

Mother's hold their child's hand for a moment and their heart for a lifetime.

Congratulations to you and your family on the new addition!

We understand there's an ever growing list of things to do when preparing for your new baby's arrival and we hope to assist you in navigating the wealth of information relevant to your pregnancy at work and eventual maternity leave. Our aim is to provide a comprehensive resource to help ease the stress of trying to navigate the many "to dos" so that you may continue to focus on this amazing time in your life.

As we all know, one of the many benefits that comes with being a flight attendant is the great flexibility in and of our schedules. Our schedules vary week to week, month to month and from one season to another but ultimately allows individuals to build a schedule that best works for them and their family. With that being said no one flight attendant's maternity leave situation and experience will be the same as another's. The past will show it can be a complex process so we strongly encourage you to be fully engaged and pro-active in understanding the rights and benefits you have earned.

This guide will cover:

- What to do once you confirm you are pregnant and during your pregnancy; Doctor's clearance, Maternity Uniform
- FMLA- Family Medical Leave and HFLL- Hawai'i Family Leave Law
- What to do once you are disabled by your physician
- TDI, LTD & Supplemental Insurance
- What to do once your child is born
- Medical Insurance benefits while on leave
- FSA- Flexible Spending Plan & Dependent Care Spending Account
- Pay advance issues
- What to do when returning to work
- Baby Bonding
- Expressing/Pumping While at Work
- Accelerated Sick Leave Accrual (Restoration)
- Paternity Leave
- Other information; such as Travel Benefits, Longevity Accrual, Union Dues, Recurrent Training, Light Duty
- Company and Union Resources

*Applicable references from our Collective Bargaining Agreement are noted in parenthesis throughout this guide and hereby referred to as CBA.

What to do once you confirm you are pregnant and during your pregnancy:**Doctor's Clearance**

Once your pregnancy is confirmed you are required to notify Hawaiian Airlines of your pregnancy (CBA 17-I-2). You must have your doctor complete the "Notification of Pregnancy" Form (HAL F449). This form can be found and printed from the Hawaiian Airlines inflight website, under the forms tab- <https://ifs.hawaiianair.com/Forms/default.aspx>

The second page of this form provides your doctor with general job functions and requirements so they may access your condition and ability to safely continue flying. This form is required so please take it with you on your pre-natal visit and submit the completed form to your inflight manager.

It is recommended you maintain a copy of any and all of your completed forms for your own records prior to submitting them to the company.

Maternity Uniform

At some point in your pregnancy you will need to transition to the maternity uniform. Please be mindful of your baby's growth and prepare in advance for your need of a maternity uniform since it may not be immediately available. Your maternity uniform can be ordered directly through the Apparel Solutions website- <https://hal.asluniforms.com/login.aspx>

Please note the maternity uniform is a LOAN and will need to be returned as soon as conveniently possible. This will also ensure our fellow flight attendants who need a maternity uniform will receive one in a timely manner. Currently there is only 1 uniform option; a blouse and pants. The maternity blouse is \$45 points and the pants are \$74 points. Since this is a loaned uniform once it is returned your points will be refunded. It is requested that the uniform is returned dry-cleaned which can be done at the uniform center free of charge.

FMLA- Family Medical Leave and HFLL- Hawai'i Family Leave Law

*Please note that FMLA and HFLL are not specific to maternity/child birth, (or related circumstances such as to care for your child after birth, for the placement of a child with you for adoption, foster care or to care for the child after placement) but simply one of the purposes that these types of leaves may be utilized for. The information provided here is meant as applicable to maternity and child birth but shall be applicable to other medically qualifying circumstances as well.

FMLA- Family Medical Leave Act

The Family and Medical Leave Act, of FMLA is a federally mandated benefit. FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continued health insurance coverage.

In order to be eligible for FMLA you must have been employed by Hawaiian Airlines for a minimum of 12 months. As a flight attendant you will need to have worked at least 504 hours in the past 12 months prior to your leave (not including vacation or sick days).

Eligible flight attendants are entitled to 72 days or 12 continuous weeks of leave in a 52 week period. Should you and your spouse both be employed by HAL and are both eligible for FMLA you may be limited to a combined total of 12 weeks of FMLA if taken for the birth of your child.

You may utilize your accrued sick leave hours for FMLA until it is exhausted. Vacation may also be utilized for maternity FMLA at a rate of 3 hours per day.

