

# **Tentative Agreement**

**Between**

**Alaska Airlines, Inc.**

**And its**

**Flight Attendants**

**As Represented by the  
Association of Flight Attendants – CWA  
Reached December 12, 2013**



***Alaska Airlines***

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**Section 1**  
**Non-Discrimination**

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- A. No employee covered by this agreement will be interfered with, restrained, coerced or discriminated against by the Company or the Association because of membership in the Association. All employees shall be free to engage in lawful Association activities or to refrain from such activities.
- B. Neither the Company nor the Association will discriminate in any way against any employee based on that employee's inclusion in any classification protected from discriminatory treatment by Company Policy and State or Federal Law, including but not limited to// sex, race, color, religion, sexual orientation, national origin or age, marital status, creed, presence of any sensory, mental or physical disability, disabled veterans status, Vietnam Era veterans status, and ancestry.



*Alaska Airlines*

**Section 2**  
**Purpose of Agreement**

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The purpose of this Agreement is, in the mutual interest of the Company and employees, to provide for the operation of the services of the Company under methods which will further, to the fullest extent possible, the comfort and well-being of Alaska passengers, the efficiency of operation, and the continuation of employment under conditions of reasonable hours, proper compensation, and reasonable working conditions. It is recognized to be the duty of the Company, the employees and the Association to cooperate fully for the attainment of these purposes.

**A. Recognition**

In accordance with certification R-3477 made by the National Mediation Board (NMB), the Company hereby recognizes the Association as the exclusive authorized representative of the Flight Attendants in the employ of the Company for purposes of the Railway Labor Act, as amended. //

B. Employees covered by this Agreement shall be governed by all Company rules, regulations and orders previously or hereafter issued by proper authorities of the Company which are not in conflict with the terms and conditions of this Agreement and which have been made available to the affected employees prior to becoming effective.

C. The right to manage and direct the working forces, subject to the provisions of this Agreement, is vested in and retained by the Company.

**D. Scope**

The Company will not engage in any 14 CFR Part 121 operations unless all flying is performed exclusively by the Flight Attendants whose names appear on the Alaska Airlines Flight Attendant System Seniority List in accordance with the then effective Agreement with the Association, except as noted in Paragraph D.1. and D.2 of this Section, or to the extent that such requirement has been or is waived by another agreement between the parties. //

1. Inflight management holding an FAA Flight-Attendant certificate may perform Flight Attendant duties // in the following manner for the purposes of remaining current, job and crew familiarization, and avoiding cancellations:

- a. During a check-ride or an IOE. The manager(s) will not count toward the FAA required minimum crew;
- b. May board flights when the CFR required number of Flight Attendants is not available;
- c. With the Flight Attendant's consent (displacement offered to crew in seniority order) inflight management may displace a Flight Attendant assigned to a sequence, the following will apply:

- i. The Flight Attendant will be pay protected for the scheduled value of the sequence (including any attached premium(s), e.g. Holiday, premium OT, A-pay etc.).
  - ii. A Flight Attendant may at her/his option, for the day(s) s/he was scheduled to fly, pick up a trip(s) from Open Time and/or other Flight Attendants. A Flight Attendant choosing this option will receive pay for the displaced trip(s) and pay for the picked up trip (s).
  - d. May be assigned a vacant position in order to avoid a flight cancelation. If such assignment is given two (2) or more hours in advance of check-in, the MEC President, or designee, will be notified prior to the assignment and provided the crew list.
  - e. Management will comply with all CBA scheduling rules, etc.
  - f. Upon request the Company will provide a list of FAA Flight-Attendant certificated management qualifying for flying under this provision updated as that roster changes. The Company will provide to the Association a list of trip(s) flown prior to the commencement of each trip if the inflight management assignment is known in advance or, if the assignment is not made in advance (e.g. to avoid a cancellation), then by the following calendar day.
2. Such list shall be provided monthly to the Association and upon request, updated as that roster changes. The pool of Inflight managers who may perform the duties listed may not exceed a number equal to one percent (1%) of the Flight Attendant seniority list.
- E. If a flight is operated with passengers on board under the provisions of 14 CFR Part 91 (not revenue-generating), the Association will be notified. Flight Attendants may volunteer to staff the flight without compensation. Volunteer opportunities will be posted in a manner similar to charter postings. Awarding will be by occupational seniority. If there are inadequate volunteers, Scheduling may assign reserve Flight Attendants.
- F. Card Check
- Should the Company and/or Alaska Air Group (AAG) // establish any new airline or acquire an interest in any carrier and maintain it as a separate carrier, // the Association shall be certified by the NMB as the exclusive bargaining representative

under the Railway Labor Act of the Flight Attendants of such airline upon a showing, without an election and pursuant to the procedures of the // NMB, that a majority of the Flight Attendants of such airline has authorized the Association to be their exclusive bargaining representative. The Company, its parent and the employer of such Flight Attendants will remain neutral throughout the authorization process.

#### G. Foreign Domiciles

The Company will not establish a foreign domicile without the consent of the Association. Only Flight Attendants on the Alaska Airlines System Seniority list may be assigned to such a domicile, and this Agreement will apply to such Flight Attendants.

#### H. Information Sharing

1. Subject to necessary confidentiality agreement(s) the Company agrees to regularly share and discuss business and operational data for the purpose of educating and developing a strong partnership with AFA.
2. The Company agrees to honor requests by the MEC President to allow the President or her/ his designee reasonable opportunity to review any code share, capacity purchase, joint venture or other agreement that provides for the sharing of passengers or revenue between the Company and another air carrier subject to appropriate non-disclosure agreements

#### I. Remedies

Any dispute concerning alleged violation(s) of this Section shall be handled in accordance with Section 4.D., unless otherwise prohibited by law.



1. **If an Inflight Management employee holding an FAA Flight Attendant certificate requests to displace me from my sequence, am I obligated to accept the displacement?**

No, however you may accept the displacement with pay protection including any premium(s) and Minimum Pay Rules. Such displacement will be offered in Occupational Seniority order. In addition, you may pick up another sequence and will be paid for both including any and all premiums and Minimum Pay Rules as applicable.

2. **May an Inflight Management employee holding an FAA Flight Attendant certificate function as minimum crew in order to board a flight?**

Yes.

3. **May an Inflight Management employee holding an FAA Flight Attendant certificate function as part of the FAA required minimum crew in order to avoid a cancelation?**

Yes.

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- A. It is expressly understood and agreed that when this Agreement is accepted by the Parties and signed by their authorized representatives, it will supersede any and all agreements existing or previously executed between the Company and any Association or individual affecting the employees covered hereunder.

B. Successorship

This Agreement shall be binding upon any successor, assign, assignee, transferee, administrator, executor and/or trustee (a "Successor") of the Company resulting from any transaction that involves transfer (in a single transaction or in multi-step transactions) to such Successor of ownership and/or control of all or substantially all of the equity securities and/or assets of the Company. The Company will provide notice of the obligations contained within this provision to any successor.

C. Labor Protective Provisions

1. The following provisions apply in the case of a successorship transaction, as described in paragraph B. above, in which the Successor is an air carrier or any corporate affiliate of an air carrier. The Flight Attendant groups shall be merged in according with the following:
  - a. The integration of the seniority lists of the respective Flight Attendant groups shall be governed by the Association Merger policy if both pre-transaction Flight Attendant groups are represented by the Association. If the other pre-transaction Flight Attendant group is not represented by the Association, then the lists will be merged according to the Flight Attendants' dates of hire at their respective carrier or predecessor carrier (in the event of a previous merger). The Successor shall accept the integrated seniority list.
  - b. The respective Flight Attendant collective bargaining agreements shall be merged into one (1) agreement as the result of negotiations among the Flight Attendant groups and the Successor; provided, however, that there will be no system-wide realignment of Flight Attendant positions or system re-bid as a result of the merger of the seniority lists or collective bargaining agreements resulting in Flight Attendants on the Alaska Airlines seniority list being involuntarily displaced or "bumped" out of her/his domicile by pre-transaction employees of the Successor. This provision does not prevent the closing of a base, reduction of the number of Flight Attendants in a base, reduction of flying by the Successor or any other such actions which may result in a furlough or a lay-off of any Flight Attendants on the merged seniority list of the Successor.

- c. The aircraft (including all orders and options to purchase aircraft) and operations of each pre-transaction airline shall remain separated until such time as both the Flight Attendant seniority lists are integrated and the Flight Attendant collective bargaining agreements are combined in accordance with paragraph C.1.a. and C.1.b. above.
  - d. If there is no collective bargaining representative for the Flight Attendants at the Successor carrier, the Successor must, to the extent that it continues to fly routes operated by the Company at or above pre-acquisition levels, offer employment to the Flight Attendants covered by this Collective Bargaining Agreement. Such offer of employment must be made prior to the integration of the aircraft and operations of the pre-transaction airlines. Nothing in this provision, however, restricts the Successor from determining to reduce or alter pre-transaction routes or levels of service and close or otherwise reduce operations in any Flight Attendant domicile. In such instances, the Successor shall determine the number of pre-transaction Alaska Flight Attendants that are required to provide the post-transaction service and shall make employment offers to these Flight Attendants in Alaska seniority order. Further, nothing in this section shall restrict, or otherwise govern, the employment relationship once offers of employment have been made and accepted or the Collective Bargaining Agreement no longer applies, whichever is later.
  - e. Neither the Company nor any successor shall negotiate any change, modification or cancellation of any term or provision contained in Section 4.C. Moreover, this provision will survive the merger/acquisition of Alaska Airlines until such time as the seniority lists have been integrated and the collective bargaining agreements merged into one.
  - f. Pending the merger of the pre-acquisition carriers and the Flight Attendant collective bargaining agreements and seniority lists, the Successor shall not decrease the Company's pre-acquisition annualized block hours, pre-acquisition annualized available seat miles or pre-acquisition number of aircraft.
2. In the event of a transaction in which the Successor is not an air carrier or any corporate affiliate of an air carrier, the Successor shall, in addition to assuming all obligations under the Agreement, provide the Flight Attendant with the Allegheny-Mowhawk Labor Protective Provisions.

#### D. Remedies

Any and all disputes concerning alleged violation of this Section 4 shall be resolved by final and binding arbitration. The Company specifically agrees to arbitrate any grievance filed by the Association alleging violation of this Section on an expedited basis directly before the System Board of Adjustment sitting with a neutral member, as the arbitration forum. The dispute shall be heard expeditiously no later than thirty (30) days following the submission to the System Board and decided expeditiously no later than sixty (60) days after submission, unless the parties agree otherwise in writing. The parties agree to abide by any arbitration award which is issued.

E. Successorship or Merger Transaction Fund

In the event of a successorship transaction as described in 4.B above the Company shall reimburse the Association up to one million (\$1,000,000.00) of legal, consulting and union business expenses caused by the transaction and incurred by the Association up to the time of implementation of a single Flight Attendant collective bargaining agreement, final integration of the Flight Attendant seniority lists, or until the resolution of any subsequent dispute, whichever occurs last.

**Alaska Air Group (AAG):** Alaska Air Group Inc. is the parent company of Alaska Airlines and Horizon Air.

**Base Orientation:** Following training, the date on which you are familiarized with your Flight Attendant domicile.

**Block Time:** Time beginning when the aircraft leaves the blocks at the gate under its own power for the purposes of flight until it blocks in at the gate at the completion of the flight.

**CBA:** Collective Bargaining Agreement

**CFR:** Code of Federal Regulations

**Company Seniority:** Seniority that begins to accrue from the date an employee is placed on the Company payroll and shall continue to accrue during the term of employment. Company seniority shall determine vacation time, and all Company benefits.

**Deadhead:** The transport of a Flight Attendant at Company request to or from protecting a flight whether scheduled or unscheduled.

**Doctor:** Any of the following health-care providers: Medical Doctor (M.D.), Chiropractor, Doctor of Osteopathy, Nurse Practitioner, Dentist, Naturopathic Physician, Midwife for maternity related illnesses only, and Licensed Physician's Assistant (PA). Registered Nurses (RN) and Licensed Practical Nurses (LPN) are not doctors.

**Domicile:** A location designated by the Company where a Flight Attendant is based. The domicile is referred to by its official airline code. The term "domicile" includes a co-domicile, except where specifically stated otherwise in this Agreement.

**Ferry Flight:** Flying on an aircraft without passengers at Company request.

**Flight:** When an aircraft takes off and lands.

**Flight Attendant:** A Flight Attendant is an Alaska Airlines employee regularly assigned to flight duty who is responsible for performing or assisting in the performance of all safety, passenger service and cabin preparation duties and whose name appears on the current Flight Attendant Seniority List. Flight Attendants will be responsible for handling passenger carry-on items, as required to secure the cabin for take-off and landing. Flight

Attendants will not be responsible for the welfare of any passenger after the Flight Attendant has been released from her/his duties on the aircraft either at the home domicile or on any overnight. A Flight Attendant may be required to attend classes, meetings, etc. as are deemed necessary to fulfill Federal Aviation Administration (FAA) requirements and Company and operational requirements, and may be requested to participate in promotional and publicity assignments. Any male or female pronoun used herein shall be deemed and understood to designate any employee hereunder, whether male or female.

**Flown TFP:** All TFP exclusive of Stranded pay, Minimum Pay rules and Reserve Guarantee.

**Ground Duty:** All work performed on the ground which is directly related to the duties of a flight to which a Flight Attendant is assigned.

**Ground Time:** Scheduled or unscheduled sit time between flights (block-in to block-out) unless broken by legal rest.

**Inflight Management:** Supervisory personnel with duties and/responsibilities directly related to Flight Attendants.

**Initial Operating Experience (IOE):** A required number of observed flight hours that a new hire must complete as an extra crew member, while performing safety related duties as required by the FAA.

**Irregular Operations:** Flights that do not operate in accordance with the published schedule because of circumstances such as weather, maintenance delays, cancellations, crew shortages, misconnects, air traffic control, or similar circumstances within the system, as well as natural disasters, sabotage, hijacking, bomb threat, or actual bomb, terrorist attacks and/or acts of war.

**Jet bridge Trade:** A trade between Flight Attendants at the same domicile. In which they trade or give away a sequence of portion of a sequence at any station no earlier than three (3) hours prior to departure for domestic flights, but no later than the commencement of boarding. International Jet bridge trades are no later than twelve (12) hours prior to departure. SIPs are not considered a Jet bridge trade.

**Like Sequence(s):** A single sequence that operates no earlier than the original report time on the first day of the sequence and must release at domicile no later than 11:59 PM (local domicile time) on the last day of the original sequence. In determining the Like

Sequence, Scheduling will first consider a sequence with an equal number of days and then a sequence with fewer days. Like sequence does not apply to Section 10.S Pre-cancellation.

**Line of Time:** A group of sequences making up a Flight Attendant's schedule of work for a month.

**Local Executive Council (LEC):** A Local Executive Council is comprised of directly elected officers including a President, Vice President, Secretary and Council Representative(s) (depending on size of council). The LEC Officers represent the members of a specific domicile(s) assisting with but not limited to representational, contractual and disciplinary incidents. The job responsibilities of the LEC officers are outlined in the Association Constitution and Bylaws.

**Master Executive Council (MEC):** A Master Executive Council shall be the chief governing body for the membership at the airline and should consist of appointed officers including a President, Vice President and Secretary whose job responsibilities are outlined in the Association Constitution and Bylaws.

**Month:** Each calendar month shall be a bid month except for January, February and March. February's bid month shall extend from January 31 through March 1.

- January 1 – January 30<sup>th</sup> (January)
- January 31<sup>st</sup> – March 1<sup>st</sup> (February)
- March 2<sup>nd</sup> – March 31<sup>st</sup> (March)

**Occupational Seniority:** Seniority that begins to accrue from the date a Flight Attendant is placed on the payroll as a Flight Attendant, from which date seniority shall continue to accrue during the Flight Attendant's period of service.

**Operational Incident Drop (without points):** Operational Incident Drop (Without Points): Flight Attendants may request and Inflight supervisors or managers or their designees shall have the ability to offer Operational Incident Drops due to special circumstances, and such drops shall be mutually agreeable between the parties. Operational Incident Drops shall not carry attendance points and will not preclude the Flight Attendant from receiving record improvement under this section. Operational Incident Drops will be unpaid unless pay is offered at management's sole discretion. Management will be responsible for notifying Crew Scheduling if appropriate.

**Premium Open Time (OT):** Sequences posted in Open Time (OT) offered at a premium no less than one and one half (1.5) times the trip rate.

**Primary Sick Leave Bank (PSLB):** A Primary bank of sick leave available for all regular sick leave usage except for as provided under the Secondary Sick Leave Bank (SSLB). [Section 16.C.]

**Reserve Line:** The schedule of days on and days off for a Flight Attendant on Reserve.

**Secondary Sick Leave Bank (SSLB):** A Secondary bank of sick leave available for sick leave usage when on an approved leave of absence of fourteen (14) days or greater that would allow her/him to use sick leave (MLOA, MatLOA, Worker's Compensation, and continuous FMLA). A Flight Attendant on an approved intermittent FMLA may also access the SSLB after the PSLB is depleted. [Section 16.C.]

**Sequence:** A sequence shall mean a series of flights, and may include a deadhead and/or a surface deadhead segment.

**Sequence Home Domicile:** The Flight Attendant domicile from which a sequence originates and terminates. The Sequence Home Domicile is the same as the Flight Attendant's domicile unless the Flight Attendant is on a sequence picked up out of her/his domicile.

**Sequence Interruption Point (SIP):** SIP's will occur // in a sequence as follows: // a SIP will be // any arrival of the aircraft at the Sequence Home Domicile//.

**Severe Irregular Operations:** An unforeseeable or unpredictable event, or an event not within the control of the Company, including but not limited to, severe weather, natural disasters, ATC system disruptions or other system disruptions that result in significant loss of schedule synchronization. If Severe Irregular Operations are declared by mutual agreement between the Company and the Alaska Airlines Air Line Pilots Association (ALPA) the provisions within the CBA may be enforced with the destinations and/or domiciles impacted as agreed by the Company and ALPA.

**Step Rate:** Pay rate as outlined in Section 21. A.

**Straight Time:** The rate of pay a Flight Attendant receives based on the compensation table in Section 21.A.

**Surface Deadhead:** Transport of a Flight Attendant at Company request to or from protecting a flight, whether scheduled or unscheduled, via taxi, van, limo, bus, or other forms of ground transportation. Surface deadhead is considered duty time for purposes of rest and duty limitations.

**TFP (Trip(s) For Pay):** Unit of pay based on point to point mileage outlined in Section 21.C. and D.

**Trip Rate:** Compensation for a particular flight exclusive of other forms of pay, such as "A" pay, per diem, delay, etc. A Flight Attendant's Trip Rate is calculated as follows: TFP X Step Rate X pay type (standard rate [1.0] or premium rate [premium multiples are specified in the Agreement]). The Trip Rate is subject to // Minimum Pay Rules and/or pay protection(s) as provided for in the agreement.

