



General Information for TWU Represented Employees Affected by a Reduction in Force

Important Contact Information	
AA Careers	Web: www.aacareers.com/support
ActiveHealth Management (Health <i>matters</i>)	Phone: (800) 227-6598 Web: www.myactivehealth.com/healthmatters
Aetna	Phone: (800) 572-2908 Web: www.aetnavigators.com
American Airlines Credit Union	Phone: (800) 533-0035 Web: www.aacreditunion.org
Atlantic Relocation System	Phone: (800) 324-0123 Web: www.atlanticrelocation.com
Benefit Concepts (COBRA)	Phone: (866) 629-0274 Web: www.avantserve.com
Blue Cross and Blue Shield	Phone: (877) 235-9258 Web: www.bcbstx.com
Computershare (Stock Purchase Program)	Phone: (800) 621-3777
Employment / Salary Verification	Phone: (800) 367-5690 Web: www.theworknumber.com
Express Scripts (Medco Health)	Phone: (800) 988-4125 Web: www.express-scripts.com
HealthChoice	Phone: (877) 803-2473 Web: www.infohealthchoice.info
HR Services	Phone: (800) 447-2000
Health & Welfare Benefit Plan Documents	Web: www.aacareers.com/ebg
J.P. Morgan (401k)	Phone: (800) 345-2345 Web: www.retireonline.com
Medicare	Phone: (800) 633-4227 Web: www.medicare.gov
MetLife	Phone: (866) 838-1072 – Dental Benefits
❖ Dental	Phone: (877) 275-6387 – Life Ins. Conversion
❖ Life Insurance	Phone: (866) 492-6983 – Life Ins. Portability
❖ Long-Term Disability (LTD)	Phone: (888) 526-8495 – Long Term Disability Web: www.metlife.com
PayFlex (Flexible/Health Spending Accounts)	Phone: (800) 284-4885 Web: www.myflex.healthhub.com
Payroll Customer Service	Phone: (800) 447-2000 Web: http://epays.aa.com
Spectera (Optumhealth Vision)	Phone: (800) 217-0094 Web: www.myspectera.com
Social Security	Phone: (800) 772-1213 Web: www.ssa.gov
Travel Privileges	Phone: (888) 933-5922 Web: www.jetnet.aa.com
UnitedHealthCare	Phone: (800) 955-8095 Web: www.myuhc.com
W-2 Express	Phone: (888) 332-1843 Web: www.w2express.com

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AACareers.com

As a valued member of our team, we wish you every success as you begin a new chapter in your life. We want to do everything we can to support you as you pursue new interests, goals and opportunities. That's why we've created a special website to serve you during this transition. Log on to www.aacareers.com/support for convenient access to:

- Job Listings
- Information about State Employment Agencies
- Health & Welfare Plan documents (direct link: www.aacareers.com/ebg - logon not required)
- Retirement Information
- Resume Writing and Interview Tips
- Job market news, career information and other helpful services

Section 1: Pay Information

Final Paycheck

Your final paycheck will be provided to you in accordance with your local state law, and will be distributed in the same manner as your previous paychecks. The payment date(s) and detailed information on the specific payment(s) will be available in ePays.

ePays Access

You will retain access to ePays for 36 months from the date of your Layoff. Access is granted 48 hours after layoff. Use the following address, <https://epays.aa.com> and your Jetnet ID and password you had as an active employee. For questions regarding your final paycheck, please contact your supervisor or Payroll Customer Service at 800-447-2000 and select the Payroll Customer Service option.

Vacation Pay

You will be paid for any unused vacation you have remaining for the current year, as well as for vacation you have accrued in the current year for use in the following year. Payment for any unused vacation days purchased through the Flexible Benefits program will be refunded.

Sick Pay

You will not receive payment for any unused and accrued sick time, except as outlined in Article 34(j)(k) of the collective bargaining agreement. If you are recalled by American, your sick bank will be restored with any previously unused accrued sick time up to the maximum amount allowed in accordance with the contract.

Wage Garnishments/Assignments

If your indebtedness to AA has not been satisfied, Payroll will determine the amount that may be withheld from your final paycheck or severance pay in accordance with applicable law.

Tax Records

If you elected to access your Federal W-2 electronically, you can login at www.w2express.com to download or print your W-2 when notified via e-mail that the W-2 is available. Contact the W-2 eXpress® Help Desk at (888) 332-1843 from 7 a.m. - 8 p.m. Central time for assistance with copies or lost W-2 forms. If you did not enroll to access your W-2 electronically, or if you will be receiving the Puerto Rico 499-2/W-2PR form, a statement of your earnings for the current calendar year will be mailed no later than January 31 of the following year.

Note: For Virgin Islands employees, your W2VI forms will be mailed to your address on company record no later than January 31 of the following year. Contact the Payroll Customer Service Help Desk at (800) 447-2000 for assistance with copies or lost forms.

Note: For ground employees receiving a Puerto Rico 499-2/W2PR who work in Puerto Rico, your forms will be distributed by your station/branch. Contact the W-2 eXpress® Help Desk at (888) 481-5720 using company code 90527 for assistance with copies or lost forms.

Note: Canadian employees who elected to receive their T4/RL1 forms electronically can login at www.T4express.com to download or print your T4 or RL1 forms when notified via e-mail that the form is available. Contact the T4express Help Desk at (888) 481-5722 for assistance with copies or lost forms. If you did not enroll to access your T4/RL1 electronically, a statement of your earnings will be mailed to your address on company record no later than February 28 of the following year.

Direct correspondence to: **American Airlines, Inc.**
Payroll Tax Department
P.O. Box 582809, MD 779
Tulsa, OK 74158-2809

If you have Jetnet access, you may update your address by visiting the Jetnet homepage and selecting "[Update MY Information](#)" in the Resources section.

Company Identification Cards & Other Company Issued Property

You have seven days from your last day worked to return all company property to your supervisor/manager. If you do not return all company property within seven days, travel privileges will be rescinded. After you have returned the property, travel privileges will be reinstated 30 days after the date of receipt.

Employment/Salary Verification

The Work Number[®] is an automated service that provides you the ability to provide proof of employment or income for your time at American. The Work Number is widely known to mortgage lenders, banks, apartment complexes and others who may need proof of your employment or income and can be used anytime, anywhere, 24 hours a day, seven days a week. You benefit from having control of the process, since you authorize access to your information. **The company code for all AMR companies is 10101.**

For Verifiers Who Only Need Proof of Employment

Employment verification without salary information requires no action on your part. Provide the verifier the following access information to use The Work Number:

- Website/Telephone: www.theworknumber.com or 1-800-367-5690
- AMR Employer Code: 10101
- Your Social Security number

For Verifiers Who Need Proof of Employment Plus Income

You'll first need to setup a Salary Key:

1. Log on to www.theworknumber.com or call 1-800-367-5690
2. Enter AMR Employer Code: 10101, your user ID (Employee Number) and PIN (your Birth Month and Day + Last 4 digits of your SSN in format 'mmdssss').
(When you log on to the system for the first time, you will be prompted to set up a new PIN.)
3. Select the "Create a Salary Key" option to obtain the six digit access code
4. See ARP comment

While there is no cost to the employee from AMR, the verifier may be assessed a fee. Public Service Agencies should visit the "Social Services" area on the website or call 1-800-660-3399. You can request an Employment Data Report, which includes employment and income information provided by AA, as well as information about verifiers who have requested your data. If you have questions, contact The Work Number Help Desk from 7 a.m. - 8 p.m. Central time at 1-800-996-7566 (TTY – Deaf: 1-800-424-0253).

