

# Leave of Absences (LOA)

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Leaves of absences (LOAs) are the only means to remove absences and occurrences. LOAs are found in the CBA in Article 12 and the Employee Handbook in Section 9. Doctor's notes do not remove absences or occurrence points but verify that the absence was illness related.

To initiate a leave, please contact our Leave of Absence service provider and/or our internal LOA team at [LOA@flyfrontier.com](mailto:LOA@flyfrontier.com) to learn the steps necessary to being that process. Please keep in mind that leaves are time sensitive. The leave request must be initiated within 14 days of the start of an absence and the paperwork returned to our Leave of Absence service provider within 14 days of receiving the paperwork.

If you are encountering issues with completing your LOA paperwork with your healthcare provider, difficulty securing an appointment with your healthcare provider or experiencing any obstacles in the LOA process, please be sure to reach out and communicate those issues to the LOA team early and often in the process, prior to your paperwork due date. This may be beneficial in preserving your protections under the leave process.

Continuous Leaves of Absences will delay the rolling off of occurrences due to the period of inactivity for that same number of days you were inactive. Typically, occurrences roll off CATS after 365 days of active service. If you take a leave that you are inactive for 30 days, the oldest occurrence will roll off your CATS record, 30 days later than it normally would have rolled off.

All occurrences/absences, including but not limited to bereavement, commuter, COLA, Personal Leaves, Dependability Waivers, FLA, MED< OJI, etc, except for JUR and VAC, interrupt PAT.