

Day At a Time (DAT) Election Tool FAQ

DAT Process

Q. What does DAT stand for?

A. Day At a Time vacation.

Q. What is the difference between DAT and Vacation?

A. The contract states you have an accrued vacation balance that you can, at your option, break up into up to 120 hours of day at a time (DAT) vacation. Workbrain tracks these balances as separate balances. You will have VAC-Block Vac (used for your contractual vacation bidding process), and DAT-Day at a time vacation (used to take vacation (DAT) one day at a time).

Q. Can I convert Block VAC to DAT VAC later on in the year?

A. No, you are given a specific window to elect to convert block VAC to Day at a time (DAT) vacation. If you exhaust your DAT balance or elect to not participate during the conversion window, you will not be permitted to use Day at a time vacation.

Q. How many hours can I reserve?

A. Employees may reserve up to 120 hours (15 days for 8-hr employees) of earned vacation (in increments of 40 hours (5 days for 8-hr employees) to be taken (1) day or more days at a time (DAT).

Q. Do I have to select DAT?

A. No, you can select zero DAT; however, keep in mind you will only have block VAC balance and will need to bid all your remaining VAC weeks during the contractual local vacation bidding process. You will not be permitted to take any block VAC one day at a time.

Q. If I have 6 weeks, do I have to bid all 6 weeks of vacation?

A. If you have 6 weeks of vacation and you choose zero DAT, then yes you will be required to bid all 6 weeks of your block vacation.

Q. What if my previous DAT election is greater than my current accrual?

A. If your previous DAT selection is greater than your current vacation available, you will receive zero DATs. (Under normal accrual policies this could occur if you do not accrue vacation due to, a LOA, occupation injury, or any other reason which could cause the loss of a monthly vacation accrual).

Q. Where in the contract can I find the vacation/DAT information?

A. Article 23

Q. Can the IVR (Interactive Voice Response) phone system that was formerly used for the IAM still be used?

A. No, the IVR touch tone system is no longer active.

Eligibility

Q. I am on a COVID voluntary leave of absence (VLOA). Will I be able to participate in the DAT election process?

A. Yes.

Q. I am on an unpaid leave of absence (LOA) (example- personal leave, OJI-Unpaid leave, etc). Will I be able to participate?

A. No. Unpaid LOAs will participate in the vacation process upon their return to the company.

Q. Is this new web-based automated DAT election system available for IAM and TWU association represented team members?

A. Yes. It is available for Tech Ops and Customer Experience GSE/Facility Team Members represented by the TWU/IAM Association, excluding MCT and MTS.

Q. I am a TWU team member who is still in Auto TA and have not migrated to Workbrain yet. Can I still use the web-based DAT election tool?

A. Yes, excluding MCT and MTS.

Q. I am a former accreted team member who has never participated in DAT election before. Am I eligible to use this system?

A. Yes. All planners, QA auditors and Tech Doc Specialists have been added. Your previous year paper elections have not been captured. You will need to log in and make your elections. Moving forward, your elections will be retained.

Q. Is the system available to MCTs for this 2020 election window?

A. No. MCT team members should reach out to John Richter at john.richter@aa.com

Using the DAT Election Tool

Q. How do I access this system?

A. The link can be found in 4 different places:

- Direct link: <https://datelection.aa.com/>
- Me.aa.com
- AMT Home <https://spteam.aa.com/sites/TechOpsApps/AMTHome/index.html#/>
- Facilities home page <https://newjetnet.aa.com/community/facilitiesmaintenance>
- GSE home page <https://spteam.aa.com/sites/LineMaintenance/GSE>

Q. If I am not authorized to use this system how do I request access?

A. Please email techops.dat@aa.com

Q. How do I reset my password if it has expired?

A. Your username and password are the same as your Jetnet credentials. Go to sam.aa.com to reset if needed.

Q. I am an IAM team member that used the IVR system to make my elections last year. Will the new systems carry over my elections from last year?

A. Yes, all IAM that participated in the DAT election process in 2019 utilizing the former IVR system will have their elections uploaded to the new system. Planners, Tech Doc, QA and MCTs who participated on paper last year will NOT have their previous elections.

Q. I am a TWU team member, and I have never used any system to make my DAT elections. Will the system have a previous year's election pre-loaded for me?

A. Your previous year's election will default to zero (0) as you have never participated in the DAT election process. If you do not log in and participate this year, you will receive zero (0) DAT as your election. Moving forward, the system will retain your elections.

Q. Is this system programmed for 10- and 12-hr employees?

A. Currently, the DAT selection system has not been programmed to accommodate 10-hour work days and is still programmed for 8-hour work days. The system will only allow the selection of 5days/40hrs, 10days/80hrs or 15days/120hrs. However, in the system, 5 days converts to 40 hours ($5 \times 8 = 40$). If you are a 10-hour per day employee, you will use the conversion chart below to select your number of DAT's and to provide you with your preferred selection. Example: If you want 40 hours, you will select 5 days.

5 days	=	40 hours
10 days	=	80 hours
15 days	=	120 hours

Error Messages

Q. What does error message mean?

Hello Jason you have 4 days accrued vacation which is less than the 5 days required to be eligible. If you believe the vacation information is incorrect,

An employee will receive this message when they are not eligible to participate in DAT election due to not enough vacation time accrued to meet the minimum selection of a block week. Please email Techops.dat@aa.com with questions.

Q. What does error message mean?

I'm Sorry. The Day-At-A-Time vacation selection system is currently unavailable

A. An employee will receive this message when the DAT election window has not opened. The election window will open on Oct. 15, 2020 and will close on Nov. 1, 2020 at midnight CT.

Q. What does this error message mean?

Hello EVEADAM , YOU ARE NOT VALID FOR DAT. If you believe the vacation information is incorrect,

A. An employee will receive this message when they are not eligible to participate in DAT election at this time. Reasons could include the employee is on a long term leave, retired, or inactive. Please email TechOps.dat@aa.com with questions.

Help and Resources

Q. I am in the system, but I don't know how to use it.

A. Please refer to this [DAT Election Tool Functional Training Guide](#) and this [training video](#) for guidance. If you still have questions, please contact your local timekeeper or email TechOps.DAT@aa.com.

Q. Who can help me with questions I have?

A. See your local Workforce Admin, email: TechOps.DAT@aa.com, or call Tech Ops Support Desk 24/7 888-697-5836.