Severance Pay

Employees being laid off with one (1) year or more compensated service with the Company will be paid layoff pay consistent with the TWU layoff pay provisions set forth in Article 37.

Severance Recovery - Future Employment

If you are recalled or re-employed by American Airlines, you may be required to repay a portion of your severance payment. If the time covered by the severance pay exceeds the time on layoff status, you must repay the difference between the number of weeks for when severance was paid and the number of weeks you were on layoff status. **For example:** If you receive 13 weeks of severance at the time you are laid off, but you are recalled or rehired after seven weeks, you will be responsible for repaying the six weeks of severance you were paid at the time of layoff.

State Unemployment Compensation Insurance

Unemployment Compensation (UC) regulations vary by state. Contact your local **unemployment office** for information about filing an application, benefit eligibility and payments. If necessary when completing an unemployment claim form, enter our UC vendor's name and address:

**TALX
P.O. Box 283
St. Louis, MO 63146
314-214-7000**

New York State only

You will need a Record of Employment Form #1A, 12.3 that is used for identification purposes when applying for unemployment insurance. The form can be obtained through the New York Department of Labor website at www.labor.state.ny.us/ui/how_to_file_claim.shtm. You will need the NY State Employer Registration number, which is 4370409. The Federal Employer Identification Number is 121592798.

Connecticut Only

Your Manager will give you an Unemployment Notice Form #UC-61 that is used when applying for unemployment insurance. It contains the company registration number – 43-075-05.

Section 2 – Post Employment Benefits Information

What is COBRA?

"COBRA" stands for the Consolidated Omnibus Budget Reconciliation Act of 1986, which allows you to elect to continue health coverage for yourself and your eligible dependents if you lose coverage. Layoff and termination are considered qualifying events. Health and Welfare Benefits Plan documents are accessible for review at www.aacareers.com/ebg.

COBRA Process

You will receive a COBRA solicitation package in the mail from Benefit Concepts (BCI), our COBRA administrator. The COBRA packet will have information on your rights under COBRA, your election form with benefit options and their costs. COBRA packets can take up to approximately 3 weeks to be mailed to your home from the date your Payroll Transaction Record (PTR) is processed through the company. If you do not receive a solicitation package, you must call Benefit Concepts at (866) 629-0274 to request another packet. Claims administrators will not show eligibility until payment is made and processed.

You may elect to continue health coverage by completing the election form received from BCI. Submit the completed election form to BCI, and they will send you payment coupons for the coverage(s) that you elect. Premiums are due regardless of your receipt of payment coupons. Contact BCI at (866) 629-0274 if you do not receive them within 2 weeks of returning your election form.

The solicitation form will show both your company subsidized contribution for the initial 30 days and then full COBRA rates for the remaining 17 months. You will have up to 60 days from the date when the package is sent to you to return your COBRA election form to BCI. Coverage and payment will be retroactive to the date of layoff.

If you elect to retire right after layoff and enroll into Retiree Medical, once you enroll in Retiree Medical you are no longer eligible for the remainder of the 30 days of COBRA medical coverage at the company subsidized rates since you will be covered by the Retiree Medical Plan. However, you may continue your dental and/or vision at the full COBRA cost.

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What coverage will I have if I elect COBRA?

COBRA continuation coverage is identical to the coverage provided under the plan for similarly situated active employees or their dependents, including any future changes that are implemented. You may elect to continue coverage for yourself and your dependents for a maximum period of 18 months, if your coverage ended due to layoff or termination of your employment for any reason.

If you elect coverage, you will remain in the same plans that you are in today for the remainder of the plan year; however, you may elect to drop coverage for yourself or different individuals in your family. Your cost for medical coverage for the first 30 days after layoff is in the chart below. HMO costs vary, contact HR Services or Benefit Concepts for information regarding full COBRA rates. All billing is processed by BCI our COBRA administrator.

IMPORTANT: If you were enrolled in a Health Care Flexible Spending Account (HCFSA) you will receive a separate packet from BCI for this account. You may continue to contribute to this account on an after tax basis through the end of the year in which your event takes place. If you do not wish to continue after tax contributions you may only file claims for reimbursement up to the date of your layoff.

How do I elect COBRA coverage?

You will automatically receive a personalized COBRA solicitation package at your home within approximately (3) three weeks of your layoff containing all the information you need to elect coverage, both during the initial 30-day period of company subsidized benefits and for the remaining 17 months of coverage.

There are two ways in which you can make elections:

Complete and mail the election form back to BCI. Once BCI receives the election notice, their system will be updated within 72 hours to show the elections. After elections are in the system you can make a payment. Once payment is made and posted eligibility will be sent to your claims administrators.

Or you can

Complete and fax the election form to BCI at (866) 629-6390. Once BCI receives the election notice their system will be updated within 48 hours. After elections are in the system you can make a payment. Once payment is made and posted eligibility will be sent to your claims administrators.

If you do not elect COBRA by the deadline specified in the packet, you relinquish your right to COBRA. If you wish to maintain coverage for the initial 30 days only following your layoff, you will need to complete the election form and submit payment to BCI. You can then contact BCI to request to cancel your COBRA coverage. If no further payments are made, cancellation for non-payment will occur.

PLEASE NOTE: THERE WILL BE A GAP IN COVERAGE

Until you have made your elections and submitted payment to BCI and BCI then transmits the information to the appropriate claims administrators, costs incurred during this gap in coverage will need to be paid out of pocket. For reimbursement you can submit a claim to your claims administrator. Depending on when you make your elections and submit your payment, delays can be up to 60 days. In order to reduce this time, making your COBRA elections and submitting your payment is key, the earlier this is completed the shorter the gap in coverage.

Dental Care Expense Benefits

You may elect to continue dental for 18 months at the full COBRA rate, even if you retire and elect to enroll in Retiree Medical. See the chart below for the full COBRA rates.

Vision Care Expense Benefits

You may elect to continue vision for up to a total of 18 months at full COBRA rate, even if you retire and elect to enroll in Retiree Medical. See the chart below for the full COBRA rates.

Paying for Coverage

To maintain COBRA coverage, you must pay the full cost of continuation of coverage on time. If you elect continuation of coverage, you will receive coupons from the COBRA administrator, which will indicate when each payment is due. Premiums are due regardless of your receipt of payment coupon sent from BCI. Contact BCI at (866) 629-0274 if you have questions.

Payments can be made by mailing in your check or money order directly to BCI. You may also make a payment on line at www.avantserve.com or by calling BCI directly to make an electronic payment over the phone. Please be advised if you choose to make an online payment or payment over the phone, a fee may apply to these services.

Non-payment of premiums includes payments for continuation of coverage not postmarked within 30 days after the date payment is due or checks returned for non-sufficient funds (“NSF” or “bounced”). If full payment is not received within the grace period specified on the invoice, your coverage will be terminated.

Important: The charts below provide contribution costs for medical coverage. Health *matters* Reward Contribution Credits do not apply and will cease on your last day worked. Please see your COBRA solicitation package from Benefits Concepts for additional rate information.

