

November 2019 One Month Special COLA Program Information

Inflight Scheduling has determined that there will be an opportunity to award one-month Special COLAs (Company Offered Leave of Absence) effective for the November 2019 bid month. The number of Special COLAs awarded has not yet been determined. All Flight Attendants in the Inflight Services Administration System who are projected to be active for the November 2019 Bid Month will be eligible to participate in the one-month Special COLA program.

TIMELINE FOR BIDDING & AWARDS

Bids Open: Thursday, September 12, 2019
Bids Close: Monday, October 7, 2019 at 0800 Central Time
Awards Posted: Before October 12, 2019

Once awarded, Special COLAs cannot be rescinded.

OVERLAP PAIRINGS FROM OCTOBER INTO NOVEMBER

Flight Attendants are responsible to fly the last trip of the October schedule, including overlapping pairings into November 2019.

CQ SCHEDULING

If November is your Must Go (Due) month and training needs to be scheduled, you are expected to attend training and should make arrangements to schedule yourself to attend training. Contact the FAST team at 1 800 FLT LINE (option 4, 2) to be scheduled for CQ training. If you do not get scheduled, you will be assigned CQ training beginning on November 4th.

BACKSTAGE

If awarded the November Special COLA, Flight Attendants who were awarded a preference month of November or earlier (February-October) who have not yet attended a Backstage session are expected to schedule yourself for a Backstage Session in November. Refer to your bid package for more information about Backstage sessions.

You must call FAST to get scheduled for Backstage while on a COLA. If you do not pick up a session beginning on October 23, the Training Scheduling Team will assign Backstage to you beginning on October 27 for an October session.

ELIGIBILITY TO PARTICIPATE:

To be eligible for the award of a Special COLA, you must be projected to be active for the November bid month. If you are on a Leave of Absence, you are not eligible to be awarded a Special COLA.

For those Flight Attendants who have accepted a base transfer, Special COLA awards will be processed using your base assignment projected for the bid month requested.

Special COLAs will be awarded in seniority order by base and will consider any special qualifications.

September 12, 2019

PASS TRAVEL PRIVILEGES:

You are eligible for space available leisure pass travel on United and United Express for the duration of the Special COLA. Travel privileges include your eligible pass riders and buddies as well as myUAdiscount.

EMERGENCY TRAVEL

You are eligible for positive space emergency travel. Employee eligibility for emergency travel requires a need to travel within 48 hours of a qualified emergency (death or critical illness/injury) of an immediate family member. Go to *Flying Together > Travel > Types of Travel > Emergency Travel* for more information.

*Please note: As always, boarding priority, service charges and other elements of the pass travel programs are subject to change at any time based on company policy.

PAY AND VACATION LONGEVITY STEPS

Pay and Vacation longevity steps will not be impacted for the duration of this Special COLA.

IMPACT OF A SPECIAL COLA ON VACATION ACCRUAL

A Special COLA is a reducible Leave of Absence. For each thirty (30) days or major portion thereof where you are on a Special COLA, vacation accrual will be reduced by one-twelfth (1/12).

SCHEDULED VACATION PERIOD(S) DURING THE SPECIAL COLA

If you have vacation period(s) that are scheduled during the Special COLA, you will be paid out for your vacation at a rate 3:15 hours per vacation day. Vacation will be paid within forty-five (45) days of the vacation period.

BENEFITS

Health and welfare benefits: Flight Attendants on Special COLA will be eligible to maintain their health and welfare coverages at the active employee contribution rate for the duration of the Special COLA.

While on the Special COLA, payroll deductions will not be made for these coverages and will accumulate for up to 2 months and an amount of \$750.00. Once the accumulation reaches \$750.00 AND no deductions can be taken for 2 months, the premium balance will be sent for direct billing by the United Airlines Benefits Center. i.e., When the Flight Attendant does not earn pay or enough pay and deductions cannot be made from a \$0.00 paycheck, payroll will accumulate a past due balance up to \$750.00 and at least 2 months of premiums.

