

## Gift Vacation Days Donation Form

The Gift Vacation Days program allows team members to donate current year vacation days to an eligible team member who has exhausted all available paid leave.

An employee who suffers from a serious illness or injury or who is caring for an eligible family member with a serious illness or injury may qualify as a recipient of gift vacation days.

- Team members may donate current year vacation days only, and once the Gift Vacation Donation Form has been submitted, a team member may not reverse the decision.
- Donations can only be made if the donor and recipient are in the same workgroup or CBA.
- Completed Gift Vacation Donation Forms should be submitted to the Team Member Service Center.

### Donor Information

Donor Name: \_\_\_\_\_ Team Member Number \_\_\_\_\_

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

Station/Base: \_\_\_\_\_

Hours of current year vacation to be donated: \_\_\_\_\_

Days of current year vacation to be donated (for Flight Attendants): \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Recipient Information

Recipient Name: \_\_\_\_\_ Team Member Number \_\_\_\_\_

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

Station/Base: \_\_\_\_\_

### Donor Acknowledgement

I understand that by donating this above current year vacation time to the designated employee I have no reclamation rights to that time. I also understand that any Gift Vacation Days will be recorded on my attendance record and subtracted from my vacation balance.

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email this form to [EmployeeServices@aa.com](mailto:EmployeeServices@aa.com) or open a case and uploading the VC donation request form via the [Team Member Service Center](#) page in Jetnet (Jetnet>>Team Member Services>>View More).

When submitting this request, please include the following information for the recipient in the subject line:

- First and last name
- EEID number
- Work group or CBA