Cost of Continuation Coverage for 30 Days Employee Active Rates

	2012 Monthly Contribution Rates for 30 Days		
	Employee Only	Employee + 1	Employee + 2 or More
Standard			
Medical Plan 1 (\$150 deductible)	\$ 90.75	\$ 181.21	\$ 238.62
Medical Plan 3(\$1000 deductible)	\$ 0.00	\$ 0.00	\$ 0.00
Value			
Preferred	\$ 59.42	\$ 118.84	\$ 178.27
Tier 1	\$ 74.28	\$ 148.55	\$ 222.84
Tier 2	\$ 89.13	\$ 178.26	\$ 267.41
Value Plus			
Preferred	\$ 92.50	\$ 185.00	\$ 277.50
Tier 1	\$ 115.63	\$ 231.25	\$ 346.88
Tier 2	\$ 138.75	\$ 277.50	\$ 416.25
Health Maintenance Organization(HMO)	Price varies by HMO		

Medical Benefit Option	2013 Monthly Contribution Rate for 30 Days			
	Employee Only	Employee + Spouse	Employee + Child(ren)	Employee +Family
Value Plan				
Preferred	\$ 112.50	\$ 292.50	\$ 202.50	\$ 393.75
Tier 1	\$ 140.63	\$ 365.63	\$ 253.13	\$ 492.19
Tier 2	\$ 168.75	\$ 438.75	\$ 303.75	\$ 590.63
Standard Plan				
Preferred	\$ 70.69	\$ 183.81	\$ 127.25	\$ 247.43
Tier 1	\$ 88.36	\$ 229.76	\$ 159.06	\$ 309.29
Tier 2	\$ 106.04	\$ 275.72	\$ 190.88	\$ 371.15
Core	\$ 57.40	\$ 149.25	\$ 103.33	\$ 200.91
Out of Area Plan	\$ 70.69	\$ 183.81	\$ 127.25	\$ 247.43
Health Maintenance Organization (HMO)	Varies by HMO, contact the COBRA administrator for rates			

Cost of Remaining Continuation Coverage

Federal law allows the company to charge 102% of the cost of coverage. Listed below are the costs for ongoing coverage, including dental. If you elect dental coverage, you must remain in the same plan that you are in today, however you may elect to drop coverage for different individuals in your family. Rates may increase in future years.

Full Cost of Continuation Coverage after 30 days

	2012 Full Monthly COBRA Cost		
	Employee Only	Employee + 1	Employee + 2 or More
Standard			
Medical Plan 1 (\$150 deductible)	\$ 556.65	\$ 1,057.64	\$ 1,558.62
Medical Plan 3 (\$1000 deductible)	\$ 487.20	\$ 925.69	\$ 1,364.17
Value			
Preferred	\$ 485.91	\$ 923.23	\$ 1,360.55
Tier 1	\$ 505.49	\$ 960.44	\$ 1,415.38
Tier 2	\$ 519.54	\$ 987.12	\$ 1,454.70
Value Plus			
Preferred	\$ 518.47	\$ 985.10	\$ 1,451.72
Tier 1	\$ 539.37	\$ 1,024.80	\$ 1,510.22
Tier 2	\$ 554.35	\$ 1,053.26	\$ 1,552.18
Health Maintenance Organization (HMO)	Varies by HMO, contact the COBRA administrator for rates		
Dental Plan 1	\$ 27.87	\$ 53.83	\$ 76.64
Dental Plan 2	\$ 20.97	\$ 40.34	\$ 57.49
Vision	\$ 7.45	\$ 14.00	\$ 20.24

Medical Benefit Option	2013 Monthly COBRA Rate Full Cost			
	Employee Only	Employee + Spouse	Employee + Child(ren)	Employee + Family
Value Plan				
Preferred	\$ 579.30	\$ 1,332.39	\$ 1,042.74	\$ 1,795.83
Tier 1	\$ 607.43	\$ 1,405.52	\$ 1,093.37	\$ 1,894.27
Tier 2	\$ 635.55	\$ 1,478.64	\$ 1,143.99	\$ 1,992.71
Standard Plan				
Preferred	\$ 446.54	\$ 1,027.04	\$ 803.77	\$ 1,384.27
Tier 1	\$ 464.21	\$ 1,072.99	\$ 835.58	\$ 1,446.12
Tier 2	\$ 481.88	\$ 1,118.94	\$ 867.39	\$ 1,507.98
Core	\$ 355.99	\$ 818.78	\$ 640.78	\$ 1,103.57
Out of Area Plan	\$ 446.54	\$ 1,027.04	\$ 803.77	\$ 1,384.27
Health Maintenance Organization (HMO)	Varies by HMO, contact the COBRA administrator for rates			
Vision	\$ 7.45	\$ 14.42	\$ 14.15	\$ 20.24

	Employee Only	Employee + One	Employee + 2 or More
Dental Plan 1	\$ 27.87	\$ 53.83	\$ 76.64

COBRA Alternatives

HealthChoice

Health Choice is an independent organization that assists employees with making post-employment health insurance choices. As one of the largest online health insurance exchanges, HealthChoice can provide you with different options available in the market that may fit your family's health care needs once you've left the company.

The options offered by HealthChoice are not part of the AMR's Health & Welfare Plans but are available to you should you be interested in exploring alternatives to COBRA. Some options may include dental and vision coverage, as well as medical, and can even be customized. HealthChoice does not offer group premiums; however, there is no cost or obligation to use their services.

How do I get more information about my coverage options?

You can learn more and do a side-by-side comparison of the plan options available to you at www.infohealthchoice.info. You can also expect to receive a packet in the mail from HealthChoice within 3-4 weeks after your separation. This packet will provide you with information that will assist you in making an informed decision about health care for you and your family.

You may also contact an Advocate at the HealthChoice Contact Center to assist you with any questions you have regarding the health plan options at (877) 803-2473 M-F 7A.M. – 11 P.M. and weekends 9 A.M. – 6 P.M CT.

PLEASE NOTE: Health Choice is another option for healthcare insurance being made available to all employees leaving the company; however, these healthcare options are not affiliated with or sponsored by American Airlines. Active coverage for exiting employees under the American Airlines Health & Welfare plans will end with the effective date of your separation. All exiting employees will also receive a COBRA package from Benefit Concepts, Inc.

Life Insurance Coverage

The group term life plan includes two options, which will allow continuation of life insurance coverage, conversion or portability. The American Airlines Group Life Insurance program includes continuation privileges when your coverage ends or you retire. Depending on whether the life coverage is company paid or employee paid, you may exercise your conversion or portability rights. Either of these options must be exercised within 31 days of the date your benefits terminate.

Life insurance benefits on account of yourself or dependents (if you currently have coverage) are payable should the insured individual die within 31 days following termination of employment. During the 31 days following termination, you may convert all or any part of your life insurance(s) to one of a number of individual life insurance policies issued by MetLife by calling (877) 275-6387. If you wish to convert your life insurance, or convert life insurance for your dependents (if you currently have coverage) you must apply directly to MetLife within 31 days following termination of your employment. MetLife will not require you to provide proof of good health.

Converting your Life Insurance

Under the company paid program (basic life), you may convert the amount of your group life coverage to an individual life policy (other than term insurance). In addition, if you are enrolled in the employee paid plan (i.e., employee voluntary term life, spouse life, or child life) you and your covered dependents or domestic partner may have the right to convert the amount of your group life coverage to an individual life policy (other than term insurance) or continue your group term life coverage and port your voluntary coverage amount.

