**SICK POLICY**

A crew member calling out sick will be registered as sick for the duration of the trip/standby unless the crew member makes themself available and if there is adequate time left of the work period. If not, the sick time will be extended.

The annual number of paid sick days are 7. Any sick days beyond 7 will result in a deduction of pay from the guaranteed hours of 60. Sick days exceeding 7 days may be replaced upon request by

1. Personal days
2. Vacation days

if any of those are still available.

When sick days, personal days and vacation days are exhausted and after two weeks of sick leave, you will be placed on Short Term Disability if you qualify based on doctor’s recommendation.

If approved sick leave, we will provide you with the needed documents to be filed with our insurance company.

Short Term Disability Payment is 60% of guaranteed pay and may last up to 12 weeks.

A doctor’s note will be required in case of sick time more than 3 days.

Approval of personal days is based on operational needs. The chance for approval is higher if requested before roster release. A request for personal days in the middle of a pairing will result in all days being marked as personal days. If not enough personal days are available, vacation days may be used or the remaining days will be unpaid.