If you are eligible for FMLA, and you have notified the company that you are pregnant, any subsequent sick calls will automatically become FMLA.

HFLL- Hawai'i Family Leave Law

HFLL, the Hawai'i Family Leave Law applies to all eligible employees domiciled for work in Hawai'i. This provision allows up to 4 weeks of leave in a 12 month period.

Eligibility requirements for HFLL are a minimum of 6 consecutive months of employment. Unlike FMLA there are no minimum number of hours of employment. Also unlike FMLA if both you and your spouse work for HAL you do not have to share the four week period of HFLL leave.

Under HFLL employees are allowed to use up to 10 days of accrued and available sick leave if they so choose. They may also choose to utilize accrued vacation for any part of the four week period.

Both FMLA and HFLL may be used as a continual or intermittent leave. Continual leave is leave taken in one block of time. Intermittent leave is taken in separate, sometimes sporadic blocks of time as needed. You will need to decide when applying which type of leave best suits the needs of you and your family.

You must create a claim for FMLA and/or HFLL through Aetna. This can be done on-line at the Aetna website (www.wkabsystem.com) or you may call 1-800-520-4536.

Since FMLA and HFLL are leaves based on a medical need it must be validated by your health care provider. Medical certification must be completed by your doctor and submitted within 15 days to Aetna. You will not be considered for FMLA or HFLL without medical certification.

Medical Certification forms will be provided through Aetna.

Compensation during FMLA and HFLL is paid by utilizing your accrued vacation and/or available sick leave. Once that is exhausted the balance of FMLA or HFLL will be UNPAID. While utilizing

vacation and/or sick time your medical, dental, and/or other supplemental insurance premiums will continue to be deducted and paid for from that pay.

Disability Due to Pregnancy

Generally speaking with a normal pregnancy most doctors will allow you to fly up to your 32nd week of pregnancy. You do not need to wait until the very day you are disabled to submit your request for leave due to disability. You are encouraged to plan ahead and work with your doctor. If you are able to submit a tentative date of disability please do so. It is recommended your request for leave be submitted at least 30 days in advance. Obviously if an emergency arises and this is not possible you must submit a leave request within 1-2 days. A Request for Leave Form must be completed and submitted to Hawaiian Airlines Human Resources. For assistance in this process contact the Absence Management Department- LOA@hawaiianair.com.

Please note if you do submit a tentative date of disability in advance you will still need a final doctor's note once you are officially disabled. The final doctor's note stating the date you are disabled will need to be submitted to Absence Management.

TDI- Temporary Disability and LTD- Long Term Disability

If eligible, once you are disabled due to your pregnancy you may be afforded either TDI- Temporary Disability Insurance or LTD- Long Term Disability.

TDI- Temporary Disability Insurance is a law that allows for "partial wage replacement" for eligible employees for nonwork-related injuries or illnesses, including pregnancy. In order to be eligible for TDI you must have at least 14 weeks of employment during which you were paid for 20 hours or more within a 52 week period. This is the state formula for calculating TDI. As a flight attendant on stand-by you will receive 4.15 hours of credit per reserve day towards this calculation. These hours include check in and debriefing.

For each calendar year you start with a maximum of 120 TDI hours. Any sick leave that you have used or accrued will be deducted from that 120 hours and the remaining hours will be paid at your hourly rate of pay. Again understand TDI is paid out after your sick leave has been utilized. Typically TDI works out to 58% of your pay from the last 12 months. You also have the option of using your accrued vacation but it is not required you exhaust your vacation prior to your TDI becoming effective.

LTD- Long Term Disability insurance is essentially the same as TDI in that it also pays for a percentage of your wages if you become unable to work due to injury, illness or pregnancy. The difference is that LTD has a 90 wait period. If you are disabled beyond 90 days LTD will cover

you beginning on the 91st day and continues through your 270th day of disability. It will cover 50% of your gross wages based on the last 12 months average pay up to \$2000 per month. (CBA 32-B-2-b). Again LTD compensation will become effective after any remaining sick hours have been exhausted.

Your work hours used for TDI/LTD calculations are pulled from Crew Trac and manually calculated by Leave Absence Management to determine what you will be receiving for your disability period. ***It should be noted if you have taken flight release during the 14 week period used for your calculation, this will disqualify you from being eligible for disability. Flight release is considered a personal leave of absence. An additional qualification of disability is to have worked without any leaves prior to that disability period.

