



WORKERS RIGHTS ADVISORY #35
Transport Workers Union of America, AFL-CIO
Air Transport Division

Local 555

Southwest Airlines Ramp, Operations, & Provisioning



FMLA-KNOW THE RULES YOU NEED TO PLAY BY

2nd Quarter - June 28, 2006

The Company is tightening the reins by which they guide Aetna (formerly Broadspire) to administer and approve the Family Medical Leave Act.

If you have had a long-standing FMLA approval which you renew simply by re-submitting the same information on a currently dated application, you will probably want to read this leaflet carefully.

FAMILY MEDICAL LEAVE ACT GUIDELINES THAT EVERY AGENT MUST KNOW

- An **Application** can be obtained in several ways
 - Request and application by calling 1-800-476-7130
 - Print the application from www.swalife.com
 - One *should* be sent to your address on file on the 4th day out continuously for sickness.
- Things to know when receiving treatment for a **Serious Medical Condition**
 - Aetna does require that you are being actively treated, which means following a treatment protocol that may require you to miss time due to incapacitation, follow-up appointments and the taking of medication.
 - Treatment suggests that you are being seen by the treating physician on a regular basis, usually more than 4 times per year.
- Remember to advise your treating physician to be as **specific** as possible.
 - The treating physician must give the **name of the illness**
 - The treating physician must give a **regimen of treatment** (medication and appointments)
 - The treating physician must certify the amount of time you need to be off using treatment protocol and your specific history of time missed due to illness.
 - Aetna will **not accept incapacitation descriptions like undetermined, unknown and variable**
- During the application approval process
 - Aetna may enlist their physicians to check with your physician to ensure that treatment protocols are followed and health improvements are made.
 - Aetna may call you to get clarification on your application, choosing to not speak to Aetna may cause your approval to be delayed or denied.

PLEASE BE ADVISED THAT IF YOU FEEL THE COMPANY HAS MADE INAPPROPRIATE CONTACT WITH YOUR DOCTOR OR HAS VIOLATED YOUR RIGHTS REGARDING FMLA THE UNION OFFICE CAN ASSIST YOU. YOU MAY HAVE GROUNDS FOR A DEPARTMENT OF LABOR COMPLAINT IN YOUR STATE AND IN SOME CASES A GRIEVANCE MAY BE FILED.

Educated = Empowered

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