

State Protected Hours

COLORADO



DEN-based Flight Attendants will be able to use their contractual sick leave for all the purposes listed under Colorado Protected Sick Leave ordinance, which include:

1. Illness, injury, medical care, treatment, diagnosis, or preventative care;
2. A workplace or school is closed due to a public health emergency; and
3. An absence due to domestic violence or sexual assault.

DEN-based Flight Attendants may use their Colorado Protected Sick Leave for themselves or for family members, for the covered reasons above.

Normal sick leave reporting requirements still apply. Current sick leave allotments remain the same, but DEN-based Flight Attendants will now have a bank of Protected Absence Hours (COPH) they may use to protect a covered absence from the normal attendance policy. Protected Absence Hours are not a separate "bank" of paid time but merely reflect how much paid sick leave will be "protected" from normal attendance policies. For example, if you have 100 hours of normal paid sick leave and 24 Protected Absence Hours, then call out sick for a 3-day trip your remaining balance would be 0 Protected Absence Hours and your sick bank will be reduced by the amount of TFP paid.

Flight Attendants must have adequate time available in both their contractual paid sick leave bank and their Colorado Protected Absence Hour bank, to cover the absence(s) as available sick hours will be deducted accordingly. Colorado Protected Absence Hours will be accrued based on actual hours worked each month.

DEN-based Flight Attendants will have the option to apply Colorado Protected Absence Hours when they are absent from work for reasons covered in Colorado. The COPH must be applied to your absence in Workday and submitted 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**.

If the Employee does not submit the COPH in Workday and declines Protected Absence Hours, the regular attendance policy in the Flight Attendant CBA will apply. This means the Employee will be subject to normal rules regarding pay, attendance points, and potential discipline.

Colorado Protected Hours (COPH) Accrual

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
Colorado	48 Hours	1 Hour per 30 Hours Worked	48 Hours	48 Hours

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Frequently Asked Questions (FAQs)

Q1: Do I need to tell Crew Scheduling when I report sick that I am using COPH?

No, you will need to report sick/ill as normal using either the Electronic Report Sick (ERS) on Crew Web Access (CWA) or by calling Crew Scheduling.

IMPORTANT NOTE: You will still need to report sick/ill as normal at least two (2) hours prior to check-in as all contractual provisions are still required to utilize COPH.

Q2: Is there a timeline to submit my Colorado Protected Hours?

Yes. Like a Doctor's note, you will need to apply your "Colorado Paid Leave" prior to or on your next scheduled pairing, or within seven (7) working days (excluding weekends and holidays) after the ending of your last day of absence, whichever is sooner.

Q3: Will Colorado Protected Hours be automatically applied to cover my absence?

No. If you would like to use your accrued Colorado Protected Hours to cover your absence, you will need to submit the form above. If the Colorado State Leave is not submitted, your contractual sick leave options (valid quarterly PIN or Doctor's note -or- accrual of attendance points) will apply.

Q4: Can I take unpaid Colorado Protected Hours?

No. In order to utilize Colorado Protected Hours, you must have accrued Colorado Protected Hours and the TFP in your sick bank to cover your absence.

Q5: If I don't use my accrued Colorado Protected Hours, do I "lose" them at the end of the year?

No. Colorado Protected Absence Hours will roll-over from one calendar year to the next but are subject to the accrual and/or usage caps which are applicable in each location.

Q6: How can I check to see how many Colorado Protected Hours I have available?

The easiest way to check your COPH is to submit a "General Leave Inquiry" in Workday.

Q7: If I use COPH, does it prevent quarterly record improvement?

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

Q8: Am I able to use COPH on a Personal Illness Note (PIN) blackout date?

Yes, blackout dates are *only* associated with a PIN.

Q9: I'm based in DEN but live in BOI. Am I still eligible to use COPH?

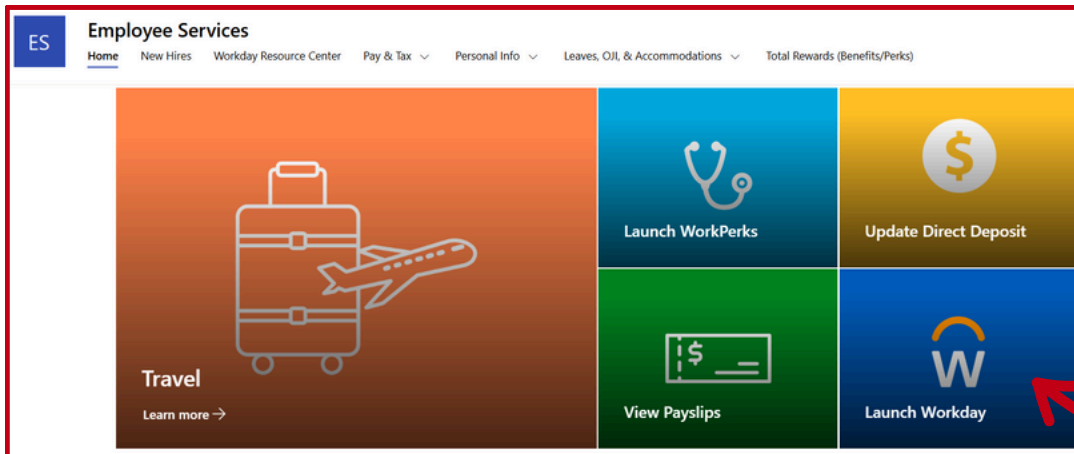
Yes. All Flight Attendants based in DEN are eligible to use accrued COPH.