**Unscheduled day:** A day off appearing on an original line of time.

**Worked TFP:** All TFP paid exclusive of Vacation and/or Sick Leave



- A. Occupational seniority will be used for all vacation selection, leaves of absence other than medical leaves, emergency leaves and additional personal leaves as defined in Section 15, reduction in force, return to active status after release due to reduction in force and bidding rights for line of time, reserve, extra sections, charter and other flying.
- B. If more than one (1) Flight Attendant has the same seniority date, then seniority will be determined by date of birth, with the older being more senior.
- C. The Company will provide a copy of the permanent Flight Attendant seniority list, revised no more than once each month, in a place mutually acceptable to the Company and the Association.
- D. An employee may protest any omission or incorrect posting affecting the employee's seniority within thirty (30) days after posting of the seniority list, except that an employee on a leave of absence, vacation, or on an assignment at a location where a roster is not posted shall have thirty (30) days after her/his return to duty in which to file such a request.
- E. A Flight Attendant transferred to supervisory or other non-flying duties directly related to the Flight Attendant duties shall continue to retain and accrue Company seniority and occupational seniority for a period equal to the supervisor's years of accrued seniority as a Flight Attendant. Thereafter such supervisor shall retain but not accrue seniority. For the period of time that the Flight Attendant is transferred, s/he shall be removed from the published base position lists.

#### 1. Transferring to Management

- a. When a Flight Attendant transfers to a management position, the Company will provide to the Association a job description of the management/supervisory position, and the anticipated duration of the assignment. The effective date of the transfer(s) and the name(s) of the Flight Attendant(s) assuming the position(s) shall also be included. All Flight Attendants transferring to such positions shall be required to complete a confidentiality form. The Association and management shall craft the form jointly, and a copy of all signed forms shall be provided to the Association. Any Flight Attendant currently holding a management/supervisory position who does not have a signed form on file shall complete one on the effective date of this Agreement.

- b. The Flight Attendant's remaining vacation balance and accrued vacation credit in days shall be converted to hours and deposited in her/his management PTO bank at a rate of eight (8) hours per day.
- c. The Flight Attendant's sick leave bank balance in TFP shall be converted to hours and deposited in her/his management EIL bank at the current TFP conversion rate.

2. Transferring from Management Back to Flying Duties

When a Flight Attendant transfers back to flying duties the following provisions shall apply. The Company shall provide the Flight Attendant(s) name(s) and a minimum of thirty (30) days' notice to the Association prior to the transfer.

- a. Her/his PTO bank shall be paid out and the EIL bank shall be converted to sick leave (2/3 to PSLB and 1/3 to SSLB) at the current TFP conversion rate.
- b. S/he shall be credited with the annual vacation accrual reduced by 1/12 the annual entitlement for each month in management that year. The Flight Attendant must request the appropriate amount of vacation and it shall be granted a vacation slot consistent with her/his seniority. Alternately, the Flight Attendant may select an open vacation slot.
- c. If returning mid-month Section 15.I. 2 will apply.

- A. During the first 180 (one hundred eighty) days of employment extended by any periods of furlough, suspension or leave(s) of absence, each Flight Attendant shall be on probation.
- B. The Company shall have the right to discharge, discipline, or furlough any employee during the probation period without cause and without a hearing.
- C. All probationary Flight Attendants will be "A" qualified upon the completion of training.
- D. Probationary Flight Attendants may not voluntarily change domiciles more than once during probation.
- E. For the purpose of a probationary checkride or probationary observation flight, a Flight Attendant may be assigned out of order while on reserve. Flight time will be credited toward the Reserve's guarantee.
- F. Following Base Orientation:
  - 1. Following base orientation, a probationary Flight Attendant shall be assigned four (4) sequences in any position, excluding the 'A' position (except as provided in F.3. below), by Crew Scheduling. Such sequences may be assigned from the following flying:
    - a. Open Time no earlier than three (3) days prior to departure
    - b. Sequences constructed by Crew Scheduling
    - c. Flight Attendant One-Way Trades
    - d. Position added as an additional Flight Attendant
  - 2. Probationary Flight Attendants may not trade or give away these first four (4) assigned sequences.
  - 3. In the event that there is no Reserve available to fly an "A" position sequence, it may, as a last resort, be assigned pursuant to F.1. above.
- G. During the probationary period, a Flight Attendant shall be expected to work a minimum of forty-eight (48) days of reserve availability.
  - 1. For every month during probation that the Flight Attendant is a Lineholder, the forty-eight (48) day requirement shall be reduced by eight (8) days.

2. If a Flight Attendant 'self-assigns' for an OT trip operating on days of scheduled reserve availability, per Section 11, those days shall count toward the reserve day minimum.
  3. Any flying assigned in F.1. shall count toward the 48 reserve day requirement in G.1. on a day-for-day basis.
  4. A Flight Attendant's probationary period may be extended until s/he has worked the required reserve day minimum (or adjusted minimum due to Lineholder status).
- H. Probationary Flight Attendants are not eligible for temporary base trades (swaps).
- I. A probationary Flight Attendant will receive a probationary review as follows:
- a. Such review is normally scheduled approximately three (3) months into the probationary period but may be scheduled before or after such time.
  - b. A probationary Flight Attendant will be asked several questions regarding safety and emergency procedures and will be allowed to use the Flight Attendant Manual.
  - c. Reviews will ordinarily be conducted on a day on. If the Flight Attendant is a Reserve, s/he will receive four (4) TFP which will be credited towards her/his reserve guarantee if s/he is given no other reserve assignment on that day (including airport standby). If the Flight Attendant is a Lineholder, and has her/his review conducted on a day on which s/he has flying, or is a Reserve who is given another reserve assignment on the day of her/his review, s/he will receive no additional compensation.
  - d. If there is an approaching deadline requiring the Flight Attendant to attend a probationary review on a day off or if the Flight Attendant chooses to have the review conducted on a day off, s/he will be paid four (4) TFP. If the Flight Attendant is a Reserve, it will be paid above her/his reserve guarantee.



*Alaska Airlines*

**Addendum to Section 7  
Probation Period**

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Tentative Agreement

A. Applicability of Section 8

The limitations provided for herein // include all time when a Flight Attendant is assigned as a crew member on regularly scheduled flights, deadheads, extra sections, ferry or charter flights and scenic flights.

B. Eight (8) Flights in twenty four (24) hours

A Flight Attendant shall not be scheduled for more than eight (8) flights in any twenty-four (24) consecutive hours unless broken by a legal rest break.

C. Twenty Eight (28) Flights in Seven (7) Days

A Flight Attendant shall not be scheduled to fly more than twenty eight (28) flights in any seven (7) consecutive days. The Flight Attendant may fly more than twenty eight (28) flights in a seven (7) day period provided s/he is not scheduled to do so.

D. Check-in and Debrief

An On-duty period shall commence at the time a Flight Attendant is required to report for duty or the actual reporting time, whichever is later. Initial report time at the Sequence Home Domicile // shall be one (1) hour prior to scheduled departure and at out-stations forty five (45) minutes prior to scheduled departures. A duty period shall terminate thirty (30) minutes after final block arrival of a flight at the Sequence Home Domicile // and fifteen (15) minutes after block arrival of a flight at an out-station.

1. A Flight Attendant is required to be at the aircraft forty-five (45) minutes prior to departure.
2. Flight Attendants are responsible for themselves.

E. Duty Period

A Flight Attendant shall not be scheduled to be on duty for more than ten hours and thirty minutes (10:30) // nor will s/he be required to remain on duty in excess of twelve hours and thirty minutes (12:30) //. Notwithstanding the duty limitations contained in this paragraph, in the event of an irregular operation a Flight Attendant will be required to remain on her/his sequence until the aircraft returns to the home domicile even if doing so requires the Flight Attendant to exceed her/his maximum duty hours.

F. Over-Duty Pay

1. Flying into or above twelve hours and thirty minutes (12:30)



If a Flight Attendant's duty time // exceeds twelve hours and thirty minutes (12:30), the Flight Attendant will be paid the prorated portion for any flying, including surface deadhead, into or above // twelve hours and thirty minutes (12:30)//, at two (2) times the // trip rate // until the Flight Attendant receives legal crew rest. In no case will the Flight Attendant receive less than one (1.0) TFP of over-duty pay paid at premium. For a Reserve, no less than one (1.0) TFP will be paid above the guarantee and no less than one (1.0) TFP will be credited toward guarantee, both at straight time.

2. Flying into or above sixteen (16) hours

If a Flight Attendant's duty time exceeds or is projected to exceed sixteen (16) hours, the Flight Attendant will be paid the prorated portion of the TFP value for all flying, including surface deadhead into or above // twelve hours and thirty minutes (12:30) at three (3.0) times the // trip rate until the Flight Attendant receives legal crew rest. For a Reserve, s/he will be paid at two (2.0) times the applicable trip rate above the guarantee, and will be credited at straight time towards guarantee.

G. "Fourteen (14) Hour Rule" Duty Provisions //

1. At a Domicile/Co-terminal - A Flight Attendant will not be required to depart on a flight scheduled to land more than fourteen (14) hours from the beginning of her/his duty period if s/he is departing any domicile or co-terminal. The Flight Attendant will be pay protected for flights from which s/he is removed pursuant to this Paragraph. A Flight Attendant may be asked and may elect but will not be required, to depart on a flight scheduled to land more than fourteen (14) hours from the beginning of her/his duty period. If s/he elects to depart, s/he will be paid as provided in paragraph F.
2. At an Outstation - A Flight Attendant may be required to depart on a flight scheduled to land more than fourteen (14) hours from the beginning of her/his duty period only to complete scheduled flying and only if s/he is departing an outstation (not a domicile or co-terminal). The Flight Attendants will be pay protected from flights from which s/he is removed pursuant to this Paragraph.

H. Compensatory (Double Out) Rest

1. Following the termination of a sequence at the home domicile in which any duty period exceeds twelve hours and thirty minutes (12:30), the Flight Attendant must have time off equal to double the time spent on duty on the day the duty time exceeded twelve hours and thirty minutes (12:30). If the Flight Attendant is scheduled to work during that time, such Flight Attendant will be pulled from sufficient flights with pay to receive the necessary rest.

2. A Flight Attendant may waive the compensatory rest provided by this Paragraph. If the Flight Attendant elects to waive the compensatory rest and flies a sequence that would have been partially or wholly removed to provide such rest, the Flight Attendant will be paid one and one half (1.5) times the trip rate for all flying, including surface deadhead, of the sequence.

**I. Night Rule/Night Flying**

1. If a Flight Attendant is on duty at // 4:29 AM local time (except for an APSB who has not had a flying assignment prior to the APSB assignment during the same duty period), s/he will not be required to remain on duty beyond 8:30 AM (initial departure station time). The Company may build single-duty period sequences with one (1) return to domicile outside these parameters, but the Flight Attendant will not be scheduled for additional flying after the return to domicile.
2. If the duty day is projected to exceed ten hours and thirty minutes (10:30) and the Flight Attendant is at a domicile, the "Night Rule" provisions supersede duty period provisions as a result of irregular operations in Paragraph E. A Flight Attendant who is not at a domicile or a Flight Attendant who is at domicile but elects to waive the "Night Rule" provision, will receive the greater of two (2.0) times the trip rate for the affected duty period or the pay under Paragraphs F or G, above.

**J. Remain Over Night (RON) Rest**

A Flight Attendant's duty period shall run continuously unless broken by an overnight rest period that is scheduled for at least ten (10) hours from release to report. Rest must be scheduled for ten (10) hours, whether // the sequence is originally constructed or at the time a Flight Attendant is reassigned to other flying not in the original sequence. If reassigned, the rest may fall below ten (10) hours only due to delays subsequent to the reassignment.

**K. Reduced RON Rest**

1. If a Flight Attendant on a multi-day sequence receives less than nine hours and thirty minutes (9:30) rest from release to report, the Flight Attendant may // be required to remain on the sequence and be paid at two and one half (2.5) // times the trip rate, including any surface deadhead.
2. For a Reserve, s/he will be paid at one and one half (1.5) // times the trip rate above guarantee, and // will be credited at straight time toward guarantee.

**L. // Forty Eight in Seven (48/7)**





1. Unless waived by the Flight Attendant // each Flight Attendant must have no less than one continuous forty eight hour (48:00) period free from all duty within any seven (7) consecutive day period. This period is calculated from release to report.
2. Forty Eight in Seven (48/7) Operationally Impacted
  - a. // A Flight Attendant may, following the completion of a sequence that creates a forty eight (48) in seven (7) violation in conjunction with a subsequent sequence, contact Crew Scheduling at least two (2) hours prior to check in (of the subsequent sequence) at her/his domicile and advise Crew Scheduling that, as a result of operational changes to her/his schedule, s/he will lose the forty eight (48) in seven (7). Scheduling must then modify the original or subsequent sequence (via SIP of the original subsequent sequence or legally scheduled deadhead) to restore the forty eight (48) in seven (7). The Flight Attendant will not suffer a loss of pay as a result of such schedule adjustment.
  - b. If the Flight Attendant did not waive forty eight in seven (48/7) s/he cannot be required to depart if the forty eight in seven (48/7) cannot // be restored; however, s/he may elect to take the original and subsequent sequences unaltered. If s/he does so, the Flight Attendant will be paid one and one half (1.5) times the trip rate for the first duty period of the subsequent sequence.

#### M. Domicile Rest

A Flight Attendant will have a minimum of eleven hours and thirty minutes (11:30) from release to report scheduled between sequences at the home domicile unless s/he elects otherwise.

##### 1. Scheduled Domicile Rest

If eleven hours and thirty minutes (11:30) is scheduled and the Flight Attendant does not receive at least ten hours and thirty minutes (10:30) rest from release to report, the Flight Attendant's schedule will be adjusted (via SIP or assignment of a Like Sequence(s)) to provide eleven hours and thirty minutes (11:30) rest from release to report. The Flight Attendant will not suffer a loss of pay as a result of such schedule adjustment.

##### 2. Reduced Domicile Rest Operationally Impacted

When a Flight Attendant schedules herself/himself with fewer than eleven hours and thirty minutes (11:30), release to report, at home domicile,

and that rest is operationally reduced, the schedule adjustment and pay protection outlined in this Paragraph will not apply. The Flight Attendant will be responsible for the second sequence if CFR rest requirements are met.

3. Domicile Rest Waived By Flight Attendant

To provide CFR-required rest, the Flight Attendant may choose to drop the sequence, pick up the sequence at a SIP or via deadhead (duty limitations would apply), or to work a mutually agreed-to alternate assignment if such assignment is available. Pay protection does not apply.

N. Waiver of Contractual Rest

A Flight Attendant who waives any contractually required rest, and who then operationally would fall below any CFR-required rest period, will be pulled from sufficient flights to resolve the CFR illegality. The Flight Attendant will not be pay protected.

O. Deadhead – See Section 8.A and 10.Y.

P. Monthly Maximum (118.2 TFP / 90 flights)

A Flight Attendant shall not be scheduled to fly sequences totaling more than one hundred eighteen and two tenths (118.2) TFP or ninety (90) flights, whichever is less. A Flight Attendant may, at her/his option, exceed the monthly maximum.

Q. Contactability While on Duty or on a Layover

A Flight Attendant shall not be required to keep the Company advised of her/his whereabouts during the off-duty periods.

1. If contacted during an on duty period (from report to release), and told to contact Crew Scheduling, a Flight Attendant must do so as soon as feasible.
2. If contacted during an off duty period (during a RON) and told to contact Crew Scheduling, a Flight Attendant may, but is not required to do so. S/he will be required to contact Crew Scheduling as soon as feasible after the commencement of her/his next duty period.
3. If a Flight Attendant is contacted by Crew Scheduling during a off duty period (RON), and elects to answer or return the call, s/he will be required to accept any assignment that is legal under the CBA and the FARs.
4. No Flight Attendant will be denied the ability to check in to a hotel, or to exit a hotel shuttle, because s/he chooses not to contact Crew Scheduling at that time.

**R. Notification of Delay or Cancellation**

When a scheduled departure is appreciably delayed, or the flight is canceled, the Company will make every effort to notify the Flight Attendant. If the Company becomes aware that a flight following an RON is being delayed, the Company will advise the Flight Attendant(s) before they depart the arrival airport or within two (2) hours after block-in by leaving a message containing information about the delay at the crewmembers' hotel rooms. If the Company has knowledge within these timelines and fails to notify the Flight Attendant, s/he will be paid as provided for in Paragraph K.

**S. Natural Disasters and Acts of War**

1. In the face of natural disasters or acts of war, the primary focus of the Association and the Company will be the safety of the crew when scheduling or reassigning Flight Attendants to fly into or out of areas affected by imminent or present natural disasters or acts of war.
2. When a natural disaster and/or act of war is imminent or present, and a need for rescheduling or reassigning crews becomes apparent, the Manager of Crew Scheduling or her/his designee will contact the // MEC President or her/his designee //. Contact with the AFA appointed representative will be maintained until such time as all crewmembers have been returned to base.
3. If the flight deck crew members are released from flying into or out of a city, or laying over in a city affected by such natural disaster and/or act of war, the Flight Attendant crew members will be released as well. Every effort will be made to keep crews together.
4. It may be necessary to exceed duty limitations in order to remove Flight Attendants from danger, and in order to bring customers out of a city impacted by natural disaster and/or acts of war.
5. On a case-by-case basis, with the mutual agreement of the parties, the scheduling limitation of ten hours and thirty minutes (10:30) of duty outlined in Section 8.E. may be exceeded to remove crews from or to avoid danger and/or to facilitate bringing customers out of a disaster area. The compensatory rest outlined in Section 8.H, and any other applicable sections will apply, and will be provided upon the Flight Attendant's first return to domicile. Additionally, the two (2.0) (three (3.0) times as applicable) times rate of pay will apply to any TFP flown after ten and one-half hours of duty. If ten hours and thirty minutes (10:30) are exceeded mid-flight, such pay shall be retroactive to block out of that flight.

- a. Crews that exceed such duty limitations to perform such work shall be deadheaded one way (in either direction) in passenger seats.
- b. Such sequences will be treated on the same basis as regular pairings for the purposes of trip trading and placement into OT. Since this is currently a manual procedure, the Flight Attendant must contact Crew Scheduling, until the trading system can recognize such sequences.