If you apply for coverage during the specified conversion or portability period as stated above, the individual life or group term policy will be issued without the need to provide any medical information or undergo any medical examination. The individual conversion policy can be an amount equal to or less than the amount of your Life Benefits in effect immediately prior to the date your benefits ended, or reduced, less any amount continued for retiree benefits, if applicable.

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How to Apply For Conversion - Call 1-877-ASK MET7 (877-275-6387) to speak with a MetLife Financial Services representative about the conversion process. Remember that you must convert any life insurance within 31 days of the date your employment terminated. There is no form needed for this process.

Porting your Life Insurance

Under the portability option, you may port an amount of your voluntary life election equal to or less than the amount of your Life Benefits up to a minimum of \$20,000 and maximum of \$1,000,000. If you apply for coverage during the specified conversion or portability period as stated above, the individual life or group term policy will be issued without the need to provide any medical information or undergo any medical examination. However, lower "Preferred Rates" are available upon your completion and approval by MetLife of proof of good health on a form provided by MetLife.

How to Apply For Portability - You will need to request a Life Insurance Portable Coverage form from HR Services by calling 800-447-2000 and chose the Health Benefits prompt. This form has a section that must be completed by you, the employee and a section for the company to complete. HR Services will complete the section for the company and return the form to the address on file with the company for you. Once both sections are completed you will need to send the Life Insurance Portable Coverage form directly to MetLife for processing at the address listed on the form within 31 days of the coverage ending with the company:

**MetLife Recordkeeping Center
P.O. Box 6169
Utica, NY 13504-6169**

If you have any questions about the Portability option, call MetLife toll-free at 866-492-6983 Monday through Friday, 8 a.m. - 8 p.m. Eastern time.

Accidental Death & Dismemberment (AD&D) Insurance

Coverage for employees and eligible dependents will cease at the end of the pay period in which the last contribution has been deducted. You may convert your insurance and your spouse's insurance to individual policies up to the amount for which each individual is insured or \$250,000, whichever is less. For dependent children, you may convert up to the amount for which the child is insured up to \$10,000. You must apply for conversion to Life Insurance Company of North America (LINA) within 31 days after the date your insurance terminates. If interested, you may contact LINA at 800-441-1832 for details on conversion.

You will need to request a AD&D Conversion Information and Form from HR Services by calling 800-447-2000 and chose the Health Benefits prompt. This form has a section that must be completed by you, the employee and a section for the company to complete. HR Services will complete the section for the company and return the form to the address on file with the company for you. Once both sections are completed you will need to send the form directly to the Life Insurance Company of North American (LINA) for processing at the address listed on the form.

**Life Insurance Company of North American
Individual Conversion Unit
P.O. Box 20187
Lehigh Valley, Pa 18002-0187**

Optional Short Term Disability (OSTD)

Coverage under the MetLife Optional Short Term Disability Plan terminates at the end of the pay period in which the last contribution has been deducted. If you are currently receiving OSTD benefits, payments will continue as long as you meet the criteria of disability under the plan.

Long Term Care Insurance

You may continue your current Long Term Care Insurance by paying your premiums directly to MetLife. Additionally, the Long Term Care Insurance has a non-forfeiture provision, which provides that the insured who has paid premiums for at least 3 years and elects to stop making payments will receive a reduced level of coverage. Please contact MetLife LTC at 888-526-8495 for more information or assistance.

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Flexible Spending Accounts

If you are participating in the Health Care Flexible Spending Account (FSA) at the time of layoff, and you have health care claims for expenses occurring before your layoff date, you can submit those claims and do not need to continue to contribute to your account.

If you plan to submit claims for expenses occurring after your layoff date, you must continue to contribute to your Health Care FSA through COBRA. Contributions are made through Benefit Concepts on an after-tax basis. They will continue through the end of the year in which you are laid off. At year-end, any unclaimed monies will be forfeited per IRS rules. Even if you do not elect to continue to participate, you will have until June 15 of the next year to submit claims for expenses incurred in the year of layoff.

If you are participating in a Dependent Day Care FSA at the time of layoff, you have until June 15 of next year to submit claims to your Dependent Day Care FSA for expenses occurring prior to your layoff date. You cannot make additional contributions to this account through COBRA. Benefit Concepts, our COBRA administrator, will mail information about continuing contributions to a Health Care Spending Account under COBRA to you.

Wellness Programs

If you elect health coverage under COBRA, you will be eligible for certain Health*matters* Wellness resources. Eligibility for programs provided by ActiveHealth Management is based on the health plan option you elected. **You will not be eligible for incentives offered through ActiveHealth.** To determine your eligibility, please see details on www.aa.careers.com/support. To access ActiveHealth programs, please visit the website www.myactivehealth.com/healthmatters or call 888-227-6598, 8:30 a.m. – 11 p.m. Eastern time, Monday - Friday.

Section 3 – Employee Programs

Travel Privileges (While On Furlough/Layoff)

Provided you were eligible for travel privileges on your last day worked, travel privileges will continue on any of the carriers in the AMR Network for 18 months after the effective date of voluntary or involuntary furlough/layoff for you, your spouse or domestic partner (DP) or registered companion (RC), your dependent children and your parents. The AMR Network is defined as American Airlines, American Eagle, AmericanConnection, SkyWest (marketed as American Eagle) and ExpressJet (marketed as American Eagle).

If you reported for work on time for your scheduled shift and have not had any chargeable occurrences during the last 90 calendar days prior to furlough/layoff, you will receive 6 months of travel in addition to the current 18 months, for a total of 24 months of travel. Employees with a chargeable attendance occurrence during the last 90 calendar days prior to furlough/layoff will receive 18 months of travel. A chargeable attendance occurrence includes, but is not limited to any time missed for Injuries on Duty (IOD), Missed Trip, Report Late, Sick, Maternity Sick, No Call/No Show, Personal Other and Unpaid Absence.

The following travel privileges may not be used after the last day worked:

- D1, D3, A9
- OAL travel
- Industry discounts such as FedEx shipping, reduced rate hotel stays, etc.
- Jump seat (applicable to crew members on furlough status)

You may continue to purchase AA20 positive space revenue tickets valid for travel on the AMR Network during your travel period. AA20 tickets may be purchased for you, your spouse or company-recognized domestic partner, your dependent children and your (employee's) parents.

Travel privileges are dictated by the terms of the specific program under which you separated from the company.

Travel Classification

For the first 90 days of your travel period, you and your eligible family members will travel at the D2 boarding priority (D2P for parents traveling without you).

After 90 days, you and your eligible family members will travel at the D2P boarding priority for the remainder of your travel period. The D2 travel classification will be eliminated from your Traveler Information after the 90th day for you, your spouse or DP or RC and your dependent children. Although the D2 travel classification will remain in your Traveler Information for your parents, they will **only** be eligible to travel at the D2P priority after the first 90 days.

****NOTE:** If you or one of your eligible travelers begins a trip prior to the 90th day and continues after the 90th day, it is very important to create two separate flight listings – the first one to reflect D2 in the ticketing field **prior** to the 90th day and the other one to reflect D2P **after** the 90th day. If you do not have the correct travel classification in your flight listing, Jetnet Check-in, airport agents and Self-Service devices will be unable to check you in for the flight.