If the Flight Attendant still does not receive a paycheck or enough pay for benefits deductions, the past due balance and future benefit premiums will move to the UABC for direct billing until the employee begins receiving a paycheck. If the Flight Attendant returns to work prior to reaching \$750.00 and at least 2 months of missed deductions, the accumulated deductions will be applied to the first paycheck which could result in a zero dollar paycheck.

Flight Attendants who signed up for the new voluntary benefits (Long Term Care, Auto/Home, Identity Theft, and Pet Insurance), will be directly billed after missing 3 paychecks and will receive communications on how to pay for their benefits directly.

SICK LEAVE

No sick-leave payments are made during the period of leave. Sick Leave credit will apply consistent with the provisions of Section 13.A.1.a

QUALIFICATIONS AND CONDITIONS OF RETURN

Per the Section 15.A.6, provided the Flight Attendant returns to work on or before the leave expiration date, they are assured reassignment to their former position and base, if they are still physically fit and qualified to perform the job and they have not been otherwise subject to involuntary transfer under the provision of the Contract Section 15.A.5).

Section 15.E. of the JCBA provides that a Flight Attendant unable to return at the scheduled time due to personal illness, injury or pregnancy will remain on the Leave status under which they went out but and will simultaneously begin a Medical Leave of Absence. Benefits (insurance, pass travel) will be available at active rates. The seniority of a Flight Attendant affected in this way will continue to accrue seniority for a period not to exceed three years or the Flight Attendant's total length of active service (Section 15.E.) The period of Medical Leave of Absence will commence the day following the original end date of the Special COLA.

OUTSIDE EMPLOYMENT

The Contract Section 15.A.3 provides that outside employment is permitted while on Special COLA, with approval. The Flight Attendant must request approval from their base supervisor submitting a letter with the name of the company and include details of their job responsibilities. This is to ensure there is no conflict of interest between the job and United Airlines. The Flight Attendant will receive a written response to their request.

UNION DUES

Under the AFA Constitution and Bylaws, when a Flight Attendant takes an unpaid leave of absence which exceeds ninety (90) days, she/he has a dues obligation for the first ninety (90) days of the leave of absence. The AFA Bylaws controls the duration of any dues obligation and may be subject to change based on any changes to those Bylaws. Questions concerning dues should be directed to AFA Membership Services at 1 800-424-2401 X707.

CANCELLATION OF A SPECIAL COLA

As with any Special COLA, this leave may be canceled by the Company at any time and you will be required to return to active service should United determine that it is necessary for you to do so in order to meet operational requirements. The Company must provide you with a reasonable period of time for return to work. Be certain to update your telephone and address information prior to starting your Leave of Absence.

QUESTION AND ANSWER

September 12, 2019

Q: Will another round of COLAs be offered in the future?

A: We do not know if another round of COLAs will be offered in the future. As we move ahead, with our monthly schedule build process, we will review the opportunity for additional COLAs at that point in time.

Q: If I have a step of discipline on my record what happens to it while I am on a Special COLA?

A: The discipline step is frozen while you are out and resumes once you return to work.

Q: Is there anyone who is not eligible for the Special COLA?

A: Anyone who is not reflected as active and available to fly in the Inflight Administration system for the November 2019 bid month will be ineligible for the Special COLA. For example: If you are currently on a Military Leave of Absence (MLOA), Occupational Injury (OI), Leave of Absence (LOA) or sick leave and your doctor has indicated you are unable to work through November 2019, you will not be awarded a Special COLA as you are inactive.

Q: How much notice will I receive if my Special COLA is cancelled?

A: Our goal will be to give you two weeks' notice.

Q: Is the Flight Attendant able to decline a Special COLA?

A: Once awarded, a Special COLA cannot be rescinded by a Flight Attendant.

Q: Can I be awarded a One Month Special COLA before or after the Special COLA?

A: Yes, you may be awarded a One Month Special COLA before and/or after the Special COLA period.