#### **T. Base Turns //**

1. Flight Attendants may pick up a base turn, which consists of a sequence on the same day another sequence terminates at domicile. Flight Attendants must allow a minimum of two (2) hours block to block between sequences and the total base turn duty day of the combined sequences may not exceed fourteen (14) hours in accordance with CFR limitations.
2. If the total base turn duty day of the combined sequences contains ten hours and thirty minutes (10:30) or less, all language in this Agreement regarding such duty limitations and pay shall continue to apply.
3. If the total base turn duty day of the combined sequences is scheduled for more than ten hours and thirty minutes (10:30) then the Flight Attendant shall be considered to have waived all duty limitations and premium pay for that day triggered by exceeding ten hours and thirty minutes (10:30) or above.
4. Flight Attendant will not suffer a loss of pay for misconnects between sequences comprising a base turn.
5. A Flight Attendant must submit an Activity Claim Form to receive the Average Duty Period Guarantee (ADPG) and Multi-day Sequence Minimum (MSM), if applicable, for each sequence comprising a base turn. An Activity Claim form must be submitted to receive the Duty Period Minimum (DPM), if applicable, for the two duty periods which become the base turn duty day.
6. Flight Attendants shall receive per diem for the entire duty day containing the base turn and must remain contactable.

Flight Attendants will not receive the Sit Time Minimum Pay Rule for the sit created between the two (2) sequences that comprise the base turn.

#### **U. Surface Deadhead**

1. A Flight Attendant engaged in surface deadhead shall be deemed to be on duty for pay, duty and rest limitation purposes whether such deadheading is performed at the beginning or end of a series of flights.



2. The set times for surface deadhead between the following cities are:

<u>SFO – OAK</u>	<u>1 hour</u>
<u>SFO – SJC</u>	<u>1 hour</u>
<u>SJC – OAK</u>	<u>1 hour, 15 minutes</u>
<u>LAX – SAN</u>	<u>2 hours, 24 minutes</u>
<u>LAX – SNA</u>	<u>1 hour, 15 minutes</u>
<u>LAX – ONT</u>	<u>2 hours, 15 minutes</u>
<u>LAX – BUR</u>	<u>1 hour, 30 minutes</u>
<u>SEA – BFI</u>	<u>30 minutes</u>
<u>SEA – PAE</u>	<u>1 hour, 15 minutes</u>

3. If the time is more than five (5) minutes longer than the times listed above, or for city sequences not listed above, the crewmembers will be required to call Crew Scheduling immediately after the surface deadhead for any necessary schedule adjustments. Failure to call Scheduling at the time will negate any schedule change for the next duty day; however the compensation will still be paid if the times listed above resulted in a Flight Attendant going over duty.

**1. What is the maximum I can be scheduled to be on duty?**

Section 8 establishes restrictions for assignments to a Flight Attendant. Prior to scheduled check-in for the duty period, you can only be scheduled to remain on duty for ten hours and thirty minutes (10:30). After scheduled check-in, you may be reassigned to duty that is scheduled for no more than twelve hours and thirty minutes (12:30). This does not apply to bid charters. (Section 8.E.)

**2. What is the maximum I can be required to remain on duty?**

You can be scheduled to remain on duty twelve hours and thirty minutes (12:30). You may be required to depart on a flight scheduled to land after fourteen (14) hours from the beginning of the duty period only if you are at an outstation and only to complete scheduled flying. You may elect, but cannot be required, to depart on a flight scheduled to land more than fourteen (14) hours from the beginning of the duty period if you are departing any domicile or co-terminal. This does not apply to bid charters. (Section 8.E. and 8.G.)

**3. May a Flight Attendant be assigned to a different sequence once the requirement of compensatory (double out) rest under Section 8.H. has been satisfied?**

No. The Flight Attendant may only be required to fly the remaining flights on her/his original sequence via a legally scheduled positioning flight or at a SIP. (Section 8.H.) [See also Arbitration #77-97 (Horowitz 8/19/98).]

**4. If I am scheduled for ten hours (10) hours but receive less than nine hours and thirty minutes (9:30), release to report, crew rest at a RON station, how does that affect my next duty period?**

Examples:

A Flight Attendant receives less than nine hours and thirty minutes (9:30) from release to report at a RON station. If,

- a) the following duty period has a SIP and the sequence terminates that duty period, the Flight Attendant may // be replaced at the SIP and will be paid one (1.0) times the trip rate for all scheduled flights, or may be required to remain on the sequence and be paid two and one half (2.5) times the trip rate until the Flight Attendant is released into rest. If you are required to remain on the sequence, // Crew Scheduling must contact you at or before check-in of the duty day following the short rest period. (Section 8.K.)

Example: Seattle-based Flight Attendant has unscheduled reduced rest in LAX and her/his scheduled sequence is to fly LAX-SEA-GEG-SEA. S/he flies LAX-SEA and // is replaced at the SIP. S/he will be paid for her scheduled duty period at one (1.0) times the trip rate. If the Flight Attendant // is required to remain on



the sequence, she will be paid two and one half (2.5) times the trip rate for // the entire sequence.

- b) the following duty period has a SIP but the sequence does not terminate that duty period, the Flight Attendant will remain on the sequence and be paid two and one half (2.5) times the trip rate until s/he is released into rest.

Example: Seattle-based Flight Attendant has unscheduled reduced rest in LAX and flies her/his scheduled sequence LAX-SEA-LAX, goes into rest and flies LAX-GEG-SEA on the third day. The // entire sequence including any surface deadhead will be paid at two and one half (2.5) times the trip rate.

- c) there is no SIP and the sequence terminates that duty period, the Flight Attendant will receive two and one half (2.5) times the trip rate for the entire sequence until s/he receives domicile rest.

//

## 5. Can I waive contractual crew rest limitations?

Yes, // during or after the line-construction process. You // may waive the forty-eight (48) hours off in seven (7) consecutive day period to twenty-four (24) hours in accordance with current CFR's, and Flight Attendants // may waive the scheduled domicile rest of eleven and one half hours (11 ½) release to report down to nine (9) hours release to report in accordance with current CFR's. Flight Attendants may also waive crew rest before or after recurrent training (Section 30), and they may waive compensatory rest under Section 8.H.2. No other rest limitations can be waived.

## 6. What is a base turn?

A base turn is when you pick up a sequence on the same day another sequence terminates at domicile. You must allow a minimum of two (2) hours block-to-block between sequences and the total duty day may not exceed fourteen (14) hours in accordance with CFR limitations. (Section 8.T.)

## 7. When do I receive over-duty pay?

You will receive over-duty pay for the prorated portion for any flying, including surface deadhead at two (2.0) times the trip rate for any flight(s) // flown into or above twelve // hours and thirty minutes (12:30). In no case will you receive less than one (1.0) TFP of over-duty pay paid at premium. If on Reserve, no less than one (1.0) TFP will be paid above the guarantee, and no less than one (1.0) TFP will be credited toward guarantee, both at straight time. //

If your duty period was projected to or actually did exceed sixteen (16) hours, // you will receive over-duty pay for the prorated portion for any flying, including surface



deadhead at three (3) times the trip rate for any flight(s) flown into or above twelve hours and thirty minutes (12:30). (Section // 8.F.)

**8. How am I paid if I // pick up a Premium OT sequence or if I am JA'd to a sequence and actual duty exceeds twelve hours and thirty minutes (12:30)?**

You will be paid over-duty pay for the prorated portion of any flying, including surface deadhead at two (2.0) times the trip rate for any flight(s) flown into or above twelve hours and thirty minutes (12:30), and then the applicable premium OT or JA premium will be added to that rate after subtracting out the base rate at straight time. In no case will you receive less than one (1.0) TFP of over-duty pay paid at two (2.0) times the trip rate, and then the applicable premium OT or JA premium will be added to that rate after subtracting out the base rate at straight time.

For premium OT paid at one and one-half (1.5) times the trip rate:

You will receive applicable pay at // two and a half (2.5) times the trip rate (2.0x over-duty + 1.5x premium OT – 1x straight time = 2.5x). In no case will you receive less than one (1.0) TFP of over-duty 1.5x premium OT paid at two and one-half (2.5) times the trip rate.

For premium OT paid at two (2.0) times the trip rate:

You will receive applicable pay at three (3.0) times the trip rate (2.0x over-duty + 2.0x premium OT – 1x straight time = 3.0x). In no case will you receive less than one (1.0) TFP of over-duty 2.0x premium OT paid at three (3.0) times the trip rate.

For JA or premium OT paid at two and one-half (2.5) times the trip rate:

You will receive applicable pay at three and one-half (3.5) times the trip rate (2.0x over-duty + 2.5x JA/premium OT – 1x straight time = 3.5x). In no case will you receive less than one (1.0) TFP of over-duty 2.5x JA/premium OT paid at three and one-half (3.5) times the trip rate.

If you have picked up a Premium OT sequence or you have been JA'd to a sequence and your duty period // exceeds or is projected to exceed sixteen (16) hours, you will be paid the prorated portion of the TFP value for all flying, including surface deadhead into or above twelve hours and thirty minutes (12:30) at a minimum of three (3.0) times the trip rate // and then the applicable premium OT or JA premium will be added to that rate after subtracting out the base rate at straight time. // (Section 8.F, 9.D.1 and 9.E.)

**9. Can I be contacted by the Company during crew rest?**



Yes, once. However, you are not required to be contactable. (Section 8.Q.)

**10. Do I have to advise the Company of my whereabouts on layovers?**

No. However, if you are not going to be at the crew hotel, it is a good idea to advise a crew member of your whereabouts so that you may be reached in case of family emergency or a change in schedule. (Section // 8.Q.)

**11. If a day in my sequence goes over twelve hours and thirty minutes (12:30) duty, and I am returned to my Sequence Home Domicile for a RON, when do I receive compensatory (double out) rest?**

If you remain on your sequence, your per diem will continue while at domicile and you will receive compensatory (double out) rest at the termination of your sequence or APSB assignment //. You will be provided with a hotel at domicile upon request. However, if you are reassigned to a new sequence following the RON at base, you will receive your double rest at that time prior to beginning the new sequence or APSB assignment.

**12. What are the CFRs concerning rest and duty for Flight Attendants?**

WARNING - CFRs may not be waived by either the Company or the // Flight Attendant.

Federal Aviation Administration flight time duty limitations for Flight Attendants were implemented on January 31, 1996. The rules are // summarized as follows:

Duty period limit fourteen (14) hours report to release.

Scheduled rest must be nine (9) hours release to report.

Rest may be scheduled, or operationally reduced, to eight (8) hours, if the Flight Attendant is scheduled for a subsequent rest period of at least ten (10) consecutive hours within twenty-four (24) hours following the commencement of the reduced rest period. Extensions on duty limits can be made when additional flight attendants are assigned to the flights contained in that duty period.

Flight Attendants must have twenty-four (24) hours free from all duty in any seven (7) consecutive CALENDAR days.

For scheduling purposes under these rules, the Company will, as required contractually, continue to schedule in excess of the CFR-required rest (i.e., eleven // hours and thirty minutes (11:30) release to report at domicile and ten hours (10:00) release to report at RON stations). Reserves will be assigned after // domicile rest of eleven // hours and thirty minutes (11:30) release to report.



*Alaska Airlines*

**Addendum to Section 8  
Hours of Service**

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//

Flight attendants doing sequence trades or pickups or other schedule adjustments must allow nine hours free and clear for required rest, and must allow for twenty-four hours (24:00), from release to report, off in any seven (7) calendar days.

Tentative Agreement



- A. Junior Available (or Junior Assignment) (JA) -- When a Flight Attendant is required to work on her/his //scheduled day off, or when Scheduling assigns a Flight Attendant any additional flying after a completed scheduled sequence. Such additional flights or sequences must be legally scheduled. A Flight Attendant may be required to remain on duty after being JA'd at the completion of a sequence up to twelve hours and thirty minutes (12:30) for that duty period.
- B. // A Flight Attendant will not be contacted for a junior assignment during her/his vacation, including on the last day of her/his vacation.
- C. Flight Attendants may be contacted for JA duty by the following methods only:
1. When contacted in person on Company property or at the airport during scheduled duty on a scheduled day of work.
  2. Telephone contact at the Flight Attendant's primary contact number on file with Crew Scheduling after scheduled check-in for her/his sequence. Flight Attendants must provide a contact number to Crew Scheduling.
- D. The Company shall have the right to assign the Junior Available Flight Attendant to all regular and extra section flights or sequences and charters operated to which positions are not filled from the Reserve Flight Attendant pool but only in compliance with the rules listed below.
1. A Flight Attendant who // flies as a JA will be compensated // as follows:
    - a. // The Flight Attendant who is assigned JA and flies as such will receive two and one-half (2.5) times the appropriate // trip rate for all flights flown or scheduled, including surface deadhead, as a JA or for flights from which the Flight Attendant was pulled at one (1.0) times the trip rate, whichever is greater.
    - b. In no event will the Flight Attendant suffer a loss of pay as a result of // being JA'd.
    - c. When a Flight Attendant has been // JA'd at the completion of the Flight Attendant's scheduled sequence // to a RON which results in flying on a scheduled day off, the Company will return the Flight Attendant to the Sequence Home Domicile on an Alaska Air Group flight(s) at the earliest possible time, while avoiding flight cancellation due to crew shortage. Compensation will be set at one (1) TFP for each four (4) hours calculated from the time the Flight Attendant terminates in the overnight city until thirty (30) minutes after the Flight Attendant actually arrives at Sequence Home Domicile. (Over two (2) hours shall count as a full four (4) hours; two (2) hours or less shall not count.) The Flight Attendant will also receive // two and one half times (2.5) // the trip rate for any flights



flown // including surface deadheaded // following the completion of the Flight Attendant's originally-scheduled sequence until s/he is returned to the Sequence Home Domicile //

- d. If the Company junior assigns a Flight Attendant out of order, the Flight Attendant who actually flies the junior assignment will be paid two and one half times (2.5) // the applicable trip rate for the sequence and an additional one-half times the trip rate (0.5) for the error. The Flight Attendant who should have been junior assigned to the sequence will be pay protected at two and one half times (2.5) // the trip rate for the sequence. The pay will be in addition to any other applicable premium(s). No other Flight Attendant will be due any compensation.
- e. A Flight Attendant who picks up and flies a JA sequence or portion of a JA sequence will receive two and one-half (2.5) times the trip rate for all flights flown or scheduled, including surface deadhead, in the sequence or portion of a sequence which originated as a JA sequence.
- f. A Flight Attendant who is on a JA trip which changes when s/he arrives at the airport will be paid two and one-half (2.5) times the trip rate on all flights flown including surface deadhead in the originally scheduled sequence or in the revised sequence, whichever is the greater of the two.

//

- 2. When Crew Scheduling must junior assign a Flight Attendant for a sequence, the assignment may be given no earlier than the calendar day prior to the departure of the sequence.
  - a. If the JA is made the day prior to the sequence departure, the monthly seniority list must be used starting with the most junior // available Lineholder on duty // no earlier than midnight the day prior in the domicile from which the sequence departs who is completely legal for the flight or sequence to be assigned. If there is no such Flight Attendant available, scheduling will start over, contacting the most junior Lineholder // that requires the least amount of future flights to be pulled to make such Flight Attendant legal for the JA flight or sequence to be assigned.
  - b. If the JA is made such that the Flight Attendant is given additional flying on the same day that s/he completes a scheduled sequence, it must be legally scheduled. The monthly seniority list must be used starting with the most junior available Lineholder on duty that day. If there is no such Flight Attendant available, scheduling will start over, contacting the most junior Lineholder that requires the least amount of future flights to be pulled to make such Flight Attendant legal for the JA flight or sequence to be assigned.



- c. A Flight Attendant awarded a reserve line cannot be JA'd. However, when a // Reserve // picks up a sequence on day(s) off s/he will be considered a Lineholder for the purposes of this provision and can be JA'd at the completion of the sequence provided that the JA assignment releases by midnight of that day and is made part of the same duty period. A Lineholder who picks up a reserve day(s) may be JA'd only when contacted at check-in for the reserve assignment or while the reserve assignment is in progress.
- d. A Flight Attendant who has been JA'd may immediately post for trade or giveaway the entire JA sequence or legally SIP'd portion of such sequence to the real-time electronic trip trading system. A JA sequence or portion of a JA sequence may also be traded or given away as a Jet Bridge Trade. The JA premium will follow a traded JA sequence or portion of a JA sequence pursuant to 9.D.1.e. JA'd sequences cannot be traded with Open Time.
3. For the purposes of generating the JA assignment list, a Lineholder, or a Reserve who has picked up a sequence on a day off, will be considered "on duty" after scheduled check-in at domicile, while on a layover, and up to release at domicile.
4. If the JA assignment will cause the Flight Attendant to go below twelve (12) minimum days off, or will not provide 48 hours rest within seven (7) days, Crew Scheduling must inform the Flight Attendant and s/he may decline the assignment. If accepted, all pay provisions will apply to the JA assignment.
5. When a Flight Attendant is // assigned a JA sequence // and s/he reports s/he and/or her/his child is sick at that time, such Flight Attendant will not be charged with a sick day, but s/he may be required to produce verification of her/his own or child's illness. If the Flight Attendant produces a doctor's statement dated within forty-eight (48) hours of the JA call, which is turned in prior to departure of the next scheduled sequence, no points will be charged under Section 32.
6. The Company will provide a list of Flight Attendants junior assigned to the Association upon request.

//

#### E. Premium Open Time (OT)

Scheduling may declare periods of premium pay for OT and designate individual sequences as premium pay sequences. Once posted, it may not be revoked. If, however, the sequence is assigned to a reserve the premium will not apply.

1. The Company shall publish notification of Premium OT on the Flight Attendant webpage.



2. A Flight Attendant who picks up Premium OT shall receive a minimum premium of one and a half (1.5) times the applicable rate of pay.
  3. Premium OT trips may be traded, however, the premium pay will not follow the sequence. The premium OT sequence will be converted to a regular sequence upon being traded and will be paid at straight time if flown. The same sequence may be converted back to premium OT only if Crew Scheduling once again designates the sequence as premium OT while the sequence is in Open Time.
  4. A Flight Attendant who is on a Premium OT trip which changes when s/he arrives at the airport will be guaranteed no less than the number of TFP originally scheduled. S/he will be paid the premium attached to the originally-scheduled Premium OT sequence and paid that rate on all flights flown including surface deadhead in the revised sequence. If the revised sequence is worth less TFP than the originally-scheduled Premium OT sequence, the Flight Attendant will also be compensated the TFP value of the difference between the two paid at straight time.
- F. No "JA'ing" will be allowed between domiciles.

**1. What is "Junior Availability"?**

Junior Available (JA) occurs when a Flight Attendant is required to work on scheduled day(s) off or when Crew Scheduling assigns additional flying after a completed sequence. The Company // may assign flights or sequences not filled by the reserve pool. A Flight Attendant who is JA'd // will be compensated // as follows. (Section 9.D.1)

**PAY:** The GREATER of the following

- A. // 2.5 times the trip rate for all flights flown or scheduled, including surface deadhead, as JA
- B. 1.0 times the trip rate for all flights lost, including surface deadhead, due to JA.

//

**2. If I am JA'd at the completion of my sequence, how long may I be required to remain on duty?**

You may be required to remain on duty after being JA'd at the completion of your sequence up to twelve hours and thirty minutes (12:30) for that duty period. [See Arbitration #48-98 (Knowlton (2/23/99).]

