

## Pandemic Leave of Absence

### Overview

The health and safety of our team members and customers are paramount to running a safe and reliable operation. During the uncertain times of a pandemic, the company is committed to supporting affected team members.

The company will offer up to a maximum of two weeks of paid time off under pandemic leave, following the guidelines outlined below. In addition, if your absence does not qualify for pandemic leave, family or medical leave may be available to you. Any collective bargaining agreements as well as federal, state or local laws may be more generous and may supersede this policy. Any federal, state or local paid or unpaid leave laws will run concurrent with this policy, where applicable.

### Who qualifies for pandemic leave?

Eligible U.S.-based mainline team members who are active and not on any other consecutive leave may qualify for pandemic leave. Inactive team members, as well as contractors and temporary team members, are not eligible for a pandemic leave of absence under this policy.

As of Oct. 1, 2021, during the COVID-19 pandemic, pandemic leave applies to (except where required by law):

- Fully vaccinated team members who have tested positive for COVID-19.
- Fully vaccinated team members who have been exposed to a confirmed case of COVID-19 and are experiencing symptoms of COVID-19, resulting in the need to quarantine while awaiting test results.

Fully vaccinated team members are not required to quarantine after exposure or get tested for COVID-19 if asymptomatic (except where required by law).

(People are considered fully vaccinated once they've received their second dose in a two-dose series, such as the Pfizer or Moderna vaccines, or a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine. Booster shots are not required to be considered fully vaccinated.)

### There are situations for which pandemic leave does not apply

Except where otherwise required by law, these situations include but are not limited to:

- Team members who have not been fully vaccinated, regardless of exposure or confirmed diagnosis.
- Negative test results without either supporting documentation of symptoms or health care provider recommendation to test.
- Self-isolation out of an abundance of caution based on your age or a pre-existing health condition, with or without your medical provider's guidance.
- Any illness other than the pandemic disease.
- Antibody test results (unable to determine necessary quarantine period).
- Preventive testing before surgery, whether elective or nonelective.
- School closures, home schooling or childcare issues.
- Returning from a country or state with a travel health advisory.

- Time off to receive the vaccine or any recovery time associated with the vaccine.

There are other leave options available to you that your absence may qualify for, such as family or medical leave. If applicable, please follow your normal leave request process to apply for one of these leave types.

## How do I request a pandemic leave of absence?

To request pandemic leave, go to the Leaves & Returns space on Jetnet (located in the Team Member Services dropdown) and follow the instructions below specific to your workgroup.

Documents, including proof of vaccination and test results, are required on all leave requests, and must be submitted in a timely manner, except where not required by local law. Your documents must include your vaccine card and information that supports the need for pandemic leave, including employee name; dates of doctor visits; test results that correlate with requested leave dates; and doctor name, address, signature and medical license.

### Ground team members:

- Create a new case in the leave management system, AbsenceTracker. Documents, including vaccine card, test results and doctor's notes, should be uploaded to the leave request at the time it is created. A case may be reviewed and denied if supporting documents are not submitted.
- For instructions on how to create a new case and upload your vaccine card, test result and other supporting documents, [click here](#). Please do not email your vaccine card or other supporting documentation.

### Flight crew members:

- Print and complete the [pandemic leave request form](#).
- Submit your vaccine card.
- Flight attendants, use the Comply365 application on your company tablet and upload an image of your vaccine card. You may also access the Comply365 form via a personal computer or personal mobile device by going to [aa.comply365.net](#) and navigating to the Forms section.
- Pilots, verify your vaccine through a [form in the Comply365](#) application. Step-by-step instructions are available on [AAPilots](#).
- Submit your completed pandemic leave request form and supporting documentation, including test results and doctor's note, by email with the subject "Pandemic Leave Request." Please do not email your vaccination card.
- Pilots: [arc.pilot@aa.com](mailto:arc.pilot@aa.com).
- Flight attendants: [pandemicleave@aa.com](mailto:pandemicleave@aa.com).
- Alternatively, you can submit your request by fax:
  - Flight attendants: 855-895-3684.
  - Pilots: 855-895-3686.