To understand what you specifically qualify for **PLEASE MAKE AN APPOINTMENT WITH ABSENCE MANAGEMENT.** Because every flight attendant's situation is different the Absence Management department will have to pull your previous months flight schedule and manually calculate your hours to tell you what will be available to you. They will not be able to immediately tell you what you will be receiving just by calling. Understand because no one person's schedule or situation is the same there will be no one catch all answer. By calling to make an appointment you allow absence management the opportunity to calculate your hours and give you a more accurate idea of what you can expect for your upcoming leave of absence.

Supplemental Insurance Benefits

The AFA-CWA provides a variety of optional supplemental insurance coverages. The NGP- National Group Protection & CAIC- Continental American Insurance Company offer Group Accident, Group Short-Term Disability, Group Critical Illness, and Group Whole Life Insurance coverages. These coverages are completely optional and you may choose one, some or all of these different insurances at additional costs. You may have seen the NGP representatives in the inflight lounge signing people up and if you enrolled at that time you maybe in luck. If you elected the Group Short-Term Disability Insurance you will be covered while on maternity leave. This insurance covers you in addition to all the previously mentioned insurance coverage provided by the company. Having this coverage cannot and will not negate the company covering you through TDI or LTD. The short term disability coverage you choose can cover up to 30% of your base salary, up to \$1500 per month. Unlike TDI and LTD you are not required to exhaust sick time to receive your benefits and benefits are payable after you are out of work for 14 calendar days. The premiums for these supplemental coverages are also taken directly out of your paycheck for your convenience but remember if you are not receiving compensation of any sort you are responsible to pay for these premiums on your own to continue your coverage. Should you not pay your premiums directly your coverage maybe canceled and you will need to wait till the next enrollment period to sign up again. Premiums will vary based on your age at the time of enrollment and the level of coverage you have chosen.

For information on paying your accidental, cancer and other supplemental insurance premiums directly (Policies that start with a 6) contact CAIC-Continental American Insurance Company.

You will be required to mail your check to: CAIC, P.O. Box 427, Columbia, South Carolina 29202.

Or to file a claim contact: CAIC, Claims and Customer Service: 1-866-849-0011.

If you are paying for your life insurance premiums you will need to mail your premiums to:
ING-Voya Financial, 20 Washington Ave. South, Minneapolis, MN. 55401

What You Need To Do Once Your Child Is Born:

Once your little one arrives you will need to inform Human Resources. They will need to know the date of birth, baby's legal name, and if you gave birth naturally or by C-section.

Natural child birth extends your disability leave coverage 6 weeks from the date of birth and 8 weeks for a C-section.

Be sure to also contact your respective medical insurance provider to add your newborn as a dependent. The company does not do this for you. In addition if you have other supplemental insurance coverages etc. you will also need to contact those carriers if you will be adding your newborn as a dependent to those policies as well.

Other helpful information on adding a dependent can be found on the HA Benefits Now website.

Extending Your Leave of Absence

Should your personal circumstances allow you the good fortune of extending your leave of absence beyond the 6/8 weeks after giving birth you shall be permitted to request an additional personal leave of absence. This leave of absence shall not exceed 14 months, starting from the date you were disabled. If this leave is combined with another type of leave it shall not exceed 23 months. (CBA 17-I-5) Please note that you will not receive compensation for extending your personal leave of absence.

Medical Insurance Benefits While on Leave

As a group we are afforded a great number of benefits, health care insurance being just one of them. Very simply speaking when it comes to health insurance, the company pays for the majority of your medical/dental premiums. You as the employee also pay for a share of your premium through automatic deduction from any earned compensation pre-tax you receive whether it be flight pay, vacation, disability compensation etc. Should you not receive compensation (or not earn adequate compensation) to cover your premium you will be responsible to pay for this yourself in order to continue your insurance coverage. The cost of

your coverage will vary depending upon the carrier you have chosen (Kaiser or HMSA) and your coverage level. Applicable information can be found on the HA Benefits Now website www.ha.benefitsnow.com

When related to your maternity leave the company's contribution to your insurance premium will extend up to the end of your 6/8 week post-partum. After that time you can choose to continue the same health insurance coverage at your own cost. This option is known and referred to as COBRA (Consolidated Omnibus Budget Reconciliation Act). Understand when electing to continue your medical insurance coverage through COBRA this does not mean just paying your usual (partial) contribution. You will then be paying 100% of the total premium which is costly but you do at least have this option available to you. If choosing to continue coverage through COBRA please submit your request in writing to Human Resources. (CBA 32-C)

