



IAM Air Transport District 142

9633 S 48th St, Ste 100

Phoenix, Arizona 85044

816-982-6480

iamdl142@iamdl142.org

Date: _____

Mr. John M. Coveny, Jr.
President-Directing General Chair
9633 South 48th Street Suite 100
Phoenix, Arizona 85044

RE: VACATION SCHEDULE

Dear Sir and Brother:

Please be advised that I have arranged my schedule to be on vacation the following date(s):

☐

I have made arrangements for the following person to manage my calls in my absence:

Name: _____ Position: _____

If this does not meet with your approval, please advise.

Sincerely and fraternally,

Signature: _____ Position: _____