

Article 32 - Attendance Policy

In our Contract 101: Article 32 - Calling in Sick and Article 32 - Record Improvement, we touched briefly on the basics of our Attendance Policy. Please know the status of your attendance points accumulation. Management will provide your current status upon request. If you believe your point calculation is incorrect, contact the Union Office for assistance at (214) 640-4300. It's important that we each fully understand how points are accrued... and how we can limit our attendance point accumulation. So, let's take a deeper look into Article 32!



Inflight Attendance & Leave
Email:
InflightAandL@wnco.com

"I sprained my thumb playing tennis. My Doctor said that I should be better in 10 days, but I have three 3-day trips and I physically won't be able to work. I've already used my PIN this quarter when I had a head cold. Am I just going to have to accumulate 4.5 points?!?"

7	8	9	10	11	12	13	14	15	16
	BAHVX/FAD			BA76X/FAD				BS1AA/FAB	
	PVD	MSY		TPA	MSP			MHT	PBI
0.5 points + 0.5 points + 0.5 points + 0.5 points + 0.5 points + 0.5 points						+	0.5 points + 0.5 points + 0.5 points		

Actually, no! Let's discuss! Since you already used a PIN for this quarter, you won't be able to use a quarterly Doctor's note to excuse this second absence and not accrue attendance points. However, when it comes to situations such as this, our Contract has language for a single continuous occurrence as well as a **maximum number of points** you can accrue for an illness/injury. As long as a valid Doctor's statement is provided to cover the 10 days for this injury, the maximum number of points you will accrue is 2.5! Please ensure that your Doctor's statement includes all of the information required in Article 32.4. It's also a very good idea to touch base with Attendance & Leave to ensure this "max" Doctor's note is applied correctly.

"I used the language in Article 12.13.B and have two turns in one domicile day. I woke up with a migraine and can't make it to work. How many points will I accrue if I call in sick for both turns?"

14	15
CS2DA/FAD	
	CS1ZQ/FAA

You will receive 0.5 attendance points for the day, even though you have two assignments.
(Contract Q&As 32.30)



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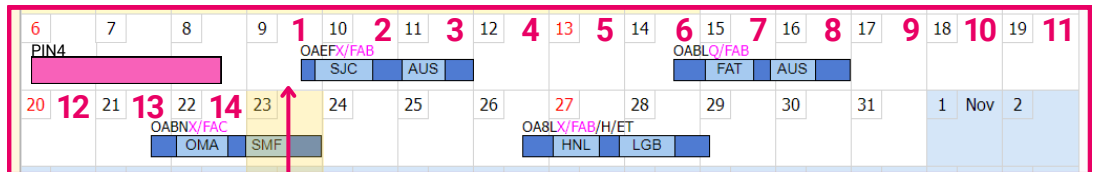


"I had an ear infection and used a quarterly PIN to cover my absence for a 3-day pairing. I thought I was better, so I came back to work a turn... but my ears won't clear and I'm in so much pain! I have another 3-day on the 6th, and I'm scared to blow an eardrum. Is there anything I can do?"

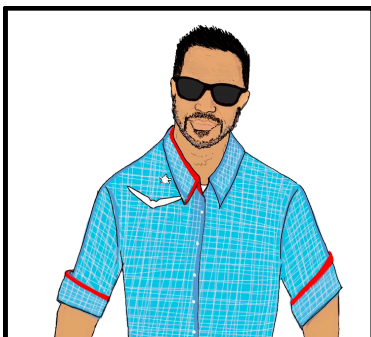
We have language in our Contract to address a situation such as yours. Even though you came back to work, you can obtain a Doctor's statement for a **single continuous occurrence** and extend your PIN with the Doctor's note for an absence of up to 14 days (calculated from the day following your last day of absence due to the initial sick call). You'll need to indicate on (or attach a note to) the Doctor's note that this is a continued absence from the same illness or injury as your submitted PIN.

NOTE: If submitting your Doctor's note via Workday, use the "Add Required Details" box to link your note to a previously submitted PIN.

