

Pilot Payroll Frequently Asked Questions

July 2025

LOA (Leaves of Absences)

Q. How does a Leave of Absence (LOA) impact my pay?

A. Your Minimum Guarantee shall be reduced pro-rata basis for any Leaves of Absence not protected from loss of pay per Section 8 – Leaves.

i.e. Personal Leave of Absence, Medical Leave of Absence, Workers' Compensation Leave of Absence, Military Leave of Absence.

Q. How is my guarantee calculated pro-rata during LOA?

A. Guarantees are determined according to the pay period and the leave dates supplied by Crew LOA.

- Proration is calculated using the following formula:
 - $\text{MMG} \div \text{Days of Month} = \text{Day Value}$
 - $\text{Day Value "X"} \times \text{FMLA days (per pay period)} = \text{LOA Adjustment}$
 - $1/2 \text{ MMG} - \text{LOA Adjustment} = \text{Prorated Guarantee}$

Examples:

Leave of Absence scheduled for 05/04-05/16 for Pure Reserve Line Holder – 05/15 paycheck

- *72 hour May MMG / 31 days in month = 2.3225 day value*
- *2.3225 day value x 12 LOA days within pay period (05/01-05/15) = 27.87 LOA Adjustment*
- *(First half of guarantee) 36 hours – 27.87 = 8.13 Prorated Guarantee for 05/15 Guarantee*

Leave of Absence scheduled for 05/20-05/28 for Pure Reserve Line Holder – 05/31 paycheck

- *72 hour May MMG / 31 days in month = 2.3225 day value*
- *2.3225 day value x 9 LOA days within pay period (05/16-05/31) = 20.90 LOA Adjustment*
- *(Second half of Guarantee) 36 hours – 20.90 = 15.10 Prorated Guarantee for 05/31 Guarantee*

Q. Can I use Sick or Vacation Time to offset my reduced guarantee when on LOA?

A. Sick and Vacation time can be requested to supplement income while on Leave of Absence, with exception to Personal Leaves of Absence (Section 8. Leaves) and must be requested in writing via JIRA for appropriate handling.

***If you have filed a Short-Term (STD) or Long-Term (LTD) Disability claim, please reach out to myleaveofabsence@allegiantair.com for clarification on how the usage of Sick time may affect your disability payments.*

Q. How does Intermittent LOA affect my pay?

A. Sick hours shall be automatically applied to affected flight pairings on Intermittent LOA. Insufficient Sick hours will result in a DTG.