**3. What if I am // JA'd after the completion of my sequence to a RON which results in my flying on a scheduled day off?**

//

- A) The Company must return you to home domicile at the earliest possible time.
- B) You are compensated at one (1) TFP for each four (4) hours computed as follows:

Starting from the time you terminate at the RON city until thirty (30) minutes after block-in at domicile.

- 1) Over two (2) hours shall count as four (4) hours
- 2) Two (2) hours or less shall not count

AND

- C) You // will be compensated // as follows:

Two and one half (2.5) times the trip rate for all flights flown or scheduled including surface deadhead following the completion of your scheduled sequence and until you are returned to the Sequence Home Domicile.

**4. What is the difference between being JA'd and being reassigned?**

Junior Available flying occurs on days you are scheduled to be off // or after the completion of a scheduled sequence. Any other reassignments occur on days you are already scheduled to fly, although due to irregular operations they may carry into days you were scheduled to be off. (Sections 9.A. [Junior Available] & // 10.R. [Scheduling: Reassignments])

## 5. How am I paid if I am JA'd?

### Junior Available Example

If you are given an assignment as a JA, you will be compensated // two and one half (2.5) times the trip rate for all flights flown or scheduled as a JA, including surface deadhead, or at one (1.0) times the trip rate for flights from which you were pulled //, whichever is greater. In no event will you be compensated for fewer TFP than prior to being JA'd.

EXAMPLE as shown on a pay detail:

*[Note: All shaded sections need to be revised once it is known how the pay detail will be reformatted to accommodate changes to contractual language. These sections may or may not be accurate.]*

Assume // you // fly the following JA // sequence.

FLT	RS		1.0	DPM	1.5	2.0	3.0	ADPG
NBR	CD	ORG DST	TRIP	MIN	TRIP	TRIP	TRIP	MIN
460	J5	SEA-SJC			2.1			
421	J5	SJC-SEA			2.1			0.8

In the example noted above, you will be paid 4.2 TFP at // two and one-half // (2.5) times your normal step rate and 0.8 TFP for the Average Duty Period Guarantee (ADPG) at your normal step rate. //

If you had been pulled from a scheduled sequence worth eight (8) TFP to fly the example noted above, you would be paid the greater of your scheduled flying or the Junior Available flying//.

So, in this situation, you would be paid the value of your // Junior Available flying // even though it is less TFP because it is // worth more than the value of the // original scheduled flying you // would have flown at Straight Time.

If you had been // JA'd at the end of your scheduled sequence // to a RON which results in flying on a scheduled day off, the Company will return you to // Sequence Home Domicile on an Alaska Air Group flight(s) at the earliest possible time, while avoiding flight cancellation due to crew shortage. You will be paid one (1) TFP for each four (4) hours from the time you arrive in the overnight city until thirty (30)





minutes after you arrive at your // Sequence Home Domicile in addition to the // two and one half // (2.5) times trip rate for any flights flown (including surface deadhead) on the day following the unscheduled RON as follows: (over two (2) hours shall count as a full four (4) hours; two (2) hours or less shall not count).

EXAMPLE as shown on a pay detail:

You are LAX based and scheduled to fly the following sequence:

FLT	RS		1.0	DPM	1.5	2.0	3.0	ADPG
NBR	CD	ORG DST	TRIP	MIN	TRIP	TRIP	TRIP	MIN
Day 1	505	LAX-PDX	2.5	1.5				
Day 2	538	PDX-LAX	2.5	1.5				2.0

//Between hard time, the Duty Period Minimum (DPM), and the Average Duty Period Guarantee (ADPG), the sequence pays ten (10) TFP.

When you return to LAX you are Junior Assigned to do some additional flying. The additional flying results in the following:

EXAMPLE as shown on pay detail:

	FLT	RS		1.0	DPM	1.5	2.0	// 2.5	ADPG
	NBR	CD	ORG DST	TRIP	MIN	TRIP	TRIP	TRIP	MIN
Day 1	505		LAX-PDX	2.5	1.5				
Day 2	538		PDX-LAX	2.5					
	091	J5	LAX-SEA					2.8	
Day 3	592	J5	SEA-LAX		1.2			2.8	1.7

Pay for the reassigned sequence would be as follows:

5.0 TFP at 1.0 rate  
2.7 TFP for // Duty Period Minimum (DPM)  
5.6 TFP at // 2.5 rate for JA  
1.7 TFP for Average Duty Period Guarantee (ADPG)

You arrive in SEA at 23:40 on Day 2. On Day 3 you depart SEA and arrive in LAX at 11:10.

You would also receive three (3) TFP per Section 9.D.1.c. for the unscheduled RON of twelve hours (12:00) from block-in at SEA to thirty (30) minutes after block-in at LAX.

## 6. May I // pick up premium OT on vacation?

Yes.

## 7. May I pick up premium OT in a base other than my own?



Yes. Each // premium OT sequence will count as one (1) of your monthly limit of two (2) out-of-domicile pick-ups.

**8. Are Reserves assigned sequences prior to // Crew Scheduling offering premium OT?**

This is subject to Crew Scheduling's discretion //.

**9. How will I be paid if picked up a Premium OT sequence or I am JA'd to a sequence which changes when I arrive at the airport?**

If your sequence is changed when you arrive at the airport, you will be guaranteed at least the number of TFP originally scheduled. You will be paid the premium attached to your Premium OT sequence which will be no less than one and one half (1.5) times the trip rate for all flights flown including surface deadhead, and brought up to the TFP value of the original assignment at straight time//, and // two and one-half (2.5) times the trip rate for all flights flown or scheduled if you have been JA'd.

// <u>Premium OT (1.5x)</u> : Original Sequence:	99	SEA-ANC	4.0 TFP
	204	ANC-SEA	4.0 TFP

Changed when you arrived at airport to:

310	SEA-SAN	3.0 TFP
113	SAN-SEA	3.0 TFP

EXAMPLE, as shown on pay detail:

FLT	RS		1.0	4	1.5	2.0	3.0	trip	ADPG
NBR	CD	ORG DST	TRIP	MIN	TRIP	TRIP	TRIP	grnte	TRIP
310	J5	SEA-SAN			3.0				
113	J5	SAN-SEA			3.0			2.0	

TFP 8.0 // total, of which six (6) TFP will be paid at one and one half (1.5) times the trip rate and two (2) TFP at straight time.

If you were JA'd // you will receive two and one half (2.5) // pay // on the 8.0 TFP in the originally scheduled sequence because it is worth more TFP than the revised sequence.

**10. How will I be paid if I am JA'd // to a charter?**

If you are JA'd to a charter sequence, you will be paid // two and one-half // (2.5) times the trip rate for all flights other than the charter segment, and three and one half (3.5) times the trip rate for the charter segment. (Section 33.C.3.)

EXAMPLE, as shown on pay detail:



You are Junior Assigned to fly the following charter sequence (7505 is the charter segment):

FLT	RS		1.0	4	1.5	2.0	// 2.5	...	3.5
NBR	CD	ORG DST	TRIP	MIN	TRIP	TRIP	TRIP		TRIP
7505		LAX-PDX						TBD	
538(DH)		PDX-LAX					2.5		

Pay for the Junior Assigned charter sequence would be as follows:

2.5 TFP at 3.5 rate

2.5 TFP at 2.5 rate

**A. Preferential Bidding System**

The Company will utilize and maintain a Preferential Bidding System (PBS), meeting the requirements in this Section and any other terms, which have been mutually agreed upon by the Company and Association, for the construction and awarding of flight schedules and Reserve Lines of Time. The Company will provide monthly bid packages and awards.

1. Flight Attendants will use the PBS // agreed to by the parties unless an alternative method has been approved by the Company and the Association. A method of // alternative bidding will be made available to Flight Attendants in the event of a system failure.
2. A Standing Joint PBS Committee shall be composed of three (3) members from the Company and three (3) members from the Association. The Association members shall have continuing PBS involvement in conjunction with the Scheduling Committee.
3. The Joint PBS Committee shall oversee PBS implementation, development, and administration of any PBS. The Association members will be provided equal access to verify system settings, constraints, and parameters (within the vendor's contractual limitations/restrictions, provided that, if the applicable contract does not permit the Association to acquire its own copy of the software, then the Association will be provided access to the Company's copy adequate to enable the Association to verify system setting, constraints and parameters). The Company shall pay all flight pay loss for the Association's members at the rates provided in Section 27.P.1.c.
4. The bidding interface will be accessible to Flight Attendants both inside and outside the Company's network (home computer via internet).
5. The Company shall bear all expenses related to the initial start up and subsequent "debugging" of PBS, including but not limited to, software development, add-on/upgrades, all post-installation software modification, equipment purchases, the interfacing of current hardware with new PBS computers, the supplying of sufficient terminals for Flight Attendants to bid at each domicile, and the providing for internet and network bidding capabilities, for a web-base program mutually agreed to by both the Company and the Association.

- a. The Company will not be required to supply Flight Attendants with

personal computers or internet access away from work.

- b. The Company will make every effort to ensure that the PBS can operate on the most-used browsers or applicable systems.
6. The Joint PBS Committee shall develop all required PBS procedure manuals and training programs and oversee Flight Attendant training. During any training period, a parallel bidding procedure will be made available to Flight Attendants for familiarization purposes prior to any new PBS system going on line. During the training months, in addition to the Association members of the Joint PBS Committee, there will be Association appointed Trainers in each domicile (and co-terminal). The Company shall bear all costs of training; including flight pay loss for the Association members of the Joint PBS Committee, and the Association domicile Trainers. Trainers will available at a minimum of once per calendar quarter to help Flight Attendants to bid, and to understand their award for the first calendar year after a new system is implemented.
7. No part of the PBS software or equipment shall be substituted, altered or modified without the prior written consent of the Association.

**B. Line of Time/Line Averages:**

A bid line shall be a monthly line composed entirely of published sequences with a monthly schedule of no more than ten (10) TFP above or below the monthly bid line average in the domicile. Each domicile's line average will not go below seventy five // (75) TFP nor above eighty-five (85) TFP. A Flight Attendant will bid in her/his // domicile.

**C. Contractual Limits Apply in PBS**

All contractual limitations on the construction of bid lines shall remain in effect.

**D. Method of Awarding Lines**

1. Lines shall be constructed preferentially, in order of seniority, one Flight Attendant at a time, with the Flight Attendant holding as many sequences available at her/his seniority that meet her/his specific preferences, such preferences being stated in priority order provided that those sequences do not conflict with any known absences. Reserve lines shall be constructed using the same methodology as regular lines.
2. All monthly lines, including reserve lines in this process, shall be awarded in

accordance with seniority and bid preferences. In cases where a Flight Attendant is denied a bid preference to ensure adequate daily work coverage such assignment shall be in accordance with the bid preferences of the Flight Attendant and forced in inverse order of seniority. Bid preferences, which are denied in order to ensure adequate daily work coverage, shall deviate from seniority order only due to unavoidable limitations of the PBS algorithm.

3. If a Flight Attendant has a reserve day at the end of a bid month, the domicile rest requirement in 8.M does not apply for the purposes of line construction between the last day of the prior bid month and the first day of the new bid month when awarding reserve days in the new bid month.

#### E. Line Construction

##### 1. Lineholder/Reserve Minimum Days Off

All Flight Attendants will be guaranteed a minimum of twelve (12) days off per month. Reserves will be guaranteed a minimum of thirteen (13) days off in a 31-day month. Recurrent Training is not considered one of a Flight Attendant's minimum days off. The number of days off per month will be reduced by 0.4 day(s) for each day of a planned absence, rounded to the nearest whole number, excluding Recurrent Training and month-end carry-in flying.

2. A bid line will contain no reserve days and a reserve line will contain only reserve days and days off.
3. A bid line will not contain any out of domicile sequences, including charters.
4. In LAX, bid lines may consist of sequences with check-ins at LAX and one, and only one, co-terminal.
5. All known flying, including scheduled and confirmed 14 CFR part 121 charters, shall be placed in the PBS program for bid. In no circumstances will a Flight Attendant be awarded a charter via PBS unless s/he has indicated a preference for charter flying or has specifically bid for a charter.

#### F. Planned Absences/Carry-in

The Company will apply any known absence(s) to a Flight Attendant's schedule.

1. Carry-in(s)/absence(s)/pre-award(s) that are known at the time of bidding, will be pre-planned in the bid process, and credited in the new month.

2. The credit value of the known absence(s) will be reflected in the total value of the line for purposes of the line building parameters according to the below schedule, and will have the // credit value applied towards a Flight Attendant's line credit:
  - a. // Recurrent Training: 0; any other Company required training at six (6) TFP per day //
  - b. Vacation: 4 TFP per day //;
  - c. Leaves: // 2.8 TFP // per day. (Pay, if applicable, will be based upon the type of leave.)

G. Prorated Lines During Month with Leave of Absence

A Flight Attendant who will be available to work less than an entire month will be allowed to bid during the bidding process, and will be awarded a schedule for that portion of the month during which she/he will be available, with the number of minimum days off prorated based upon the numbers of days available; e.g., a Flight Attendant returning from maternity leave mid-month.

H. Flight Attendants on No-Bid Status

Flight Attendants on a no-bid status, but otherwise eligible to bid will be scheduled outside of the PBS system (e.g. Trainers).

I. Bidding While Withheld from Service

If a Flight Attendant is withheld from service by the Company at the time of bid closing s/he will be allowed to bid for a schedule for the following bid period in accordance with this section.

J. Bid Packets and Bidding Timelines

1. Bid // packets will be made available electronically via a home access computer system and the Company computer terminals located in each domicile on or before the date of bid // packet distribution. One hard copy of the bid // packet will be available at each domicile or co-terminal.
2. Bid // packets shall contain all of the sequence information, for all of the scheduled sequences in a given domicile and its co-terminals. Each domicile's bid // packet shall state the anticipated number of bid lines and reserve lines that will be awarded in that domicile, the line average for the month in the domicile, the minimum and maximum TFP's a line can be built to in the domicile, and the training dates and locations for the domicile for the following month.

3. Bid // packets will be made available to all Flight Attendants at each domicile on or before 9:00 AM hours local domicile time on or before the fifth (5<sup>th</sup>) of the month prior to the bid period. In the event of a major, previously unknown airline schedule change, after sequences are constructed, the Company and the Association may agree to modify the Bid Timeline as appropriate.
4. A Flight Attendant must submit her/his bid by 9:00 AM local domicile time on the tenth (10<sup>th</sup>) of the month prior to the bid period.
5. Should there be a "system failure" at a base or co-terminal, the Company will extend the acceptance of bids by twenty-four (24) hours at the affected base or by as long as the system failure exists, whichever is longer. The Company shall determine when a "system failure" exists. A "system failure" may include, *e.g.*, those times when the service provider's system is not generally available for access for a significant period due to a failure of the system itself; or when access routes to the system, *e.g.* telephone service, power, etc., is not available on a broad geographic scale. Failure of a Flight Attendant's personal computer or failure due to the error of a user will not be considered a "system failure."
6. The system will allow a Flight Attendant to revise her/his bid. The last bid submitted will be honored.
7. The PBS System will generate, track, and provide each Flight Attendant a bid confirmation for each bid supplied by the Flight Attendant.
8. The bid award for lines of time will be made available to all Flight Attendants by 9:00 AM // local domicile time on or before the thirteenth (13<sup>th</sup>) of the month prior to the bid period, but as soon as possible.
9. Bid Lines are final as of 9:00 AM // PT time on the // fourteenth (14<sup>th</sup>) of the month prior to the bid period.

K. Standing (Default) Bid

A standing bid may be submitted at any time by a Flight Attendant, and will remain in effect until it is changed by the Flight Attendant, but no later than the date bids must be submitted for a given month. A Flight Attendant failing to make a bid or failing to meet the deadline will be assigned a line in the awards as per her/his standing bid. //

If no standing bid exists, // the PBS will default to "award sequences" and build a regular line for the Flight Attendant if her/his seniority would otherwise allow her/him to hold a regular line or a reserve line if her/his seniority would require her/him to hold a reserve line.

L. Reasons Report



1. An individual Report will be made available to each Flight Attendant each month that reconciles the Flight Attendant's bid to her/his awarded schedule on a preference by preference basis.
2. Any Flight Attendant who has an inquiry or believes s/he may have received an incorrect bid award on her/his award shall notify Crew Planning prior to 9:00 AM local domicile time on the 15th of the month prior to the bid period.
3. Crew Planning shall promptly review any inquiry submitted. If a programming or system error occurred, the affected Flight Attendant will be made whole. No remedy will be available if the subject of the inquiry was due to the Flight Attendant's choice of bid preferences.
4. Where there is a programming error that affects substantial numbers of Flight Attendants in a domicile(s), there may be a re-award upon agreement between the Company and the Association.
5. If, after the final bids have been awarded, any errors are subsequently discovered that makes any bid illegal in any manner, the Company will pull the Flight Attendant from sufficient flights with pay to be made legal.
6. Bid Results: Base line awards and coverage reports (or similar) will be published and made available to Flight Attendants electronically.

M. PBS Bid Line Options/Preferences:

1. Types of bid requests:
  - a. Global -- A bid request that sets overall guidelines for the bidder's schedule.
  - b. Prefer Off -- A bid request used to request dates or days off during the month.
  - c. Avoid -- A bid request used to define unwanted sequences or sequence criteria during the month.
  - d. Award -- A bid request used to define preferences for work during the month.
  - e. Instruction -- A bid request that provides special instructions to change or remove prior restrictions when processing your bid.
2. Specific agreed upon bid line request choices or instructions (the terminology in PBS may differ):

- a. Prefer Off
  - b. Departing On
  - c. Specific Aircraft Type
  - d. Average daily TFP
  - e. Sequence Check-in Time
  - f. Sequence Release Time
  - g. RON Check-in Time
  - h. RON Release Time
  - i. Sequence length
  - j. Maximum Legs per Duty Day
  - k. Duty Time
  - l. Fly with/Avoid Employee (Arctic) #
  - m. Landings In
  - n. Layover Date
  - o. Layover In
  - p. Layover Time
  - q. Sit Time
  - r. Time away from base (TAFB)
  - s. Sequence Number
  - t. Sequence Credit
  - u. TFP value per TAFB
  - v. Sequences including specific Flight Number
  - w. Minimum Days Off/Maximum Days On (Pattern)
  - x. // Maximum Schedule
  - y. Minimum Domicile Rest
  - z. Front-end loading of flying on multi-day sequence
  - aa. Bid position
  - bb. Spanish-qualified Flight Attendant (LAX only)
  - cc. Co-terminal flying (LAX only)
  - dd. Reserve
  - ee. Buddy Bidding
  - ff. Followed By
  - gg. Waiver of prohibition of two (2) sequences in one (1) calendar day
  - hh. Deadhead
  - ii. Time off before and/or after sequence
  - jj. Red-Eye
  - kk. Duty duration
  - ll. Charter
3. // Preferences and/or avoidances can be conditioned on other preferences and/or avoidances.
4. Specifically agreed upon reserve bid request choices (blocks of reserve days will

be pre-built, just as sequences are pre-built):

- a. AM, PM //
- b. Days on and off
- c. Length of block
- d. Month end carry-over
- e. Forty Eight and Seven (48/7) waiver

**N. Additional Bid Preferences**

// Up to two additional preferences may be added each calendar year, and said preferences will not be unreasonably denied.

