

OPERATIONAL MEMO

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| Memo # | OM200 |
| Title | Certificate for Staff Travel entitlements without an easyJet ID |
| Date of issue | 4 th July 2025 |
| Written by | Diana Stevens |
| Reviewed by | Customer Operations Team |

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Reason for Issue

To advise all airports that there will be some previous easyJet employees that have retained their staff travel entitlements, but no longer hold a valid easyJet ID.

In these cases the person will be carrying a certificate to allow them the use of the Speedy Boarding queue at both bag drop and boarding. This will also allow them to have a Large Cabin Bag – which will be classed as S2 (this can be brought into the cabin at no extra charge providing there is space). If there is no space available, this will be placed into the hold free of charge.

Details

You will find an example of the certificate below in both English and French.

The person travelling MUST be in possession of the physical certificate, a screen shot is not to be accepted.

The certificate will be valid for a period of 24 / 15 / 12 months and the expiry date will be printed on the certificate.

The name on the certificate and travel documents must be the same.

If the above is not met, the appropriate fee will be applied.

Roissy, le 18 avril 2025

ATTESTATION EMPLOYEUR

Je soussigné(e), [Nom et prénom du responsable], agissant en qualité de [Fonction] au sein de [Nom de l'entreprise], certifie par la présente que :

[Nom et prénom du salarié]
Employé(e) au sein de notre société depuis le : [Date d'embauche]
Actuellement en congé de reclassement

est autorisé(e), en sa qualité de salarié(e) et pendant la durée de son congé de reclassement, à bénéficier de l'ensemble des avantages liés à l'utilisation des Staff Travel, conformément à la politique interne de l'entreprise.

La présente attestation est valable pour une durée de [24/15/12 mois] à compter de sa date d'émission, soit jusqu'au [XXXXX], sous réserve que le contrat de travail du salarié reste en vigueur durant cette période.

Cette attestation a pour objet de permettre au salarié susmentionné de justifier de son éligibilité aux avantages afférents à l'utilisation des Staff Travel en tant que salarié, notamment en ce qui concerne les bagages cabines et le ~~priority boarding~~.

Fait pour servir et valoir ce que de droit.

Fait à Roissy CDG, le 18 avril 2025

[Nom,
fonction
signature]

Pour servir et valoir ce que de droit,



EMPLOYER'S CERTIFICATE

I, the undersigned, [Full name of the responsible person], acting in my capacity as [Position] at [Company name], hereby certify that:

[Employee's full name]
Has been employed by our company since: [Date of hire]
Is currently on redeployment leave

is authorised, in their capacity as an employee and for the duration of their redeployment leave, to benefit from all the advantages associated with the use of Staff Travel, in accordance with the company's internal policy.

This certificate is valid for a period of [24/15/12 months] from the date of issue, i.e. until [XXXXX], provided that the employee's contract remains in force during this period.

The purpose of this certificate is to allow the aforementioned employee to prove their eligibility for the benefits associated with the use of Staff Travel as an employee, notably regarding cabin baggage and priority boarding.

Issued to serve and attest as required.

Issued in ~~Roissy~~ CDG, on 18 April 2025

[Name,
Position
Signature]

To serve and attest as required.