Managing Your Travel Profile and Flight Listings

You will retain access to your Traveler Information profile on Jetnet. You may continue to use the following tools to manage travel:

- **Traveler Information Page** on Jetnet - add/edit the profiles of your eligible travelers according to the rules outlined in the TRIP Book.
- **Non-Rev Travel Planner (NRTP)** - check flight availability, create/edit/cancel flight listings.
- **1-888-WE-FLY-AA** (1-888-933-5922) - If you do not have access to a computer, the team at WE FLY AA can help with schedules and create or cancel flight listings. Please do not contact Reservations to flight list, as you will be referred to 1-888-WE-FLY-AA.
- **Jetnet Check-In** – You can check in up to 24-hours prior to departure. JetAway for iPhone and Android may also be used for flight check-in. Otherwise, you and your eligible travelers may use the Self-Service devices at the airport where available.

NRSA Charges

If you qualified for service charge waived travel prior to separating from the company, you will continue to be eligible, as applicable under company policies in effect at the time of travel.

For the first 90-days after separation, NRSA charges will calculate the same as they do for active employees.

After 90-days, in addition to applicable NRSA charges, travel will be subject to imputed income for tax reporting purposes unless Retirement or Disability is the reason for separation from the company. Imputed income will be calculated using the same formula that is currently applied for travel by RCs or DPs. See the Imputed Income section of the TRIP Book in the Travel Service Charges section.

- **NOTE:** Employees affected by Reduction in Force (RIF), Stand-in-Stead (SIS), Early Out Incentive Package (EO) or Travel Separation, will be subject to imputed income for tax reporting purposes for travel after the first 90-days of separation from the company. No imputed income will be reported on travel privileges when Retirement or Disability is the reason for separation from the company.

You will receive an invoice via U.S. Mail for all travel services charges on a monthly basis. The invoice will be sent to the address you have on file with the company at the time of your separation. It is important that you contact HR Services with any changes to your address during your travel period. Along with your first paper invoice, you will receive instructions to set up electronic payment. You can set up electronic payment after paying your first bill.

Failure to pay your bill within 30 days of the invoice date will result in the suspension of your travel privileges, as well as a \$40 late fee will be assessed and added to the next invoice. After your payment and fee have been processed, your travel privileges will be reinstated; however, additional suspensions may apply to unpaid invoices.

Failure to pay any company debt may result in your travel eligibility being suspended. This includes, but is not limited to NRSA, salary overpayments, and non-payment of benefits. Your travel privileges will be suspended until the balance is paid in full or a pay plan has been negotiated and brought current (no pay plan option is available for NRSA). Required payment will include any associated administrative fees and waiting periods may also apply.

If you are rehired or recalled to regular active employee status by the company from which you were furloughed, your furlough travel privilege ceases and is replaced by active employee travel privileges. If you subsequently resign, you will not be eligible to return to your former furlough travel privileges. If you were furloughed from American and are hired by American Eagle or vice-versa and subsequently resign, you would be eligible to receive the remainder of your 18 or 24 months of furlough travel. If you are terminated from either company for misconduct, you will not be eligible for the remaining months of furlough travel.

NOTE: Non-revenue travel is a privilege with certain responsibilities and is not a form of compensation. As with any policy, the Company reserves the right to change these privileges, in any way, if it is in the best interest of the organization for our employees and retirees.

Refer to the **TRIP Book** on Jetnet regarding any specific questions you may have surrounding travel privileges.

Annual Incentive Plan (AIP)

If you are involuntarily laid off, you are still eligible to receive all or a portion of an annual incentive award based on meeting the hours worked requirement for the payout period. If an award is earned, the payment will be made using the same method as your regular check, unless a change to that method has been made by you since your separation from the company, or you have been separated from the company for 6 months or longer. AIP awards will be processed and paid at the same time as all other participants.

AA Credit Union

WHAT TO EXPECT FROM AA CREDIT UNION WHEN GOING OFF PAYROLL

At AA Credit Union, we believe in "Once a Member, Always a Member." Therefore, departure from AMR Corporation, or any subsidiary, does not affect your member/owner status or privileges. Although, if you are not already a member, you will not be able to join at a later date unless you leave as a retiree, so we would love for you to join today. We realize that your financial situation might change, and we are committed to working with you to make the best of your situation.

If you currently receive benefits for having Direct Deposit to AA Credit Union, we will continue to waive Jet Checking monthly fees for 100 days after your Direct Deposit ends. This grace period has been provided to allow you time to redirect an existing Direct Deposit or set-up a new Direct Deposit to the account. You will continue to receive your benefits for Priority Checking or Flagship Checking as originally contracted.

If you have loans at the Credit Union, you are still obligated to make the payments on them. Contact the Credit Union when you have gone off payroll. Your loan payments will convert from payroll deduction to monthly payments. Your next due date will be set approximately 30-45 days after your last FULL payroll deduction. We have several convenient ways to make future payments:

1. **ACH (Direct Electronic Payment)** - Through ACH you can make electronic payments directly from any financial institution to AA Credit Union. This is a convenient way to make a payment without having to write a check, pay for postage, or worry about a payment not reaching the Credit Union on a timely basis. You may pay your consumer loans on a weekly, bi-weekly, semi-monthly or monthly basis, whichever you prefer. Mortgage loans can also be made through ACH but only on a monthly basis. To sign up for ACH, simply fill out the "Agreement to REMOVE Funds From Another Institution" form and either fax it to (866) 293-9356 or submit it to a local branch. A copy of this form can be found at www.AACreditUnion.org in the online forms section.

2. **Direct Deposit** - If you have another source of income, you may want to consider directly depositing those funds into the Credit Union. Through written request, the Credit Union can take your payment directly from your checking or savings account on the schedule you choose. (Mortgages can only be set up on the first of the month.)
3. **Transfer from AA Credit Union share or checking account** - Payments for your loans can also be made directly from your AA Credit Union share or checking account via *CUAcce\$\$*, CALL-24, or through automatic transfer. To activate payment through automatic transfer simply put in writing from which account you would like the funds taken, on what dates, and to which loan you would like them applied. *Sign* the request and either fax it to (866) 263-9356 or submit it to a local branch. After initiating automatic transfer, the funds will be deducted from your account each month. If using *CUAcce\$\$* or CALL-24 you must initiate the transfer every time or you can set up a recurring payment. (Mortgages can only be set up on the first of the month and through automatic transfer. CALL-24 and *CUAcce\$\$* cannot access a mortgage loan.)
4. **Billing Notices** - Billing notices are also available if you would like to pay by check on a monthly basis. Notices are sent out three weeks prior to payment due dates on all cash pay loans except for mortgages. Billing notices can only be sent on a monthly basis. If no other form of payment is chosen, your payment will automatically defer to billing notices.

Billing notices or statements are not required and you are obligated to make your scheduled loan payment regardless of the methodology you choose. The Credit Union will not attach a final paycheck as payment(s) on the loan(s).

If your employment status changes, the limit on your AA Credit Union Credit Card or Line Of Credit Loan may be adjusted. If you have concerns, a loan officer can verify that your limit is consistent with the change to your income. You may visit one of our Branch Offices or contact the Phone Loan department at (800) 533-0035, ext. 4161 if this occurs.

A program (extension/deferment) is available to assist members having difficulty keeping their consumer loans current. You may visit one of our Branch Offices or contact the Phone Loan department at (800) 533-0035, ext. 4161 if this occurs. We will work with you during your transition period.

Should you need any further information or have any questions regarding the Credit Union, please call us at (800) 533-0035.

