

Flight Attendant Pay Claim Form Ground Holding Pay

Domestic Ground Holding Pay Entitlement: Per Section 3.L. of the Flight Attendant Agreement, you are entitled to domestic ground holding pay of fifteen dollars (\$15) per for all ground holding time in excess of one hour under the following circumstances:

- You are assigned to domestic flying, and
- You are required to remain with passengers, onboard the aircraft, in excess of one hour prior to flight departure or following the flight arrival.

International Ground Holding Pay Entitlement: Per Section 3.M. of the Flight Attendant Agreement, you are entitled to flight credit pay and flight time limitation purposes for ground holding time in excess of one hour under the following circumstances.

- You are assigned to international flying.
- You are required to remain with passengers, onboard the aircraft, in excess of one hour prior to flight departure or following flight arrival, and

In both cases, ground holding time with respect to the same flight, at the same station, in the same on-duty flight, at the same station, in the same on-duty period is cumulative (regardless of the number of delays or block-outs or block-ins involved) unless there is an intervening airborne lift off of the aircraft. If this cumulative total time on the ground with passengers exceeds one hour, you are entitled to ground time pay (and credit, if international). This pay claim form must be submitted.

Note:

- **To claim ground holding due to a fuel/operational stop or an extended duty flight, use the pay claim form designated for that purpose.**
- **International ground holding offsets pattern guarantee.**

Instructions/Processing:

- The Purser or lead flight attendant should complete one form for all crew members who are entitled to ground holding pay for a particular flight.
- Turn to the front of this form and complete Sections A, B, and C.
- In Section B, check the situation that applies, then fill in the various times requested using the GMT time where the ground time occurred.
- Submit this form to your Inflight base within 90 days of occurrence.
- Your Inflight base will review this form for completeness and timeliness. If it is not complete and timely, it will be returned to you unprocessed. If it is, the base will forward it to Scheduling for a more detailed review.
- Claims received by Payroll by the 5th of the month will be processed on the 13th paycheck.
- If received after the 5th, the claim will be processed on the following month's 13th paycheck.

SECTION E: FOR SCHEDULING USE ONLY

Approved Hours _____

Denied

Name (print): _____ Title: _____ Date: _____