Notice that you begin counting the 14 days on the 9th!



NOTE: The 23rd would be the 15th day and would not be covered by the Doctor's note.



"I thought that I would be ok to fly after the 18th, but my Doctor isn't clearing me to return! She said that I will be out for an additional two weeks. ((Sigh)) I have a Doctor's note to cover my sick calls in the first two weeks... but now what do I do???"

If you need more than two weeks (14 days) off from work, our Contract has language for a Medical Leave. (Article 15.2) Ensure that your Doctor includes all the required information on the Medical Leave Request, including that you are needing a **MEDICAL LEAVE**. You would then need to communicate with Inflight Attendance & Leave via email to begin the Medical Leave process. InflightAandL@wnco.com

A Doctor's statement must be submitted prior to or on the next scheduled pairing or within seven (7) working days after the ending of the last day of absence due to the initial report of illness, exclusive of weekends and holidays, whichever is earlier.

Questions about a Leave of Absence? Contact TWU Local 556 Leave Specialists!
Leavehelp@twu556.org

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“UGH! I got food poisoning on my overnight! I am scheduled to work OKC - STL - BWI today (day two of my pairing) but had to call in sick after one leg. How many attendance points will I accrue?”

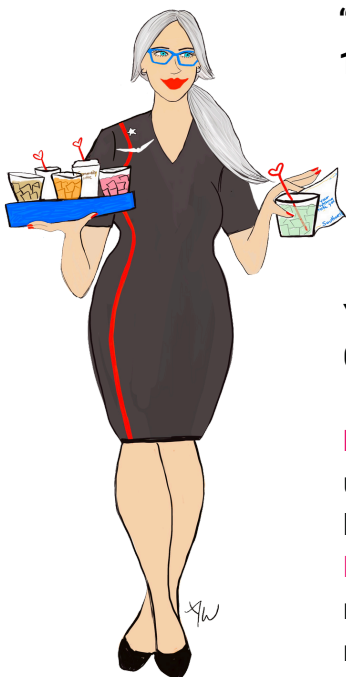
Getting sick online is never fun! Because you did not complete your duty day, you will assess 0.5 attendance points for each day of absence. With 0.5 points for the 29th and for the 30th, this absence will result in accruing 1.0 attendance point (if a valid and available quarterly PIN or Doctor’s note is not used).

28	29	30
	MS4EX/FAD OKC	
		SLPX



“What if I had been able to make it to BWI for my overnight before calling in sick?”

If you had been able to complete your duty period before calling in sick, you would only accrue 0.5 attendance points for the absence on the 30th. Keep in mind, an available quarterly PIN or Doctor’s note could be used to excuse this absence and not accrue attendance points.



“I was good for a block of JAR on the 11th-13th but had to call in sick for the 11th. When am I liable for contact on the 12th???”

11	12	13	14
SLPK	BJARK	BJARK	
	B	B	

You will go on call two (2) hours prior to the first scheduled check-in for your domicile or 0300 Local Time, whichever is earlier.

Keep in Mind: When on Reserve, reporting sick/ill to Crew Scheduling is for a single day unless otherwise specified. When using the Electronic Report Sick (ERS) system, you will be prompted to report sick for a single day or entire block up to five (5) calendar days.

Important FYI: We always recommend double checking your CrewView screen after reporting sick/ill to Crew Scheduling or when using the ERS system, to ensure the number of days you’ve reported sick/ill is correct.

*** HELPFUL TIP ***

It’s always a good idea to keep a record of anything submitted to Management for reference in the future, if needed. This includes Doctor’s notes and PIN submissions.

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"I was scheduled to work a 3-day trip, and I thought the report time was 1300 Central. When I got to the airport to check-in, the trip was pulled NS....my check-in was actually 1230 Central. What can I do?!"

