

Retiree Pass Travel Program 2012

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Retiree Pass Travel Program 2012

Overview:

United's Retiree Pass Travel Program provides employees, who meet specific age and active service requirements at the time of their last date of employment, with unlimited lifetime retiree pass travel privileges for leisure, space-available travel on United and United Express flights, as long as contractually available. Interline leisure; space-available pass travel privileges are available on other airlines as outlined in individual agreements between United and the other airlines.

Eligibility:

Active employees who leave United in good standing, and who meet the age and active service* requirements outlined in the Age and Active Service Requirements chart shown below, are eligible for retiree pass travel privileges. Retiree pass travel privileges are valid on United and United Express, as long as contractually available, and on other airlines as specified in the interline pass travel agreement on file in the Employee Travel Center (ETC). To be eligible for retiree pass travel privileges, an employee does not have to be "retirement eligible."

NOTE: To qualify for retiree pass travel privileges from Long Term Disability (LTD) status, the employee must meet the age and active service requirements at the time placed on LTD and the disability must be for the original medical condition.

NOTE: To qualify for retiree pass travel privileges from a furlough status, the employee must meet the age and active service requirements at the time the employee is placed on furlough.

*Employees do not grow in age or active years of service during furlough or LTD status for the purpose of retiree pass travel privileges.

Eligible Pass Riders:

Retirees are responsible for providing required documents for all eligible pass riders.

- Spouse or domestic partner (same or opposite gender)
- Up to two enrolled friends (with option to change yearly)
- Children, regardless of marital status, until they attain age 26 (natural, adopted and/or step)
- Disabled children, regardless of age (disabled since before age 26)
- Up to two parents (any combination of natural, adoptive and/or step, same or opposite gender) with the option to change quarterly

For eligible pass rider definitions, see the [Eligible Pass Rider Policy](#) in the Travel Section on Flying Together.

Age and Active Service Requirements:

Retiree pass travel privileges are provided based on the age and active service requirements outlined below.

Subsidiary United Through November 30, 2011	United/Continental Effective December 1, 2011	Subsidiary Continental Through November 30, 2011
Age and Service Requirements		
Not applicable	45-50 years of age and 20 years of service*	45-50 years of age and 20 years of service*
Not applicable	51 years of age and 18 years of service	51 years of age and 18 years of service
Not applicable	52 years of age and 16 years of service	52 years of age and 16 years of service
Not applicable	53 years of age and 14 years of service	53 years of age and 14 years of service
Not applicable	54 years of age and 12 years of service	54 years of age and 12 years of service
55 years of age and 10 years of service	55 years of age and 10 years of service	55 years of age and 10 years of service
65 years of age and 5 years of service	65 years of age and 5 years of service	Not applicable

*Subsidiary Continental employees who retired on or after July 1, 1996 must be 50 years of age with 20 years of service.

NOTE: The policy for United pilots hired before Dec. 1, 2011, remains in effect. This policy permits these pilots to attain retiree pass travel privileges if they are at least 50 years old with at least 10 years of service or if they are at least 60 with 5 years of service

Required Documents:

Employees and retirees are responsible for completing a dependent verification form and providing required documents when adding or removing an eligible pass rider and when updating for a lifestyle change*. For details, see the [Documents Required for Pass Travel](#) document in the Travel section on Flying Together. For details on updating pass riders and submitting documents, see the [Eligible Pass Rider Policy](#) in the Travel section on Flying Together.

*A lifestyle change includes, but is not limited to; student eligibility, marriage, new born, separation, divorce or death of an eligible pass rider.

Boarding Priority:

Pass riders will be cleared for travel in boarding priority order. Pass riders with the same boarding priority will be sorted by years of service to the company* (oldest date first) and those with the same years of service to the company will then be sorted by check-in time (earliest time first.) Pass riders can check-in online, at a kiosks, at a ticket counter or via mobile device. For boarding priority details, see the [Boarding Priority Policy](#) in the Travel section on Flying Together.

*For retirees, this reflects the years of active service with the company from date of hire to the date he or she leaves the company (adjusted if applicable) and will be updated annually. See example below.

Example:

Employee hired in 1985 and retired in 2000 with 15 years of active service (2000 minus 1985 = 15)

In 2012 a retiree with 15 years of service would board with the year 1997 (2012 minus 15 years = 1997)

In 2013 a retiree with 15 years of service would board with the year 1998 (2013 minus 15 years = 1998)

Booking and Boarding Requirements:

Retiree pass travel is booked and prepaid online through employeeRES.

