

Federal Vaccine Requirement: All U.S.-based team members need to submit proof of vaccination by Nov. 24.

7 minute read

In a [letter to team members Oct. 1](#), Doug and Robert announced that the federal vaccine mandate will require all of American's U.S.-based team members and certain international crew members to be fully vaccinated, without the provision of a regular testing alternative. American is classified as a government contractor and thus must adhere to the federal mandate.

As a result, all U.S.-based team members must submit proof of full vaccination as soon as possible — no later than Wednesday, Nov. 24, 2021. If you have not submitted proof of vaccination by Nov. 24, we will be in touch to begin the next steps. To be clear, if you fail to comply with the requirement, the result will be termination from the company.

Given the federal vaccine mandate, we will be providing an extra day of vacation pay and \$50 in Nonstop Thanks points to U.S.-based mainline team members who have not already received the incentive and who submit proof of full vaccination by Nov. 24.

If you have been vaccinated

Most team members will have to resubmit their vaccine record. The exception is crew members (pilots and flight attendants), whose records remain on file as American was required to retain them for international travel purposes. For the rest of our team members, because we committed not to retain vaccine records as part of the vaccine incentive program, we no longer have your vaccine information on file. To reiterate, unless you are a pilot or flight attendant who has already submitted proof of vaccination, you will need to resubmit your vaccine record.

How to submit your vaccine documentation

For now, pilots and flight attendants should continue to submit new vaccine records through Comply365. For all other team members, we have launched a new portal with our partners at Qualtrics that will store and protect your vaccination record as required by the federal mandate. The submission process is easy and will take less than a minute. You must complete this process by 11:59 p.m. CT on Nov. 24. Please don't wait until then. If you're vaccinated, upload your vaccine card as soon as possible.

Follow these steps to submit your vaccination record:

- Visit aa.com/vaccinestatus
- Complete the short form to provide:
 - The manufacturer of your vaccine.
 - The date(s) of your vaccine(s).

- An image of your Centers for Disease Control and Prevention (CDC) Vaccination Record Card or similar documentation.
- Click Review and Submit. Once you submit the form, you are all set.

If you have not been vaccinated

If you have not yet been vaccinated, you must do so as soon as possible to ensure you are able to continue working at American. There are three vaccines that will qualify, and more information on each can be found on the [CDC website](#).

- Johnson & Johnson's Janssen COVID-19 vaccine — This vaccine requires only one shot.
- Pfizer-BioNTech COVID-19 vaccine — This vaccine requires two shots, with the ability to get the second shot three weeks (or 21 days) after the first. The Pfizer-BioNTech vaccine has received full approval from the U.S. Food and Drug Administration.
- Moderna COVID-19 vaccine — This vaccine also requires two shots, with the ability to get the second shot four weeks (or 28 days) after the first dose.

We offer this information so you can plan accordingly. For example, team members who choose to get the Moderna vaccine will need to start the process earlier than those who choose to get the Pfizer-BioNTech or Johnson & Johnson vaccine. To be considered fully vaccinated, you must have received the full course of doses for your vaccine. The COVID-19 vaccines are widely available throughout the U.S. Visit [vaccines.gov](#) to find a vaccine near you.

Requesting an exemption

The federal vaccine mandate allows for exemptions to be granted in two circumstances:

- To individuals with a medical disability that prevents them from receiving a COVID-19 vaccination. This requires a signed statement from a doctor or other licensed professional.
- To individuals with a sincerely held religious belief that prohibits them from receiving the vaccine.

If you cannot be vaccinated because of a medical disability or sincerely held religious belief, visit [this page](#) for more information on how to request an exemption.

Questions

If you have any questions about the process of submitting your proof of vaccination via the new portal, please call the Team Member Service Center at 800-447-2000, Monday through Friday from 7 a.m. to 7 p.m. CT.

Thank you for doing your part to take care of yourselves, each other and our customers.