

Provided below is an overview of the policy changes taking effect on May 4, 2009 (except where noted otherwise).

All policies and workplace guidelines are available online. At home, visit MyABX.com, select Policies & Workplace Guidelines from the Employee Sites menu. At work, visit ABXnet, click Employee Connections, then Policies & Workplace Guidelines.

Sick Time Policy

- Sick time accruals will be reduced from nine days a year to six days a year.
- The maximum accrual that you can attain is 800 hours for Full Time and 400 hours for Part Time employees.
- Current balances will be maintained, and you will earn new accruals when your sick leave balance is less than the new cap.

Salary Continuation Policy

- Salary continuation for exempt positions will be discontinued.

Vacation Policy

- The maximum vacation benefit will be 4 weeks.
- For those currently at the 5 week rate, you will keep what you currently have accrued and begin accruing at the new rate on May 4. On your next anniversary date, you receive the combined accruals you accumulated during your anniversary year.

Holiday Policy

- Those who take a sick day before or after a holiday will no longer receive holiday pay.

Overtime Policy

- Overtime will be paid at 1.5 time for all hours worked over 40 in a week.
- Working over eight hours in a shift will not be counted as overtime.
- There will be no seventh-day premium.
- Unworked time—such as sick, vacation, and holidays—will not count toward overtime.
- The automated timekeeping system (ATS) will automatically calculate overtime. Shift differential and hourly pay premiums will be included in the calculation.
- The work week for all employees will be considered to begin at Midnight Sunday night/Monday morning.

Leave of Absence Policy

- The policy has been updated to reflect changes in the Family Medical Leave Act (FML). Please direct questions to Leave Coordinators for complete information regarding the following points.
- Up to 12 weeks of FML can be used to care for family matters when a family member is called to active duty in the Reserves or National Guard.
- Up to 26 weeks of leave may be taken to care for a service member within your family with an injury or illness due to their military service.
- Alternate Duty no longer counts against an employee's FML-qualified 12-week job protection period.

Attendance Policy

- The attendance termination threshold will be lowered from nine occurrences to six occurrences.
- Your three oldest occurrences will be dropped, effective May 4. If you have two or fewer occurrences on May 4, you will have no occurrences.
- Accruals and sick pay will no longer be halted due to your occurrence total.
- Attendance is now listed as a Group II violation within the Standards of Conduct Policy. Group II violations are considered the most serious violations and can lead directly to termination.
- A Performance Improvement Notice (PIN) will be issued at five (absence or tardy) occurrences. Six occurrences will result in termination.
- All current disciplines remain in effect and cannot be repeated within a rolling 12-month period.
- With prior management approval, you may use non-paid time off without resulting in an occurrence. Those with current attendance discipline cannot use this option.
- You are responsible for monitoring the number of occurrences you have received. Your occurrence total is printed on pay stubs (beginning on the May 8 paycheck) and available 24/7 online at MyABX.com/selfservice.
- Management can require documentation to verify your absence.

Internet/Electronic Communication

- The appropriate use of Blackberries, texting, and voicemail has been added this policy.
- Transmitting sensitive, private, and protected information via the Internet will be specifically prohibited.
- The use of electronic devices while operating moving equipment will be prohibited.
- The use of the Internet/email system for inappropriate or pornographic material is strictly prohibited. The policy has been updated to reflect what appropriate actions to take if something is received. For example, if you receive an inappropriate email, *do not forward to your home email*; delete from your inbox, delete from trash, then notify your supervisor of action taken.
- The policy has been updated prohibiting downloads or software to be added to computers that have not been approved or distributed by the ABX Air I.S. department.

Dress Code Policy

- A Business Casual dress policy will be standard. The policy for those who work where a uniform is required or in a non-climate controlled environment (e.g. sort/ramp) will not change.

Dispute Resolution Policy

- You are encouraged to resolve disputes informally through the management chain of command. ABX continues its Open Door policy where employees may take an issue up through their management.
- If unable to resolve, Peer Review process will be the option for formal dispute resolution.

Please forward your questions to your management, Employee Relations, our CEO Joe.Hete@abxair.com, our President John.Grabner@abxair.com, or our Vice President of Human Resources John.Starkovich@abxair.com.