



Flight Attendant Pay Claim Form
Category Claim Code
Release Time Exception **RL**
Report Time Exception **RT**

DIRECTIONS: Please complete Sections A and B as accurately and completely as possible and submit it to your Inflight base within 90 days of occurrence. Further instructions and explanations are listed on the back of this form. Please review before submitting.

SECTION A:

1. Employee Number _____ 2. Name (print) _____ 3. Base: _____
 4. Effective Month: _____ 5. Date Submitted: _____

SECTION B: (Use GMT time where report or release occurred.)						A	B	C	D	E	F
Item No.	Claim Code	Flight Number	Date	From	To	Scheduled Report Time	Scheduled Departure Time	Column B Minus Column A	Actual Arrival Time	Actual Release Time	Column E minus Column D
1.						:	:	:	:	:	:
Explanation:											
2.						:	:	:	:	:	:
Explanation:											
3.						:	:	:	:	:	:
Explanation:											

SECTION C: FOR BASE USE ONLY

Complete/Timely

Incomplete/Untimely

Name (print): _____ Title: _____ Date: _____

IF COMPLETE AND TIMELY, FORWARD TO CREW SCHEDULING (F5820, MSP).

SECTION D: SCHEDULING USE ONLY

Approved & entered in CMS

Denied

Name (print): _____ Title: _____ Date: _____

FLIGHT ATTENDANT PAY CLAIM FORM

- **RELEASE TIME EXCEPTION (RL)**
- **REPORT TIME EXCEPTION (RT)**

Release Time Exception Entitlement:

Release time is measured from your scheduled or actual block-in time, whichever is later; to the time you are released from duty at a point where a rest period, sufficient to break an on-duty period, is provided.

Domestic patterns are pre-scheduled with 15 minutes release time; international with 30 minutes release time.

If your actual release time was greater than 15 minutes on a domestic pattern or greater than 30 minutes on an international pattern and your pattern does not reflect this in the Crew Management System (CMS), then it may not be showing the full credit and/or duty day to which you are entitled.

To get the full benefits of your actual release time, it is best to contact Crew Scheduling directly and within 48 hours of the event. A scheduler can enter the changes into CMS without any paperwork.

However, if you forget to call during the month the event occurred, use this form to claim any additional pay credit to which you may be entitled.

Report Time Exception Entitlement:

In general, you are scheduled to report for duty 60 minutes prior to scheduled or quoted departure of a domestic flight and 90 minutes prior to scheduled or quoted departure for an international flight. If your report time (the time between scheduled report and scheduled or quoted departure) exceeds these standards and your pattern does not reflect this in the Crew Management Systems (CMS), then it may not be showing the full credit and/or duty day to which you are entitled.

To get the full benefits of your actual report time, it is best to contact Crew Scheduling directly within 48 hours of the event. A scheduler can enter the changes into CMS without any paperwork.

However, if you forget to call during the month the event occurred, use this form to claim any additional pay credit to which you may be entitled.

Instructions/Processing:

- Complete Section A in its entirety.
- For each release time exception complete the left hand side of Section B in its entirety, putting RL in the claim code column, then complete columns D, E, and F. There's no need to complete columns A, B, and C.
- For each report time exception complete the left hand side of Section B in its entirety, putting RT in the claim code column, then complete columns A, B, and C. There's no need to complete columns D, E, and F.
- Submit this form to your Inflight base within 90 days of the first occurrence.
- Your Inflight base will review this form for completeness and timeliness. If it is not complete or timely, it will be returned to you unprocessed. If it is, your base will forward it to Crew Scheduling for a more detailed review.
- Flight Attendant Scheduling will verify your claim and, if approved, enter the new report time or release time into CMS which will automatically generate any additional pay to which you are entitled. If denied, the form will be returned to you.
- This form must be received in Scheduling by the 3rd of the month for any resulting payments to be included in your 13th paycheck.
- Forms received in Scheduling after the 3rd of the month will have any payments included in the next month's 13th paycheck.