



**IAM Air Transport District 142**

9633 S 48th St, Ste 100  
Phoenix, Arizona 85044  
816-982-6480  
iamdl142@iamdl142.org

Date: \_\_\_\_\_

*Via Email*

Mr. Joseph H. Shultz, Jr.  
Secretary-Treasurer  
9633 South 48<sup>th</sup> Street Suite 100  
Phoenix, Arizona 85044  
[jshultz@iamdl142.org](mailto:jshultz@iamdl142.org)

**SUBJECT: VACATION REQUEST & SCHEDULE\_FINANCIAL & MEMBERSHIP DEPARTMENT**

Dear Sir and Brother:

Please be advised I am requesting to arrange my schedule to be on vacation the following date(s):

\_\_\_\_\_.

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

Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

Sincerely and fraternally,

Signature: \_\_\_\_\_

Position: \_\_\_\_\_