

Voluntary Furlough Q&A for Flight Attendants

UPDATED AS OF: August 26, 2020

ELIGIBILITY

Updated 7/30/20

If I am currently on a leave of absence can I take a voluntary furlough?

- Personal Leave: YES
- Military Leave: YES
- Special Leave: YES
- Union Leave: YES
- Parental: YES
- Medical Leave: Flight Attendants on a Medical Leave of Absence under Section 15.E and Flight Attendants on a Medical Leave of Absence Due to Pregnancy under Section 15.F must gain medical clearance with a return to work date not later than September 30, 2020. The medical clearance must be received and approved by Company Medical no later than 17:00 (CDT) on **Thursday, August 6, 2020**. Flight attendants on sick (ONSL) leave may bid for and be awarded the voluntary furlough; however, they must come off sick leave (OFSL) prior to the voluntary furlough start date of October 1, 2020.
- Flight attendants on sick leave (ONSL) on the voluntary furlough start date of October 1, 2020 may be prevented from being placed on voluntary furlough status.

BIDDING

How do I bid for a voluntary furlough?

Bids will be accepted via the Crew Communications System (CCS).

How do I enter my bid using (CCS)?

Navigate to *CCS > Leaves > Voluntary Furlough*. On the Voluntary Furlough screen, completely enter your bid and select a preference in numerical order, then submit your request to complete the transaction.

Will I receive confirmation that my bid has been accepted when I enter a bid via CCS?

Yes, you will receive an immediate system generated response containing your selection, the date, and a timestamp indicating your request was submitted. **How will I know if I have been awarded a voluntary furlough?**

May I make changes to the Voluntary Furlough CCS screen?

Yes, changes may be made to the Voluntary Furlough screen, but only during the open bid period window. During the open bid period you may:

- Submit your initial request
- Modify your request

- Elect to withdraw your request

Note: A system generated message will appear indicating the bid window has closed if modifications are attempted after the bid period window closes.

MATERNITY AND PARENTAL LEAVE

If I am projected to be on maternity leave on October 1st can I be awarded the voluntary furlough?

No. In order to be awarded the voluntary furlough, an individual must be projected to be active on October 1st. If you would like to be awarded a voluntary furlough, you will need to notify FAST by July 27th of your intent to end your maternity leave not later than September 29th, so that you are projected to be active on October 1st.

If I am awarded a voluntary furlough, can I go onto maternity leave upon return from the voluntary furlough?

Extended maternity leave must begin within 30 days of the birth of the child. If you give birth within 30 days of the end of the voluntary furlough, you would be eligible to start your maternity leave upon return from voluntary furlough. If you give birth more than 30 days prior to the end of the voluntary furlough, you would not be eligible to go onto maternity leave upon return from your voluntary furlough. You may be eligible for parental leave, so long as you have not taken any maternity leave in conjunction with the birth of the child. Please see Section 15.G. of the JCBA for more complete details.

If I am projected to be on a parental leave on October 1st, can I be awarded the voluntary furlough?

No. In order to be awarded the voluntary furlough, an individual must be projected to be active on October 1st. If you would like to be awarded a voluntary furlough, you will need to notify FAST by July 27th of your intent to end your parental leave not later than September 29th, so that you are projected to be active on October 1st.

If I am awarded a voluntary furlough, can I go onto parental leave upon return from the voluntary furlough?

Parental leave must be *requested within 12 months of the birth of the child* and the leave requested must not exceed 12 consecutive months. So long as you are within the 12 month period following the birth of the child and you have not taken maternity leave in conjunction with the birth of the child, you may request to be placed on parental leave upon return from voluntary furlough. Please see Section 15.G. of the JCBA for more complete details.

AWARDS

How will I know if I have been awarded a voluntary furlough?

We will post a final award list on Flying Together; you will receive a letter to your permanent address on file and we will also update your (WH) CCS prior to the effective date of the furlough. Voluntary furlough awards cannot be declined.

BENEFITS

What medical benefits will I receive if I am voluntarily furloughed?

According to Section 18.A.3.d. of the Agreement, a flight attendant on voluntary furlough will receive Medical, Dental, and/or Vision Insurance as if they were an active flight attendant. If you and your dependents (if applicable) participate in a medical or dental plan for which you pay a monthly contribution, you will be responsible to pay the monthly amount that is normally deducted from your paycheck but on an after-tax basis. Medical, dental, and vision coverage will continue throughout your voluntary furlough with benefits, provided you pay your employee contributions. You will receive a notification letter from the United Airlines Benefits Service Center with payment details.

Note: If you fail to pay for your coverage on time during your voluntary furlough, then your coverage will be terminated and cannot be reinstated until the earlier of (1) your return from voluntary furlough, or (2) the January 1 following the next Annual Enrollment period.

If you have questions you may contact the United Benefits Service Center at 1-800-651-1007 or via <https://united.service-now.com/hrportal/>

In addition, you may continue your Flexible Spending Account for the remainder of the year on an after tax basis. You will receive additional information from the Benefits Center within 45 days.

Will I be entitled to sick leave pay while on voluntary furlough?

No.

Will I retain my sick leave hours accrued prior to the voluntary furlough?

Yes, a voluntarily furloughed flight attendant will retain the sick leave hours that she/he accrued prior to the voluntary furlough for use upon return to active status.

If I am on voluntary furlough, will I be paid for my vacation days I have already accrued in 2020 since I will not be bidding lines or using my vacation time in 2021?

Flight attendants on voluntary furlough will see your vacation hours posted to your pay registers. They will initially post as zero hours until Crew Pay manually adds the vacation in the appropriate month when due. Note: 30:00 to 49:59 hours of vacation will generate on the 1st = 24:51. If 50:00 or more hours = 49:42 paid on the 1st all remaining vacation hours will be paid on the 16th of the month. If less, than 29:59 of vacation it will be paid in full on the 16th of the month only.