\$UPER \$AVER 401(K)

A distribution from Super Saver 401(k) Plan during a furlough, is considered to be a withdrawal during employment and subject to certain restrictions. During the furlough, a participant may elect to withdraw:

- Amounts held in Employee After-Tax accounts
- Amounts held in Employee Rollover accounts
- Amounts held in Employee After-Tax and Employee Before-Tax Accounts if the participant has attained age 59½
- Amounts held in Employee Roth 401(K) Account if the participant has attained age 59 ½ and the funds have been held in the account for five or more years.

A participant who has not attained age 59½ may elect to withdraw the portion the Employee Before-Tax Contribution Account that is needed to satisfy a hardship created by an immediate and heavy financial need subject to certain conditions.

A withdrawal for hardship reasons may be made only if the participant has withdrawn all after-tax monies and taken out the maximum amount of loans available under the plan; to the extent such loans do not cause a counterproductive action. Hardship withdrawals may be made only for the following reasons:

- Medical expenses not covered by insurance
- Costs related to the purchase of a primary residence
- Payment of educational expenses
- Payments necessary to avoid eviction or foreclosure
- Payments for burial or funeral expenses
- Expenses for repair of damage to primary residence that would qualify for the casualty deduction under the IRS Code.

While on furlough, you may remain an investor in the Plan and transfer your funds among the investment options. However, you cannot make additional contributions to the Plan.

To assist you during the furlough period, the 401(k) Super Saver Plan has been amended to allow a loan origination while on furlough, provided you do not have any outstanding loans. If you have an outstanding Super Saver loan balance prior to furlough, you may continue to make loan repayments. In both instances you need to contact the Super Saver Service Center at (800) 345-2345 to arrange your repayment schedule.

If you fail to continue your loan repayments, under IRS regulations the loan will be declared in default and you will owe appropriate taxes (and penalties, if applicable) assessed by the IRS. If you take a total distribution prior to paying off a loan, the outstanding loan balance is reported to the IRS as taxable income.

In addition, you may receive a full distribution from your 401(k) by voluntarily electing to resign from furlough status, and in so doing, waive any and all rights to recall. By waiving your rights to recall, you are severing your relationship with American Airlines/American Eagle, including any benefits and privileges that you would have otherwise been entitled to as a furloughed employee.

Any distribution from Super Saver will be subject to taxation. In addition, if a distribution is received prior to age 59½, a 10% penalty, above any other taxes assessed, may apply. You should consult with a competent tax advisor before taking a Super Saver distribution from your account.

For more information regarding loans and/or In-service Withdrawals from your 401(k) Super Saver account, please contact the Super Saver Service Center at (800) 345-2345 or access your account on the web at www.retireonline.com. Inquiries and correspondence should be addressed to:

Super Saver
J. P. Morgan Retirement Plan Services
P.O. Box 419784
Kansas City, MO 64141-6784
1-800-345-2345
www.retireonline.com

For more information regarding resigning from layoff, please contact HR Services at (800) 447-2000.

IMPORTANT NOTE: In the event of any inconsistency between the above information and the actual Plan documents, the Plan documents prevail.

Defined Benefit Pension Plans

As an employee on furlough, you must retire from the company or waive recall rights before starting pension payments.

As part of the company's restructuring efforts, the following pension plans are frozen as of Nov. 1, 2012:

- Retirement Benefit Plan of American Airlines, Inc. for Flight Attendants
- Retirement Benefit Plan of American Airlines, Inc. for Employees Represented by the Transport Workers Union of America, AFL-CIO
- Retirement Benefit Plan of American Airlines, Inc. for Agent, Management, Specialist, Support Personnel and Officers
- American Airlines, Inc. Pilot Retirement Benefit Program - Fixed Income Plan and Variable Income Plan

If you are a participant in a Defined Benefit Pension Plan, you'll be eligible to draw your pension in accordance with the plans. You'll retain benefits earned through Oct. 31, 2012. You'll also continue to earn vesting service and service toward early retirement eligibility through your last workday.

Before leaving the company, estimate your pension benefit in Jetnet's Benefits Service Center. You can use the estimate to consult a professional financial advisor about your retirement finances. **To see what your accrued pension benefit is:**

1. Go to Jetnet's **Benefits** tab and select the Benefits Service Center
2. Click the **My Pension** tab
3. Select **Estimate My Pension**
4. Click **Get Started with My Pension Estimate**
5. For "Your Last Day Worked," enter **10/31/2012**
6. Enter an "age" or "date" at which you would like to start your pension. (If applicable, enter your joint annuitant's birthdate to obtain a more accurate estimate.)
7. Click **Continue**

Note: Use the **Explanation of Benefit Payment Options** on the Results page to obtain descriptions of the various payment options.

If you have already separated from the company, you may contact HR Services to have an estimate mailed to you.

If you're eligible and want to activate your pension following your separation date, you need to request a pension kit at least by the 15th of the month prior to your desired commencement month. Otherwise, you will have to wait a month to commence. Pension kits are valid up to 180 days prior to the requested pension start date. If you are still employed with American, you may request a kit via Jetnet's Benefits Service Center. **To request your pension kit:**

1. Go to Jetnet's **Benefits** tab and select the Benefits Service Center
2. Go to the **My Pension** tab
3. From the My Pension page, select **Request your Pension**
4. Enter the **Last Day Worked, Benefit Commencement Date** and, if applicable, the **Beneficiary Date of Birth**.
5. Then click **Submit**.

If you have already separated from the company, you may contact HR Services to have your pension kit mailed to you.

Important: In the event of any inconsistency between the above information and the actual Plan documents, the Plan documents prevail.

Reduction in Force in Conjunction with Retirement

If you are involuntarily separated from the company and are at least age 55 with at least 10 years of company seniority, you are eligible to retire from the company.

After your separation, please contact HR Services to process your Retirement Personnel Transaction Record (PTR) to activate retirement benefits and privileges. HR Services will conduct your individual retirement counseling session to ensure you understand the retirement benefits and privileges to which you are entitled, including pension commencement if eligible.

Reduction in Force in Conjunction with the 50-55 Rule

If you are involuntarily separated from the company and are between ages 50 and 55 with at least 15 years of service, you are eligible to retire from the company upon reaching age 55 under the "50-55 Rule."

Keep in mind that under the "50-55 Rule," you are **not** a retiree immediately upon your separation, but you will be eligible to retire from the company upon reaching age 55.

At age 55, please contact HR Services to request your Retirement Personnel Transaction Record (PTR) to activate retirement benefits and privileges. HR Services will schedule an individual retirement counseling session with you to ensure you understand the retirement benefits and privileges to which you are entitled, including pension commencement if eligible.

Retirement Planning Resources

If you're eligible to retire, American wants you to know all the benefits and privileges available to you--and wants you to understand the retirement process itself. There are varying criteria for becoming a retiree of American, for retiree health benefits coverage and for commencement of pension or 401(k) benefits.

If you're still actively employed with the company, please visit Jetnet's Retirement Planning page under the Benefits tab to review important details about retirement. After your separation, if you are eligible to retire at a later date when you become eligible, you can access resources to help you learn about retiree benefits and privileges at www.AACareers.com/support.

Retiree Medical Plan

If you are eligible, you may enroll in the Retiree Medical Plan and other associated health benefits upon your retirement. Please access the Retiree Benefits Guide at www.AACareers.com/ebg to review eligibility details. Additional updates about retiree medical benefits including cost details are available at my.aa.com/en/retiree-benefits.

