



SUPPLEMENTAL CHECKLIST FOR AMERICAN EAGLE FLIGHT ATTENDANTS
COMPLETE THESE STEPS IN ADDITION TO THE APPROACH & ARRIVAL CHECKLIST

✓ **STEP ONE – BE SURE TO LET YOUR MANAGER KNOW IF YOU ACCEPT RECALL**

Submit your resignation, in writing, to your manager as soon as possible. Please provide them at least two (2) weeks notice before your last day. If you do not accept recall to AA, simply decline the offer and return your *Accept/Reject Re-employment Form*. If you are interested in the *Voluntary Travel Separation*, you must resign from American Eagle first. Contact your manager if you are interested in this option.

✓ **STEP TWO – DECIDE ON A RESIGNATION DATE FROM AMERICAN EAGLE AND GIVE NOTICE**

If you are accepting our offer of recall, the effective date of your resignation from American Eagle must be no later than one (1) day before the start of your training class. So that your payroll transaction is processed correctly, tell your manager that you need to be “reinstated to RIF (furlough) status with AA” immediately upon your resignation from American Eagle. (Don’t worry, your manager or American Eagle payroll representative will know what that means.) Since American Eagle is a separate entity from AA, doing this will ensure a proper transition between the two companies.

✓ **STEP THREE – READ THE INFORMATION BELOW CAREFULLY**

Seniority

You will stop accruing company seniority once you resign from American Eagle until your return to payroll date at AA – which is on October 1, 2011. Company seniority will be adjusted day for day between your resignation date from American Eagle and your on-payroll date at AA. (This includes time spent in training and the time between training and October 1, 2011.)

Benefits

All benefits (health insurance, life insurance, etc.) will cease on your last day worked with American Eagle and you will not be covered again until October 1, 2011 unless you elect and are eligible for COBRA.

- You will be responsible for electing COBRA when solicited and paying COBRA at the full COBRA rates.
- You will not be reimbursed for COBRA.
- COBRA is not automatic. You must complete steps to ensure that you are covered.
- Please check with HR Services at 1-800-447-2000 if you have questions.

Travel Privileges

Any flight attendant who resigns from American Eagle on or after August 8, 2011 and attends training in conjunction with the October 1, 2011 recall will retain their current NRSA travel privileges on AA and AE (only) between their resignation date and their on payroll date as an American Airlines flight attendant. Reciprocal travel agreements, ZED travel and other interline travel will not apply.

Additionally, this privilege will not apply to any flight attendant who fails to report to his/her assigned training class or fails to successfully complete recall training.