



April 8, 2025

Via Email

TO: D. (District) 142-Affiliated L.s (Locals) with Southwest Airlines Members

SUBJECT: D. 142 SOUTHWEST AIRLINES TIME OFF REQUEST FOR UNION BUSINESS LEAVE | REVISED

For Local Southwest Airlines members requiring a Time Off Request (TOR) for *paid* Union Business (UB), the L. will submit those requests to D. 142. D. 142 will submit the TOR to the Company.

The process of submitting your L. TOR information to D. 142 is as follows:

- Requests will only be received **via email at the following email address:**
 - wntor@iamdl142.org (letter 'L' for Lodge then numeric (one) '1' for 142)
 - No faxes, texts or phone calls will be received. (Be free to call with any questions.)
- TORs are to be sent a minimum of seven (7) regular business days (Monday – Friday 8:00 a.m. – 4:00 p.m. ARIZONA time zone; excluding D. 142 holiday closures) prior to the first day of UB leave.
- The following information is required for D. 142 to complete a TOR for **each** occurrence/need:
 - Confirm with the member regarding any TOWOP/DAT/FTO/HAT/vacation/etc. time off scheduled within the UB timeperiod requested.
 - Verify the member's RDOs, ROP and hours per shift for each submission.
 - All leave is to be arranged within the Sunday to Saturday 7-day work week.

L. #:	
Member's Full Name:	
Member's Employee #:	
Station:	
<u>All</u> Dates of UB Leave:	
Regular Days Off (RDOs):	
Dates of vac/PTO within UB schedule (if applicable):	
Hours Per Shift:	
Rate of Pay:	
# of Hours allowed by the <u>CBA</u> not requiring IAM reimbursement to the Company (if applicable):	
# of Hours covered by the <u>L</u> (if applicable):	
# of Hours covered by the <u>D</u> (if applicable):	
Member's Personal/non-Company Email Address:	
L. Officer Submitting TOR & Title:	

- Once the UB is complete, the L. will be invoiced. An instructional document on how to submit your reimbursement will be provided with the Invoice.
- Questions or concerns about this D. 142 TOR process for Southwest members should be directed to the D. 142 PDGC office via the Confidential Secretary rather than the Company.

6. As this process requires improvement for efficiency, these steps are subject to change.

Your cooperation is appreciated.

Sincerely and fraternally,

A handwritten signature in black ink, appearing to read 'JMC', followed by a long horizontal stroke.

John M. Coveny, Jr.
President/Directing General Chair

JMC/cg

cc: D. 142 Secretary-Treasurer Department