendant used their First Quarter PIN (PIN1) to excuse two absences within the seven (7) day timeframe. If they're still sick and need to report in for the SMF/BOI pairing, they could submit a Doctor's note for a single continuous occurrence.



Remember: A valid quarterly PIN can be used to excuse an absence of up to seven (7) consecutive days. Start counting on the first day of absence.