

April 28, 2020

To: All Customer Operations Employees

Re: JFK May Operation

As we have mentioned before, this continues to be a fluid situation. While we have seen a reduction in COVID-19 cases the virus is still prevalent, therefore the JFK May flight schedule has been adjusted again.

The JFK operation has now been adjusted down to 3 flights (LAX/CLT/MIA) a day from May 7 until May 29. Hence, to continue with recommended safety/health guidelines we are going to continue with a reduced work week for all employees.

Please note the adjustments starting on May 2:

- **All CC and FT employees will be required to work one day a week, which will be each employee's scheduled first day back from days off. The remaining four (4) work days in the week will be paid at the applicable rates**
- **Crew chiefs and FT employees will work 0830 – 1700 from May 2 -6**
- **Crew chiefs and FT employees will then work 0600 – 1430 from May 7 – May 29**
- **PT employees will work their scheduled first day back from days off. The remaining two (2) work days in the week will be paid at the applicable rates**
- **PT employees will work 1100 – 1630 from May 2 – May 29**
 - **NOTE: PT employees follow new bid day off schedule**
- **CC & FT OPS relief personnel follow 4/25 schedule**
- **PT OPS relief follow 5/2 schedule**

These changes have been made in cooperation with TWU Local 501

Crew chiefs and FT employees, please see the schedule below for the day you are required to work:

- Sat/Sun off employee works Monday
- Sun/Mon off employee works Tuesday
- Mon/Tue off employee works Wednesday
- Tue/Wed off employee works Thursday
- Wed/Thu off employee works Friday
- Thu/Fri off employee works Saturday
- Fri/Sat off employee works Sunday

PT employees, please see schedule below for the day you are required to work:

- Sat/Sun/Mon/Tue off employee works Wednesday
- Sun/Mon/Tue/Wed off employee works Thursday
- Mon/Tue/Wed/Thu off employee works Friday
- Tue/Wed/Thu/Fri off employee works Saturday
- Wed/Thu/Fri/Sat off employee works Sunday
- Thu/Fri/Sat/Sun off employee works Monday
- Fri/Sat/Sun/Mon off employee works Tuesday

NOTE: if you are on a rotating day-off schedule, follow your rotation

- These shifts take effect on Saturday, May 2, 2020
- All employees are required to badge in and badge out for their shift
- All employees are required to report to 202 for assignment
- All 2020 vacations selected in the November 2019 bid will remain in effect

These are extraordinary times and I appreciate all of your cooperation in making this new schedule work for our customers and helping all of us remain safe.

Stay safe, help each other and follow the recommended health guidelines.

- Wash your hands often with soap and water for at least 20 seconds
- Continue social distancing
- Avoid close contact with people who are sick
- Avoid touching your eyes, nose and mouth
- Stay home when you are sick
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash

Thank you!

Bob Nygard
Director Customer Operations