**O. Bid Positions and Associated Responsibilities**

All Flight Attendants will bid for positions flown on aircraft.

1. The A Flight Attendant will be primarily responsible for the first class cabin, the first class galley, first class liquor and associated paperwork, and will perform duties as outlined in the Flight Attendant Manual (FAM).
2. The B & C Flight Attendants will be primarily responsible for the main cabin. // They will share responsibility for the main cabin galley and share responsibility for the main cabin liquor and associated paperwork, and will perform duties as outlined in the FAM.
3. Additional Flight Attendants (e.g. D, E and/or F), when assigned, will perform duties as outlined in the Flight Attendant Manual.

**P. Buddy Bidding**

Flight Attendants may buddy bid (double and triple). The Flight Attendants who wish to bid together may try to do so by bidding the seniority number of the most junior Flight Attendant. If buddy bidding is not awarded, line preferences will be awarded at the lower seniority number.

**Q. Low-Bid Option**

At the Company's discretion, it may offer a low bid option under the following conditions:

1. Bid packets will reflect the number of available low bid options that would allow a Flight Attendant to bid a line between five (5) TFP over or under one-half of the line average in the domicile.

2. //The Company will specify by domicile the number of Flight Attendants who will be able to hold that option, and conduct a bid, based upon seniority, by the fifth (5<sup>th</sup>) of the month prior.
3. Flight Attendants awarded the low bid option will // be advised of their status prior to the PBS bid process. They will bid in the PBS, and their lines will be built to between one-half of the minimum/maximum TFP parameters for the domicile for that month.
4. A Flight Attendant may not bid for a low bid option until s/he is off probation.
5. A Flight Attendant who is awarded a low bid option will continue to receive all Company benefits, if otherwise eligible.

R. Reassignment(s)

For determining a Like Sequence in a reassignment Scheduling will first consider sequences with an equal number of days, then sequences with fewer days.

1. // A Flight Attendant may be reassigned prior to actual departure of the first leg of her/his sequence to a Like Sequence.
  - a. The vacancy will first be offered in seniority order to any // Flight Attendant(s) on a sequence with greater than minimum staffing; then assigned to the most junior Flight Attendant(s) amongst the crews with greater than minimum staffing.
  - b. If there is no Flight Attendant(s) on a sequence with greater than the minimum staffing, the vacancy will be first offered to a Flight Attendant(s) of crew with minimum staffing in order of seniority. If the vacancy is not accepted, the Company will assign the vacancy to the most junior Flight Attendant(s) of a crew with minimum staffing.
2. Reassignments at check-in involving more than one crew

When two or more crews, upon check-in at domicile, learn that flights have been canceled resulting in two (2) or more crews available to fly, and the Company has created a sequence(s) that does not require the full complement of Flight Attendants, the Flight Attendants will be offered the assignment in order of seniority and assigned in reverse order of seniority. The remaining Flight Attendants will be released and pay protected for the value of their original sequence.
3. Reassignments away from base

- a. Reassignments after departure: If a vacancy occurs on another sequence after the first flight of a sequence has departed, Crew Scheduling will offer the vacancy to the crew in seniority order, and will assign it in reverse order of seniority.
  - b. Reassignments on a layover: If a vacancy occurs on a sequence during a layover, Crew Scheduling will attempt to contact the crew to offer the vacancy in seniority order; however, failing to reach the crew in seniority order, the Crew Scheduler may assign the vacancy to the first crew member(s) reached. By mutual agreement between the Flight Attendants, the assigned vacancy may be given and voluntarily accepted by another Flight Attendant(s) on the crew.
4. Reassignments away from base involving the entire crew
- All reassignments that require an entire crew but do not meet the requirements of Paragraph R.1, will be made based upon availability and legality of the crews.
5. Pay for Reassignments
- a. A Flight Attendant who has been reassigned will be paid for her/his actual or scheduled flying, including surface deadhead, whichever is greater.
  - b. If the reassignment results in the Flight Attendant flying, including surface deadhead, more than scheduled, the flying above schedule will be paid at one and one half (1.5) times the trip rate.
  - c. The Company will not include any TFP added as Minimum Pay Rules // when calculating the pay for a schedule change or reassignment in accordance with Paragraph 10.R. //.
  - d. If the Flight Attendant is given an assignment which returns her/him back to domicile more than four (4) hours past the release time on the last day of the original sequence, the prorated portion for any flying, including the surface deadhead, into or above the four (4) hours maximum will be paid at one and one half (1.5) times the trip rate. In no case will the Flight Attendant receive less than 1.0 TFP paid at premium.
  - e. If the assignment given contains four or more legs than the original assignment, the Flight Attendant will be paid at one and one half (1.5) times for the TFP value of the legs worked in excess of three (3) including surface deadhead. Such Flight Attendant will be entitled to

four (4) TFP in addition to all other compensation. In no case will the Flight Attendant receive less than one (1.0) TFP paid at premium.

- f. If both premium pay provisions apply (hours versus legs in paragraphs d or e above), the Flight Attendant will receive the greater of the two. These two provisions will not pyramid.
- g. Like Sequence does not apply to 10.S. [Pre-cancellation].
- h. A Reassignment occurs on scheduled days of work up to the completion of a scheduled sequence.

6. Lineholder Responsibility After Completion of Reassignment

Once a // Lineholder is reassigned pursuant to this section and completes the // Reassignment, such Flight Attendant will not be responsible for any other scheduled or unscheduled sequence if the Flight Attendant has flown flights equal to or greater than // the Flight Attendant's original assignment.

7. Unscheduled Overnights

Unscheduled overnights on scheduled days of work are covered under Section 21.N [Compensation: Stranded Pay]. Unscheduled overnights are covered under Section 9.D.1.c [Junior Available] if the Flight Attendant is JA'd at the completion of a scheduled sequence into scheduled days off. A stranding leading to a RON which results in flying on a scheduled day off is also covered under 9.D.1.c.

S. Pre-Cancellations

1. Notification

- a. When flights are cancelled from the Flight Attendant's line of time in advance of the day of departure, the Company will make every effort to give notice of such cancellation by the end of the next calendar day via Company e-mail followed by primary phone contact in reverse order of seniority, if applicable. Assignments will be offered on a first-come, first-served basis. If the Flight Attendant does not contact Crew Scheduling, the Flight Attendant will be required to check-in as originally scheduled.
- b. If a Flight Attendant reports a cancellation. Crew Scheduling will confirm or deny the cancellation with DSO. Once the cancellation is

confirmed, the Company will notify the Flight Attendant in the same manner as for any other cancellation.

- c. If a cancellation occurs between 8:00 PM and 11:59 PM (local domicile time) the day prior a Flight Attendant will be pay protected for the cancelled sequence if all flights in the sequence have been cancelled. If live flights still exist in a Flight Attendant's sequence, Crew Scheduling may offer an alternate assignment which operates within the check-in and release times at Sequence Home Domicile of the flight(s) canceled from the Flight Attendant's line of time. If no such sequence is available at the time of initial contact between Crew Scheduling and the Flight Attendant, if contact is made during this period, the Flight Attendant will report at the time originally scheduled. The Flight Attendant's schedule will reflect a scheduling obligation unless Crew Scheduling subsequently contacts the Flight Attendant with further changes to her/his schedule which affect such obligation.

## 2. Alternate Assignment Options

When Crew Scheduling makes contact with the Flight Attendant regarding the cancellation(s). The Company may offer the Flight Attendant an alternate assignment to open positions that may include multiple sequences on the same day or days as the flights cancelled from the Flight Attendant's line of time. The Flight Attendant may select from the following options:

- a. Accept the alternate assignment.
- b. Decline the alternate assignment and waive pay protection.
- c. In the event that the alternate assignment contains a check in that is more than two hours earlier and/or a release time that is more than two hours later than those contained in the Flight Attendant's line of time, the Flight Attendant may decline and agree to contact Crew Scheduling between 6:00 PM and 8:00 PM (local domicile time) on the night before the first day of the flights canceled from the Flight Attendant's line of time to receive an alternate assignment.
  - 1) Such assignment must operate within the check-in and release times at domicile of the flights canceled from the Flight Attendant's line of time.
  - 2) If no such assignment is available at that time, the Flight Attendant will be pay protected under Section 21.N. and will be relieved from further obligation on the days of the flights cancelled from the Flight Attendant's line of time.

- 3) In the case of co-terminals, if the assignment does not check-in and release at the same co-terminal as the flights cancelled from the Flight Attendant's line of time, the Company will pay pursuant to Section 21.M and, at the Flight Attendant's request, provide surface deadhead transportation to and from the terminal of the reassigned flight.

3. If No Alternate Assignment is Offered at the Time of Notification.

The Flight Attendant may:

- a. Waive pay protection and be relieved of any further obligation; or
  - b. Agree to contact Crew Scheduling between 6:00 PM and 8:00 PM (local domicile time) on the night before the first day of the flights canceled from the Flight Attendant's line of time to receive an alternate assignment.
    - 1) Such assignment must operate within the check-in and release times at domicile of the flights cancelled from the Flight Attendant's line of time.
    - 2) If no such assignment is available at that time, the Flight Attendant will be pay protected under Section 21.N. and will be relieved from further obligation on the days of the flights cancelled from the Flight Attendant's line of time.
    - 3) In the case of co-terminals, if the assignment does not check-in and release at the same co-terminal as the flights cancelled from the Flight Attendant's line of time, the Company will pay pursuant to Section 21.M. and, at the Flight Attendant's request, provide surface deadhead transportation to and from the terminal of the reassigned flight.
4. A Flight Attendant who has agreed to contact Crew Scheduling as set forth in Paragraphs // 10.S.2.c or // 10.S.3.b may be removed from the obligation by calling Crew Scheduling no later than // 11:59 PM (local domicile time) on the day before the check-in at domicile of the flights from the Flight Attendant's line of time. In this event, no pay protection will apply.
5. Under the provisions of Paragraphs // 10.S.2.c or 10.S.3.b, the Flight Attendant will only be required to contact Crew Scheduling one time.
6. If a Flight Attendant has agreed to Paragraph // 10.S.2.c or 10.S.3.b, the Flight Attendant's schedule will reflect a scheduled duty obligation.



7. If under Paragraph 10.S.2.c or 10.S.3.b the Flight Attendant is on duty with the Company between 6:00 PM and 8:00 PM (local domicile time), s/he will contact Crew Scheduling no later than release at domicile.
8. Failure to Call
- a. If a Flight Attendant fails to call Crew Scheduling as agreed under Paragraph 10.S.2.c or 10.S.3.b, the Flight Attendant will not be pay protected. If the Flight Attendant // reports // at the time originally scheduled, the Flight Attendant may be given an alternate assignment. If the Flight Attendant fails to call Crew Scheduling and does not report by the original time, the Flight Attendant will be subject to the provisions of Section 32.
  - b. If the Flight Attendant calls Crew Scheduling after 8:00 PM (local domicile time), the Company may offer a new sequence for the same day or days of the original assignment. The Flight Attendant may accept or decline the assignment.
  - c. // If the Flight Attendant reports at the time originally scheduled and is not given an alternate assignment, the Flight Attendant will be released without pay protection and without further reporting obligations.
9. When an alternate assignment is given, the duty period commences with the check-in for the newly assigned sequence(s).
10. Notwithstanding the provisions of Section // 8.R, the Company will make every effort to notify the Flight Attendant of appreciable delays affecting the Flight Attendant's arrival or departure at domicile.
11. A Flight Attendant cannot be junior assigned on a day s/he waived cancellation pay protection.
12. Pre-Cancellations as Applicable to Passport Renewals/Name Changes
- a. Provided that s/he has submitted her passport for renewal at least fifteen (15) days before its expiration date, a Flight Attendant whose passport is out for renewal, and who has International flying on her/his line may:
    - 1) Contact Crew Scheduling at any time the day before check-in for the sequence and be released without pay.
    - 2) Call Crew Scheduling between 6:00 PM and 8:00 PM (local domicile time) the day before check-in for the sequence. Procedures for alternate flying will be governed by

10.S.3.b., above.

- b. The above procedures will also apply when a Flight Attendant submits her passport for a name change. S/he must notify the Company when s/he does so, and will not be excused from International flying until such notice is given.

T. Use of Non-Revenue Flight Attendant to Cover Staffing Shortage

1. The Company may utilize a Flight Attendant who is traveling non-revenue to work // any flight when circumstances at an out station present the need to delay or cancel a flight due to in-flight staffing shortage. The Company will offer such flying:
  - a. First, in seniority order, to a Flight Attendant who could work the flight without causing her/him to become illegal for their next sequence(s) and who have listed in Paperless Employee Travel (PET) to fly out of the outstation on the same day prior to the creation of the staffing shortage.
  - b. Then, if no such Flight Attendant accepts the assignment, the Company will offer it in seniority order to those Flight Attendants who have list in PET to fly out of the outstation on the same day prior to the creation of the staffing shortage.
2. The non-revenue Flight Attendant is not under any obligation to work the flight. Should the Flight Attendant accept the flight:
  - a. S/he will be paid at one and one-half (1.5) times the // trip rate for all flights flown. All Minimum Pay Rules will apply //. Reserve Flight Attendants will be paid above guarantee. S/he will suffer no loss of pay if the flying causes her/him to become illegal for her/his next scheduled sequence(s).
  - b. Duty time will start at the time the Flight Attendant accepts the assignment, or one hour before original scheduled departure from the out station, whichever is later.
  - c. Once the assignment is accepted, all applicable contract provisions will apply. The Flight Attendant will be pay protected for any other loss of flying as a result of accepting the assignment, and be paid the greater of what was flown or credited.
  - d. If s/he requests, the Flight Attendant will be given on-line positive space travel on the next available flight to the non revs originally intended destination if different than the actual destination, once her/his

assignment is complete. If on-line travel is not available between the city sequences, the Company will purchase a ticket for the Flight Attendant on the next available flight.

3. A Flight Attendant may accept an assignment under 10.T only once per bid month
4. If more than one non-revenue Flight Attendant is available, the assignment will be offered in seniority order taking into account the Flight Attendant's legalities.

#### U. Scheduling Committee

A Scheduling Committee composed of Flight Attendant representatives will be established for the purpose of reviewing at appropriate intervals, the rules and procedures, other than those set forth in this Agreement, affecting scheduling procedures; to maintain written Flight Attendant Scheduling Policy and to adopt and implement such action as may be necessary to accomplish these things. This committee will meet monthly for the purpose of reviewing problems with scheduling.

#### V. Responsibility of Crew Scheduling

The responsibility of Crew Scheduling is to carry out the provisions of the Agreement and Schedule Policy only. Any differences with a Flight Attendant as to the meaning or application of the Agreement, compensation, or Schedule Policy shall be referred to a supervisor in the appropriate department.

1. Crew Scheduling will be responsible for approving sequence trades and giveaways, keeping reserve board updated, sick calls, Open Time and any emergencies that may arise out of rescheduling.
2. The Company will provide a toll free 800 number and a toll free International number for Flight Attendants to use only in checking on reserve assignments, reroutes or reassignments.

#### W. Scheduling Errors

Flight Attendants will not be disciplined for scheduling and/or dispatch mistakes. Flight Attendants will be pay protected for TFP lost as a result of scheduling errors. If the sequence at issue involves premium pay, the Flight Attendant will be pay protected as follows:

1. Charter at two (2.0) times the trip rate for all charter flights whether flown or not;
2. JA at // two and one half (2.5) times the trip rate for all flights flown, and at

straight time (one) 1.0 for TFP lost if no flying is done or for the difference between flights flown and the TFP value of the original sequence.

**X. Deadhead**

1. A Flight Attendant engaged in deadheading shall be deemed to be on duty for pay and duty limitation purposes whenever such deadheading is performed.

2. Deadhead Seating

- a. A scheduled deadhead to or from protecting a flight requires positive space seating, including // any flight attendant jumpseat not occupied by a working crewmember, for all Flight Attendants on the next available departure to the home domicile.
- b. On an unscheduled deadhead from protecting a flight, all Flight Attendants will be treated as revenue standby passengers and will be assigned seats prior to any non-revenue passenger. If the flight is full the most senior Flight Attendant(s) will occupy seats and the most junior deadheading Flight Attendant(s) will occupy the 4<sup>th</sup> (or 5<sup>th</sup>/6<sup>th</sup>, if applicable) Flight Attendant seat, if available.

- c. Deadhead Not Available After Four (4) Hours

When a flight is not available after four (4) hours, the Flight Attendant will be given a hotel room and remain overnight, if s/he so chooses.

- d. When a Flight Attendant is required to deadhead four (4) consecutive or more hours s/he must be provided with a passenger seat.

3. Deadhead on the last day of a sequence.

A Flight Attendant with deadhead // on the last leg of the last day of a sequence may request to be released from the deadhead obligation no earlier than the completion of the last live flight preceding the deadhead. Crew Scheduling will grant the request if no other scheduling obligation is reflected on the Flight Attendant's schedule at the time of the call. The Flight Attendant will be allowed to deadhead either earlier or later than the scheduled deadhead. A Flight Attendant may choose to decline a deadhead on the last leg of the last day of a sequence and shall be paid as though s/he had flown the deadhead.

4. Released Deadhead.

A Flight Attendant who has been released from a deadhead leg will not be required to work the flight, regardless of where it is departing from.

5. A deadheading Flight Attendant will be subject to reroute if contacted by Crew Scheduling.
6. A Reserve Flight Attendant may deadhead home on an earlier flight when a duty period on the last day of the sequence has no other scheduled flying except a deadhead but is still governed by the contact periods and duty limitations for the remainder of the Reserve period. //
7. Work in lieu of Deadhead.

Scheduled Deadhead:

- a) Scheduling may require a Flight Attendant to work the flight(s) in lieu of a scheduled deadhead, and the Flight Attendant will be paid one and one half (1.5) times the trip rate for the converted flight(s).

Unscheduled Deadhead:

- b) After schedules are published and awarded, any Flight Attendant who is added to a flight(s) in addition to the minimum crew compliment shall be considered an unscheduled deadhead on that flight, even if seated in a Flight Attendant jumpseat. If the Flight Attendant is required to work the flight s/he will be required to work in lieu of deadheading only to satisfy the minimum crew compliment. There will be no additional pay. Flying under 7.F will be excluded from this provision.
8. A Lineholder may, with Crew Scheduling's approval, decline a deadhead and meet up with a sequence on the first working leg, with no loss of pay.
9. The Company will provide a deadheading Flight Attendant with one (1) complimentary meal onboard any flight operating when there is a food option available for purchase.
10. A Flight Attendant is not required to wear her/his uniform when deadheading if the Flight Attendant is not scheduled for a subsequent flying leg in the same duty period.

