

Glove and Mask Policy

Gloves

Although the CDC doesn't recommend using gloves to prevent the spread of COVID-19, we're adjusting our policy on a short-term basis to allow agents to bring and wear their own solid-colored, non-latex gloves. Some important reminders:

- Gloves are not medically recommended because COVID-19 can be spread when someone touches a contaminated surface, with or without gloves, and then touches one's face, eyes, nose or mouth without washing hands or using hand sanitizer
- Team members should wash their hands with soap and water for at least 20 seconds after removing gloves
- The CDC recommends changing gloves every 30 minutes

Note About Glove and Wipe Supply:

Effective today, March 17th, additional gloves and hand sanitizers have been provisioned for crew use on all flights. Due to limited supply, caterers and cabin cleaners will not be able to fulfill callbacks for additional or missing items. Knowing this, please do not provide additional sanitizing wipes or gloves if requested; crew members should use the items that have been provisioned for them.

Masks

At this time, due to the coronavirus pandemic, airport team members are temporarily permitted to wear masks until further notice.

As a reminder, the Centers for Disease Control and Prevention (CDC) has stated that wearing a mask is not effective at protecting someone from obtaining the coronavirus. In fact, it's likely that wearing a mask may result in more frequent touching of the face, nose and eyes, which increases the chance of transmission. However, wearing a mask for someone who is ill, coughing and sneezing can help to prevent the spread of many viruses in respiratory droplets.

Voluntary Personal Leaves of Absence (VPLOA)

Posted By Adam On March 20, 2020 @ 8:45 am In HR Benefits | [Comments Disabled](#)

Updated March 25, 2020. Read the VPLOA announcement on my.envoyair.com ^[1].

Medical benefits

You will be eligible for medical, dental & vision coverage, life insurance or AD&D benefits at active employee rates. During a VPLOA, you will be responsible for payment of your portion of all premiums, which will be direct billed to you.

Travel privileges

You will retain all non-revenue travel privileges provided to active team members.

Frequently asked questions

Is this leave paid?

No. This is an unpaid voluntary personal leave of absence, or VPLOA. Employees on a VPLOA will be treated as if on active status for seniority purposes. Employees on a VPLOA will accrue seniority in the same manner as a Personal Leave of Absence. Please refer to your applicable Collective Bargaining Agreement for more information.

What is the duration of the leaves being offered?

Because the changes to our operation are limited the company will determine – based on operational demand and the level of employee interest – whether we are able to grant a leave of absence, as well as the timing and duration of that leave. Currently, the Company is only offering a VPLOA for ground workers from April 7 until May 6, with the possibility of extension. For crewmembers, a limited number of leaves will be granted on a 30-day bid month basis, starting in April. Depending on schedule requirements, leaves may be extended to subsequent bid months.

Who is eligible for this leave of absence?

Absent exceptions required by law, employees that are in an “active status” as of March 20, 2020 will be eligible to bid for this extended VPLOA option in the following groups, but may extend the option to additional locations in the future. Active status for purposes of this agreement is defined as an employee on payroll receiving pay from the company.

Customer Services employees in Los Angeles (LAX), New York (LGA & JFK), Chicago (ORD), Miami (MIA), Dallas-Fort Worth (DFW) and outstations

GSE Maintenance employees systemwide

Maintenance and Stores employees in LGA

Flight Attendants and Pilots systemwide on a 30-day bid month basis, starting in April.

Which benefits do I keep while I am on this leave of absence?

Employees on a VPLOA will continue to be eligible for non-revenue travel privileges provided to active team members. Employees on a VPLOA will also be eligible for medical, dental & vision coverage, life insurance or AD&D benefits at active team member rates. During a VPLOA, an employee will be responsible for payment of the employee portion of all premiums, which will be direct billed to the employee. An employee's failure to make timely premium payments will result in the loss of coverage, subject to the Company's regular premium collection process.

How are the number and location of VPLOAs determined?

The company will determine the duration and total number of VPLOAs, as well as the specific work groups and locations where the VPLOAs will be offered. VPLOAs will be awarded based on availability and in accordance with the terms of your collective bargaining agreement. The start and end dates of the VPLOAs will be determined by the company.

Can I collect unemployment benefits while on a VPLOA?

If the company receives a request for information from a state or local agency with responsibility for unemployment compensation claims, the company will respond by providing factually accurate information regarding an employee's status. However, the company will not actively contest an employee's claim for unemployment compensation benefits.

