



Maintenance and Engineering Communications

January 29, 2010

Transportation Emergency (FOR TULSA MAINTENANCE BASE EMPLOYEES ONLY!)

MD M&E Business Operations Mark Easton will lift the Transportation Emergency (TE) for the Tulsa Maintenance and Engineering Center, effective at 0500 on Saturday, January 30, 2010. The TE period was from 2000 hours on Thursday, January 28, 2010, and will be through 0500 hours on Saturday January 30, 2010.

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

- (1) Employees, who notified Management that they are unable to report to work and were required to be at work, will not be paid. However, the absence will not be counted as an attendance occurrence.
- (2) Employees who reported to work late will be paid for actual hours worked.
- (3) Employees, who were already at work and who were given the option of voluntarily leaving work before the end of their scheduled shift and did so, with local Management approval and based on operational needs, will be paid for actual time worked.
- (4) Employees, who reported to work and were 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 that are to be 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 the straight time rate, if appropriate.

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

Sincerely,

David Lee Stewart
Manager M&E Communications