Because you failed to actually report for your scheduled assignment, Crew Scheduling pulled your pairing and placed a No Show (NS) on your board. Contact them right away and let them know that you are at the airport and available for the assignment. If you can recover your pairing prior to departure and not cause a delay to the flight, your No Show will be converted to a Failure to Report (FTR). (Article 32.11.A) Instead of accruing the 2.5 attendance points for a NS, you will receive the 1.0 attendance point associated with a FTR.



"I picked up a pairing on my days off... but set my alarm for PM instead of AM! I know I received a No Show and 2.5 points... but I really need the pay! Is there anything I can do?"

Our Contract does have language about No Show recovery. (Article 32.11) This allows you to recover your flying (and the compensation associated with what you work) as long as it is operationally feasible. If your original pairing is not recoverable, Crew Scheduling can offer you another available pairing that you are not obligated to accept.

"If I am able to No Show recover, will I still accrue 2.5 attendance points?"

Yes. Even if you No Show recover, you will still accrue the 2.5 attendance points per the Control Procedures in Article 32.

"I got stuck in traffic on my way to Recurrent Training (RT) and did not arrive in time. Is a No Show for training the same amount of points as a pairing?"

Because you failed to actually report for RT, your instructor will notify Crew Scheduling and they will place a No Show Training (NST) on your board. You will receive the 1.0 attendance point associated with an NST.

"I woke up the morning of my RT class and felt awful. Can I report sick/ill and am I able to use my PIN or Doctor's statement?"

Yes, you can contact Crew Scheduling two (2) hours prior to your RT class start time to call out sick/ill. Once you've contacted Crew Scheduling, you can submit your PIN or Doctor Statement to remove the assessed 0.5 attendance point. If you call out sick with less than two (2) hours, it will be an NST, which is 1.0 attendance point.



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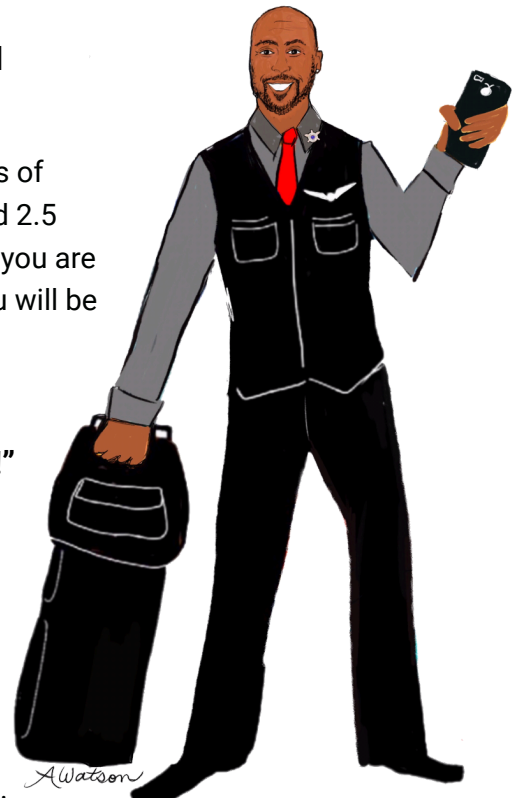
"It's day one of my SAR block, and I didn't realize my phone was dead! Scheduling tried to call me at 0400 Local Time and it's now 0800 Local Time. Am I in trouble? And what happens to the rest of my block?"

Because you did not answer or return Crew Scheduling's call within 20 minutes of initial contact, you will be given an Unable to Contact (UTC) and the associated 2.5 attendance points. UTCs on Reserve are a one day attendance occurrence, so you are liable for contact for the remainder of your block. Because you are on SAR, you will be liable for contact tomorrow (day two) at 0300 Local (no earlier than 0300 CT).

"I am on day one of my JPR block and missed Crew Scheduling's 1300 Local call while I was at the gym! It's now 1400 Local... what do I do?!?"

