

FATIGUE

REPORTING CHECKLIST

Please ensure that all of the applicable steps below have been completed in order to ensure a swift response to your request for a "UA" code to be changed to "NF."

- I. **FATIGUE REPORT**
 - a. <http://afaeagle.com/fatigue-reporting/>
- II. **CONTACT YOUR INFLIGHT MANAGER**
 - a. **Instruction:** *Recommended method of contact is via email.*
 - b. **Instruction:** Must be within 15 days of returning to work.
 - c. **Document:** Provide manager with details and tangible evidence supporting your fatigue claim.
- III. **EVIDENCE**
 - a. If it involves a hotel noise disturbance...
 - i. **Document:** Type of noise disturbance and when it happened
 - ii. **Document:** Time and name of hotel employee contacted about noise disturbance
The recommended method of contact is via personal cell phone for purposes of having a phone record in the event the hotel is unable or unwilling to provide this proof.
 - iii. **Document:** Complete a CrewCare report on Jetnet!
 - iv. **Instruction:** Collect statement from hotel about noise disturbance. If the employee is unwilling to provide a signed note detailing the disturbance, simply report the refusal in your Fatigue Report.
 - b. If it involves a scheduling issue...
 - i. **Document:** Copy of your original schedule
 - ii. **Document:** Copy of adjusted schedule following fatigue call
 - iii. **Document:** Supporting statement explaining circumstances not available by merely looking at your schedule
- IV. **CONTACT BY AFA**

Once you have completed all of the above, you will be contacted by the AFA member of the Fatigue Review Board for any additional information necessary or for clarification of submitted materials.