

Letter of Agreement
between
ENVOY AIR INC.
and the
CUSTOMER SERVICE AGENTS
in the service of
ENVOY AIR INC.
as represented by
THE COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO

Vacation Award Adjustment

THIS LETTER OF AGREEMENT is made and entered into in accordance with the provisions of the Railway Labor Act, as amended, by and between ENVOY AIR INC. ("Envoy" or "Company"), and the Customer Service Agents in the service of ENVOY AIR INC., as represented by the COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO (hereafter "CWA" or "Union") (Envoy and CWA each a "Party" to this Letter of Agreement, and collectively the "Parties" to this Letter of Agreement).

WHEREAS, the Company and Union have negotiated a Collective Bargaining Agreement (hereafter "CBA") covering the terms and conditions of employment for Envoy's Customer Service Agents;

WHEREAS, as part of the CBA, the Parties have negotiated certain provisions related to vacation bidding and awards;

WHEREAS, the parties wish to establish a process for allowing Agents awarded vacation to make certain adjustments as set forth below;

NOW THEREFORE, the Parties agree as follows:

1. The Company at its discretion shall establish a window for Agents wishing to substitute his or her awarded vacation weeks with un-awarded weeks once each calendar quarter;
2. Agents will be notified in advance and the window for submitting requests identifying the week or weeks that he or she seeks to change from their current awarded vacation weeks and the week or weeks of un-awarded vacation time that they seek to have awarded;
3. The window for submitting trades will open for at least TEN (10) days;
4. At the conclusion of the substitution window, the Company will award trades in seniority order.

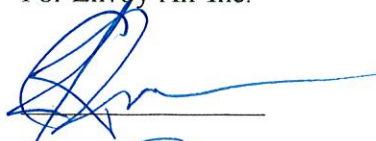
THIS LETTER OF AGREEMENT will become effective upon execution and the first vacation substitution bid will be conducted in the second calendar quarter of 2020. This letter will remain in full force and effect concurrent with the Collective Bargaining Agreement.

IN WITNESS WHEREOF, the Parties have signed this Agreement this 24th day of January, 2020.

For the CWA

Margie Krueger
Director of Passenger

For Envoy Air Inc.


Eric Pappalardo
VP Legal