

## Gift Vacation Days Donation Form – Flight Attendants

The Gift Vacation Days program allows Flight Attendants to donate current year, accrued vacation days to an eligible Flight Attendant who has exhausted all available paid leave.

A Flight Attendant who suffers from a serious medical condition or who is caring for an eligible family member with a serious medical condition may qualify as a recipient of gift vacation days. Gift vacation days are surrendered by other American Airlines Flight Attendants who are in the same legacy payroll system.

- Flight Attendants may donate current vacation fiscal year accrued vacation days only, and once the Gift Vacation Donation Form has been completed, an employee may not reverse the decision.
- Flight Attendants are not eligible to be recipients of gift vacation days if they are receiving STD/LTD payments.
- Completed Gift Vacation Donation Forms should be submitted to the donating Flight Attendant's Flight Service Manager (FSM) and forwarded to [Craig.Kuykendall@aa.com](mailto:Craig.Kuykendall@aa.com).

### Donor Information

Donor Name: _____	Employee Number: _____
Position: _____	Department: _____
Station/Base: _____	FSM: _____
Days of current year accrued vacation to be donated: _____	
Dates of current year accrued vacation to be donated: _____	
Contact number: _____	
Email: _____	

### Recipient Information

Recipient Name: _____	Employee Number: _____
Position: _____	Department: _____
Station/Base: _____	FSM: _____

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### Donor Acknowledgement

I understand that by donating this above current vacation fiscal year accrued vacation time to the designated employee I have no reclamation rights to that time. I also understand that any Gift Vacation Days will be recorded on my attendance record and subtracted from my vacation balance.

Donor Signature \_\_\_\_\_

Date \_\_\_\_\_

### To be completed by Craig Kuykendall only:

Recipient is not receiving STD/LTD payment

- Contact Chris Mankins ([Christine.Mankins@aa.com](mailto:Christine.Mankins@aa.com)) to see if the employee is receiving STD/LTD payments

Verify with Absence Management any Medical or FMLA certifications

Verify the Flight Attendant has exhausted all available paid leave

If the receiving employee is on active payroll, verify that the employee has not received more than 90 days of donated vacation

Verify both Flight Attendants are in the same legacy payroll system

Signature \_\_\_\_\_ Date \_\_\_\_\_