

**Transportation Emergency**  
**Unpaid**

(FOR TULSA BASE EMPLOYEES ONLY!)  
(INCLUDING OFFSITE LOCATIONS)

As of 1500 hours, December 24, 2009 Tulsa Base Management has issued a Transportation Emergency (TE) for the Tulsa Base. Due to severe weather conditions, the TE policy will be in effect until 1200 hours December 25, 2009, for Tulsa M&E Employees. The only exception to the policy is Item Four. The Tulsa Base remains open and Management is not directing employees to leave early.

The TE Policy for Ground Employees is as follows:

- 1) Employees who have notified Management they are unable to report to work and are required to be at work, will not be paid and 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) All Lost Time which occurs as a result 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, 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. \*\*Clarification – If TWU employees report late due to the weather, it is permissible to extend his/her shift to fulfill the 8- or 10-hour obligation. The extension of shift for TWU employees is only permitted on the date of the occurrence.

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

Regards,

Mark A. Easton  
Managing Director  
M&E Business Operations

cc: C. Romano      A. Hollander  
K. Durst          C. Beaston  
L. Pike            S. Luis  
C. Beaston        M. Tichenor