

State Sick Leave Act GEORGIA



GEORGIA STATE SICK LEAVE ACT (GAKC)

The GAKC allows ATL-based Flight Attendants to take time off with pay for the illness, injury, or a medical appointment of a child, stepchild, grandchild, grandparent, parent, stepparent, parent-in-law, sibling, spouse or domestic partner, or for personal care of a covered family member in compliance with the terms of Company Policies or applicable Collective Bargaining Agreement (CBA). An immediate family member is defined as your child, grandchild, spouse (including Committed/Registered Partner or their children as defined by the SWA Benefit Program), parent, grandparent, or other dependent listed on your most recent tax return.

All reporting requirements as outlined in the CBA are in effect. Attendance points will be applied for all reported absences and can be removed with a valid Doctor's note or PIN for the covered Family Member. If a PIN or Doctor's Note has already been used in the quarter for your own illness or injury, or for a family member under an GAKC reported absence, the attendance points will not be removed. If GAKC is utilized during PIN Black Out Dates (Article 32.5.b.v), a valid Doctor's note for the covered family member must be submitted within the applicable timeline (Article 32.4).

This Act allows Georgia-based Flight Attendants to take time off with pay for the illness of an immediate family member for up to five days per calendar year.



IMPORTANT: You must fill out and attach the GAKC form when submitting your PIN or Doctor's note in Workday.

Frequently Asked Questions (FAQs)

Q1: Where do I find the GAKC form?

The GAKC form can be found in the Attendance & Leave resources on SWALife.

SWALife > My Work > Inflight > My Schedule > Audit, Attendance & Leave > "Leave of Absence Resources" > State Leaves > Georgia > "Inflight Georgia State Leave Law"

Q2: How do I submit the GAKC form?

The completed GAKC form should be submitted with your PIN or Doctor's note (whichever is applicable) in Workday.

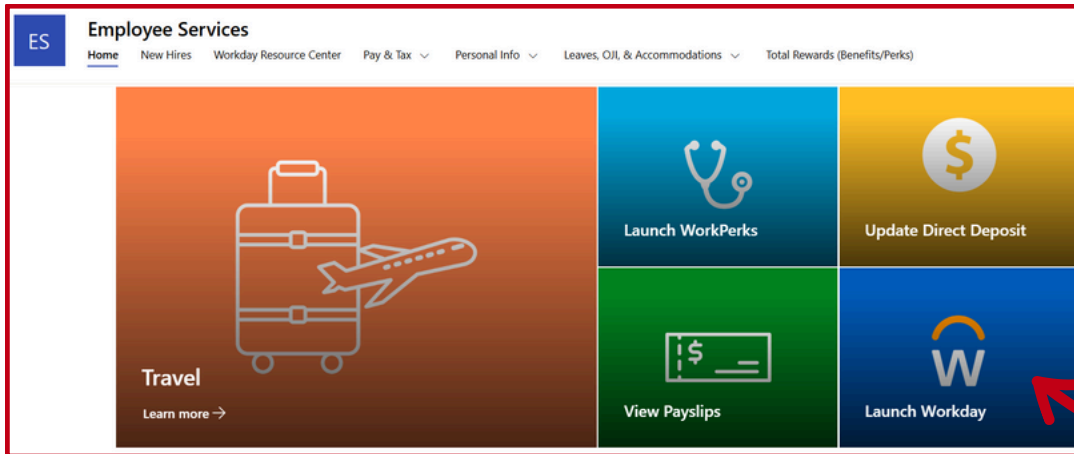
See the next page for helpful step-by-step instructions for submitting the GAKC form!



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Submitting the GAKC Form



The GAKC form can be submitted by logging into Workday.

SWALife > Life & Career > Employee Services Main

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” or “Doctor’s Note” in the dropdown menu (whichever is applicable)

STEP 5: Put “GAKC Request” and the days of absence in the “Case Title” box

STEP 6: Under “Detailed Description” click  “Attach File” and upload the GAKC form.

STEP 7: Click “Add Required Details”

STEP 8: Fill in the “Illness Start Date” (Required Field), “Illness End Date” (Required Field), and the “Georgia State Sick Leave Act” (Required Field)

STEP 9: Click “OK”

STEP 10: Click “Create Case”

Questions? LeaveHelp@twu556.org