

Leave of Absence

Important information, you should know about requesting and taking a "Leave of Absence", as enumerated in Article 17, of the AA/TWU Contract. You should carefully read, and know, your rights and obligations. If you fail to adhere to all stipulations regarding a "Leave of Absence", you could lose your job.

ARTICLE 17 -LEAVES OF ABSENCE

(a) When the requirements of the operation will permit, an employee may be granted an unpaid Personal Leave of Absence, referred to as "PLOA," for any period of up to one (1) year. A request for PLOA must be submitted to the Company in writing. The request will state the reason for the leave and the duration of the leave. An approved PLOA will be granted in writing and will specify the expiration date of the leave. When a PLOA is granted; the employee will retain and continue to accrue seniority during the entire period of the leave.

(1) If the initial leave is requested for less than one (1) year and the requirements of the operation will permit, a PLOA may be extended for additional periods such that the total leave does not exceed one (1) year. A request for an extension of a PLOA must be submitted and approved prior to the expiration date of the current leave.

(2) An employee on a PLOA may submit a request to terminate his leave prior to the expiration date of the leave. The request must be in writing and the Company's response to the request will be in writing.

(3) Based on the requirements of the operation, the Company may cancel any PLOA at any time prior to the expiration date of the leave. In the event the

Company elects to cancel a PLOA, the affected employee will be notified in writing, not less than fourteen (14) calendar days prior to the effective date of the cancellation.

(h) Any written communication, required by Article 17, between the Company and an employee on a leave of absence will be via certified or registered United States mail, return receipt requested, or by United Parcel Service or equivalent, confirmation of delivery requested.

(l) Any change in address must be filed promptly by the employee through Employee Services. Employee Services may be contacted via e-mail to: Employee.Services@aa.com, or by sending correspondence to Employee Services; P. O. Box 619616; Mail Drop 5141; DFW Airport, Texas 75261, or by calling Employee Services at 1-800-447-2000.

(9) An employee granted a leave of absence under this procedure will not be entitled to employment and will forfeit his seniority with the Company if:

(a) He fails to return to work on the specified date at the expiration of the leave; or

(b) He declines, in writing, his intention to return to work; or

(c) He does not indicate, in writing, his intention to accept or reject employment within seven (7) calendar days after receipt of notice of cancellation of the leave of absence; or

(d) He does not return to work on the date specified in the notice of cancellation of the leave of absence. The return date will not be less than seven (7) calendar days after receipt of the notice.

From the Ground UP

Dear Brothers and Sisters,

By now you may have received a promotional flier in the mail from American Airlines called "From the Ground UP" a slick pitch intended "only to provide a description of the facts and issues already presented at the bargaining table". A couple of questions immediately come to mind. First, how much did this flyer cost to produce and mail to nearly 10,000 Fleet Service households? Second, how accurately can these bullet point

"Facts" represent the complex realities that have been central to these negotiations for well over two years?

This document can be found on the TWU514 website, <http://twu514.org>

- From the Ground Up TWU Supplement 3 1 2010
- AA's FleetService From the Ground

Michael J. Quill Scholarship



The time has come to apply for the 2010 Michael J. Quill Scholarship. Since 1969, TWU has been awarding 15 four-year college scholarships annually to the dependents of TWU members. The awards are worth \$1,200 each annually, for a total of \$4,800 over the four-year college period. The deadline is May 1, 2010 so apply today.

You can find the application online at:
[twu.org<http://www.twu.org/international/quill_scholarship>](http://www.twu.org/international/quill_scholarship)

Please read the information below to be sure you qualify.

Important to note:

1. You must have the TWU local of the relative, if alive, on whose membership or former membership in TWU your eligibility depends complete Section C of the application.
2. You must have your high school fill out Section D of the application.
3. When all sections are completed, the whole application should be returned to:

Michael J. Quill Scholarship Fund
Transport Workers Union of America, AFL-CIO
1700 Broadway, New York, NY 10019

Read below for more information and FAQs on the scholarship.

Winners of the scholarship are determined by a public drawing held each May at TWU Headquarters. The benefits of the first 30 drawings have been enjoyed by families throughout the Union. Sons and daughters of members in city passenger transit, railroad and air transportation, utilities, public employment, space installations, and allied industries are among those who began their college education with the help of funds paid to the universities.

The scholarship money is paid directly to the college or university that the successful applicant actually attends. Applications can be secured online and from the first issue of the TWU Express each year.

The Quill Scholarship Program is supervised by International Executive Vice President Harry Lombardo with the able assistance of Administrative Secretaries Bernadette Uckele and Carlean Williams.

Frequently Asked Questions on the Quill Scholarship

How does an applicant qualify? The applicant must be certified twice. First, a TWU Local must certify the facts that make the applicant eligible. Secondly, the principal of the high school must attest to the fact that the applicant is capable of doing college work. The applicant must comply with the Rules of the Scholarship Fund, available upon request.

Who is eligible?

Sons and daughters and dependent brothers and sisters (claimed with IRS) of present, retired, or deceased TWU members who are High School Seniors and who will enter an accredited college of their own choice beginning with the Fall term are eligible. Sons, daughters, brothers, and sisters of full-time, paid officers of the Union are not eligible.

What is the deadline?

All applications must be received by the Michael J. Quill Scholarship Fund by May 1, 2010.

How is the scholarship paid?

Money is paid directly to the college or university that the successful applicant actually attends.

How does a person apply?

Visit www.twu.org and click on the Michael J. Quill Scholarship link on the right-hand side of the main page. You can download the application there.

How are the winners decided?

By drawing to be held in May of each year at the TWU headquarters. Winners will be notified immediately thereafter.