11. Deadheading Due to Sick On-line:

A Flight Attendant who reports sick on line will be returned to her/his domicile or co-terminal from which the sequence departed on the first available AAG flight and will be treated as positive space. If the Flight Attendant is a registered commuter, s/he may choose to return to her/his commuter city instead of the domicile or co-terminal from which the sequence departed.

**Y. Sequence Construction**

//

1. Turnarounds will consist of a maximum of eight (8) flights and a minimum of four (4) TFP (the Duty Period Minimum).
2. No Flight Attendant will be scheduled for an eight (8) flight sequence on a Friday or Sunday night.
3. Each duty period of a multi-day sequence will be scheduled for a maximum of eight (8) flights and a minimum of four (4) TFP (the Duty Period Minimum), except that sequences may be constructed with three (3) full days of flying with deadhead only on the first or last day.
4. Multi-day sequences with less duty periods than calendar days (the Multi-day Sequence Minimum) per 21.D. [Compensation: Minimum Pay Rules] will be scheduled no less than four (4) TFP times the number of calendar days (e.g. two (2) duty period three (3) calendar day worth twelve (12) TFP) in the sequence.
5. Sequences with a period of time from 1:00 AM to 11:00 PM (local time) free of duty (the Extended Overnight Rule) will be scheduled four (4) TFP for each such period consistent with 21.D [Compensation: Minimum Pay Rules].
6. TFP from the Duty Period Minimum will be compared to all flying, including surface deadhead, in each duty period in a sequence, and will be scheduled for no less TFP than the greater of the two on a duty period by duty period basis. The TFP credit for each duty period will be added to any applications of the Extended Overnight Rule in a sequence, and the result will be compared to TFP credit from the Multi-Day Sequence Minimum; a sequence will be scheduled with no less TFP than the greater of the two.

**Z. Personal Drops.**

Personal drops will be granted if staffing levels permit, as determined by Crew Scheduling, and are subject to the following:

1. No picked up flying of any sort, whether from other Flight Attendants, Open Time, // or charters is allowed on a Personal Drop day.
2. Personal drops are unpaid.
3. Personal drop requests must be submitted by noon on the day prior to the day requested to be dropped, in order for the request to be processed in seniority order.

4. Personal drops will be granted in domicile seniority order, no later than midnight // on the day // the day requested to be dropped.
  - a. If additional drops become available after this time, Crew Scheduling will first grant them to Flight Attendants who submitted requests before noon the day prior to the day requested to be dropped, in seniority order.
  - b. For Reserves, awards may go outside seniority order based on staffing as determined by Crew Scheduling, such as number of days available and/or AM/PM shift available. (Example: one Reserve available for four days, versus several Reserves available for one day. The Company reserves the right to retain the four-day Reserve and grant the Drop to the one-day Reserve.)
5. Flight Attendants may submit requests for drops after noon (12:00) on the day prior to the day requested to be dropped. After all requests submitted by noon the day prior have been honored in seniority order, late requests will be granted on a first-come, first-served basis. For Reserves, requests will be granted on a first-come, first-served basis, according to AM/PM classification.
6. Requests for personal drops may be withdrawn any time prior to awarding of the drop requests by calling Crew Scheduling.
7. Once granted, the request cannot be withdrawn and the Flight Attendant will be removed from duty for the requested day(s). Pay protection is waived for any flight(s) that is/are impacted by the personal drop and subsequently is/are altered or cancelled.
8. The Company will post electronically before 12:00 PM noon (local domicile time) the day the drops are effective the seniority of the Flight Attendants granted personal drops, and the day(s) for which they were granted.

**AA. Through Flight Provisions at Home Domicile**

1. Flight Attendants may be required to extend the thirty (30) minute debrief period at home domicile with through passengers on board the aircraft under the following circumstance:
2. The "A" Flight Attendant is responsible to remain with passengers. The "A" Flight Attendant may voluntarily offer the assignment to another Flight Attendant. If more than one (1) Flight Attendant volunteers, the most senior



Flight Attendant will remain onboard. If another Flight Attendant is required to maintain the minimum crew, the most senior Flight Attendant who volunteers will remain onboard; if there are no volunteers, the most junior Flight Attendant will be required to remain onboard.

3. The sequence must be scheduled with additional scheduled ground time as reflected in the monthly bid packet or a revision to the monthly bid packet.
4. The additional scheduled ground time cannot cause the Flight Attendant to remain on duty in excess of twelve hours and thirty minutes (12:30).
5. The additional scheduled ground time is scheduled only on continuing flights as published in the Alaska Airlines flight timetable.
6. The additional scheduled ground time does not extend one (1) hour beyond debrief. All Flight Attendants who remain with the passengers during extended ground time will be compensated one (1) TFP at their appropriate pay rate. In the event that a Reserve Flight Attendants remains with the passengers for the extended ground time, one (1) TFP shall be paid above the guarantee.

**BB. Pre-Boarding**

A Flight Attendant may be required to assist in boarding under the following conditions provided that actual boarding of passengers commences prior to the end of the Flight Attendant's debrief period:

1. Boarding must commence prior to the end of her/his debrief period.
2. If assisting in boarding the flight extends past the end of the debrief period, the Flight Attendant's schedule will be adjusted to provide the amount of rest required by Section 8. However, if the Flight Attendant waived contractual rest in order to pick up the sequence, the Flight Attendant's schedule will be adjusted to provide no less than the amount of rest of the Flight Attendant's schedule before being assigned to board a flight, unless the Flight Attendant elects otherwise. The Flight Attendant will not suffer a loss of pay as a results of a schedule adjustment necessitated by a boarding assignment which extends beyond the debrief period. The resulting schedule adjustment may include reassignment to a new sequence, or assignment to position the Flight Attendant for the original sequence.
3. If assisting in board a flight extends past the end of the debrief period causing the duty period to exceed twelve hours and thirty minutes (12:30), the reassignment provisions of Section 8 apply.



4. If a Flight Attendant is not on duty and her/his assistance is requested and s/he agrees, s/he will be paid one half (.5) TFP. A Reserve shall be paid one half (.5) TFP above guarantee.

CC. Sequence Recovery for Lineholders (or Reserves Picking Up On a Day Off) Who Subsequently No Show:

1. Flight Attendant participation in sequence recovery for a no show is voluntary and does not absolve the Flight Attendant from receiving administration of discipline related to no shows in Section 32.
2. A Flight Attendant who has no showed an assignment may elect to recover flying by contacting Crew Scheduling. Crew Scheduling will determine if it is operationally feasible to recover any or all of the originally assigned sequence. Crew Scheduling and the Flight Attendant will work together to determine the best point to recover the sequence.
3. Returning a Flight Attendant to her/his originally scheduled sequence will not result in additional cost to the Company. Any deadhead(s) required to position the Flight Attendant will not be paid and the Flight Attendant will not be paid for any TFP missed.
4. If the Flight Attendant cannot be returned to her/his original assigned sequence, s/he may be offered, but is not obligated to accept, a reassignment to another sequence or portion of a sequence. If available, Crew Scheduling will offer the Flight Attendant an assignment for the same number of days, but may offer a shorter or longer sequence.
5. If the Flight Attendant accepts the assignment s/he will not be subject to premium pay as a result of a reassignment pursuant to 10.S unless the sequence is subsequently revised. The pay for the new or revised sequence will serve as the original pay if there are subsequent reassignments.
6. At its discretion Crew Scheduling may deadhead a Flight Attendant who no shows at an outstation to another station to cover flying not part of her/his original assignment if it is not operationally feasible to recover part of the originally assigned sequence. In this case, the Flight Attendant will be paid for the deadhead.

**1. Explain how // 10.Y impacts scheduling and pay?**

The language in 10.Y has been defined to mean that the eight (8)-flight restriction is a scheduled flying limitation to eight (8) take-offs per duty period, and the four (4) TFP requirement is a pay minimum for four (4) TFP per duty period.

The procedure for applying the terms of Section 10.Y is as follows:

**Turn-around sequences – i.e. one duty period**

- 1) For turn-around sequences, one four (4)-TFP duty period minimum will apply.
- 2) For all-nighters, one duty period falling in two calendar days, one four (4) TFP duty period minimum will apply.

**Multi-day sequences**

- 1) For multi-day sequences, a four (4)-TFP duty period minimum (DPM) will be applied to each duty period, making a two (2)-day sequence worth a minimum of eight (8) TFP.
- 2) If there // is a period of time from 1:00 AM to 11:00 PM (local time) within a sequence which has no duty, an additional four (4) TFP minimum will be applied to that day. However, the four (4) TFP minimum does NOT apply to a 24-hour or longer period within a sequence which has no duty, but does NOT span 1:00AM to 11:00 PM (local time)

Example 1: 28-hour layover from 11:00 p.m. to 3:00 a.m. the following day, four (4) TFP minimum applies.

Example 2: 28-hour layover from // 2:00 a.m. to // 6:00 a.m. the following day, four (4) TFP minimum does NOT apply.

- 3) Two sequences separated by legal rest yet falling in a single calendar day will be considered two separate duty periods. The four (4) TFP minimum applies to EACH duty period totaling a minimum of eight (8) TFP.
- 4) Multi-day sequences that span three (3) or more calendar days and are scheduled for fewer duty periods than the number of calendar days will be applied a multi-day sequence minimum (MSM) of four (4) TFP times the number of calendar days in the sequence (e.g. a two (2) duty period three (3) calendar day trip is scheduled with twelve (12) TFP).

**2. Explain reassignments //**

Reassignments // can occur before or during the scheduled sequence; you can be assigned to different flights, or the flights to which you are assigned may be altered.

Reassignment occurs on day(s) when already scheduled to work. Reassignments // will not schedule you to be on duty for longer than twelve hours thirty minutes (12:30). (Section // 10.R.) Junior Available occurs on days off or at the end of a completed sequence. (See Section 9 for rules governing JA.) [See Arbitration #48-98 (Knowlton 2/23/99).]

Unscheduled overnights are covered under Section // 21.N [Compensation: Stranded Pay]. Reassignments // which results in a RON on a scheduled day off is covered in Section // 9.D// [Junior Available]. A Reassignment // which does not result in flying into a scheduled day off is covered under Section 10.R [Reassignment] and/or Section // 21.N, if applicable.

**3. If due to operations I don't get home in time to fly a sequence I picked up, am I pay protected for the second sequence? Am I given points for a No Show?**

If you pick up a sequence with the required domicile crew rest and No Show due to operations or a reassignment to alternate flights on the earlier sequence, you are pay protected for what you cannot fly, and there is no impact on your attendance record. (Sections // 8.M [Hours of Service: Domicile Rest], 10.R [Scheduling: Reassignment], 21.M [Compensation: Pay Protection] and 32 [Attendance Policy])

**4. If I'm deadheading, will I be seated in a passenger seat?**

Yes. In // certain circumstances (e.g. a full flight), you may be reseated in one of the jumpseats. (Section 10.X.)

**6. Can I be required to work on my scheduled day off due to a scheduling change?**

Yes, if you are a Lineholder. // No, if you are a reserve. //

**7. What happens if I'm a Lineholder and due to operations, a duty period carries into a day off?**

//When a duty period carries into a day off by thirty (30) or more minutes as a result of operations, the Lineholder will be paid four (4) TFP in addition to all other compensation, provided that the Lineholder's schedule for the month contains no more than her/his minimum scheduled days off twelve (12) days off, as applicable at the time of the sequence that carries the Lineholder into a day off.

**8. Can I be required to fly eight (8) flights on a Friday or Sunday night?**

No.

**9. Can I ever be scheduled over ten hours and thirty minutes (10:30) duty?**

Yes, // for Charters placed up for bid.

**10. When do I receive a four (4)-TFP // duty period minimum (DPM) pay guarantee?**

Lineholder and Reserve Flight Attendants will be paid a minimum of four (4) TFP for each duty period of a sequence that contains less than four (4) TFP, except where a Flight Attendant elects to break a sequence at a SIP or Jet Bridge trade, in which case the Flight Attendant will be paid for flights actually flown, including surface deadhead. This includes charter flying, Reserve flying assignments, additional duty periods on days off and Open Time sequences. Only SIP or Jet Bridge trade sequences that the Company has put into Open Time will be eligible for the four (4) TFP Duty Period Minimum. //

**11. Can the Company change a scheduled deadhead flight to a working flight on a sequence dropped into Open Time?**

Yes, as long as the change occurs prior to the sequence being picked up. All other Reassignments are subject to the provisions of Section // 10.R.

**12. If my original assignment is a three-day sequence, can I be reassigned to three turns?**

No. (Section 10.R.)

**13. Do I have to sit and work the associated safety and service position?**

Yes.

**14. Can I be requested to assist in boarding a flight I am not assigned to fly?**

Yes. If you are on duty, you may be required to assist in boarding and will be paid one-half (.5) TFP for each boarding. If assisting in boarding the flight extends past the end of your debrief period, your schedule will be adjusted to provide you with the amount of rest required by Section // 8.M. [Hours of Service: Domicile Rest]. However, if you waived contractual rest because you picked up a sequence, your schedule will be adjusted to provide you with no less than the amount of rest on your schedule before being assigned to board a flight, unless you elect otherwise. You will not suffer a loss of pay as a result of a schedule adjustment necessitated by a boarding assignment which extends beyond your debrief. The resulting schedule adjustment may include reassignment to a new sequence, or assignment to position you for your original sequence. If assisting in boarding a flight extends past the end of your debrief period causing the duty period to exceed twelve hours and thirty minutes (12:30), the reassignment provisions of // 8.F. [Hours of Service: Over-

duty] and H. [Hours of Service: Compensatory (Double Out) Rest] apply. // For Reserves see Section 11.F.8 [Reserve: Airport Standby].

If you are not on duty, your assistance may be requested, and if you agree, you will be paid one-half (.5) TFP.

### 15. How are my minimum days off affected by planned absences?

Your minimum days off are reduced by 0.4 day(s) for each day of planned absence. This number will be rounded down if it is at or below 0.4 (1.4, 2.4, etc) and rounded up if at or above 0.5 (1.5, 2.5, etc).

Example: You have 7 days of vacation in a 31-day month. Your minimum days off will be prorated as follows:

$$7 \times 0.4 = 2.8, \text{ round up to } 3.0$$

Minimum days off (excluding vacation) are  $12 - 3 = 9$  for a Lineholder and  $13 - 3 = 10$  for a Reserve.

Example: 13 days of medical leave in a 30-day month:

$$13 \times 0.4 = 5.2, \text{ round down to } 5.0$$

Minimum days off (excluding medical leave) are  $12 - 5 = 7$  for both Lineholders and Reserves

See chart below:

Lineholder: Returning from leave mid-month				Reserve: Days off			
Contractual Minimum		# of Days Off		(in addition to vacation days)			
30 Day month		31 day month		30 day month		31 Day month	
Days Absent	Min Days Off	Days Absent	Min Days Off	Days Vacation	Days Off	Days Vacation	Days Off
0	12	0	12	0	12	0	13
1	12	1	12	1	12	1	13
2	11	2	11	2	11	2	12



3	11	3	11
4	10	4	10
5	10	5	10
6	10	6	10
7	9	7	9
8	9	8	9
9	8	9	8
10	8	10	8
11	8	11	8
12	7	12	7
13	7	13	7
14	6	14	6
15	6	15	6
16	6	16	6
17	5	17	5
18	5	18	5
19	4	19	4
20	4	20	4
21	3	21	3
22	3	22	3
23	2	23	2
24	2	24	2
25	2	25	2

3	11	3	12
4	10	4	11
5	10	5	11
6	10	6	11
7	9	7	10
8	9	8	10
9	8	9	9
10	8	10	9
11	8	11	9
12	7	12	8
13	7	13	8
14	6	14	7
15	6	15	7
16	6	16	7
17	5	17	6
18	5	18	6
19	4	19	5
20	4	20	5
21	3	21	4
22	3	22	4
23	2	23	3
24	2	24	3
25	2	25	3



26	1	26	1
27	1	27	1
28	0	28	0
29	0	29	0
30	0	30	0
		31	0

26	1	26	2
27	1	27	2
28	0	28	1
29	0	29	1
30	0	30	1
		31	0

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**A. APPLICATION OF SECTION 11**

The provisions of Section 8 will apply to Reserves except as specifically provided for otherwise within this Section and/or Addendum to this Section. Reserves will be entitled to the same benefits on the same basis as Lineholders.

**B. GENERAL**

1. The Reserve system will be on a seniority bid basis. All Flight Attendants in each domicile may bid reserve.

2. Except as otherwise provided in this Section, any Flight Attendant sitting Reserve will be considered a Reserve Flight Attendant for purposes of this Section.

3. Reserve lines will be constructed as follows:

a. Reserve Minimum Days Off

A Reserve will be scheduled for and receive a minimum of twelve (12) days off in a thirty (30)-day bid month and a minimum of thirteen (13) days off in a thirty one (31)-day bid month.

b. Reduced Time Reserve Lines

Notwithstanding Paragraph 3.a. above, the Company may offer a reduced-time reserve line. Reduced-time reserve lines will contain a minimum of fifteen (15) days off in a thirty (30) day month and sixteen (16) days off in a thirty one (31) day month. A Reserve will not be awarded a reduced-time reserve line unless s/he so requests in the bidding process.

c. Rest Between Reserve Blocks

Scheduled Reserve blocks, including one (1) day block, will be separated by not less than forty eight (48) hours off, unless the Reserve waives that forty eight (48) hour restriction during the line-bidding process. A one-day block may be awarded only on the first and last day of the bid month. A one (1) day block on the last day of the bid month does not have to be followed by forty eight (48) hours off in the following bid month.

4. Operationally Impacted Minimum Days Off

When a duty period carries into a day off as a result of operations by thirty (30) or more minutes, the Reserve will be paid four (4) TFP above her/his guarantee //, provided that the Reserve's schedule for the month contains no more than her/his minimum scheduled days off twelve (12)





or thirteen (13) days off, as applicable at the time of the assignment that carries the Reserve into a day off.

- a. For the purposes of calculating days off under Paragraph B.4. // only, in addition to regularly scheduled days off, any vacation day will be considered a day off (trips picked up during vacation will count as days on). Other scheduled reserve days or days of scheduled duty from which a Reserve has been released from duty, e.g., sick leave, jury duty, company business, union business, emergency drops, bereavement leave, pay protection, and leaves of absence (other than days off scheduled prior to the commencement of the leave) // shall not be considered days off.
- b. If a Flight Attendant picks up a sequence from Open Time or trades with or picks up a sequence from another Flight Attendant, and it overlaps into the new month as a result of irregular operations, the day(s) off will be compensated //as provided in Paragraph B.4. //

//

5. A Reserve may be assigned several sequences or portions of sequences the same reserve day within duty period limitations.

