

## RESIGNATION CHECKLIST

Congratulations on your career advancement or retirement! We hope the following checklist will help you in your upcoming transition:

### **Records**

Log in to ADP and download any payroll records needed. Additionally, on AIMS under Pilot Logbook, you can print records of your flight times.

### **Sick Time (pilots retiring from the company at age 65)**

For those who are retiring from Atlas Air at age 65, your catastrophic sick bank will be paid out in accordance with the Catastrophic Sick Leave Bank Payout Letter of Agreement. The formula for payout can be referenced on page 343 of the contract. Please screenshot your sick bank totals as of December 31<sup>st</sup>, 2021 to assist in an accurate payout.

### **Sick Time (pilots leaving the company prior to age 65)**

If you are leaving the company prior to age 65, please consider donating your remaining Long-Term Sick Days to the union. This will be of great help to your fellow pilots who have yet to accumulate a sufficient amount sick leave should they experience a catastrophic illness. Your Long-Term Sick Days simply disappear when you resign prior to age 65 and are of no further benefit to anyone if you do not donate them before leaving Atlas Air. If you choose to donate your Long-Term Sick Days, you must do so before your last day as an employee with Atlas Air. Should you need catastrophic sick leave between your donation date and your last day of work, the union will make sure you are covered from the donation bank.

Below are the instructions to donate your Long-Term Sick Days:

1. Login to Global Net.
2. Under "Our Company" / Click on "Flight Ops".
3. Under the "Flight Ops Menu" / Click on "Crew Expense and Payroll".
4. Under "Crew Expense and Payroll" / Click on "Crew Pay Details – Atlas"
5. Log On again with normal Global Net ID and password.
6. Under "Sick/Vacation Balances" / Click on "Current Period".
7. Click "Donate to Union".
8. It will show you "Available to Donate" days. Note: You can only donate your Long-Term Sick Days to the Union Sick Bank.
9. Enter the number of days you would like to donate.
10. Click "Donate".

Some are reporting issues with donations. If you have an issue, this alternative method seems to work for most:

When you go to the crew pay site and click the Sick Bank at the top, the spreadsheet appears empty. You'll see the column headers at the top with no number below. The very last column header on the far right is empty and says nothing. When you click it, the numbers for your current period appear and then in the last column you'll see "view". Click "view" and the Donate to Union button will then appear and you can donate your hours.

Thank you for your donation.

### **Company Notification**

Notice should be given to the Chief Pilots by email: ChiefPilotOps@AtlasAir.com

In the subject line of the email, please type: Resignation – First Name Last Name #Employee Number. For example, "Resignation – John Smith #451234"

### **Company Property**

After you have submitted your resignation, management will notify you of the items to be returned (ID, PCD, KCM, Company Credit Card, etc.) as well as the way to return them. However, please make sure you have completed the above steps prior to your end date with the company.

### **Union Notification**

Please send an email notification to: resignation@iap2750.org

Please include in your email:

1. Confirmation of your current mailing address.
2. Confirmation of your current phone number.
3. The number of sick days that you donated.
4. The name of your future employer, when applicable. Employer data will be immediately de-identified and kept strictly confidential only to be used for our internal data tracking purposes. This information is not required but is appreciated.

Your email will prompt an email response with the final steps that will be taken to withdraw you from Local 2750.

### **Vacation Payout Information**

CBA Article 26.U.

*A Crew Member who intends to voluntarily leave the service of the Company shall make every reasonable effort to provide the Company with a minimum of fourteen (14) days advance notice. The notice shall be in writing and directed to the Chief Pilot. If a Crew Member has completed new hire training, the Crew Member's pay and benefits will continue until the effective date of resignation provided by the Crew Member. A Crew Member who provides at least fourteen (14) days advance notice of his resignation, and who does not call out sick during*

*the notice period, unless he provides a doctor's note, shall be paid his accrued vacation in his final paycheck.*