How long do I have to decide?

Please refer to the chart below to determine the deadline for applying for a VPLOA. The company can choose to offer additional leave opportunities on these same terms in the future, but there is no guarantee that it will.

Location	Workgroup	Deadline (Midnight CT)	Point of Contact
Systemwide	Pilots	March 30, 2020	<u>Robert Neider</u> ^[2]
Systemwide	Flight Attendants	March 30, 2020	<u>Lisa Snyder</u> ^[3]
LAX	Customer Services	March 30, 2020	<u>Amber Rivera</u> ^[4]
LGA	Customer Services	March 30, 2020	<u>Rodger Recker</u> ^[5]
LGA	Maintenance	March 30, 2020	<u>Stephen Day</u> ^[6]
LGA	Stores	March 30, 2020	<u>Jack Badgero</u> ^[7]
JFK	Customer Services	March 30, 2020	<u>Shontell Morris</u> ^[8]
ORD	Customer Services	March 30, 2020	<u>Eric Spence</u> ^[9]
DFW	Customer Services	March 30, 2020	<u>Lita Humprey</u> ^[10]
MIA	Customer Services	March 30, 2020	<u>Donald Dauernheim</u> ^[11]

Location	Workgroup	Deadline (Midnight CT)	Point of Contact
Outstations	Customer Services	April 1, 2020	General Manager
Systemwide	GSE	April 1,2020	<u>Travis Blair</u> ^[12]

Can I change my mind?

Once granted, the VPLOA must be accepted by the employee. Based on operational needs the company may cancel or reduce the duration of a VPLOA, with at least seven days' notice to you. If the company cancels or reduces a VPLOA, the company will seek volunteers to return to work. If necessary, employee(s) will be brought back to work in reverse seniority order.

What happens at the end of a VPLOA?

An employee will return to the employee's classification and location at the conclusion of the VPLOA, unless the employee is contacted or applies for an extension of their VPLOA. The employee will not be eligible to bid for transfers while on the VPLOA.

Article printed from My Envoy Air: <https://my.envoyair.com>

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[1] my.envoyair.com: <https://my.envoyair.com/index.php/envoy-offers-voluntary-personal-leave-of-absence/>

[2] Robert Neider: <mailto:robert.neider@aa.com?subject=Voluntary%20Personal%20Leave%20of%20Absence>

[3] Lisa Snyder: <mailto:lisa.snyder@aa.com?subject=Voluntary%20Personal%20Leave%20of%20Absence%20Request>

subject=Voluntary%20Personal%20Leave%20of%20Absence%20Request

[4] Amber Rivera: <mailto:amber.rivera@aa.com?subject=Voluntary%20Personal%20Leave%20of%20Absence%20Request>

subject=Voluntary%20Personal%20Leave%20of%20Absence%20Request

[5] Rodger Recker: <mailto:rodger.recker@aa.com?subject=Voluntary%20Personal%20Leave%20of%20Absence%20Request>

subject=Voluntary%20Personal%20Leave%20of%20Absence%20Request

[6] Stephen Day: <mailto:stephen.day@aa.com?subject=Voluntary%20Personal%20Leave%20of%20Absence%20Request>

subject=Voluntary%20Personal%20Leave%20of%20Absence%20Request

[7] Jack Badgero: <mailto:jack.badgero@aa.com?subject=Voluntary%20Personal%20Leave%20of%20Absence%20Request>

subject=Voluntary%20Personal%20Leave%20of%20Absence%20Request

[8] Shontell Morris: <mailto:shontell.morris@aa.com?subject=Voluntary%20Personal%20Leave%20of%20Absence>

[9] Eric Spence: <mailto:eric.spence@aa.com?subject=Voluntary%20Personal%20Leave%20of%20Absence>

[10] Lita Humphrey: <mailto:lita.humphrey@aa.com?subject=Voluntary%20Personal%20Leave%20of%20Absence>

[11] Donald Dauernheim: <mailto:donald.dauernheim@aa.com?subject=Voluntary%20Personal%20Leave%20of%20Absence>

subject=Voluntary%20Personal%20Leave%20of%20Absence

[12] Travis Blair: <mailto:travis.blair@aa.com?subject=Voluntary%20Personal%20Leave%20of%20Absence>