



Delta Air Lines, Inc.

TEMPORARY HARDSHIP TRANSFER GUIDELINES (For PMNW Flight Attendants)

Hardship transfers are granted only on a temporary basis to active flight attendants. The duration granted will typically be between thirty and ninety days, **but under no circumstances more than nine months.** Your initial request may be approved for the maximum nine month period, depending on need and circumstances.

Your request for a Temporary Hardship Transfer must be submitted to your Base Manager prior to the bid closing of the requested month. The request will need to include supporting documentation from a knowledgeable third party such as a:

- Treating Physician
- Licensed Clinical Social Worker
- Attorney

Extensions can be considered provided documentation is received prior to bid closing. If you are granted a nine-month Temporary Hardship Transfer, you will need to submit one updated request with supporting documentation prior to the end of the first ninety days of the Temporary Hardship Transfer. **Failure to provide this re-certification will cause your Temporary Hardship Transfer to be cancelled.**

As a reminder, extensions of a hardship transfer beyond the nine month maximum will not be approved.

Hardship transfers will be considered only when all other reasonable alternatives have been exhausted. The following are examples of circumstances that may warrant a Temporary Hardship Transfer:

- A home destroyed by a natural disaster
- A critically ill parent provided no other family member could reasonably act as caregiver
- A move required to provide temporary shelter from physical abuse or legally required for custody of a child
- A critically ill child, spouse, or partner provided no other family member could reasonably act as caregiver
- Personal illness requiring specialized and constant treatment

Example of circumstances that typically do not warrant Temporary Hardship Transfer:

- A spouse/partner's decision to take a new position in a different city
- Child care difficulties
- Divorce or separation from spouse/partner
- Stress of commuting
- Financial difficulties
- Personal illness not requiring highly specialized treatment

All requests for a Temporary Hardship Transfer are given serious consideration by the Company and the Union. However, when making these decisions the seniority rights of all flight attendants must be considered.

NOTE: If you are granted a Temporary Hardship Transfer to HNL, you are not eligible for HNL station allowance or international vacation accruals.



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TEMPORARY HARDSHIP TRANSFER REQUEST (For PMNW Flight Attendants)

Flight Attendant Information

Flight Attendant Name: _____

Flight Attendant Employee Number: _____

Home Base: _____

Transfer Base: _____

Date Transfer First Requested: _____

Date Flight Attendant wishes to transfer: _____

Length of transfer requested: ___ 30 ___ 60 ___ 90 ___ 9 months

Type of transfer: New X Extension _____

Required documents included: Yes _____ No _____

Brief Summary of request: _____

FAX with attachments to Dustin Ray at (404) 714-1580.