

American Airlines®

5 OR 10 YEAR VOLUNTARY TRAVEL SEPARATION PROGRAM

Important: Should you elect this option, you will be permanently separated from the Company and will waive all recall rights. This decision is irrevocable.

- **5 Years of D2* AA/AE Unlimited Travel Benefits:** Participating furloughed Flight Attendants who had more than five (5) years, but less than ten (10) years of Company seniority at the time they were furloughed will be offered unlimited D2* travel on American Airlines and American Eagle for a period of five (5) years.
- **10 Year of D2* AA/AE Unlimited Travel Benefits:** Participating furloughed Flight Attendants who had ten (10) years or more of Company seniority at the time they were furloughed will be offered unlimited D2* travel on American Airlines and American Eagle for a period of ten (10) years.

*D2 Travel

Includes:

Employee
Spouse or Domestic Partner
Dependant children

Does Not Include:

Registered Companion
Parents

Premium cabin and international service charges will be billed at the same rate as active employees. Travel under this program will be subject to imputed income for tax reporting purposes.

Steps for Acceptance

If you would like to take advantage of this opportunity, follow the steps below. Employees with recall rights that have been re-employed by American Airlines, American Eagle, or other AMR Subsidiary are included but they must first resign from their current position.

1. Visit the website: www.aacareers.com/support
2. Click the link: **Access the Voluntary Travel Separation Program web site**
3. Click the link: **Online Election Form** and follow the instructions as indicated
4. Click the link: **First Time Here** to obtain your login information
5. If you choose to sign up for this opportunity, an acknowledgement page will be presented. **It is very important that you print the acknowledgement page as it contains valuable information.**

All requests received within the enrollment window are automatically approved. You will not receive additional correspondence confirming your acceptance, which is why it is important for you to *print* item #5 as indicated above.

Other Important Items/What to Expect:

- Your travel profile will be activated approximately 48 hours after the Travel Separation PTR is cut, which distributes the update to all involved systems.
- Prior to traveling you must successfully log on to Jetnet at <http://jetnet.aa.com>
 - Your employee number is listed in the address line of this letter.
 - You will need to either reset your password or follow the instructions for “First Time User Registration”. To access this, click on “Login Help” at the sign-in screen.
- You must complete the “Authorization and Consent” (A&C) form online via the link to Jetnet check-in or through the Non Rev Travel Planner (NRTP) – acknowledging American Airlines non-revenue travel policies. These policies are outlined in the TRIP book which you can view by accessing www.aacareers.com/support.
 - Once you have accepted the A&C, your travel privileges will be activated the *next business day*.
 - You will be able to verify this by viewing your travel profile in Jetnet.