Important: Retiree medical benefits for current retirees are subject to pending changes due to American Airlines restructuring. The Retiree Medical Plan is not guaranteed and it may become necessary to change benefit programs for employee groups, including retirees. If that becomes the case, we will notify you promptly.

The company reserves the right to alter, amend, modify, or terminate the plans, any program described in the Retiree Benefits Guide for American Airlines Retirees or Group Life and Health Benefits Plan for Retirees of Participating AMR Corporation Subsidiaries, or any part thereof at its discretion.

Retiree Travel

Retiree travel privileges are similar to those you have as an active employee. Upon your retirement, you'll have access to Jetnet, 888-WE-FLY-AA and smartphone travel apps to manage your travel. You will receive a monthly invoice via U.S. mail for all travel services charges. Along with your first paper invoice, you will receive instructions to set up electronic payment. You can set up electronic payment after paying your first bill. Please review the TRIP Book for more details.

Admirals Club

As a former employee of American Airlines or AMR Corporation, you are invited to purchase a membership to the Admirals Club and enhance your time at the airport. Active employees are not eligible to hold primary or spouse memberships; however, former employees (including retirees) are welcome to join the Club. With Admirals Clubs lounges worldwide in all the right places, and a host of complimentary amenities including Wi-Fi; house wine, beer and spirits; coffee, tea, soft drinks and light snacks; PCs with Internet access; and showers and children's rooms in select locations, you can experience what our members have come to appreciate when traveling. Plus, as an Admirals Club member, you may invite up to two guests or family members to accompany you when you visit the lounge. If you're traveling on a revenue ticket, former employee members may go to the club to have boarding passes issued or seats assigned. However, the Admirals Club cannot process stand-by listings and boarding passes for non-revenue or pass travel. For more information about Admirals Club, visit www.aa.com/admiralsclub

Address Change

Address Change

You must keep the Company advised of any changes to your address. If you have Jetnet access, go to the Jetnet homepage and select, "Update MY Information." Otherwise, please send address changes to:

**American Airlines HR Services
P.O. Box 9741
Providence, RI 02940-9741
FAX: 888-891-3625**

Include in your request your name, employee number, new address and old address, and a copy of your government photo ID. Failure to maintain a current address could prevent the company from contacting you, should it be necessary to do so. Please note that filing an address change with AA does not file an address change with other services such as JP Morgan, American Airlines Credit Union, Benefit Concepts, HealthFirst, etc. Please ensure you advise all of your address change in addition to AA.

Jetnet Access

You will retain limited access to Jetnet for the duration of your recall rights. Access includes the travel pages and news and will be expanded where appropriate over time. Continue to use your same user ID and password.

Disclaimer

The policies stated above apply to employees who do not accept alternate positions within AMR by their established termination date. Additionally, this benefits summary is neither as comprehensive nor as detailed as the plan documents booklets or policy. In the event of any conflict between this summary and the terms and conditions of any particular welfare or benefit plan or policy, such plan or policy will govern. Plans and policy remain subject to change from time to time.

Section 4 - Relocation Policy for TWU

Please read this relocation package very carefully before you make any arrangements to ship your household goods or transport your cars. Reading and understanding the relocation policy prior to your move will help you avoid any expenses that will not be reimbursed by the company.

- All relocations must meet the IRS 50 mile distance requirement (the distance from your old residence to your new work location must be 50 miles greater than the distance from your old residence to your old work location).
- You have one (1) year from the effective date stated on your Relocation Expense Authorization Letter (Move Letter) to complete your move and submit all relocation related expense statements.
- You are allowed one (1) move package per family.
- You are not authorized to move from more than one location.
- You are not authorized to move from a location other than your current work location.
- All packing, unpacking, loading, unloading, and deliveries will be arranged Monday-Friday to eliminate overtime expenses.
- **You must use the company authorized van line for your move.** The van line will not ship jewelry, cash, sterling silver, family heirlooms, securities, personal documents, deeds, valuable collections (i.e. stamps, baseball cards, coins, art, etc.), hazardous materials, chemicals, guns, ammunition, frozen/perishable foods, plants or animals. Neither the company nor the van line will be responsible for loss or damage to unauthorized items shipped or for any damage caused by unauthorized items shipped.
- You are allowed to check up to five extra bags at no charge for relocation purposes.

House hunting Expenses

- Reimbursable house hunting expenses incurred prior to the effective date stated on your move letter includes hotels, car rental or mileage reimbursement. If you rent a car for house hunting purposes, optional insurance and fuel purchases are not reimbursable. If you elect to drive your personal car for house hunting purposes, mileage is reimbursed at \$.245 per mile for actual mileage driven. Hotels and rental car expenses are reimbursable at actual and reasonable cost. Original receipts are required for reimbursement of house hunting expenses.
- If you have reported to work and still have not been able to secure housing, you may rent a car for house hunting purposes only for up to fourteen (14) days after the effective date on your move letter. If you rent a car for house hunting purposes, optional insurance and fuel purchases are not reimbursable. If you elect to use your personal car for house hunting purposes, mileage is reimbursed at \$.245 per mile for actual mileage driven. Rental car reimbursement is at actual and reasonable cost. Original receipts are required for reimbursement of rental car expenses.

The maximum reimbursable amount for all house hunting expenses is \$300.00. House hunting must take place in the area of your new work location. **Applicable taxes will be withheld from this payment at supplemental rates.**

Shipment of Household and Personal Goods

Van line move – The Relocation Department will authorize a representative from the company authorized van line to contact you at your home to arrange for the survey, the packing, loading and shipping of your goods.

- **All arrangements for shipping household goods, storage, and car transport must be made by the company authorized van line.**
- You are authorized to ship up to 12,000 pounds of household and personal goods. If your shipment exceeds the authorized weight limit, you will be responsible for the additional cost.
- Your shipment will be covered with replacement value all-risk transit insurance at \$3.50 per pound, up to a maximum of \$42,000. If your shipment requires additional insurance coverage or should you request additional insurance coverage, you will be responsible for the cost of any additional insurance coverage.
- You will be provided with sixty (60) days of storage at your new location. Your household and personal goods will be moved in and out of storage one time only. If your storage exceeds the authorized sixty (60) days, you will be responsible for any additional cost for your extended storage. If your storage is going to exceed the authorized sixty (60) days, it is your responsibility to inquire about current storage rates. Should you need access to your household goods while they are in storage, you will be responsible for any fees charged by the storage company for accessing your goods.
- You are authorized to ship 1 car if the company authorized van line is shipping your household and personal goods and the distance to your new work location is greater than 350 miles. The car being shipped must be licensed, registered, and roadworthy. The weight of the automobile will not be considered as part of your authorized weight. If the distance to your new work location is 350 miles or less, you must drive your car. You will be responsible for any additional cost for special requests on the shipment of your car. The company will not be responsible for rental car expenses incurred while your car is being shipped.
- The van line will not provide third party appliance servicing for major appliances. It will be your responsibility to ensure all items such as washers, dryers, refrigerators, stoves, dishwashers, icemakers, freezers, water purifiers, computer equipment, VCR's, CD players, DVD players, receivers, speakers, surround-sound systems, and satellite dishes have been disassembled and made ready for shipment. You will be responsible for any additional cost incurred for special requests for packing or servicing of appliances.
- Hobby items, shop tools, and toolboxes all within reasonable limits may be included in your shipment. Some items may be considered bulky and may require additional labor and/or shipping charges. You will be responsible for those charges.
- Children's playground equipment such as forts, playhouses, teeter-totters, swing-sets, trampolines, jungle gyms, basketball goals, etc., that have been disassembled may be included in your shipment. It will be your responsibility to ensure all playground equipment has been properly disassembled and made ready for shipment. Some disassembled playground equipment may be considered bulky and may require additional labor and/or shipping charges. You will be responsible for those charges.
- Items such as boats/trailer, utility trailers/wagons, canoes, motor homes, travel trailers, utility sheds, engines, auto parts/pieces, hobby car(s), antique car(s), jet skis, wave runners, taxidermy items, riding mowers, motorcycles, tractors, heavy exercise equipment (step-masters, treadmills, weight-lifting, exercise bikes, etc), spas, hot tubs, farm equipment, dog houses/runs, and golf carts are not authorized for shipping. However, you may make your own arrangements for shipping these items. Any cost associated with shipping these items will be your responsibility.
- If you have household pets and/or farmyard animals, they are not considered to be part of your household and/or family and cannot be shipped by the van line. The cost of obtaining health certificates, boarding fees, vaccinations, kennels, or the actual transportation of the animal will be your responsibility.