FSA- Flexible Spending Plan (CBA 32-C-4)

Flexible spending plan is an optional Health Care Expense Account which allows you to contribute pretax earnings in order to cover out of pocket medical, dental, vision or drug expenses. If you are participating it may cover eligible expenses not covered by insurance up to \$5000 per year maximum. The contributions made to your flexible spending account must be used within that year or are subject to forfeiture. Some possible maternity related, eligible expenses include: breast pumps, doula, mid-wife, birthing classes, and lactation consultants. If you do not yet participate in flex spending you will have to wait till open enrollment to start contributing to this plan. More information on flex spending accounts, including qualifying expenses can be found on the HA Benefits Now website.

Dependent Care Spending Account

Dependent care spending account is independent of but similar to flex spending account. The difference is dependent care covers eligible expenses such as daycare, nursery school tuition and before and after school care excluded from tuition. You may contribute a minimum of \$150 up to a maximum of \$5000, or \$2500 if married and filing separate taxes. As with FSA these are pre-tax contributions. For further information on eligibility of dependents covered under this account and specific reimbursable expenses contact HA Benefits Service Center at 1-855-694-2236.

Pay Advance Issues

It is widely known there is an issue with pay advances when going out on maternity leave. If you ask almost anyone who has gone out on maternity as a flight attendant they will tell you that

they ended up owing the company money upon returning to work. While this is a touchy subject we would like to address it up front in the hope of shedding some light on the situation and to help you to be proactive in doing your best to avoid this unfortunate occurrence.

The amounts owed vary greatly with each individual because each situation is different depending on available sick leave, rate of pay etc., but the bottom line is that most women ended up in arrears to the company upon returning to work. How and why does this happen? First let's review our pay system. We all know that if you are working a full schedule you receive two checks per month; on the 7th and 22nd of the month. The 22nd check is always an advance for half of your projected schedule for the following month, generally 37.5 hours (at your rate of pay). To be clear, an advance means you are getting paid for hours you have not yet worked; you are being paid IN ADVANCE. The pay system is set up in such a manner so as long as you are an "active" full time flight attendant you will automatically be paid advanced every month. Here is where we run into issues. In order for you to collect sick leave, TDI, or any other type of compensation you must be "active" in the system. Again, being "active" in the system will also automatically pay advance you. (Even if you are not actually flying.) So what is the solution? At this time the solution lies with you. In order to avoid this situation you must be diligent in noting what you are being paid. If your check is a pay advance and you know you are not flying next month, also know that at some point those funds will need to be recouped by the company.

There is also a secondary issue to address. That of which is why the erroneous pay advances are being recouped all at once. Because these funds are an advance and to reiterate not money you have yet earned the company is allowed to have those funds returned in full as opposed to the \$50 increments allowed when a pay issue is due to company error.

We understand the hardship this situation causes and we hope that by addressing this up front it will help you to be knowledgeable and proactive in avoiding this situation. So again once you go out on leave please be very diligent in noting what you are being paid.

What To Do When Returning To Work

Once you decide when you will be returning to work you will need to notify the company in writing 30 days prior to the date you intend to return to work.

Baby Bonding

Once you return to work you are allowed, under FMLA, what is known as baby bonding. Baby bonding provides 24 days (based on trips missed) of unpaid intermittent leave to care for your baby up to your child's first birthday.

As with all FMLA you will need to file for baby bonding through Aetna. This does not automatically occur once you give birth since it varies from case to case when a person returns to flying. It is also separate from your maternity FMLA. It is advised that you initiate your baby bonding prior to the day you may actually need to use it. This will allow time for any adjustments in processing your claim and preventing your claim from being delayed. For instance, if you gave birth early or your active/inactive dates have changed for some other reason and Aetna does not have the adjusted dates your claim could be denied until the issue is rectified. Advanced planning will ensure you have your baby bonding when you need it.

When calling in for baby bonding you will need to contact Aetna to report your baby bonding days/trips missed by following the normal call-out procedure of 3 hours for an international trip or 2 hours prior to check in for all other assignments.

