

GUM 10+ Month Special COLA Program Information

This program will begin on December 20, 2020 and run through October 29, 2021

Inflight Scheduling has determined that there will be an opportunity to award ten-month Special COLAs (Company Offered Leave of Absence) beginning on December 20, 2020 and running through October 29, 2021. The number of Special COLAs awarded has not yet been determined. All Guam based Flight Attendants in the Inflight Services Administration System who are projected to be active for at least 15 days in the December 2020 Bid Month will be eligible to participate in the ten-month, ten-day Special COLA program.

HOW TO SUBMIT A BID REQUEST FOR THIS SPECIAL COLA

This Special COLA is offered only to Guam based Flight Attendants and will start during the December schedule month to ensure that Special COLAs will be awarded before the Base Surplus. Those Flight Attendants awarded a Special COLA who are senior to those impacted by the Guam Surplus will reduce the number of Flight Attendants subject to surplus.

You will not be able to submit a bid in CCS for this program. If you are interested in submitting a bid for this Special COLA, please send an email from your Company email (first.last.name@united.com) and include the following information:

SUBJECT LINE: GUM December Special COLA, your name

- Name
- Employee Number
- Requesting 10-month, 10-day Special COLA starting December 20, 2020.
- I have reviewed the Special COLA packet posted on Flying Together.

TIMELINE FOR BIDDING & AWARDS

Bids Open: Tuesday, November 10, 2020
Bids Close: Monday, November 16, 2020 at 08:00 a.m. Central Time
Awards Posted: Before the December Bid Award

Once awarded, Special COLAs cannot be rescinded.

For COLA awarded during COVID-19, United will not contest your claim for unemployment. In addition, United will provide any available helpful information to the state for purposes of your eligibility for unemployment, however, the ultimate decision rests with each state.

OVERLAP PAIRINGS IN DECEMBER

If your last December trip overlaps into the start of this Special COLA on December 20, you will be expected to fly out the trip into December 20 and beyond. Once awarded this Special COLA, assignments starting on December 20 or later will be removed from your schedule.

CBT TRIMESTER LESSONS

Effective December 1, 2019 and for the entire 2020 and 2021 training year, CQ Computer Based Training (CBT) will be completed on a Trimester schedule throughout the training year. CQ CBTs

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will no longer be required to be completed before attending CQ; instead they will need to be completed during three designated time periods.

All flight attendants on a COLA are expected to complete the trimester CBTs by the established inflight servicetraining@united.com

CQ SCHEDULING

Effective October 1, 2020, flight attendants on Special COLA are required to attend CQ/RQ training at your assigned training center location. You can schedule your training by contacting FAST (1-800-FLT-LINE) option 4, then option 2. Failure to get scheduled will result in FAST assigning you training.

ELIGIBILITY TO PARTICIPATE

To be eligible for the award of a Special COLA, you must be projected to be active for 15 days in the December bid month. If you are on a Leave of Absence, you are not eligible to be awarded a Special COLA.

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

LINK DEVICES

Your Link's data plan will be automatically disabled effective on the first day of your leave and will be enabled on the first day you return to active status. All other applications and services will remain active, meaning you are able to use a wireless internet (WIFI) connection to access Inflight applications, company mail, and other resources. Please keep your Link with you during your leave.

For those who typically use their Link for CBT training, you may continue to do so while connected to WIFI. We've also created a flyer which outlines how to access and complete Trimester CBTs on personal computers, tablets and mobile devices using Mozilla Firefox.

PARKING

All company-provided parking will be automatically disabled effective on the first day of your leave and will be enabled on the first day you return to active status. Should you require emergency parking at your base location, please contact your base leaders in advance to discuss your options.

Overall, these changes will help us save significant resources during this time, and we thank you for support. If you have any questions, please contact your supervisor.

PASS TRAVEL PRIVILEGES

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

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Payment for service charges, taxes and fees, when applicable, will be pre-paid via employee RES with a credit card at the time of booking, prior to travel. Any additional fees incurred after payment will be invoiced to the employee. Payroll deduction is not available during the COLA Travel Period.

As long as you maintain your qualifications as a flight attendant you may CJA while on a Special COLA.

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.

