



# Sick Leave/Attendance Quick Reference

November 17, 2025

This is a quick reference guide on CBA Bank, State Bank, verification periods, and attendance policy.  
Refer to Sick Leave Tutorial, Section 16: Sick Leave/On the Job Injury, and Section 32: Attendance Policy for additional information.

## What counts toward accrual?

	Sick Leave		Vacation	Boarding	Other Worked TFP (& Pay Protection)
	CBA	State			
Sick Leave Accrual	No	No	Yes	Yes	Yes

Sick leave is accrued 1 TFP for every 10 TFP worked or credited. 1/3 of the accrual is deposited into the State Bank and 2/3 is deposited into the CBA Bank.

## State Bank Provisions

- No maximum annual accrual
- Any excess of 40 TFP at end of year may be transferred to CBA Bank or paid out 100%
- No attendance points
- No impact on record improvement
- Counts toward attaining PPP
- No occurrence for Flight Attendant on Probation
- Able to use after 90 days of employment
- Limited verification (review below)

## CBA Bank Provisions

- 2400 TFP maximum accrual
- Attendance points
- Does not count toward attaining PPP
- No verification

## CBA Bank Attendance

- Up to 6 Banked Points\*
- 18-month point roll-off
- Record Improvement
  - Quarterly and Yearly
- 3 Point Reduction Forms
  - One per trimester
- 12 Point Termination Threshold

\*Settlement Bank Points above 6 honored

## State Bank Verification Periods

- Same dates for all Flight Attendants & Domiciles
- Minimum of two days notice from company
- Maximum of three 10-day periods per year
- Out of pocket medical costs reimbursed
- 10 days from initial call to provide verification

## Verification required:

- State Bank use for 4 or more consecutive workdays in an announced Verification Period

## No verification required:

- First sick call of 10-day Single Continuous Occurrence is prior to notice of Verification Period
- State Bank use for 3 or less consecutive workdays
- State Bank use outside Verification Period
- CBA Bank use

## Sick Leave Retirement Cash-out

### Total amount of sick leave at time of retirement (both banks)

- 0.1 - 560.9 TFP
- 561 - 849.9 TFP
- 850+ TFP

### Cash-out percentage

- 25%
- 50%
- 100%

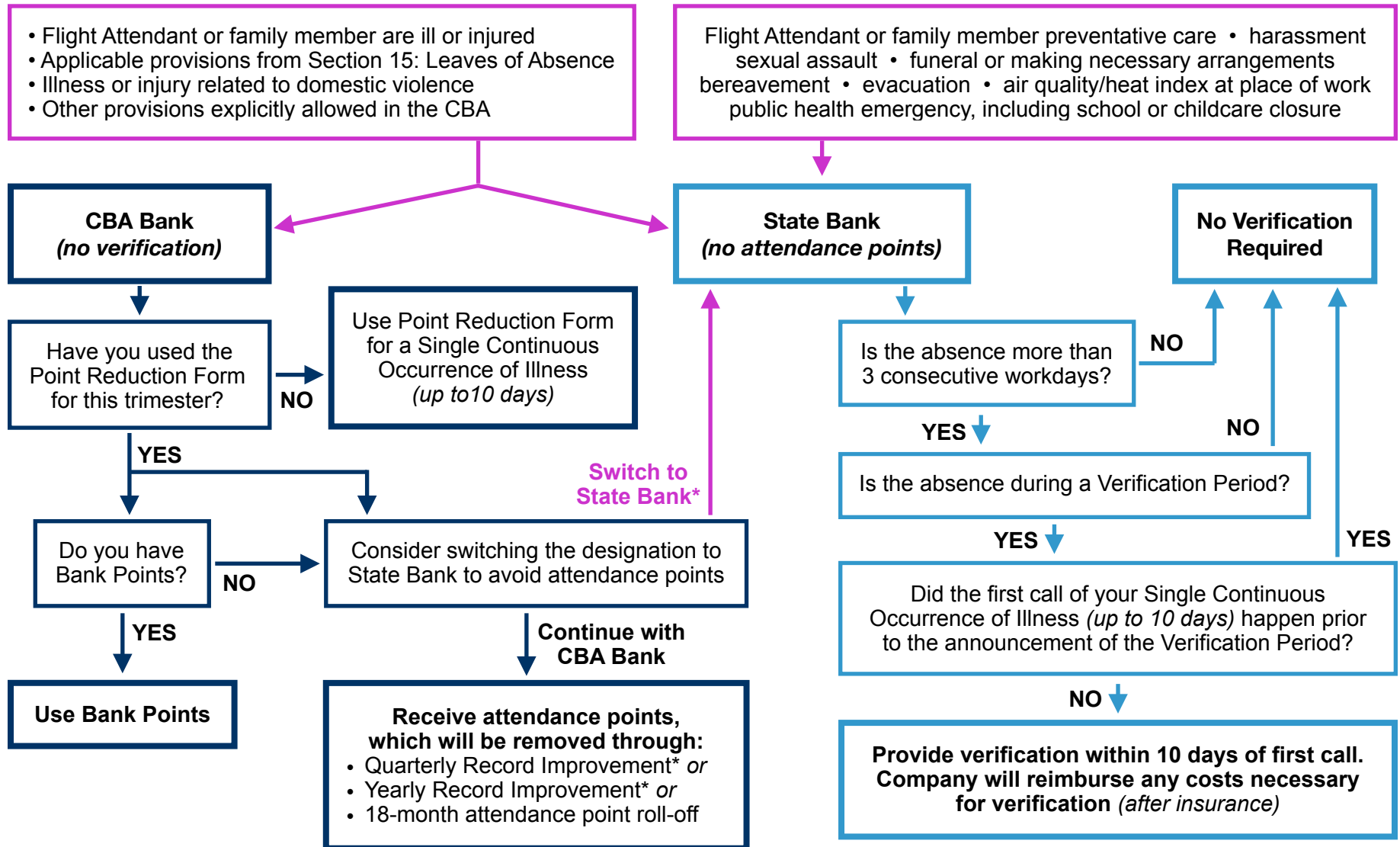
30+ years of Occupational Seniority:  
100% sick leave cash-out regardless of total accrual

# Using Sick Leave

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This flowchart outlines the different ways to use State Bank and CBA Bank sick leave.

Refer to [Sick Leave Tutorial](#), Section 16: Sick Leave/On the Job Injury, and Section 32: Attendance Policy for additional information.



\*if applicable

**\*Switching banks must be done prior to the end of next worked sequence by submitting a Pay Query on Rainmaker**

*If desired, switch the designation to CBA Bank\* (record improvement and point reduction possible, no verification)*