- Booking for flights is required prior to check-in and pass riders should book in the aircraft cabin desired. Some restrictions may apply. For details, see the [Cabin Eligibility Pass Travel Policy](#) in the Travel section on Flying Together.
- Pass riders are required to declare the boarding priority they are using at time of check-in
- Once checked in, pass riders may not change their boarding priority to obtain a higher or lower priority on the standby list within one hour prior to domestic flights and within two hours prior to international flights.
- When a flight is available, pass riders will be cleared in boarding priority order followed by years of service to the company shown on the pass rider's travel profile, or current year, whichever is applicable
- When two or more pass riders have the same boarding priority and company service, priority will be determined by time of check in
- Seat assignments are made prior to boarding the flight. Pass riders may not ask revenue customers to change seats in order to sit with pass riders in their group.
- If seats together are required to accommodate small children, pass riders must convey this to the agent upon arrival at the gate
- Pass riders will be booked on point-to-point flight segments and will be cleared for boarding and upgrades in boarding priority order on all flight segments, regardless of the flight number. This includes enroute stops on thru-flights.
- Pass rider boarding and upgrades are handled consistent with current pass rider procedures

Buddy Passes:

The employee's existing buddy ePasses at the time of retirement will be valid for travel through their original expiration date. As a retiree, any remaining buddy ePasses will be prepaid at the time of booking using a debit/credit card. Retirees are not included in future annual buddy ePass distributions. For travel details, see the [Buddy Pass Travel Program](#) in the Travel section on Flying Together.

Vacation Passes:

The employee's existing vacation ePasses at the time of retirement will be valid for travel through their original expiration date. In addition, retirees who are eligible for pass travel will receive an annual allotment of eight one-way vacation ePasses each year on January 1. These vacation ePasses will automatically be deposited into ePass accounts in employeeRES for retirees. Annual vacation ePasses are valid for five years. For travel details, see the [Vacation Pass Travel Program](#) in the Travel section on Flying Together.

Infant eTicket:

Children 24 months and younger are considered an infant and can travel as a lap child. Infants traveling as a lap child will travel fee-waived domestically and internationally; however, when traveling to an international destination, a fee-waived eTicket must be issued for the infant. This eTicket is required to clear customs and can be issued online through employeeRES when booking pass travel. Simply check the "Lap Child" box and the infant eTicket will be issued in conjunction with the accompanying adult vacation ePass. For additional details, see [Infant Pass Travel Policy](#) in the Travel section on Flying Together.

Emergency Travel:

Retirees and their spouses or domestic partners are eligible for fee-waived positive-space emergency travel when the retiree, spouse or domestic partner becomes ill while traveling. In the event of the death of a retiree while traveling, the surviving spouse or domestic partner will be provided fee-waived positive-space emergency travel to accompany the retiree's human remains. For details, see the [Emergency Pass Travel Policy](#) in the Travel section on Flying Together.

Booking Emergency Travel:

Qualified emergency pass travel for retirees must be booked and eTicketed by the Employee Travel Center.

[During Employee Travel Center \(ETC\) Normal Business Hours](#)

(8 a.m. to 5 p.m. CST, Monday through Friday)

- Send an email to the Employee Travel Center, ETC@united.com, with emergency travel information (routing, travel dates, traveler names and emergency details)

[Outside Employee Travel Center \(ETC\) Normal Business Hours](#)

(Bookings handled by Reservations)

- Send an email to Reservations, NHC-OPS@united.com, with emergency travel information (routing, travel dates, traveler names, and emergency detail)

Survivor Travel:

Upon the death of a pass-eligible retired employee, the surviving spouse/domestic partner and eligible pass riders are provided unlimited space-available pass travel privileges as follows:

- Surviving spouse/domestic partner are eligible until the date that he or she remarries
- Surviving unmarried, financially dependent children (natural, adopted and/or step) until they attain age 26 (imputed income tax may apply)
- Surviving non-dependent children (natural, adopted and/or step) age 18 until they attain age 26 (imputed income tax may apply)
- Surviving disabled children (disabled since before age 26)
- Surviving parents of the deceased employee or retiree (based on travel eligibility period)

For details, see the [Survivor Pass Travel Policy](#) in the Travel section on Flying Together.

NOTE: Survivor travel is not valid on United's alliance partners, code-share partners and other airlines (OA), including carriers that have signed an interline agreement with United.

Service Charges, Fees and Taxes:

Retirees and their eligible pass riders receive service charge waived*, pass travel in economy class system-wide. Employees and retirees with 25 or more years of active service, and their eligible pass riders, receive fee-waived* pass travel in all cabins system-wide.

Retirees and other pass riders that are not-active on the payroll will pre-pay service charges and taxes, when applicable, with a credit card on-line at the time the booking is made. If not flown, please cancel and allow 5-7 days for refund upon cancellation.

Pass Riders will be charged based on where they sit. If a pass rider books economy and sits in a premium cabin, an invoice will be sent for the difference.

*The pass rider will pay applicable departure and other airport/regulatory fees and taxes.

For details, see the [Service Charges, Fees and Taxes for Pass Travel](#) document in the Travel section on Flying Together.

Imputed Income Tax:

Tax laws and regulations govern whether an eligible pass rider's travel is taxed as imputed income to the employee/retiree. Pass travel by domestic partners, enrolled friends and certain buddy pass riders is taxable and the employee/retiree is subject to tax and tax withholding on the value of that travel. When children reach a specific age and can no longer be claimed as a dependent by the employee/retiree, their travel is also taxable. For imputed income tax calculation details, see the [Service Charges, Fees and Taxes for Pass Travel](#) document in the Travel section on Flying Together.