6. No Reserve JA

A Flight Attendant awarded a reserve line cannot be JA'd. A Lineholder who picks up a reserve day(s) may be JA'd only when contacted at check-in for the reserve assignment or while the reserve assignment is in progress. A Flight Attendant awarded a reserve line who picks up a sequence on day(s) off can be JA'd at the completion of the sequence, provided that the JA assignment releases by midnight of that day and is made part of the same duty period.

7. //At the end of a reserve block of days, and the Reserve will be returned to her/his home domicile for her/his domicile rest.

8. A block of reserve day(s) that touches another block in a new month becomes a single block.

9. Domicile Rest

A Reserve will receive at least eleven hours and thirty minutes (11:30) // hours rest at domicile, measured from release until report for her/his next sequence or APSB assignment. //

a. Interruption of Domicile Rest

A Reserve may be contacted only once during domicile rest and will receive at least nine (9) consecutive hours during her/his rest



period. If the Reserve is contacted during rest and does not receive nine (9) consecutive hours of rest, s/he will receive two (2.0) times the trip rate for all TFP flown or credited, or APSB duty, until s/he receives legal rest.

- b. Inflight management will use its best efforts to avoid interrupting the Reserve's rest; the provisions of this Paragraph will not apply to an inadvertent contact unrelated to reserve scheduling, made by non-Scheduling personnel.

10. Compensatory (Double Out) Rest

A Reserve due compensatory rest under Section 8.H will receive such rest at the completion of the sequence containing the duty period over twelve hours and thirty minutes (12:30). The Company will not assign additional flying following the completion of the sequence. The Reserve may waive such compensatory rest if agreed to by Crew Scheduling; if so, s/he will receive one and one half (1.5) times the trip rate for any sequence or ABSP assignment that reports during the period in which the Reserve would have had compensatory rest.

11. Over-duty charters assigned to Reserves shall be as specified in Section 33, Charters, Paragraph A.5.d. A Reserve may elect to bypass the assignment. Crew Scheduling must advise the Reserve that s/he is not required to accept the assignment.

C. CLASSIFICATIONS OF RESERVES

There are three (3) classifications of Reserve: A.M. Reserve (AM) P.M. Reserve (PM) and Extended-Day Reserve (ER).

1. AM/PM Lines Only

Flight Attendants bid for and are awarded in seniority order to an AM line or a PM line. Reserve lines will be constructed of all AM or all PM days. Each classification has a period as designated below during which the Flight Attendant must be contactable and available for assignment.

2. Reserve Availability Periods

- a. AM Reserves must be available for contact and assignment between 12:00 AM (midnight) // and 2:00 PM local domicile time//. Any assignment must commence within the reserve availability period but no earlier than 2:00 AM local domicile time unless agreed to by the Flight Attendant.
- b. PM Reserves must be available for contact and assignment between the hours of 10:00 AM // and 12:00 AM // (midnight)



local domicile time. Any assignment must commence within the reserve availability period but no earlier than 12:00 PM (noon) local domicile time unless agreed to by the Flight Attendant.

- c. ER Reserves must be available for contact and assignment from midnight to midnight. Any assignment must commence within the reserve availability period.
- d. Reserves may be given assignments for the next day consistent with their reserve classification.

3. // Conversion to ER

- a. //Reserve lines will not have pre-scheduled ER days.  
//
- b. //The Company may convert a Reserve to ER // a maximum of two (2) times per bid month. The following will apply:

- 1) First two (2) ER conversions at current TFP rate
- 2) Voluntary ER conversion(s) at one and one half (1.5) times the // TFP rate for all TFP flown or credited or APSB during the converted // duty period(s).
- 3) Involuntary conversion(s) (after two (2) conversions) at two (2) times the // TFP rate for the converted // duty period, capped at one (1) conversion, assigned in LTFA order
- 4) One (1) TFP paid above the guarantee for ER conversions and above if not used.
- 5) Flight Attendants may preference days for ER conversion (both voluntary and involuntary).
- 6) If the Flight Attendant is contacted outside of the contact period, including 8:00 PM to 11:00 PM local domicile time the night prior to the next reserve availability period, for an ER conversion, s/he shall receive two (2) times the pay for the duty period (both voluntary and involuntary).

c. ER Contactability:

- 1) Crew scheduling may contact a Reserve on a day off to convert them to ER status between the hours of 8:00 PM 11:00 PM local domicile time. The Reserve is not required to answer the phone.

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- 2) If contacted outside the contact period, s/he will be compensated two (2) times the trip rate for all TFP flown or credited or APSB in the converted duty period.
  - 3) A Reserve may not be contacted on a vacation day.
  - d. ER Conversion Preferences: ER conversion preferences will be processed in the following order:
    - 1) Reserves who have not been converted twice (2)
    - 2) Reserves who have not indicated a conversion preference and have not been converted twice (2).
    - 3) Reserves who have indicated a conversion preference and have been converted twice (2).
  - e. A Reserve may be notified any time during her/his contact period that s/he is to be converted to ER on any day during the current block. A Reserve may also be converted on the last day of a block for the first day of the next block.
    - 1) If a Reserve is converted to ER and subsequently trades or gives away the affected day, the conversion counts as referenced in 11.C.3.b.
    - 2) A Reserve can be contacted outside her/his contact period or on a day off and notified that s/he is being converted to ER. In such case, the Reserve is assigned to fly while on ER, s/he will be paid two (2) times the trip rate for all flights flown, or credit while on airport standby, during the converted duty period.
    - 3) A Reserve may be converted to ER for a period of less than twenty four (24) hours. The conversion will count toward the two (2) ER conversions allowed in a month.
    - 4) A Reserve may preference days they wish to be converted to ER.

#### 4. Impact of Sick Call on ER



- a. If a Reserve calls in sick for an ER day, the following day of her/his block becomes the ER day. If s/he is sick for more than one day, the day s/he returns to Reserve status within the current block is designated the ER day. If a Reserve calls in sick for an entire block of Reserve days, the ER day is not carried over to the next block.
  - b. A change of an AM/PM Reserve day to an ER day under paragraph 11.C.3.a above will // count as a conversion to an ER day. //
5. On the last day of a block, a Reserve may request release from the remainder of her/his reserve obligation provided the last Company operated flight that the Reserve would be legal to fly has departed the domicile. This release time will be posted on the Inflight website. Crew Scheduling must grant the request if it has no further flying for the Reserve. A Reserve, including an APSB Reserve, who is relieved of further reserve obligation under this paragraph will suffer no loss of pay.

D. SCHEDULING/NOTICE TIME TO REPORT

1. The Company will accept up to two (2) contact numbers, for the purpose of contacting the Reserve with a reserve assignment.
  - a. It is the Flight Attendant's option as to what type of contact number s/he provides (e.g., // cell phone, land phone //). If Crew Scheduling reaches the Reserve's voice mail, the scheduler will leave a message requesting a return call.
  - b. The phone number(s) will be given no // priority order.
  - c. A Reserve's report time will begin when both numbers have been called, if two (2) have been provided. If only one number has been provided, the report time begins when that number has been called.
  - d. A Reserve will be responsible to respond with a call to Crew Scheduling within fifteen (15) minutes of the calls when both numbers have been provided. If only one number has been provided, the Reserve will be responsible to respond, within fifteen (15) minutes, when that number is called.
  - e. Reserves are not required to have cellular telephones. If a Reserve provides a cellular number as one of her/his two primary contact numbers, s/he is not required to be contactable at that number from two (2) hours before check-in for a sequence or APSB assignment until she is released and has had at least nine (9) consecutive hours of uninterrupted domicile rest.



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- f. A Reserve may self notify for an assignment by affirmatively confirming notification electronically. A Reserve who views her/his schedule but does not affirmatively confirm is not considered to have self-notified. Regardless of notification status, the Reserve will remain contactable in accordance with Paragraph D. 7, below.
2. Notice of Time to Report
- a. A Reserve will be given a minimum of two (2) hours' notice to report. The notice to report is measured from the time the Reserve's contact number(s) has been called until the Reserve checks in for the assignment.
- b. When a Reserve is given an assignment to a co-terminal, s/he will make her/his best effort to report within two (2) hours.
- c. If a Reserve does not receive at least nine (9) hours' notice of an assignment to a sequence that requires her/him to be on duty at 0429 AM local domicile time in the first duty period, s/he will be paid one and one half (1.5) times the trip rate for all TFP flown or credited or APSB during that duty period. The Reserve must remain contactable until nine (9) hours before check-in for the sequence. Crew Scheduling may contact the Reserve during this period only to reschedule her/him in the event of cancellation.
3. A Reserve may be given less notice to report than the hours outlined in D.2.a, in which case the Reserve must make every effort to report within that time frame. There is no penalty for failure to make departure or check-in for an assignment given with a reduced notice period; however, the Reserve remains obligated to report no later than two (2) hours of being contacted. When a Reserve is unable to make the departure of a flight when given a reduced notice period, the Company must, upon her/his arrival:
- a. Reassign the Reserve to a sequence with a check-in or scheduled departure of no more than one (1) hour her/his arrival;
- b. Reassign the Reserve to APSB; or
- c. Release the Reserve, in which case s/he will be placed back on the Reserve list for her/his reserve classification based on her/his TFP/credit value, including the credit for Show-No Go.
4. Flight Attendants assigned to Reserve duty must be able to be on board the aircraft in full uniform no later than two (2) hours after notification.

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5. Start of duty time for purposes of per diem and duty day limitations begin at the time a Reserve is required to report for duty or the actual reporting time, whichever is later.
  6. All Reserves must check their Company e-mail upon completion of their assigned sequence at domicile/co-terminal within their thirty (30) minute debrief period prior to leaving the secure area of the terminal. Crew Scheduling will use its best efforts to notify a Reserve of an additional assignment as soon as possible after commencement of the affected duty period.
    - a. The Company e-mail will advise the Reserve as to whether s/he has been given an additional assignment for the same duty period or for the next Reserve Availability Period, as applicable. If s/he has been given another assignment, s/he will contact Crew Scheduling to confirm notification, by telephone or by self-notification.
    - b. The Company may also contact the Reserve through other means including but not limited to a Customer Service Agent (CSA) or Aircraft Communications Addressing and Reporting System (ACARS).
    - c. If the Company e-mail does not notify the Reserve of another assignment during the same duty period, s/he will be released into domicile crew rest, with no obligation to remain contactable for at least nine (9) hours.
    - d. In the event of a lack of computer access or a computer system failure, Reserves are required to call Crew Scheduling upon completion of their assigned sequence at domicile/ co-terminal within the thirty (30) minute debrief period prior to leaving the secure area of the terminal.
  7. Contactability after Assignment

Once an assignment has been given, the Reserve must remain contactable during her/his Reserve Availability Period until two (2) hours before the scheduled check-in for the sequence or assignment. S/he may be contacted by Crew Scheduling during those two (2) hours, but is not obligated to be contactable.
  8. Contact Outside the Reserve Availability Period

A Reserve may be contacted outside of her/his Reserve Availability period, on a day she/he is on reserve, for an assignment. The Reserve is not required to be contactable or to answer the call.





- a. If the Reserve answers the call, s/he must accept the assignment, and will be paid two (2.0) times the trip rate, for all flights actually flown or APSB, in the duty period until the Flight Attendant receives legal rest.
  - b. If the reserve assignment results in the Reserve falling below the FAA "24 in 7" rest requirement, as a result of other "picked-up" flying in the Reserve's line, the Reserve will be pay protected for any flying removed from her/his line in order to restore the FAA-required "24 in 7" rest. The Reserve may be scheduled to pick up the sequence at the SIP, or to deadhead into position to fly the remainder of the sequence. All legalities will apply, and pay protection will be in addition to any applicable premium pay.
9. Once a Reserve has been notified of an assignment, that assignment cannot be removed from her/his line and then offered as premium OT.
10. If a Reserve receives an assignment for which s/he is legal, and the assignment is then changed so that it carries into her/his day off, s/he may contact Crew Scheduling no later than two hours and fifteen minutes (2:15) before check-in for the assignment and request removal from the assignment. Crew Scheduling must grant the request. The Reserve will be returned to the Reserve Assignment List and may be given any assignment consistent with her/his reserve classification.

E. ORDER OF ASSIGNMENT

1. Reserve Self-Assignment

- a. An AM or PM Reserve with four (4) or fewer days of availability remaining in her/his block may self-assign a sequence from Open Time between 10:00 AM and 2:00 PM Pacific Time the day prior to check-in, subject to the following restrictions:
  - 1) The self-assignment must be within the Reserve's domicile.
  - 2) The self-assigned sequence must commence within the Reserve's availability period and must be for the same number of days as the Reserve has left in her/his block.
  - 3) Sequences may not be split to accommodate a self-assignment.





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- b. ER Reserves and Reserves with more than four (4) days of availability may not self-assign, except that an AM or PM Reserve with five (5) or more days of availability remaining in her/his block may self-assign to an APSB assignment.
  - c. Crew Scheduling may designate a sequence(s) as unavailable for self-assignment if such sequence(s) is designated as premium OT or under the following circumstances:
    - 1) During Natural Disasters or Acts of War, pursuant to Section 8
    - 2) Severe Irregular Operations
  - d. The Reserve cannot self-assign to a sequence that would cause her/him to break her/his monthly guarantee.
2. A Reserve who is assigned or self assigns a sequence will not be removed from such assignment unless one of the following conditions is met:
- a. Flight(s) or positions are canceled from the sequence.
  - b. There are no Reserves legal to cover the open sequence(s) in OT.
  - c. Flight Attendants legal to fly the uncovered assignment will be removed from self-assignments in reverse seniority order.
3. Flying Preferences
- Reserves may notify Crew Scheduling of their preferences with regard to reserve assignments. The following preferences will be accepted electronically through the Inflight website and will remain in effect until changed:
- a. First out ("Fly");
  - b. Last out ("Pass"); and

- c. For LAX-based Flight Attendants, the preferred order of co-terminal assignments.

The preferences(s) in effect when Crew Scheduling generates the Reserve Assignment list will apply. If a Reserve does not state a preference in any category, it will be assumed that s/he has no preference in that category.

4. Assignment of Open Sequences/Assignments

Within each reserve classification and days of availability, the Reserve with the least amount of TFP flown or credited as a Reserve in the bid month (low time) will be the first assigned to open sequences/assignments. The following procedures will apply to Reserves who have not self-assigned:

- a. "Low time" means the Reserve, within each classification and days of availability, with the lowest amount of TFP flown or credited to date as a Reserve, in the current bid month.
- b. To balance flying among Reserves, the Reserve with the lowest time will receive the highest-time assignment from the available assignments that are within her/his Reserve classification and days of availability.
- c. When more than one Reserve returns to domicile on the same day and is legal for an assignment, the Reserve with the least amount of TFP flown or credited as a Reserve in the bid month will be used first. When TFP credit on the LTFA is equal among two (2) or more Reserves, the most junior Reserve will receive the assignment.

5. Crew Scheduling will generate the Reserve Assignment List and will assign Reserves within the same classification (AM/PM/ER) and with the same number of days of availability in the following order:

- a. Among Flight Attendants with zero (0) TFP flown or credited in the bid month:

- 1) Flight Attendants who have preferenced First Out, in seniority order (most senior first); then
  - 2) Flight Attendants with zero (0) TFP flown or credited in the bid month who have preferenced neither first out nor last out, in seniority order (most senior first); then
  - 3) Flight Attendants with zero (0) TFP flown or credited in the bid month who have preferenced Last Out, in inverse seniority order (most junior first).
- b. Flight Attendants with some TFP flown or credited in the bid month:
- 1) From lowest to highest amount of TFP.
  - 2) Among Flight Attendants with an equal amount of TFP flown or credited in the bid month:
    - a) Flight Attendants who have preferenced First Out, in seniority order (most senior first); then
    - b) Flight Attendants who have preferenced neither first out nor last out, in seniority order (most senior first); then
    - c) Flight Attendants who have preferenced Last Out, in inverse seniority order (most junior first); then
- c. LAX-based Reserves: Crew Scheduling will assign the highest-value (in TFP) assignment that meets the Reserve's co-terminal preference in geographic order of preference. A Reserve without a co-terminal preference will be assigned the highest value assignment from LAX or any co-terminal.
6. If a duty period overlaps midnight at month-end, the flying in that duty period will not be counted for purposes of creating the Reserve Assignment List in the new month.



7. If a sequence overlaps between months, flying in any duty period that began and was completed in the previous month will not be counted for purposes of creating the Reserve Assignment List // in the new month; flying in any duty period that begins in the new month will be counted for purposes of creating the Reserve Assignment List // in the new month.  
//
8. A Reserve returning from day(s) off will be placed on the Reserve Assignment list for her/his reserve classification and days of availability in accordance with Paragraph 4., above. //
9. Except as provided in E.8 //, when a Reserve assignment becomes available, the Reserve at the top of the list will receive the assignment, provided that s/he is legal for the assignment.
10. Order of Assignment may be adjusted to prevent JA'ing, to avoid exceeding the APSB monthly maximum, // to avoid a conflict with a scheduled sequence in the new month and/or to conduct a probationary check ride or probationary observation flight. If a Reserve is assigned out of order (except for LAX co-terminal preferencing) for any other reason, s/he will receive one and one half (1.5) times the trip rate for all TFP flown or credited, or for APSB.
11. If a Reserve picks up additional reserve day(s), any TFP flown or credited will count toward the Reserve Assignment List. //
12. Sequences from Open Time will be assigned to Reserves no earlier than // 2:00PM Pacific Time the day prior to the check-in for the sequence.
13. If two (2) or more Reserves are called out for the same sequence, the more senior Reserve(s) may choose the position s/he wishes to fly. This provision does not apply to self-assigned Reserves, who will fly and work the position to which they self-assigned.
14. Posting of the Reserve Assignment Lists. //

The Reserve Assignment Lists shall be available in real time and accessible through the Flight Attendant website. //

- a. Flight Attendants may call Crew scheduling to receive up-to-date information about the Reserve Assignment Lists. This right to call does not relieve a Reserve from the responsibilities outlined in this Section.
- b. If a Reserve initiates contact with Crew Scheduling during rest, on a day off, or at any time at which the Reserve would not otherwise be required to be contactable in order to inquire about the Reserve Assignment Lists, Crew Scheduling will not use the contact for scheduling purposes.
- c. Should the electronic Reserve Assignment Lists be unavailable for any reason, Crew Scheduling will work with Information Technology Department (IT) to restore access as quickly as possible. Flight Attendants shall retain the right to contact Crew Scheduling to receive the most up-to-date information about the Reserve Assignment Lists during the outage.

