

BID LEAVE INFORMATION

Definition - A Bid Leave (BL) is a type of unpaid Personal Leave that is seven consecutive days or more - up to a full contractual month. An exception is made for Bid Leave requests in conjunction with vacation when there are fewer than seven consecutive days in the contractual month in which you are not on vacation.

Requesting and Awarding of Bid Leaves - Requests for Bid Leaves must be made to your base planner using either HIPVD or AVRS. The deadline to request a leave is 0900 Central Time on the 15th day of the prior calendar month. If the 15th falls on a weekend or holiday then the deadline is 0900 the next business day. Bid Leave awards are usually posted to your HI10 later that same day. Occasionally Bid Leaves become available on short notice and/or after bids close. An HI6 message would provide information regarding deadlines. If your initial request is not granted it will remain pending. Please delete any request you no longer wish to be awarded. It is not possible to rescind an awarded Bid Leave.

The dates of Bid Leave request are considered on a contractual month basis. Therefore a full month request for the month of February is 31JAN-1MAR as opposed to 1-28FEB.

In order for a Bid Leave request to be considered in conjunction with vacation the dates of the Bid Leave request and vacation must touch. For example if your Vacation is 15-30NOV a request for a BL10-14NOV is considered to be in conjunction with vacation and a request for BL 1-10NOV is not considered to be in conjunction with vacation.

You are not eligible for a Bid Leave if you are on what is known as an open ended absence (e.g. sick list) on the date Bid Leaves are awarded. This is true even if your planned clear date is prior to the start date of your Bid Leave request. For example, if you are on the sick list on the 15DEC with a planned clear date of 20DEC you are still not eligible to be considered for a Bid Leave for the month of January. Further, your qualifications must also be current in order to be eligible for a Bid Leave. In other words, if you are not eligible to bid you are not eligible to hold a Bid Leave.

Bid Leaves are awarded by base in seniority order within each of the following categories:

1. Leaves requested in conjunction with vacation including Flight Attendants scheduled for Reserve.
2. Full month Bid Leaves for lineholders
3. Partial month leaves in descending day order for lineholders (For example, 30 day requests, 29 day requests, etc.)
4. Flight Attendants scheduled for Reserve. (Full month requests are awarded first, followed by partial month leaves in descending day order.)

Note: Lineholders include Flight Attendants on the Back-up Reserve list. Flight Attendants holding Relief and Availability schedules are lineholders.

If you requested a longer leave and the full amount of time is not available, the company will award the greatest amount of time still available. If you make more than one request for a month, they will be considered separately not together. For example, a request for a Bid Leave 1-15JAN and a separate one for 16-30JAN will not be considered as full month request for 1-30JAN.

Reserve Rotation - If you bid onto Reserve after you have been awarded a Bid Leave it will not count as your reserve rotation. If you were on the Reserve list and awarded a Bid Leave, then the month will count towards your reserve rotation.

Bidding – You will not be removed from a carry-over trip that originates in the current month and flies into the next month if it was on your schedule at the time of your Bid Leave was awarded. Your Bid Leave start date will be adjusted accordingly. Once you have been awarded the Bid Leave you cannot pick-up nor can Crew Schedule assign you to a trip which conflicts with your Bid Leave - including carry-over trips.

You will be removed unpaid and credited for any trips, AVBL days or Reserve days that conflict with the dates of the Bid Leave with the exception of carry-over trips previously mentioned. The time will be reflected in your PROJ and/or your SPROJ. The time will not be reflected in your PPROJ. Just think of it as bidding for an unpaid vacation. If a trip were to conflict with both your vacation and Bid Leave you would be removed and paid based on the vacation.

If you held a carry-over trip which originates during your Bid Leave and flies into the next month, you will be removed and credited from that trip. Paper legalities will apply when bidding for the next month. In other words, you will create a schedule conflict if there is a direct conflict between the trips. If there is enough time separating the trips to allow for debrief and sign-in (paper legalities) then you would not have a conflict with the first trip of the next month. Paper legalities would also apply to any Reserve or Available days in the next month.

Benefits - Any time you take a leave or consecutive leaves which exceed 30 days, then you become responsible for the full cost of your health benefits. You should receive a letter and a “Rules and Instruction” sheet from Employee Services shortly after your leave begins advising you of the appropriate deadlines for continued coverage. If you do not receive this letter be sure to contact Employee Services to ensure you don’t lose coverage. A leave is now considered a life event. If you elect to continue your benefits, you must also remit payment by the deadlines indicated in your letter.

Pay very close attention to benefits such as Pre-funding, Supplemental Medical and Long Term Disability. Re-enrolling in Pre-funding is costly if waived during your leave. You must pay a \$250 re-enrollment fee, pay higher monthly premiums and pre-fund for a full 10 years in order to have Retiree Health Care. If you do not continue Supplemental Medical it will be cancelled and you cannot re-enroll unless you marry. The ability to resume additional Life Insurance, Short Term and Long Term Disability are not

guaranteed and may require the submission of a Statement of Health. Be certain you fully understand the impact of a Bid Leave on your benefits and any associated deadlines. **The elections you make during your Leave could impact your coverage for the remainder of your career.**

420 Threshold – You must be in a paid status at least 15 days in a month in order to be considered active for the purposes of Vacation and Sick accrual eligibility as well as the threshold for subsidized health benefits. Bidding a trip that conflicts with either the beginning or end of the Bid Leave could also cause the month to be considered inactive. For example, if your Bid Leave is 1-15JAN and you bid a three day trip on 15,16 and 17, you would only be considered active 13 days if it is a 30 day month and 14 days if it is a 31 day month. The SK and VC accrual columns of your HISK would indicate an ‘N’ for the month and you would not be eligible to accrue Vacation or Sick time for the month. Since the month is not considered active it would lower your 420 threshold by 35 hours and any hours actually paid that month would not be included in the eligible hours to meet your threshold in your other active months.

Travel- American’s interline agreements with other carriers do not apply to employees on Personal Leaves. In addition the company does not permit D1 travel while on a Personal Leave. Keep in mind that a Bid Leave is a type of Personal Leave. The company keeps track of our ability to use Other Airline and D1 travel privileges based on our being on or off payroll. Currently the company removes an employee from payroll if their leave is expected to be greater than 16 days. If you take many consecutive leaves, all travel privileges will cease after the 180th consecutive day.

Seniority Accrual - A Bid Leave will affect your seniority as follows: Your bidding (or Occupational Seniority), will accrue for the first 180 days. Your Company Seniority, which determines vacation accrual and retirement eligibility, will accrue for the first 90 days. You retain, but do not accrue Pay, or Classification Seniority on a Bid Leave. Generally the company only makes the adjustment to Classification Seniority if the leave exceeds the 16 day requirement which removes you from payroll. Although individual Bid Leaves are awarded in one month increments, consecutive Bid Leaves can impact seniority accrual.

Keep in mind that information regarding company policy is subject to change and the Union may argue these changes and their impact on our members.