



Maintenance and Engineering Communications

January 28, 2010

Transportation Emergency (FOR TULSA MAINTENANCE BASE EMPLOYEES ONLY!)

MD M&E Business Operations Mark Easton has declared a Transportation Emergency (TE) for the Tulsa Maintenance and Engineering Center. Due to severe weather conditions, the TE policy will be in effect from 2000 hours on Thursday, January 28, 2010, until further notice. In reference to Item (4), 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; 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.

David Lee Stewart
Manager M&E Communications