By voluntarily providing American Airlines with proof of your COVID-19 vaccination status, you understand and agree that we will use this information for the purpose of administering our COVID-19 pandemic leave program. Your COVID-19 vaccination status will only be used for this purpose and handled in accordance with our team member privacy policy.

### When can I return to work?

During the COVID-19 pandemic, team members may return to work based on the criteria and guidance below.

If you have been diagnosed with a positive case:

- If symptomatic, it's been at least 10 days since symptoms first appeared.
- If for at least 24 hours, you have had no fever (100.4 degrees or higher) without having to use fever-reducing medications and have had improved respiratory symptoms.
- If asymptomatic, it's been at least 10 days since your first positive test.  
PLEASE NOTE: A NEGATIVE TEST IS NOT REQUIRED TO RETURN TO WORK.

If you have been exposed to someone with a confirmed diagnosis:

- If asymptomatic, you are not required to quarantine after exposure or get tested for COVID-19 (except where required by law).
- If symptomatic, it's been at least 10 days since symptoms first appeared.
- If you've received a negative COVID-19 test result.  
PLEASE NOTE: A NEGATIVE TEST IS NOT REQUIRED TO RETURN TO WORK.

### Pandemic leave and your schedule:

- When pandemic leave is approved, your scheduled vacation days will be removed and replaced with pandemic leave.
- If you prefer to keep those days coded as vacation instead of pandemic leave, please see your administrative assistant or manager in advance. There will be no changes once coded.
- Swaps resulting in more than 40 hours in a week can either be:
  - Pay protected using the team member's accrued sick time.
  - Coded as unpaid state sick time if no sick bank is available.
- Pandemic leave can only be coded during the approved period. Any unused pandemic leave hours will be removed from the team member's sick bank balance.

### Pandemic leave frequently asked questions

**If I am exposed to someone I live with who is confirmed positive and need to quarantine, will I be covered under pandemic leave?**

You would be covered under pandemic leave if you were both fully vaccinated and symptomatic while awaiting test results. Pandemic leave is only available for fully vaccinated team members, regardless of where the exposure took place. In addition to being fully vaccinated, the other

qualification for pandemic leave is that you have either tested positive for COVID-19 or are symptomatic and quarantining while you await test results.

Remember, if you have been exposed and are asymptomatic, you are not required to quarantine (except where applicable by law), provided you continue to self-monitor for symptoms and follow social distancing practices.

**How is “fully vaccinated” defined?**

People are considered fully vaccinated once they’ve received their second dose in a two-dose series, such as the Pfizer or Moderna vaccines, or a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine. Booster shots are not required to be considered fully vaccinated.

**If I am not approved for pandemic leave, what other options are available to me if I need to quarantine or recover from COVID-19?**

You may use your accrued vacation time, sick time or unpaid time. In addition, you may be eligible for a leave under the Family and Medical Leave Act, better known as FMLA, or a medical leave of absence.

**If I test positive and am unvaccinated or partially vaccinated, will I be covered under pandemic leave?**

No. Pandemic leave is only available for fully vaccinated team members. As an alternate, you may use your accrued vacation, sick or unpaid time or apply for an FMLA leave or a medical leave of absence.

**If I test positive for COVID-19, whom do I need to notify?**

For most workgroups, the team member should first contact their manager or supervisor, so they may begin the contact tracing process. Then you may apply for an applicable leave based on your circumstances.

Some workgroups have instructed team members to instead call their sick line or the COVID-19 Support Center (via the Team Member Service Center), which will in turn contact the team member’s manager. If team members cannot identify a manager or don’t have access to a sick line, they may call the COVID-19 Support Center directly at 682-315-0500.