Unfortunately, you will be given an UTC and the 2.5 attendance points associated with this infraction. Because you have more than six (6) hours of available contact time remaining today, you can contact Scheduling and be added back to the Reserve Lineup. While you will still accrue the 2.5 points, this will ensure that your monthly Reserve guarantee is not reduced by 6.5 TFP. If you do not call Crew Scheduling, you will be liable for contact two hours before the first scheduled check-in (no earlier than 0300 CT) on day two. (Article 32.11.B)

NOTE: If you can make the originally scheduled check-in without causing a delay, the No Show can be converted to a Failure to Report (1 attendance point).



"Boy... have I had a morning! First, I missed Scheduling's call and got a UTC. I called and was put back on the Reserve Report since I couldn't make that initial assignment....later I was given an assignment. On the way to the airport, I got stuck behind an accident and got a No Show! How many points did I accrue today?!?"

That is a day!!! Unfortunately, you have accrued 5 attendance points today - 2.5 points for the UTC and 2.5 points for the No Show. When it comes to multiple infractions in the same day, there is not a maximum points accrual.

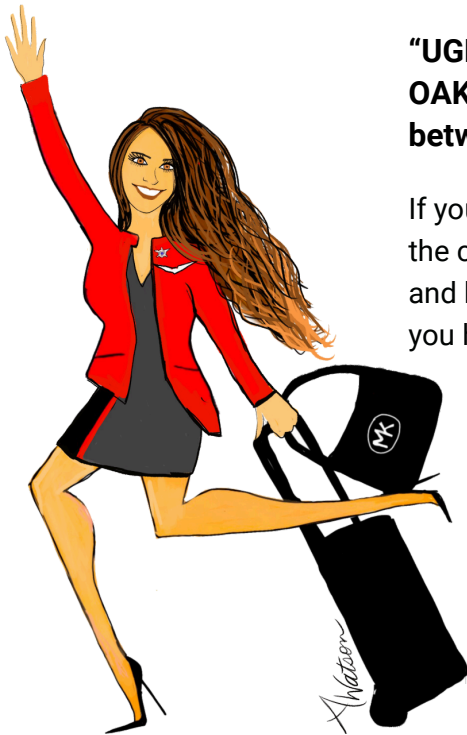


*** IMPORTANT ***

An Unable to Contact (UTC) is NOT like getting a No Show for a pairing! UTCs are assessed DAILY. So, if you receive an UTC for all three days of your Reserve block, you will accrue 7.5 POINTS!

You could also get two UTCs in a single day... so ensure your phone number(s) are up-to-date with Crew Scheduling to avoid assessing unnecessary attendance points.

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“UGH!!!! There was an accident on Interstate 880 and I may not make it to OAK in time for my check-in. I need to MBL... but do I need to specify between the quarterly or annual Bonus MBL?”

If you would like to apply your Bonus Might Be Late (MBL), you must specify that on the call with Scheduling. If you do not specify that you want to use your **“Bonus MBL”** and have an available quarterly MBL, that will automatically be applied. However, if you have already used your quarterly MBL and do not specify that you would like to utilize your Bonus MBL, you will accrue the 0.5 attendance points associated with the usage of an additional MBL in a calendar quarter. (Contract Q&A 32.26)

“My name is Jaclyn Davis employee #192192 and I need to use my Bonus MBL.”

***** When you make it to the airport, don't forget to contact Crew Scheduling to check-in! *****

“What if I had been assigned APSB? Can I still use my quarterly or Bonus MBL?”

You can use an available MBL for any assignment, including APSB.
(Article 32.12.B and C)

- If Crew Scheduling has assigned you a pairing that is scheduled to depart within one (1) hour of the originally scheduled report time for APSB, and you cannot make it, you will be given a No Show.
- If Crew Scheduling has not assigned you a pairing and you cannot report for duty within one (1) hour of your originally scheduled APSB assignment, you will be given a No Show.



***** HELPFUL TIP *****

When calling to utilize a quarterly or Bonus MBL, it's always a good idea to keep documentation of when you initiated the call and the time you actually got connected to an Inflight Crew Scheduler. The easiest way to do this is by taking a screenshot of the call or call log. Documentation such as this can be very helpful if a grievance needs to be filed on your behalf.