



Other Leave Information

Separation Packages

25/45 Program: This program is available to flight attendants only as it is a contractual provision. Upon the completion of 25 years of service and when a flight attendant has reached at least 45 years of age, they may separate from the Company under the terms of this program. To activate this program, an individual need only resign from their flight attendant position. Privileges include the following: Boarding priority of SA3 (active), eight (8) companion passes per year (as long as they continue to be awarded), two (2) SA1 vacation passes per year (as long as they are offered), and on/offline travel privileges. In essence, you are treated as you would be if you were an active employee.

Retirement: Once a flight attendant reaches the age of 55 (52 for ex Shuttle employees), and has accrued at least five (5) years of service, they may retire from the Company and begin to collect their pension benefits (Anyone hired after January 1995 will not have a pension available to them). Importantly, the Pension Benefit Guarantee Corporation (PBGC) should be contacted (800-400-7242) three to six months prior to your intended retirement date. In order to inform the Company, you must complete the Retirement Notification Form. Once completed, it should be faxed to Retirement Services at 480-693-8810 and InFlight Planning & Administration at 480-693-2878. Importantly, the Company requires a two-week notice prior to your retirement date. Some helpful hints for completing the form include the following:

Cost Center = 520000
Union = AFA
Manager = Current Supervisor
Manager's Phone = 800-327-0117

Travel associated with that of a retired flight attendant includes a boarding priority of S4 (inactive), four (four) companion passes per year (as long as they are offered), two (2) SA1 vacation passes per year (as long as they are offered), and on/offline travel privileges.

Retirement with 25/45 Privileges: Should a flight attendant reach retirement age as indicated above *and* do so with 25 or more years of service, they may retire with the benefits associated with the 25/45 program. Travel associated with this program would be equal to that of the 25/45 program listed above and retiree status.

65 Point Plan: Should a flight attendant accrue ten (10) years of service and by totaling their years of service and age have a total of 65 or more, they may resign from the Company and receive lifetime travel privileges. Travel associated with this program includes the following: Boarding status of S4 (inactive), four (4) companion passes per year (as long as they are offered), two (2) SA1 vacation passes per year (as long as they are offered), and on/offline travel privileges. To receive this program, you should first verify that you qualify. Once determined, you may submit a letter of resignation to InFlight Planning & Administration at 480-693-2878.

A77 Leave of Absence Procedures

The ticketing process for flight attendants on an unpaid leave of absence has been automated. This automation process allows you or your eligible family members to pick up tickets at any US Airways ticket counter or city ticket office. The A77 form can be found on the InFlight Services home page/Forms & Pub/General/LOA Leave of Absence Travel A77. Please follow the procedures listed below.

- ❑ Complete the A-77 Travel Request Form in its entirety. *All travel requests must be submitted via theHUB. No paper requests will be accepted.* Failure to include all necessary information may result in travel request not being approved.
- ❑ Submit your request *at least two weeks prior* to your intended travel date. Requests received inside the two-week period may be delayed. *A possible exception would be in the event of an extreme emergency.*
- ❑ Once approved, an authorization will be entered into the SHARES system. You will be notified of your authorization code via one of the following methods:
 - ◆ Email (preferred method)
 - ◆ Phone
 - ◆ US Mail
- ❑ List yourself via the Employee Travel Line (800-325-9999, prompt 2) *prior* to picking up your tickets. The reservation agent will “attach” your listing to the authorization code. *Important note: you will not be able to list via the automated line and must speak to a reservation agent.* If your listing is generated as an e-ticket (which most are), you may obtain a boarding pass at a kiosk to allow you through security.
- ❑ Tickets may be picked up at any US Airways ticket counter or city ticket office. Advise the agent that you need to pick up a pass and present your authorization code. This code provides the agent with authorization to issue the paper tickets for your space available travel. *Be sure to request and obtain your **round-trip** tickets at this time.*

Important A77 Reminders

- ❑ Flight attendants on an unpaid leave of absence are allowed two (2) passes for each person listed on their term pass. These two passes are for the duration of the leave of absence.
- ❑ Tickets are for space available vacation travel and are not to be used for business purposes by anyone listed on the term pass.
- ❑ No companion passes are available.
- ❑ Travel is *online* only.
- ❑ Tickets are good for 90 days from date of issue and *cannot* be reissued.
- ❑ Tickets must be picked up by the *last day of the month travel is requested* or authorization will be cancelled.
- ❑ Monies for service charge tickets will be collected when tickets are issued.
- ❑ All required taxes for international travel will be collected when the tickets are issued.

- ❑ Should you decide not to use the issued authorization, it must be cancelled by calling 480-693-8671. Failure to cancel your authorization *prior* to your intended travel date will result in the authorization counting as one of your allotted passes.

Furlough Information – Involuntary and Voluntary

FUR (involuntary): Importantly, all flight attendants who were on an involuntary furlough (FUR) status have been recalled to active duty. This list has been retired. Currently, there are no flight attendants on an involuntary furlough status.

EXL (voluntary): During March and April of 2008, notifications were sent to all 765 flight attendants who were on voluntary (EXL) furlough status. Of that 765, positions were recalled up to and including number 277, leaving 488 on the EXL roster. Though there are currently no plans to recall any additional flight attendants from this list for 2008, it is extremely important that you always maintain an up-to-date address with InFlight. Recall for this group is done in inverse seniority order to the last base of record and each person has only one opportunity to return. Should you fail to respond to any of the recall notices, you will be administratively separated from the Company and your employment and all associated benefits with the Company will cease. Addresses may be updated on theHub.

FLR (voluntary): Approximately 750 flight attendants remain on the voluntary furlough with limited recall list. This group of flight attendants will be the last group to be recalled. They will be offered one chance to return, so the recall will be done in inverse order to bases in need of flight attendants. Returnees from this status will return at new hire compensation with no seniority. Again, it is vitally important that address information be current. Should you fail to respond to any of the recall notices, you will be administratively separated from the Company and your employment and all associated benefits with the Company will cease. Addresses may be updated on theHub.

Educational Leaves of Absence

Flight attendants enjoy the privilege of being able to apply for an Educational Leave of Absence (EDU). The staffing level at the time of the request is what drives the approval process for this type of leave. It is highly possible that someone in one base may be approved for and EDU while someone in a different base is denied for the same time period. Typically, an EDU is only granted by semester, so you must be willing to interrupt your educational process should staffing levels not permit an extension. To apply, complete the EDU Request Form found on theHub. It should be faxed to InFlight Planning & Administration at 480-693-2878. Decisions on such requests are usually made within a week to 10 days. While on an EDU, your flight privileges are suspended; however, you and your eligible dependents are entitled to two passes for the duration of the leave. These passes are to be requested by completing and submitting the A77 LOA travel request form found on the InFlight Services page on theHub. It is an electronic form and should be submitted at least two weeks ahead of the intended travel date.

Military Leaves of Absence

Should you need to apply for a military leave, you should first inform your operational supervisor and then supply them with a copy of the military orders. Once received in InFlight Planning and Administration, you will be removed from schedule for the duration of the time indicated on the orders. Importantly, you should continue to provide orders to either your operational supervisor or InFlight Planning & Administration as long as the leave is continued.