

AWA Departure Checklist

This is a reprint of an article presented by the ARW MEC that has been run in several editions of the Pay Day Hotline. It is reproduced here as a number of pilots have requested this information and we want to provide it in an easy to use format.

As opportunities for flying jobs continue to multiply throughout the industry, pilots should begin to familiarize themselves with appropriate Air Wisconsin departure procedures in order to ensure a smooth transition out of employment here and into employment at another company.

Key: PR: Pilot Resigning

PR: "Departure checklist please."

AWA DEPARTURE CHECKLIST

Two Weeks' Notice	SUBMIT
Crew Badge	TURN IN
Company iPad	TURN IN
Company Manuals (if applicable)	TURN IN
SIDA Badge	AS REQ
Parking Pass / Reimbursement	AS REQ
401(k)	ROLLOVER

Expanded Procedures

Submit your resignation notice to the company through your local regional chief pilot/domicile manager, or the company chief pilot via email and ensure you retain a copy of the email as well as the response from the company confirming receipt of the notice.

Your resignation letter may be as simple as: *Please accept this as notice of resignation from Air Wisconsin Airlines with a final day of employment on (date).* Be sure to include your name, employee number, and contact information.

Also, be certain to provide a reasonable last day to the company to ensure you do not get tangled up in any issues departing AWA. Talk to your local manager about setting up an appropriate last day or contact your local ALPA representative to discuss.

EXAMPLE: PR is hired at Delta Air Lines with a new hire class date on a Monday. It is recommended that the PR should submit last day of employment with AWA no later than the Saturday prior.

After you submit your resignation notice, you will generally receive a letter via email from the company's Human Resources (HR) department with a list of items to be returned to the company. However, you should not wait for this letter to arrive before you continue with the Departure Checklist.

The letter from HR will look something like this:

Please see the attached list of items to return, this is also to be used as your packing list for all returned items. Parking passes issued to you must be returned to your Domicile Admin on your last day of work.

It's preferable that you send your items back to Appleton (iPad, manuals if applicable and AWA ID badge). The method is up to you but for your protection, when mailing items back to Air Wisconsin, tape IDs, parking tags, etc. to the front of a manual, and use a method that issues confirmation that we have received the items. In the past, there have been several boxes that arrived in Appleton split open and items were missing. You will not be reimbursed for items that do not make it to us.

Include all manual contents, of any applicable company manuals.

Mail anything not already returned to a domicile manager to the address below:

*Air Wisconsin Airlines
Attn: Flight Department
W6390 Challenger Drive, Suite 203
Appleton, WI 54914-9120*

Please refer to the attached AWA Separation Kit for a complete list of items. (An example of this item is included in this publication.)

Note: You are not required to mail materials back to the company; however, if you choose to mail materials back to the company you will not be reimbursed for this expense. Consider saving the money and ensuring a positive handover with a local manager at your domicile.

The primary items to be returned to the company (through your local domicile manager's office or mailed to the company) include: crew badge, company iPad, any other training manuals you may have been issued such as the CL-65 Pilot Reference Manual, and company-issued parking passes and SIDA badges.

You do not need to return uniform pieces, uniform brass*, or Known Crewmember (KCM) card.

***Note:** Probationary pilots who leave the company prior to the completion of their first year are obligated to return uniform brass, i.e. cap pin and wings (CBA 18.B.3.).

Sick Bank

Any unused sick bank accrual will not be distributed to you as a cash payout.

Vacation Bank

Although the sick bank is a use-it-or-lose-it benefit, vacation will be paid out to a pilot (including a probationary pilot) who gives the company fourteen (14) days' notice of resignation and will be paid for all unused earned and accrued vacation. However, a pilot who provides the company with less than fourteen (14) days' notice will only be paid for all unused earned vacation (CBA 7.C.2.a-b.).

Note: Vacation pay out is subject to all applicable taxes and withholding.

Uniform Bank

Your uniform bank is also a use-it-or-lose-it benefit, so make sure you are keeping your AWA uniform items updated and in good repair up to your last day on the job for AWA. Also, because the AWA uniform bank is for AWA uniforms, make sure you adhere to the following, which resulted from a grievance settlement with the company a few years ago, and submit uniform expenses for reimbursement accordingly:

1. PR must submit expense report through Company's T&E Concur system fourteen (14) days or more prior to resignation in order to use the company direct bill pay option.
2. PR to submit expense report thirty (30) days or more prior to resignation in order to use non-direct bill (receipt provided) option.

If you are inside of these applicable timelines reimbursement may be denied.

401(k)

After your final AWA paycheck, your 401(k) will be effectively frozen by T. Rowe Price and you will need to contact them to determine what options might work best for you going forward including any rollover options that might be available to you through your future employer's retirement plans.

Note: If you have any 401(k) loans, there is no mechanism to continue paying on them and you will either need to make direct arrangements with TRP to pay off the loan, or go in to loan repayment default in the quarter following the month in which the final payroll deduction is made – and be exposed to what may be a large IRS tax penalty and fine.

Final Pay Check

Recall that pilot pay is set up to pay half the monthly guarantee on the 15th of the month (including previous month overage), and the remainder of that month's guarantee on the 30th of the month. For example, a January 15 check will pay half the month's guarantee (37.5 hours) for January 1-15, plus any overage and per diem earned from all of December. The January 30 paycheck will pay the other half of January's monthly guarantee of 37.5 hours, for a total of 75 hours per the collective bargaining agreement. The date of your last paycheck will depend on your last day with AWA. This last paycheck will generally include your vacation payout and any other reimbursements due.

Parking Reimbursement

Although reimbursement for this item is typically only processed and refunded after December 1 of the year in which out of domicile employee parking has been exercised, when you resign from the company submit for this reimbursement with appropriate documentation as soon as possible through AWA's T&E Concur system. It will be included in either a final paycheck or a separate disbursement to your direct deposit account.

Miscellaneous

Make sure you leave a forwarding address, email and or phone number in order for documents or other items and company notices to be forwarded including any announcements or awards regarding ARW MEC grievances or arbitrations to you after your employment at AWA comes to an end.

You may or may not be asked to complete an exit interview. You are under no obligation to complete this survey; it is entirely up to you.

If you are transitioning to another ALPA carrier, you will reenroll with ALPA Membership during new hire pilot indoctrination. Initially, you will be on probation and will not pay ALPA dues for the first year. Your current ALPA member number will be reactivated and the benefits of ALPA membership will be immediately available to you at your new carrier.

Company Travel Privileges, Other Services & Benefits

Expect company email, myairwis.com including CSS and partner web access, and CASS access to be turned off the day following your designated last day of employment.

Note: Company travel privileges are not available for employees who separate from the company. Any reduced rate tickets on other airlines that are still active should be turned in to ensure that you receive a proper refund. Use of these tickets after the effective date of your termination is strictly prohibited and may subject you to the full coach fare, in addition to legal action or fines as mandated by company policy and federal authorities.

See the attached summary list of benefits for separating employees.

Before You Go (Pre-Departure Checklist)

PRIA – you may contact Mark Raymond (Mark.Raymond@airwis.com) to review your PRIA record.

Personnel File – you may contact AWA HR to review your personnel file over the phone or make an appointment to review in person if desired.

Lastly, if something happens with your intended future employer such as adjustment up or down of start / class date, if desired you should contact your local manager as soon as possible and request delaying or withdrawing your resignation.

Should you have any questions that you are unable to resolve with your local domicile manager first, contact your local ALPA representative for additional assistance.