You also have the option upon your request to utilize accrued vacation or sick leave. If you choose to utilize one of these pay options you must inform the Leave Absence Department at least 1-2 weeks prior to the end of the month so crew payroll can be notified.

Expressing (Pumping) While at Work

At present expressing or pumping on the aircraft is not permitted aboard the aircraft. The aircraft work environment is not covered by state law and thereby there are no provisions to cover women with this need while working/flying.

This issue has been looked into and the information confirmed by both AFA and HA attorneys.

In order to provide for flight attendants who have returned to work and will need to pump while on duty your options are:

1. Light duty
2. If flying inter-island, try to work a pairing with a scheduled break.
3. Airport reserve

During your break you have the option of pumping at the inflight lounge. If available the inflight managers will allow you use of the conference room upon request.

Accelerated Sick Leave Accrual

Upon returning to work from your maternity leave (or extended illness/injury of 30 days or more) you are allowed to recoup your sick leave hours at a rate of ten (10) hours per month until you return to the number of accrued hours in your bank prior to your leave. Once your sick hours have been restored to that point you will return to the standard accrual rate. In order to do this you must be put on a "list" notifying payroll of this adjustment. Please contact CY

(Cynthia Yamada) at Cynthia.Yamada@hawaiianair.com to add your name for accelerated sick accrual. This does not occur automatically upon returning from your leave. (CBA 19-P)

Paternity Leave

Good news for Dads, Moms aren't the only ones provided time off to care for baby. New dads are allowed up to 90 days of continuous paternity leave. You should provide 30 days advanced notice of your request for leave, if possible. If you choose you may utilize vacation hours during this period. (CBA 17-I-10) Additionally paternity leave does not have to be utilized immediately after your child's birth but when used you must take it continuously for the elected time period.

Travel Benefits While Out on Leave

While on leave you, your eligible dependents, and FTP passengers are permitted to continue to utilize travel benefits for one year the same as if actively employed. (CBA-30-I)

Longevity Accrual

Once you have been disabled and are on leave for your pregnancy you will continue to accrue longevity during the first 180 days of leave. (CBA-17-I-9)

Union Dues While Out on Leave

If you have elected to pay your union dues monthly as well as have it withdrawn directly from your pay checks, it's likely that it's not something you think about very often. Just as your insurance premiums once you no longer receive compensation for your dues to be directly withdrawn from you will need to pay on your own.

You are responsible while out on leave to pay for union dues for 90 days after any compensation ends. Dues are \$50 per month.

For your convenience you can make payments online at AFACWA.org/membership. To either restart or stop AFA dues or to change your address and contact information please contact AFA National at the same web address.

Recurrent Training

In order to maintain your certification as a flight attendant you need only attend recurrent training once within a 365 day period. You do not have to attend recurrent training during your maternity leave of absence. Should you fall out of qualification during your leave you will

attend requalification training upon your return to work prior to any flying. Requalification training may change your annual training month. Arrangements for any training shall be made through the training department.

Light Duty

If your doctor has declared that you are unable to fly during your pregnancy but you are still able to work in another capacity you may have the option of light duty. Generally light duty consists of an office type position within the company. Be aware you may or may not be placed in the in-flight department. You may also not be assigned a position at all. Those who are out on OCC are given first priority for light duty positions and there simply may not be enough light duty positions available at the time to accommodate everyone's need. If light duty is not available to you then you will have no other option than to be disabled. Also note compensation for light duty will only be a percentage of your usual flight pay.

This guide will be updated periodically. Questions or suggestions on relevant subject matter that has not yet been covered can be directed to the AFA Membership and Benefits Team.

Mahalo!

Useful Contact Information and Resources

- AFA-CWA, Council 43- Hawaiian Airlines
HALAFA.org
- AFA Membership and Benefits Team
Email: membership@hawaiian43.org
Ring Central Phone # 844-4- HALAFA ext. 9
- Supplemental Insurance Claims and other info:
CAIC-Continental American Insurance Company
Claims and Customer Service
P.O. Box 427
Columbia, South Carolina 29202
1-866-849-0011
NGP-National Group Protection
1445 Greenbrier Pl.
Charlottesville, Virginia 22901
1-800-344-9016
- Hawaiian Airlines Absence Management
Email: LOA@hawaiianair.com
(808) 835-3148
- HA Benefits Service Center
1-855-MYHABEN/ 1-855-694-2236
- ha.benefitsnow.com
- Aetna
1-800-520-4536