KNOWN CREW MEMBER

Known Crewmember Access (KCM) will be automatically disabled effective on the first day of your leave and will be enabled when you return to active status. Please allow 24-72 hours after your scheduled return to work date for your active status to be reflected in the KCM database. For troubleshooting or other issues after your scheduled return to work date, please send an email to kcm@united.com.

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. Your vacation will be posted to your current month's pay register. You will be paid based on the current pay methodology in the contract. Please remember flight attendants are paid retroactively. Example: the 1st of May and the 16th of May are the checks that cover April's bid month.

- 1) If the value of your vacation is less than 30:00, you will receive the full payment for your vacation on the 16th of the month.
- 2) If the value of your vacation is between 30:00 and 49:59, you will be entitled to a half advance on the 1st of the month equal to 24:51. The remainder of your vacation hours will be paid on the 16th of the month check.

- 3) If the value of your vacation is greater than 50:00, you will be entitled to a full advance on the 1st of the month equal to 49:42. The remainder of your vacation hours will be paid on the 16th of the month check.

Please allow Crew Pay time to update your vacation to your COLA month, as this is a manual process. All vacation postings should be completed by Crew Pay no later than the 15th of any given bid month.

VACATION BIDDING FOR 2021

The 2021 Vacation process will be completed before the start of this Special COLA. Any questions regarding the 2021 vacation process can be sent to FAVactionTeam@united.com

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.

You will receive a monthly billing statement from the Benefits Center. Your payments are due the first of each month, and failure to make your payments when due will result in termination of coverage. The billing invoice will be sent to your address of record on file with the Company. You can also view your coverage and balance due on the Your Benefits Resources Web site. You can either pay by check, or you can set the bill up to be paid directly from your checking or savings account. If you have any questions, please call the Benefits Center at 1-800-651-1007. It is for these reasons we recommend that you set up automatic payments from your checking or savings account to avoid cancellation of benefits.

If you or your dependents participate in the Group Universal Life (GUL) insurance plan, you may continue coverage on a direct bill basis by paying the premiums directly to the insurance carrier. Securian Life will begin direct billing after three (3) missed payroll deductions. If you do not hear from Securian Life after 3 missed deductions of the effective date of your Special COLA, please contact Securian Life at 1-866-887-1043 to check on the status of your billing.

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.

CARP

Employees eligible for the Continental Retirement Plan (CARP) will continue to vest in CARP while on COLA but will not continue to accrue benefit service credit during the COLA. Contact the United Airlines Benefits Center at 1-800-651-1007 for more information regarding your benefit.

IAM NPF

Employees eligible for the IAM National Pension Fund (NPF), please contact the NPF for more information either by visiting www.iamnfpf.org or by calling the NPF at 1-800-424-9608.

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. Flight Attendant's affected in this way will continue to retain and accrue seniority for a period not to exceed three years or the Flight Attendant's total length of active service, whichever is less (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 will provide you with a reasonable period of time for return to work. Be certain to update your telephone and address information prior to starting and throughout your Leave of Absence.

QUESTION AND ANSWER

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 December 2020 bid month will be ineligible for the Special COLA. For example: If you are currently on a Medical Leave of Absence and your doctor has indicated you are unable to work through December 2020, 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.

Q: What if my request reads "waitlisted" status?

A: If your request is not awarded during the first round of awards it will read "waitlisted." It is possible scheduling will award additional special COLAs before the month starts.

Q: Am I eligible for CJA while on COLA?

A: Yes, as long as you remain qualified and have a current CREW badge, you are eligible for CJA

Q: Am I eligible for reciprocal or OA travel?

A: Please check with the specific airline for rules around travel while on a leave.

Q: While on COLA do I retain my CREW and SIDA badges?

A: You will retain your CREW badge. Your SIDA badge must be returned to your base prior to the start of your COLA.

Q: What if my CREW badge expires while I'm on my COLA?

A: Your new crew badge will be sent to your base via the normal process. You will be able to pick up from the base upon your return to work.

Q: If I have questions about benefits, who can I contact?

A: Please contact the United Employee Service Center at 1-800-825-3729 or United Benefits Center (UABC) at 1-800-651-1007.