



Maintenance and Engineering Communications

December 26, 2009

Transportation Emergency (FOR TULSA BASE EMPLOYEES ONLY!)

Mark Easton, MD M&E Business Operations, has lifted the Transportation Emergency (TE) for the Tulsa Base, effective at 0900 on Saturday, December 26, 2009. The TE period was from 1500 on Thursday, December 24, 2009, through 0900 on Saturday December 26, 2009.

During the period of the Transportation emergency, the TE Policy for Ground Employees was the following:

- (1) Employees who have notified Management they are unable to report to work and are required to be at work will not be paid, however, the absence will not be counted as an attendance occurrence.
- (2) Employees who report to work late will be paid for actual hours worked.
- (3) Employees who are already at work and who are given the option of voluntarily leaving work before the end of their scheduled shift, with local Management approval and based on operational needs, will be paid for actual time worked.
- (4) Employees who report to work and are directed by AA Management to leave early will be paid for their scheduled shifts.
- (5) Lost Time, which occurs because of the Transportation Emergency, will not be counted as an attendance occurrence. For timecard reporting, use TEU (Transportation Emergency Unpaid) for any Lost Time hours. Use TE (Transportation Emergency) for any irregular hours paid when the employee is not at work.
- (6) Based on Supervisory approval and operational needs and subject to contractual guidelines in the case of TWU represented employees, employees may protect unpaid lost time by using VC, PV, or Comp Time, if eligible. Employees may also be given the opportunity to work additional hours at straight time rate, if appropriate.

If you have any questions, please contact your Supervisor or Manager.

Sincerely,



David Lee Stewart | Maintenance & Engineering Communications – Manager | **American Airlines**® | Work: (918) 292-4040 | Cell: (918) 691-0749 | Fax: (918) 292-2445 | David.Lee.Stewart@aa.com



Marc D. Gorinsky | Maintenance & Engineering Communications | **American Airlines**® | Work: (918) 292-4015 | Cell: (918) 409-3294 | Fax: (918) 292-2445 | Marc.Gorinsky@aa.com | MGorinsky@twu514.org
