

American Airlines
Chicago, IL

FLOATING VACATION PROCEDURES ORD

Revised June 16th, 2005

VCO requests can be made 30 days in advance through Steve Kruppenbacher or designee. However, final VCO request approvals will be done 7 days prior to date requested.

VCO request must be forwarded to Steve Kruppenbacher's mail box in hangar one routing office, (located across from conference room)

- AOI's must be time stamped.
- AOI's submitted with less than 7 days will be granted on a "first come, first serve" basis, if available.

Emergency VCO's must be approved by the Manager on Duty.

Remember:

- VCO's may not be taken in conjunction with PV's.

VCO's will not be approved for an employee's Holiday.

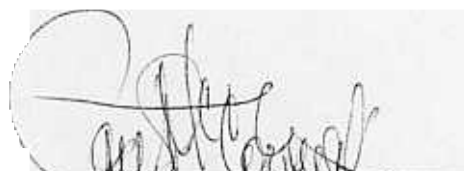
No more than 3 VCO's may be taken at one time.

VCO's are granted based on Company seniority.

PV requests take priority over VCO's



Russ Newill
Managing Director



Paul McCormick
President, TWU Local 563