**When can ground crew and Management and Support Staff team members return to work if they have been on an approved pandemic leave?**

First, you do not need a negative test to return to work. When you can return depends on whether you had a confirmed diagnosis, whether or not you had symptoms and when you received your test results. See the chart below for ground and Management and Support Staff team members.

Your medical situation	When you can return to work
If you tested positive for COVID-19 and had symptoms	You must meet all criteria: It’s been at least 10 days since symptoms first appeared.

	For at least 24 hours, you've had no fever (100.4 degrees or higher) without having to use fever-reducing medications and respiratory symptoms have improved.
If you tested positive for COVID-19 and never had symptoms	It's been at least 10 days since your first positive test.
If you were exposed to someone with COVID-19 but never had symptoms	You may continue to work, provided you are not showing symptoms (unless required by law).
If you were exposed to someone with COVID-19 and had symptoms	It's been at least 10 days since symptoms first appeared.

**If I am a flight crew member required to quarantine under the Safety Alert for Operators, when am I able to return to work?**

The Federal Aviation Administration's Safety Alert for Operators (SAFO) guidance applies only to flight crew members. If you are a flight crew member who was exposed to a someone with a confirmed diagnosis of COVID-19, you must quarantine unless you have recovered from COVID-19 in the past 90 days or have been fully vaccinated (it's been two weeks since your second dose in a two-dose series, like Pfizer or Moderna, or after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine).

On day 5 from the date of exposure, you may test for COVID-19 (PCR or antigen test only; rapid test results are not accepted). Based on your test results and symptoms, the chart below shows when you can return. Please note: You do not need a negative test to return to work.

Your medical situation	When you can return to work
If you tested negative for COVID-19	You must continue to quarantine until day 7 from exposure and they may return to work on day 8.
If you tested positive for COVID-19 and had symptoms	You must meet all criteria:  It's been at least 10 days since symptoms first appeared.  For at least 24 hours, you've had no fever (100.4 degrees or higher) without having to use fever-reducing medications and respiratory symptoms have improved.
If you tested positive for COVID-19 and never had symptoms	

	It's been at least 10 days since your first positive test.
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**If I choose to quarantine due to an exposure but am not fully vaccinated, how will my absence be considered?**

Unvaccinated or partially vaccinated team members who choose to quarantine due to exposure may use their accrued sick time. In the event you test positive or become symptomatic, you may qualify for a family or medical leave.

**How do I submit my vaccine card to be eligible for pandemic leave?**

- Ground and Management and Support Staff team members will need to submit their vaccine card at the time they apply for pandemic leave through AbsenceTracker. For instructions on how to upload your vaccine card, test result, and other supporting documents, look [here](#).
- Flight attendants should use the Comply365 application on their company tablet and upload an image of their vaccine card. You may also access the Comply365 form via a personal computer or personal mobile device by going to [aa.comply365.net](http://aa.comply365.net) and navigating to the Forms section.
- Pilots can verify their vaccines through a form in the Comply365 application. Step-by-step instructions are available on AAPilots.

**Please note:** You may not submit vaccine cards or any other personal health information via email to the Absence and Return Center. Vaccine cards submitted by email to request a pandemic leave will not be accepted.

**Why can't the company use the vaccine card that I submitted for the vaccine incentive program?**

When the incentive program was launched, we made a commitment to use submitted vaccine cards only for that purpose and to destroy the images of the cards once the incentive was verified. We plan to honor that commitment.

**If I submit a negative test result, will I still receive pandemic leave?**

Yes, you will receive pandemic leave, provided you are fully vaccinated and submit supporting documentation from a health care provider or clinic recommending that you be tested. Your pandemic leave will only apply to the time were awaiting your negative test results. Negative results not accompanied by supporting documentation will not be approved for pandemic leave.

**Will team members who were unable to be vaccinated for because of medical or religious reasons still be eligible for pandemic leave?**

Team members who cannot get the vaccine due to a valid medical reason or sincerely held religious belief may apply for a reasonable accommodation. More information about the accommodations process can be found [here](#).