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Q10: How do I submit Copenh to cover my absence?

The completed Copenh should be submitted in the Workday absence submission portal.



The Copenh request 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 “State Leave Forms” in the “Case Type” dropdown menu
- STEP 5:** Put “Colorado Protected Hours” and the days of absence in the “Case Title” box
- STEP 6:** Click “Add Required Details”
- STEP 7:** Fill in the “Illness Start Date” (Required Field), “Illness End Date” (Required Field), and the “Colorado Healthy Families and Workplace Act” (Required Field)
- STEP 8:** Click “OK”
- STEP 9:** Click “Create Case”

Q11: If Emergency Sick Leave Procedures (ESCP) are in effect, can I still use Copenh 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 Copenh to care for someone other than yourself. The NOC Base Manager or Inflight Supervisor may verify that you have Copenh days available and sick bank to cover the absence.

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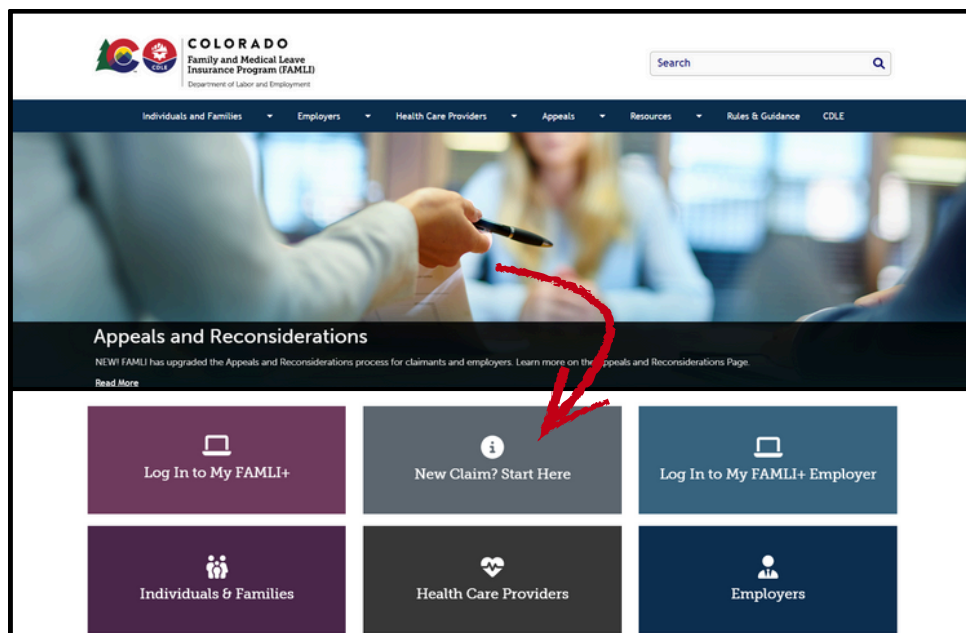
Colorado Family & Medical Leave Insurance (CFMLI)

The Colorado Family and Medical Leave Insurance Program (FAMLI) was passed by Colorado voters in 2020. Since then, TWU Local 556 and lawyers well-versed in the legislation worked to get this program available to our Flight Attendants. This paid leave is intended to allow people to care for themselves or their family during life circumstances.

DEN-based Flight Attendants may receive up to twelve (12) weeks of leave per year to:

- Bond with a new child, including adopted and foster children.
- Care for themselves for a serious health condition.
- Care for a family member's serious health condition.
- Make arrangements for a family member's military deployment.
- Address the immediate safety needs and impact of domestic violence and/or sexual assault.

Those who experience pregnancy or childbirth complications may receive an additional four (4) weeks for a total of sixteen (16) weeks per year.



To utilize the CFMLI, you must submit a claim on the designated website and once approved, they will communicate with Southwest Airlines.

<https://famli.colorado.gov>

Questions? LeaveHelp@twu556.org