

Life event checklist: Retirement

Please note that you'll need to take some of these steps several months before your retirement date. In addition, some benefits are only available if you're retiring from American according to the 65-point plan (i.e., your age plus a minimum of 10 years of active service at American must add up to 65).

Because retirement affects your pay, benefits and other areas of your finances, you may want to consider meeting with a financial advisor as you approach your separation from American.

At least 120 days before your exit:

Review the [Retirement page](#) on Jetnet to better understand the retirement process.

- Jetnet > Resources > Team Member Services > Retirement

Team members represented by the following unions have the option to convert their unused sick time into a retirement health reimbursement arrangement (RHRA). An RHRA allows you to use these funds for eligible medical expenses in retirement. Please see below for how to make this request based on your workgroup.

- **CWA-IBT Association, PAFCA, FCTI, FSE and TWU-IAM Association:** Complete the online [Retirement Sick leave election form](#) no later than four months before your retirement date. If the election form is not completed, your sick time will be paid directly to you.
- **APA:** Unused sick time will default to the RHRA option unless you make another election at least four months before your retirement date. Pilots can contact their Flight administrator to request the election form.
- **APFA:** Complete the Retirement Notification form on Jetnet no later than four months before your retirement date. If the RHRA option is not selected on the form, your sick time will be paid directly to you. You can find the Retirement Notification form on the Crew Portal on Jetnet.

90 to 30 days before your exit:

Contact your supervisor or manager to let them know you will be retiring and give them your exact exit date. This way, they can process your retirement event in Employee Central.

Review your 401(k) options upon retirement at netbenefits.com/aa.

If you are a legacy American Airlines team member, you are eligible to start receiving your pension. You may visit [Fidelity NetBenefits](#) to begin the modeling process. Please note: You must make your pension elections by the 15th of the month prior to your desired commencement date, i.e., the date you would like to start receiving your pension payments.

Research medical insurance coverage choices available for purchase after you retire. COBRA will be offered to continue medical, dental and vision coverages (more details below).

If you are 65 or older and have not yet enrolled in Medicare Part B, you'll need to have the Benefits Service Center complete a Request for Employment Information Form (CMS L564) so you can submit it to Social Security. If you have also been covering your spouse and need a form

(CMS L564) for them as well, be sure to request it. Call the Benefits Service Center at 888-860-6178 to request a completed form with your medical coverage history. It can take up to four weeks to receive a completed form, so request it well in advance of your enrollment in Medicare. If you have unused funds in your health care flexible spending account (HCFSA) or limited purpose flexible spending account (LPFSA), be sure to use your remaining dollars toward eligible expenses before retirement. Unused dollars cannot be used toward expenses incurred after retirement unless you continue medical coverage through COBRA. Any remaining health reimbursement arrangement (HRA) credits earned under the Plus medical option will carry over into an RHRA at retirement if you are retiring according to the 65-point rule. No action is needed on your part.

Visit the American Airlines Federal Credit Union [website](#) for more financial retirement planning tips and information.

During your last 30 days employed:

Take note of any contact information and download any documents on Jetnet that you may need in the future.

Review your 401(k) elections on file at Fidelity on [Fidelity NetBenefits](#). Election changes are not permitted once you separate from the company. The elections on file at the time of retirement will be used for any 401(k)-eligible compensation, such as your final regular pay and profit-sharing payouts.

Make arrangements to return your AA ID badge, keys, security card(s), laptop(s), mobile device(s) and any other company property.

Plan for your aa.com email to be turned off after your retirement.

Make sure to [update Employee Central with your personal mailing address, telephone number and personal email address](#), in the case you need to be reached after separating from the company.

In order to access your Form W-2 after retirement, you will need to follow a one-time registration process with ADP to set up a username and password to easily access these forms after you retire and no longer have access to your aa.com email. We strongly recommend you complete this registration before you retire. You can find the steps on [Jetnet](#).

Cash out any remaining recognition points, as they will not be available after your last day worked.

Within the first 30 days after you leave:

Review your COBRA options. COBRA allows you to continue your American benefits coverage. You'll receive a COBRA letter from the Benefits Service Center within three weeks of retirement. You can also visit the Benefit Service Center's website a few days after retirement to expedite coverage. Once elected, COBRA coverage will be retroactively applied to your retirement date, ensuring there is no lapse in your coverage. After enrolling, you'll get monthly billing statements; submit payments on time to avoid coverage lapses.

If your spouse works for American Airlines and you wish to be added to their benefits coverage, they will need to call the Benefits Service Center at 888-860-6178 to process their enrollment changes. This cannot be done until you leave but needs to be done within 30 days of your retirement date.

Verify you have access to American's [Retiree site](#) by logging in with your AA ID and your most recent Jetnet password.

Travel privileges will automatically transition to retiree status (D2R) once your retirement is processed in Employee Central. Take a moment to verify your travel has transitioned from active to retiree travel.

If you are a represented team member who elected to convert your accrued remaining sick time to an RHRA, you will see the account funded on the Fidelity website about 30 days after you retire. If you did not elect the RHRA, your sick time will automatically be paid out in a lump sum at your contract rate about two weeks after your retirement date.

If you would like a retiree ID, you can request it on the [Retiree site](#).

Watch for information from MetLife and New York Life pertaining to conversion and portability rights for any life insurance, accidental death and dismemberment, and voluntary personal accident insurance coverages.

More than 30 days after you leave:

Keep your correct address, phone number and email up to date at all times. If at any time that you move or experience a qualifying life event, be sure to let American know through the [Retiree site](#).

Remember to select a gift from the retirement catalog once it arrives in the mail. This will come via FedEx to your address about four to six weeks after your retirement.

Refer to the Pay Information section on American's [Retiree site](#) to access and review your final pay statement(s). Ensure that you are paid out for any remaining sick or vacation accruals that are due to you.

Keep your Credit Union membership accounts active to help maximize your benefits during your retirement years.

Enjoy your retirement!

Contact Retirement Services via email at retirement.services@aa.com to answer any further questions you may have.