

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

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 or retire 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 retirement, 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".

Thank you for your donation!

Notify the Company

Notice should be given to Chief Pilot Ray DuFour (ray.dufour@atlasair.com).

Company Property

After you have submitted your resignation, the company 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.

Notify the Union

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 Section 7.D.7.

Upon separation from employment with the Company for any reason, the Company shall pay the Crewmember (or designated beneficiary in the event of a Crewmember's death) for: all accrued unused vacation that was to be taken in the current calendar year; and for all accrued unused vacation to be taken in the next calendar year if the Crewmember provides at least two (2) weeks' notice prior to separation (other than in the case of the Crewmember's death or retirement at age sixty-five (65) or older) and was not discharged for just cause; provided, that a probationary Crewmember is not entitled to a vacation payout.