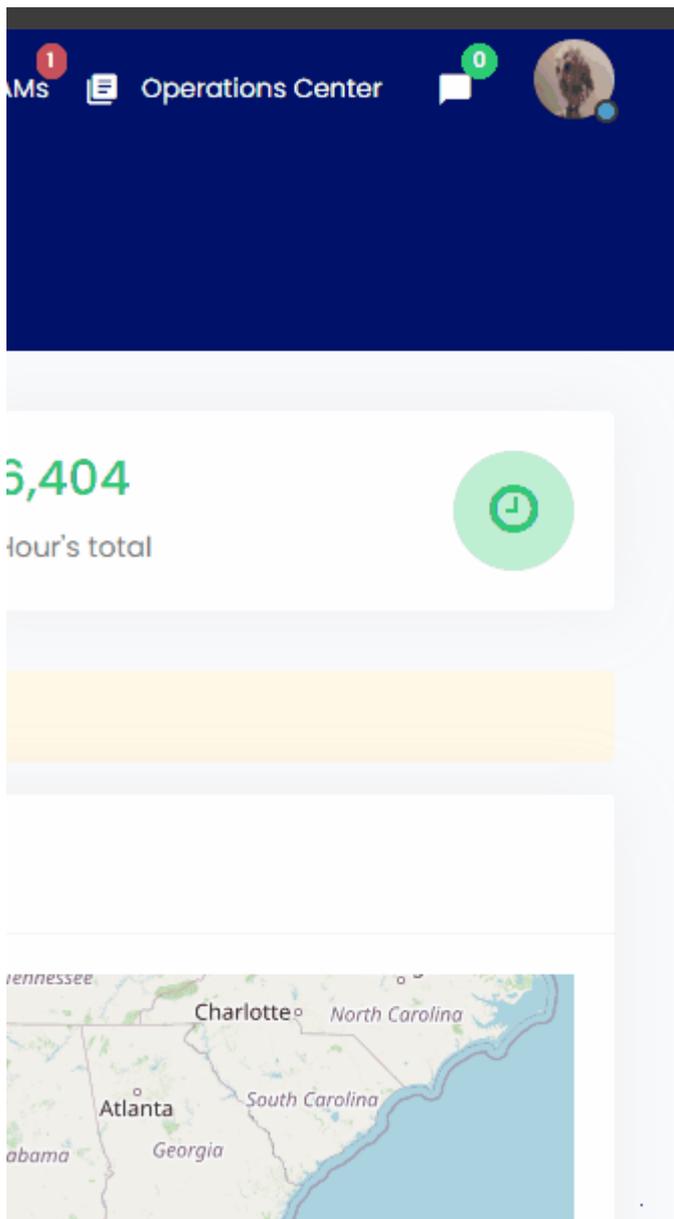


# Leave Of Absence

When one of our pilots require some time off, we have a system in place that allows our pilots to go on leave.

To submit a manual PIREP you click on the **avatar** on the top right of the website & then you click on **Leave Of Absence**.



From there you need to provide the following information:

- Start Date
- End Date

- Reason

Once you have **submitted** the form, one of our team members will review it and if it is accepted then your all set to go.

## What if i need an extension?

We have also thought of that and if you click on the **avatar** on the top right of the website & then you click on **Leave Of Absence** you can then extend it by contacting one of our **Executive Team** members by clicking on the provided link with a new **end date**.

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