



Inflight Vacation Pay Donation Form

To: Flight Attendant Manager of Flight Attendant Receiving Vacation Donation

From: _____
Donor Name Donor Clock No. Donor Base

Subject: Vacation Donation

Please donate _____ day(s) of vacation, after taxes, from my vacation accrual to

Employee _____
Name of Employee Receiving Vacation Donation Employee No. Department

I wish my donation to be anonymous.

I have sufficient vacation accrual presently scheduled and accredited to me to allow a donation to this employee. I am aware that I may not donate time that I have not accrued. I also realize the wages donated are reported as my earnings and are taxed as such.

I will donate my vacation currently scheduled on: _____

Donor Signature Date

NOTE: IF YOU ARE SHIFTING THE REMAINING VACATION, PLEASE CONTACT YOUR FLIGHT ATTENDANT MANAGER.

Processing Instructions

Donor:

1. Complete this form.
2. Forward this form to your Flight Attendant Manager for processing.

Flight Attendant Manager:

1. Review this form and validate the flight attendant receiving the donation is on the published vacation donation list.
2. Update Donor Vacation in PAT.
3. Initial and date Donation Form after PAT has been updated.

FAM Initials: _____ PAT Updates On: _____
Date Date

4. Co-mail original form to Payroll, A4725.
5. Return a copy of this form to Donor.

Flight Attendant Manager of Flight Attendant Receiving Vacation Donation.

1. File a copy of the completed form in base vacation donation file.
2. Forward a copy of the completed form to the flight attendant receiving the vacation donation.