

State Protected Hours ARIZONA



PHX-based Flight Attendants will be able to use their sick leave for all the purposes listed under Arizona's Fair Wages and Healthy Families Act, which include:

1. Medical care for mental or physical illness, injury, or a health condition;
2. A Public Health Emergency; and
3. Absence due to domestic violence, sexual violence, abuse, or stalking.

IMPORTANT: PHX-based Flight Attendants may use their accrued Arizona Protected Sick Leave hours for themselves or family members, for the covered reasons above.

Arizona Protected Hours (AZPH) Accrual

To determine how many Protected Absence Hours a Flight Attendant accrues each month, Southwest will look back at the previous month's work.

- A PHX-based Flight Attendant will accrue one (1) Protected Absence hour for every thirty (30) hours worked each month.
- You will need eight (8) total hours of earned protected absences hours for one (1) full day of Paid Sick Leave (See Side Letter 1 in our Contract).

Please Review the chart to ensure you are aware of the annual accrual and usage maximums for your location.

Location	Annual Carryover Max	Rate of Accrual	Annual Accrual Max	Annual Usage Max
Arizona	40 Hours	1 Hour per 30 Hours Worked	40 Hours	40 Hours

NOTE: Inflight Attendance and Leave retroactively applied the law back to April 1, 2024, when the changes were implemented from the ratification of the Pink Contract.

Duty Hours Calculation

Duty Hours worked is calculated the same as Family Medical Leave Act (FMLA) using the following language from our Contract in Article 15.7.A:

The FMLA eligibility calculation is based on each work day from scheduled check-in to debrief in a rolling twelve (12) month period; including, but not limited to, Airport Standby, Vacation (calculated at 13.8 duty hours per week), Training, Company Convenience, Company paid Special Assignment or Local Union Leave. A Reserve who is obligated for Reserve duty and is not called out, will be credited for 5.72 duty hours for each day of her/his Reserve block(s).

State Protected Hours ARIZONA



IMPORTANT FYIs

- Flight Attendants who are **based in PHX are eligible**, even if they do not reside in Arizona.
- Flight Attendants who live in Arizona but are **not based in PHX are not eligible**.
- Flight Attendants **must have sick bank** to cover the absence.
- Flight Attendants must have earned **eight (8) hours** of AZ Protected Absence to cover a single day pairing.

Frequently Asked Questions (FAQs)

Q1: How do I use my AZPH Protected Sick Leave?

You will need to report sick/ill as normal using either the Electronic Report Sick (ERS) on Crew Web Access (CWA) or call Crew Scheduling.

IMPORTANT NOTE: You will still need to report sick/ill as normal at least two (2) hours prior to check-in.

Q2: Can I opt to use AZPH Protected Sick Leave unpaid?

No. In order to use AZPH you must have the corresponding sick bank **and** accrued AZPH days in order to use it.

Q3: Do I need to tell Crew Scheduling that I want to use AZPH Protected Sick Leave?

No. Once you have reported sick/ill (timely) you can submit your AZPH to cover your absence on Workday via SWALife, or the app on your iEFB.

To Submit AZPH:

SWALife > Life & Career > Employee Services Main > Workday > Menu > Leave, OJI, & Accommodations > "Create Case" > Case Type - "State Leave Forms" > Case Title - "AZPH Request" > Click "Add Required Details" > Select Illness Start Date (Required Field), Illness End Date (Required Field), and the "Arizona Fair Wages and Healthy Family Act" (Required Field) > Click "OK" > Click "Create Case"

IMPORTANT NOTE: You must apply your AZPH via Workday prior to or on the next scheduled pairing or within seven (7) working days, (exclusive of Saturdays, Sundays, and Holidays), after the ending of the last day of absence, whichever is earlier.

Q4: If I use AZPH, does it prevent quarterly record improvement?

No. If an absence is covered by AZPH, it will be considered a non-chargeable occurrence (no points) and all provisions of Article 32.7.A.1. will apply.

Q5: Am I able to use AZPH on a Personal Illness Note (PIN) Black Out Date?

Yes. Black Out Dates are only associated with a PIN.

State Protected Hours ARIZONA



Q6: If Emergency Sick Leave Procedures (ESCP) are in effect, can I still use AZPH to care for someone else?

Yes. If ESCP is in effect, after calling out sick/ill you will be transferred to either a Network Operations Center (NOC) Base Manager or Inflight Supervisor. When you speak to them, you will need to state that you are using AZPH to care for someone other than yourself. The NOC Base Manager or Inflight Supervisor may verify that you have AZPH days available and sick bank to cover the absence.

NOTE: If calling out for your own illness/injury, you will need to follow established ESCP in regards to verification of illness.

Q7: How do I find out how many AZPH day(s) I have available?

You can request the number of AZPH day(s) by submitting a "General Leave Inquiry" in WorkDay.

SWALife > Life & Career > Employee Services Main > Workday > Menu > Leave, OJI, & Accommodations > "Create Case" > Case Type - "General Leave Inquiry"

Q8: How do I find out if I have enough sick bank available to cover my absence?

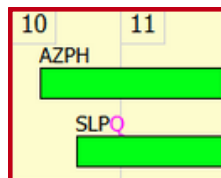
Log-in to www.swacrew.com > Reports > Payroll Report > Scroll to the Bottom.

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***** Estimated Sick Bank Summary for FEB25 *****
Estimated Beginning Sick Balance of Schedule Period : 341.4
Estimated Sick Bank Accrual : 7.5
Estimated Sick Bank Used : 0.0
Estimated Beginning Balance for Next Sched Period : 348.9
END OF REPORT
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For example, if you have a 3-day pairing that pays 21.3 TFP, you will need at least 21.3 TFP in your sick bank in order to use three (3) earned AZPH days.

Q9: How will I know if the AZPH has been applied to my absence?

Inflight Attendance and Leave typically takes 3-5 business days to apply State Leaves. Your CWA screen should show a green bar above your sick leave pay bar with the "AZPH" code.



Q10: It's great seeing these types of State Leaves being introduced in more domiciles. Is there anything I can do to help advance worker's rights in AZ and offer my support for more legislated improvements?

It is true that worker's rights and protections often involve garnering political support and pushing for change. AZPH and similar laws being implemented in states throughout the US aren't being extended to employees out of SWAs good heart. It's Members like **YOU** who are affecting this positive change by organized discussions with elected officials in your state. If you would like to be more involved in activities, such as lobbying and state conventions, please reach out to your Domicile Executive Board Member (DEBM).

Questions? LeaveHelp@twu556.org