



## EMERGENCY TRAVEL FOR DELTA RETIREES, ACTIVE & INACTIVE EMPLOYEES

Source: DeltaNet

**Note: The S1A Emergency standby code provides for an elevated standby priority in the event of a life or death emergency. This code is limited to the following situations:**

- Death and/or funeral of an eligible family member. Eligible family members include: spouse or domestic partner, parents and stepparents, siblings, children, grandparents, grandchildren, and in-laws (parents, stepparents, children, grandparents, grandchildren and siblings of your spouse/domestic partner).
- A funeral of an eligible family member. The S1A code is not intended for a memorial service that has been planned in advance.
- Hospitalization of a family member due to serious illness or accident with an impending threat of death. Scheduled surgery does not qualify for S1A Emergency use.
- In the event of a life crisis or extreme circumstance that warrants the S1A Emergency standby code, approval is at the discretion of the local manager.

Buddy pass riders and survivors are not eligible for emergency travel. Managers review a monthly report that lists all S1A Emergency travel taken by their employees and report any unapproved travel to the Employee Service Center.

### EMERGENCY TRAVEL PROCEDURES

#### RETIREES

Retirees should notify the Employee Service Center (ESC) immediately of their intention to use an authorized Emergency S1A boarding priority. Please send an email to [passtravel@delta.com](mailto:passtravel@delta.com) (preferred) or 1.800 MY DELTA (1.800.693.3582). If after hours for the ESC, notification should be made as soon as possible or at the retiree's earliest convenience.

Please include the following information:

- Name of passenger
- Origin and Destination city
- Dates of travel (to and from origin and destination)
- Nature of emergency and retiree's relationship to individual that is critically ill or deceased.

#### ACTIVE & INACTIVE EMPLOYEES

- The employee should notify his/her manager at their earliest convenience that an emergency has occurred and obtain approval to travel using an Emergency S1A flight day.
- Emergency travel may be authorized as one way or round trip.
- When checking in at the airport or kiosk, the pass rider indicates that he is using an Emergency S1A boarding classification.
- Unapproved travel may result in a penalty of \$150 per domestic flight day and \$300 per transoceanic flight day, suspension of pass privileges and/or administrative action up to and including termination.
- Managers receive a monthly report which lists all Emergency S1A travel taken by individuals within the manager's department.
- Managers review the list and report any unapproved travel to the Employee Service Center, 951/ATG.

#### EMERGENCY TRAVEL ON OTHER AIRLINES

Most airlines have discontinued emergency travel and refer employees to the ZED agreements already in place. For more information on Interline pass travel, go to the OTHER AIRLINES AGREEMENT CHART. This chart can be found on DeltaNet.