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- **Self-move** - If you elect to relocate your household and personal goods without the assistance of the company authorized van line, you will be responsible for making your own arrangements. To receive reimbursement for your self-move, you must obtain an estimate from the company authorized van line. Once you receive the estimate, you must submit the estimate along with your actual receipts to **Relocation Expenses, MD 779 TUL**. The company will reimburse you 50% of the van line's estimated cost to cover any and all expenses (i.e., truck rental, insurance, mileage charges for rental truck, fuel purchases for rental truck, packing materials, storage, towing and/or shipping of cars, appliance servicing, etc.) incurred by the self-move. **Estimates from van lines other than the company authorized van line will not be accepted.**
- **Release and Indemnity Waiver** - Complete this form only if you elect the self-move option. The form has been included in your package and must be signed, notarized and submitted with your expense statement when seeking reimbursement for your self-move.

En Route Expenses

Your en route expenses begin when you leave your old location and cease when you arrive at your new location.

- **En route mileage** is reimbursable at \$.245 per mile for automobile(s) driven on a direct route to your new work location.
 - If you have used the company authorized van line to ship your household and personal goods and the distance to your new location is greater than 350 miles you may either ship one car and drive the second one if you have two cars, or drive both cars.
 - If the distance to your new location is 350 miles or less you must drive your car(s).
 - If you elect the self-move option, you must drive your car(s) regardless of the distance to your new location.
 - If your family owns more than two (2) cars, any cost incurred for the transportation of the additional car(s) will be your responsibility.
 - **Hotel and meal** expenses for you and your dependents are reimbursable at actual and reasonable cost. When driving to your new location, you must drive at least 350 miles per day to qualify for overnight hotel expenses. Original receipts are required for reimbursement of hotel and meal expenses.
 - **Tow-bars** and connections for turning lights.
 - **Taxi fare** at actual cost for transportation from your old residence to the airport and from the airport to your new residence. Original receipt(s) required.
 - **Tolls & Tips** at actual cost. Original Receipts required.
 - **Laundry** and dry cleaning expenses will not be reimbursed.

To receive reimbursement for en route expenses, you must complete an Employment Relocation Expense Statement. Submit the signed Relocation Expense Statement, applicable receipts, and a copy of your Move Letter to Relocation Expenses, MD 779-TUL.

Miscellaneous Allowance

A Miscellaneous Moving Allowance in the amount of \$600 is being given to you by the company to cover any and all relocation expenses not covered by the policy. Some of the expenses not covered by the policy are i.e., temporary housing, duplicate housing, house hunting expenses (hotels, meals and airport parking) incurred 7 days after the effective date of your move letter, rental cars that are needed while your car is being shipped, special packing and/or shipping requests, bulky charges, extended storage, car registration, lease termination, deposits for rental property, utility connection fees, child care, etc.

To receive your Miscellaneous Moving Allowance you must complete an Employee Relocation Expense Statement (expense statements have been included in your Relocation Package). Complete the expense statement and claim the total amount of \$600. You do not need to itemize or document your miscellaneous expenses. Submit the signed Employee Relocation Expense Statement along with a copy of your signed Relocation Expense Authorization Letter to **Relocation Expenses, MD 779, TUL** for payment. **Applicable taxes will be withheld from this payment at supplemental rates.**

Home Sale Expenses

If you own your home and reside in it on the date you receive your new job offer, you may be eligible for an additional reimbursement of \$600 to assist with some of the costs incurred on the sale of your home. To be eligible for this reimbursement the residence must be (1) your primary place of residence, and (2) owned solely by you or owned jointly by you and your legal spouse or eligible domestic partner. You must also hold title to the residence so recorded on the date you received the award. Eligible reimbursable expenses include seller's basic and customary closing costs on the sale of your home. You must provide a copy of the signed closing statement and a copy of your warranty deed with your expense statement. **Applicable taxes will be withheld from this payment at supplemental rates.**

Questions about relocation services can be directed to Atlantic Relocation Systems at (800) 324-0123.

General Relocation Information

Did you know that you can update your address on jetnet.aa.com. Need a new doctor? Need to make sure your medical plan is accepted in your new area? This and much more information can be found on Jetnet.

Expense Statements - Employee Relocation Expense Statements must be sent to Relocation Expenses, MD 779, TUL for payment. You must complete an expense statement for each paragraph for which you have an expense. Your Relocation Expense Authorization letter contains the appropriate account number, station and branch codes you will need for completing your expense statement. Submit your completed expense statement along with a signed copy of your Relocation Expense Authorization Letter. Each Relocation Expense Statement must have a copy of the signed move authorization letter. Expense statements must be submitted with appropriate receipts, as applicable. You have one (1) year from the effective date stated on your Relocation Expense Authorization Letter to submit for all reimbursable expenses related to your relocation. All payments made by AMR must be reported as compensation for services. Questions regarding payment status may be directed to Robin Beall, Relocation Expenses, (918) 254-3518.

Commuting - In the event you have elected to commute to your new location because your family has elected not to relocate or they plan on relocating at a later date, you must use your D2 travel privileges. If you elect to commute, the Company will not reimburse D2 travel charges. It is your responsibility to be at work during your scheduled hours, and American generally discourages commuting, since it could conflict or interfere with your ability to perform your job.

Business Travel – You are authorized a reasonable number of trips using A-12 Business Classification Travel. Business travel must be related directly to your relocation. You and your immediate family members are authorized 2 round-trips for house hunting purposes, 1 round trip to make arrangements on the shipment of your household goods, 1 round trip for closing on the sale of your home (if necessary), and a 1 one-way trip to report to your new location. Any other travel will be considered as personal travel and you must use your D2 travel privileges. The Company will not reimburse D2 travel charges. Excess use of A-12 Business Classification Travel will result in repayment of applicable service charges. Your supervisor must authorize all A-12 travel.

The company recognizes family members as being a legal spouse, eligible domestic partner, and any dependent children.

You and/or any member of your immediate family should not profit from any goods purchased or services provided and paid for by the Company on behalf of you, the transferring employee. For example, finder's fees, commissions from listing, selling or purchasing your residence, fees or rebates from transporting your household goods or vehicles, lease of rental automobiles, bridge loans to enable you to purchase a residence, fees to family members or friends for baby-sitting and temporary lodging will be in conflict of interest.