



December 20, 2024

*Via Email*

**TO: D (District) 142-Affiliated Ls (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 Union Business (UB) leave, the L will now submit those requests to D 142. D 142 will submit the TOR to the Company on your behalf.

The process for 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](mailto: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:
  - Ensure to confirm/inquire regarding any vacation/scheduled time off during the UB timeperiod.
  - Remember 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 (RDO):	
Dates of vac/PTO within UB schedule (if applicable):	
Hours Per Shift:	
Rate of Pay:	
# of Hours allowed by the <u>CBA</u> <b>not</b> 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 Email Address:	
TOR Submitted By/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.
- Any questions or concerns about this D 142 TOR process should be directed to the D 142 PDGC office via the Confidential Secretary rather than the Company.
- 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', with a stylized flourish extending from the end.

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

JMC/cg

cc: D 142 Secretary-Treasurer Department