If I am a voluntary furloughed flight attendant, will I be able to return prior to the expiration of the furlough period?

A voluntarily furloughed flight attendant will only be allowed to return prior to the expiration of the furlough period, at her/his request, for personal reasons due to hardship, with the approval of Inflight Services Leadership.

Can I be recalled prior to the scheduled end of my voluntary furlough?

If a recall is necessary prior to the termination of the specified duration of the voluntary furlough, the recall of voluntary furloughed flight attendants will be by inverse order of seniority.

At the expiration of the furlough period, will I be returned to the base from which I was voluntarily furloughed?

Section 18.A.3.e. of the Agreement provides you with the contractual right to be returned to the domicile from which you were voluntarily furloughed. The exceptions to this preferential right would be if the domicile was closed, your visa or employment status expires (see *ALE Visas London in the voluntary furlough packet for more information*) or if a surplus has been declared in the domicile and your seniority status is affected by the surplus action.

I am on an emergency transfer. Will I return to the emergency transfer domicile at the end of the voluntary furlough?

Emergency transfers have an expiration date. If the transfer has expired by the furlough return date, you will return to your permanent base. If it has not expired, you will return to your emergency transfer base.

Can a voluntarily furloughed flight attendant take part in Open Enrollment to change options?

Yes, the United benefits team will distribute Open Enrollment information each year.

I have been awarded a voluntary furlough. Do I need to bid for 2021 vacation?

Yes, you should bid as normal for your 2021 vacation. Please refer to Section 12 of the Agreement for the vacation bidding schedule.

TRAVEL PRIVILEGES

Will I continue to have pass travel privileges on United and United Express during my active voluntary furlough status?

If the checkout process is completed properly, flight attendants and their eligible pass riders (including enrolled friend(s), spouse, domestic partner, children and parents) will be eligible for travel on United and United Express. Please reference the Voluntary Furlough packet for complete details.

Will I have interline travel privileges while on a voluntary furlough?

No, interline discounts (other airline travel) will not be available during your voluntary furlough.

What will happen to my existing vacation and buddy passes?

Your existing allotments will be valid through their original expiration date.

Will I receive new vacation and/or buddy pass allotments while on voluntary furlough?

While on voluntary furlough, you will receive your annual distribution of vacation and buddy passes.

Can I change my enrolled friend or spouse/domestic partner for the 2021 calendar year?

Yes. Elections must be made in November through December 2020 for the 2021 calendar year. Elections are made through *Flying Together > Travel > Manage Pass Riders*

Can I elect to give up my buddy passes for the second enrolled friend option while on voluntary furlough?

Yes, you may participate in the second enrolled friend program. You will be responsible for selecting this election during the enrollment period from November through December 2020.

Elections are made through *Flying Together > Travel > Manage Pass Riders*.

Will I have access to CJA travel while on voluntary furlough?

Flight attendants on voluntary furlough will not have access to CJA travel on United or any other airline with a reciprocal agreement.

CHECK OUT PROCESS

What are my responsibilities in the furlough check out process?

All flight attendants awarded a voluntary furlough must return required company-issued items including: all local parking access media (stickers, swipe cards, hanging tags), LINK and TSA/Crew badge during the voluntary furlough checkout process. These items must be returned to your base prior to the commencement of your leave. Flight attendants must return these items to the base at their own expense via FedEx, Certified Mail or UPS. Failure to return the above-mentioned items will result in the suspension of your travel privileges.

RESPONSIBILITIES DURING FURLOUGH

Who do I notify if I move while on voluntary furlough?

To ensure that the Company can reach you with any information or updates, you are responsible for keeping your personal contact information current (home address, phone, email addresses, etc.) through *Flying Together >Employee Services >MyInfo>Personal Details*. You must update your records when you are away from your permanent address for more than 30 days.

In addition, you will also need to update your telephone number in CCS My Info Screen.

Can I pursue other employment opportunities while on furlough status?

Yes, flight attendants on voluntary furlough may pursue and accept other employment, however employment with another airline is subject to prior, written approval by United's Ethics and Compliance Office. Please Contact your Base Supervisor for additional information.

If I am awarded a voluntary furlough, will I be eligible for unemployment compensation?

You may be eligible for unemployment insurance benefits. It is best to contact the unemployment office in the state in which you reside to file an unemployment claim. It is essential that you inform the unemployment office where you were last based because that is where your pay records were reported. United will not contest unemployment claims made by voluntary furlough participants.

NOTE: United Airlines defers to the respective unemployment agencies to determine whether a voluntary layoff qualifies for unemployment benefits.

How can I get employment verification while on voluntary furlough status?

Employment Verification Employment verification calls are taken by The Work Number. The individual verifying your employment and/or salary should contact The Work Number at 1-800-367-5690 or at www.theworknumber.com and have the following information available:

- Company name: United Airlines
- Employer code: 10209
- Your social security number

TRAINING EXPECTATIONS

Do I need to go to CQ training if I have been awarded a voluntary furlough?

Flight attendants on voluntary furlough will not be required to maintain their qualifications during the voluntary furlough period. Additionally, flight attendants will not be permitted to attend training during their period of voluntary furlough, except flight attendants will need to be available for training during the month prior to their return to work date in order to be qualified to fly.

STILL HAVE A QUESTION?

Updated 8/26/20

Please contact the **Furlough Call Center** if you do not see the answer to your question above:

- Furlough Call Center: (800)-FLT-LINE (358-5463), Option 4/9/1
- Hours of Operation: 08:00-16:30 CST, Monday - Friday
- E-Mail questions: flightattendantfurlough@united.com