F. AIRPORT STANDBY

1. Airport Standby (APSB) may be assigned to any Reserve, provided that the assignment complies with Paragraph F.5.a. and F.5.b.. APSB will not be assigned mid-sequence.
2. // Reserves may be assigned APSB at more than one (1) co-terminal and/or domicile as follows:
  - a. If a Reserve on APSB at a domicile or co-terminal is assigned a sequence departing from another domicile or co-terminal or reassigned APSB at a different co-terminal/domicile, the Company is responsible for arranging and paying for the transportation of the Reserve. An APSB Reserve will not be required to drive from one co-terminal/domicile to another.
  - b. The Reserve will be credited with the appropriate deadhead or surface deadhead pay as a result of the assignment or reassignment described within this paragraph.
  - c. APSB pay continues during the transportation of a Reserve on APSB from one co-terminal/domicile to another for continued assignment to APSB.



3. An APSB Reserve will scan in at the beginning of the APSB period // S/he may leave the APSB area, but s/he must remain contactable and s/he must respond within five (5) minutes of the completion of Crew Scheduling's call.
4. APSB is duty time for purposes of per diem and compensation under paragraph 11.F.11 and 12, and duty day limitations under paragraph 11.F.9 and 10, will begin when the Reserve is scheduled to report or actually scans in to sit APSB, whichever is later, unless the assignment to APSB was made as part of a continuation of duty. If the Reserve receives less than two (2) hours notification of an APSB assignment, her/his duty time will begin when s/he scans in to sit APSB.
5. The maximum time assigned to APSB will not exceed five (5) // consecutive hours per duty period. APSB Reserves may be assigned a sequence with a scheduled report time no later than fifteen (15) minutes after the end of the APSB period. // The Reserve is not required to be contactable from release from the APSB period until check-in for the sequence.
  - a. An AM Reserve may not be assigned an APSB period that ends after 12:00 PM (noon).
  - b. A PM Reserve may not be assigned an APSB period that ends after // 11:59 PM.
  - c. An ER may be assigned to any APSB period.
6. Pre-assignment of APSB Reserves. Crew scheduling may assign a Reserve to an APSB period of no more than two (2) hours prior to, and in conjunction with, a sequence assignment. The APSB will fly that sequence unless the needs of the operation (e.g. short notice sick call, mis-connect, no-show, etc.) require that the APSB be assigned to a different sequence.
7. When a Reserve is released from APSB duty without a sequence assignment, s/he will be released into domicile rest. //
8. An APSB Reserve may be assigned to assist with boarding without being assigned to a flight. There is no additional compensation for boarding a flight while on APSB duty. After the completion of an APSB period, prior to check-in for an assigned sequence, a Reserve may be requested, but is not required, to assist in boarding a flight and will be paid the one half (0.5) TFP.



9. An APSB Reserve may not be given an initial flight assignment with a scheduled duty day exceeding ten hours and thirty minutes (10:30). The scheduled duty period of an APSB, including time spent on APSB plus any flight assignment(s), may not exceed twelve hours and thirty minutes (12:30) as measured from initial report to release into legal crew rest. //
10. At the termination of the // reserve assignment at the home domicile, the APSB // Reserve must have rest equal to double the time spent on duty on the day the duty exceeds twelve hours and thirty minutes (12:30). If the Reserve is scheduled for a reserve availability period during that time, s/he will be pulled from a sufficient number of hours of reserve or sufficient flights with pay to receive the necessary rest.
11. Compensation for APSB will be one tenth (.1) TFP for each six (6) minutes of APSB up to the maximum of five (5) // TFP per duty period. A Reserve will be credited for APSB pay plus the TFP value of flights flown or credited toward her/his guarantee. A Reserve will receive a minimum of five (5) // TFP per duty period for any APSB period(s) completed without receiving a flight assignment.
12. Per diem begins at scan-in or scheduled report time for APSB, whichever is later except at outlined in Paragraph F.4, above, and ends when the Reserve is released from APSB. If assigned a sequence from an APSB period, per diem continues uninterrupted until release into legal crew rest at domicile. If the Reserve is released from APSB without being scheduled for a sequence, and later is assigned a sequence in the same duty period, per diem will be paid continuously from the beginning of APSB until release into legal crew rest at domicile.
13. If an APSB Reserve is given an assignment that requires her/him to be on duty at 0429 local domicile time in the first duty period, s/he will be compensated one and one half (1.5) times the trip rate for all TFP flown or credited or APSB on that duty period.
14. A Reserve may be assigned, excluding self-assignment, APSB no more than four (4) times in a bid month, unless she/he is the only Reserve in the domicile who is legal and available to accept the assignment. If Crew Scheduling assigns a Reserve to APSB to a fifth or subsequent APSB period during the bid month, the Reserve will be compensated one and one half (1.5) times the trip rate for all TFP flown or credited or APSB in that duty period.

15. All known APSB assignments will be placed into OT no later than 10:00 AM Pacific Time the day prior to the assignment and made available for self assignment by Reserves in accordance with Paragraph E.1 of this Section.

G. COMPENSATION

1. Reserves will be paid the greater of a monthly guarantee equal to five (5.0) TFP for each day of Reserve availability // or the actual TFP flown or credited while on reserve availability. A Reserve who calls in sick on a reserve day will have five (5.0) TFP deducted from her/his sick leave bank, if available. A Reserve who drops, calls in sick without using sick leave, gives away or trades reserve day(s) will have five (5.0) TFP deducted from her/his reserve guarantee for each day.  
//
2. // Sequences picked up from OT or from other Flight Attendants flown outside her/his availability period(s) //, will be paid for that flying in addition to all other compensation. //
3. A Flight Attendant who picks up a reserve day and does not fly will be paid five (5.0) TFP per day in addition to all other compensation. If a multiday block is picked up, the minimum compensation for the block of days will be computed by multiplying the number of days in the block by five (5.0) TFP. Flying on picked up reserve day(s) that become part of a block for purposes of scheduling will be paid the greater of five (5.0) TFP or the TFP of flights flown on that day, on a day-by-day basis.
4. A Reserve who reports on time for a flying assignment that is no longer available and is released without being reassigned will be credited three (3) TFP toward her/his reserve guarantee. If the Reserve is reassigned (including to APSB), s/he will be paid the greater of the TFP for "Show/No-Go" (3 TFP) plus any APSB, or the TFP value of the reassignment plus any APSB.
5. A Reserve who flies a "go-around" will be credited with the greater of the TFP value of the originally scheduled flight(s) or actual TFP flown or credited in the duty period toward her/his guarantee.
6. A Reserve who breaks guarantee will be paid above guarantee for any TFP flown or credited over the guarantee. All other provisions of this Section will apply.
7. Reserve Premium(s) Application



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Unless specifically outlined elsewhere in the CBA, if a Reserve is due premium pay, s/he will be compensated as follows:

- a. One and one half (1.5) times the trip rate: Straight Time credited towards the guarantee and one half (.5) the trip rate paid above guarantee.
- b. Two (2) times the trip rate: Straight Time credited towards the guarantee and Straight Time paid above guarantee.
- c. Two and one half (2.5) times the trip rate: Straight Time credited towards the guarantee and one and one half (1.5) times the trip rate paid above guarantee.
- d. Three (3) times the trip rate: Straight Time credited towards the guarantee and two (2) times the trip rate paid above guarantee.

H. EXCHANGE OF DAYS, PICK-UPS AND TRADES

1. Any reserve day not on the Reserve's original line that is next to an existing reserve block becomes part of that block. Any one-day block(s) not on the Reserve's original line will be an ER day. If a Lineholder picks up a single reserve day, it will be an ER day. All trades or pick-ups of reserve days must be within the Flight Attendant's domicile.
  2. A Reserve may pick up sequences or reserve days from another Flight Attendant or from Open Time, // and may bid for and be awarded charters // that operate entirely outside her/his reserve availability period //. Except for self-assignments from OT, s/he cannot pick up sequences that operate during her reserve availability period. // Picked up sequences(s) // will not count towards her/his maximum TFP duty limitations under Section 8.P. // or for purposes of determining order of assignment on scheduled days of reserve, except as provided in Paragraph 11. E.5. //
2. Traded or Given Away Reserve Days.
- a. A Reserve may give away entire blocks of reserve days at any time.
  - b. A Reserve [or a Lineholder who picks up a block(s) of reserve days] may give away less than an entire block (1, 2, 3, or 4 days) only one (1) time per month by breaking the block from either

end. In addition, s/he may also break a block that was created by combining reserve day(s) in one month with reserve day(s) in the following month. A block may not be broken by removing a day or days from the middle of the block.

- 1) The repositioning of one or more reserve day(s), as provided for in Paragraph 11.H.6 //, does not count toward the // monthly limitation.
  - 2) A Lineholder who picks up a block of reserve days cannot trade less than the entire block.
4. Reserves are entitled to unlimited trading of reserve days provided that the traded days are attached to an existing block and the trade does not result in any loss of coverage on the day(s) affected by the trade. If the traded day(s) have the same classification (*e.g.*, AM for AM; PM for PM), the reserve day(s) will maintain their original classification. If the traded day(s) do not have the same classification (*e.g.*, AM for PM), the affected day(s) will become ER days. All ER days within a block will be positioned to the beginning of the block. This may result in having two or more ER days in a row. No ER day can have a AM/PM reserve day directly in front of it in the same block. // The ER days will not count towards one of the two (2) conversions in Section 11.C.3.
5. Crew Scheduling may post blocks of reserve days in Open Time at any time. These blocks are available to Reserves or Lineholders for pick-up only. Posted reserve blocks will not be assigned if not picked up. Reserve days may not be picked up out of domicile.
6. A Reserve may reposition one or more days from her/his block(s) any number of times during the reserve month within FAR legalities subject to the following requirements:
  - a. Adequacy of staffing as indicated on the reserve staffing calendar //; and
  - b. If the days are repositioned next to existing days or blocks, they become part of a single block.
8. All reserve trades and repositioning will be automated and processed in real time in the crew management system.



- 
9. Once a Reserve self assigns or receives an assignment, including APSB, s/he may trade it with or give it away to another Reserve or trade it with OT for an assignment requiring the same number of day(s) of availability and that operates on the same day(s). S/he may not give the assignment to a Lineholder. The Reserve will remain subject to reassignment. A Reserve cannot trade the sequence to another Flight Attendant if the trade causes the Flight Attendant to go over the reserve guarantee. A Reserve may not trade a reserve assignment if doing so would cause her/him to exceed ten (10) TFP above her/his monthly guarantee.
- I. Reserves may be cross-utilized between or among domiciles, provided that applicable deadhead rates shall apply when a reserve is required to deadhead to or from her/his domicile.
- J. Reserve Repositioning Calendar
- Crew Scheduling will maintain a calendar for each domicile each bid month showing the reserve staffing threshold for each reserve classification and number of days of availability, as well as the number of reserves available for each. The calendar will be posted on the Flight Attendant website. It will be maintained in real time and be available for viewing no later than twenty-four (24) hours before Open Time trading commences in the applicable domicile.

- 
- 1. Are Reserves pay protected for their original assignment if they are reassigned to a sequence of lesser value?**

No.

- 2. // May a Reserve be assigned a Charter built over ten hours and thirty minutes (10:30) of duty?**

Yes, a Reserve can be assigned a charter built up to fourteen (14) hours, but only in the event of a No-Show or sick call with less than three (3) hours' notice. If the Charter contains a SIP, the sequence must be broken and made legal. If there is no SIP, the entire charter is paid above your reserve guarantee.

- 3. Does a Reserve receive // all of the minimum pay guarantees in Section 21 on a reserve assignment?**

Yes.

- 4. How is a Reserve paid if s/he has reached her/his guarantee and is entitled to premium pay?**

Once a Reserve has reached her/his guarantee, s/he is paid like a Lineholder.

- 5. If a Reserve Flight Attendant is assigned a sequence and for operational reasons, the Flight Attendant's duty time exceeds twelve hours and thirty minutes (12:30), will the Flight Attendant receive double rest?**

Yes, unless the Reserve was on APSB. (Section 8.H)

- 6. May a Reserve Self-assign to a sequence in Open Time (OT)?**

Yes, an AM/PM Reserve with four (4) or fewer days of availability may self-assign to a sequence for the same number of days as the Reserve has left in her/his block the day prior to check-in from OT between 10:00 AM and 2:00 PM. (Section 8.E.1)

- 7. Once a Reserve Flight Attendant self-assigns a sequence may it be taken away?**

Yes, a self-assigned sequence may be removed when flight or positions are canceled or there are no Reserves legal to cover open sequences in OT. A Flight Attendant will be removed from self-assignments in reverse seniority order. (Section 8.E.2.)

**A. Unlimited Trading**

Flight Attendants are entitled to unlimited sequence trades/give-aways to other Flight Attendants (regardless of how the sequence was originally obtained) per month and unlimited pick-ups which may be approved by Scheduling on the same day as turned in. Flight Attendants are also entitled to an unlimited number of sequence trades or pick ups with Open Time subject to // the provisions of paragraph // D. below.

**B. Types of Trades**

// A Flight Attendant may trade vacations, reserve months, lines of time, sequences, junior available assignments, // OT assignments, Company required training, excluding Recurrent Training (RT) and reserve days with other Flight Attendants or Reserve Flight Attendants which will count toward her/his maximum hourly credits.

**C. Trading Procedures**

1. //The Company will provide and maintain a real-time electronic system for processing trip trades. Specific layover hotel information shall be listed for all sequences. The system shall support at least the second to most recent version, in addition to the prior two versions of Internet Explorer (or any subsequent Microsoft platform), Safari (or any subsequent Apple platform), Android (or any subsequent Google platform), and at least one other commonly used web browser that is compatible with a mobile device.
2. Flight Attendant to Flight Attendant trading and trading with OT will begin simultaneously on the fifteenth (15<sup>th</sup>) of the month prior to the month in which the flying will occur and be staggered in accordance with 12.D.2.a.
3. Sequence trades between Flight Attendants must be submitted at least // three (3) hours prior to the first flight. //
4. Jet Bridge Trades: Flight Attendants from the same domicile may trade or give away a sequence or portion of a sequence at any station no earlier than three (3) hours prior to departure for domestic flights and no later than twelve (12) hours for International flights.
  - a. A Flight Attendant accepting the trade must be physically present in the city where the flight is departing from and must accept responsibility for covering the flight.
  - b. The Jet Bridge trade will apply to any leg(s) of a sequence and must encompass the remainder of the sequence involved.
  - c. The trade or give away will be granted unless doing so would cause

an illegality (CFR) or delay in boarding.

- d. Within one (1) hour of departure, trades will be processed only if Crew Scheduling has the capacity to handle the request.
  - e. If the duty encompassing the Jet Bridge trade contains ten hours and thirty minutes (10:30) or less, all language in this agreement regarding such duty limitations will apply. Pay shall apply pursuant to 21.B.3.
  - f. If such duty is scheduled for more than ten hours and thirty minutes (10:30) then the Flight Attendant(s) shall be considered to have waived all duty limitations and premium pay triggered by exceeding ten hours and thirty minutes (10:30) or above.
5. No sequence trading or trading of reserve day(s) or block(s) involving the last five (5) days of the current month will be allowed during the line award process.
  6. If a Flight Attendant picks up a sequence from another Flight Attendant, or trades for a sequence with another Flight Attendant, the picked-up/traded sequence cannot be traded with OT for one (1) hour after it was placed on the Flight Attendant's line. This restriction will remain in effect for the initial four (4) days of OT and then will be removed for the remainder of trading for that bid month.
  7. A Flight Attendant will not lose the ability to trade or give away sequences as disciplinary action. //
  8. Base turns will be governed by the provisions in Section 8.T. Each of the sequences which are combined to create the base turn may be traded up to three (3) hours prior to the first flight of each sequence unless traded as a Jet Bridge trade.
  9. JA sequences may be traded pursuant to Section 9.D.2.d. [Junior Available: JA Sequence Trades]

D. Open Time //

1. Following the awarding of bid lines, all uncovered sequences, or portions of sequences, including, but not limited to, sick calls, management drops, personal drops, leaves of absence, jury duty and bereavement leave shall immediately be placed into OT and made available to Flight Attendants for pick up or trade, except that:

- a. Crew Scheduling may remove sequences from OT at approximately 2:00 PM PT for reserve assignments for the following day. Any sequence not assigned to a Reserve by 6:00 PM PT will be returned to OT; and
- b. Crew Scheduling may withhold a sequence for up to fifteen (15) minutes when necessary to determine a Reserve or JA assignment. This includes sequences that become available between 2:00 PM PT and 6:00 PM PT the day prior to check-in. If Crew Scheduling does not assign the trip within fifteen (15) minutes but neglects to return it to OT, a Flight Attendant may contact Crew Scheduling and request the trade/pickup on a first-come, first-served basis. If the Flight Attendant then flies the sequence, s/he will be paid one (1) TFP in addition to all applicable compensation.
- c. Crew Scheduling may remove sequences from the Flight Attendant bulletin board for assignment to Reserves under the following conditions:
  1. Such sequences are removed no earlier than 2:00 PM PT the day prior and no later than three (3) hours prior to departure.
  2. Crew Scheduling will review the comments field of each sequence removed and shall call a Flight Attendant at any number provided when notification is requested by the Flight Attendant;
  3. No personal drops for the same number of days may be withheld at the time the sequences are removed;
  4. Sequences shall be removed from those Flight Attendants who have posted sequences of the same number of days in seniority order; and
  5. If a sequence is removed from a Flight Attendant's line of time under these circumstances, the day(s) affected will not be considered a personal drop.

//

[The following highlighted language is impacted by the Open Time Process Implementation Letter of Agreement (LOA) and may be subject to change as described in the document available for reference after Section 12.]

## 2. Commencement of Open Time (OT) Trading and Quartile System

When OT opens for Flight Attendant trading on the 15<sup>th</sup>, all days in the month will be open for trading.

- a. OT shall open for trading and dropping of sequences on the fifteenth (15<sup>th</sup>) of the month prior to the affected bid month. Flight Attendant's initial access to OT shall be granted on a quartile system for the initial four (4) days in the following manner:

Quartile	Day of Month Prior	FA Population able to interact w/ OT
1 <sup>st</sup>	15 <sup>th</sup>	Top 25% of active FAs in each base
2 <sup>nd</sup>	16 <sup>th</sup>	Top 50% of active FAs in each base
3 <sup>rd</sup>	17 <sup>th</sup>	Top 75% of active FAs in each base
4 <sup>th</sup>	18 <sup>th</sup>	All active FAs in each base

- b. Quartiles will open for trading at the following times on their respective dates:

1. SAN 9:00 AM PT
2. PDX 10:00 AM PT
3. ANC 11:00 AM PT
4. LAX 12:00 PM PT
5. SEA 1:00 PM PT

- c. If a new domicile is opened while this Agreement is in effect, that domicile will open for trading beginning at 2:00 PM PT, and each additional domicile will open on the next available hour on the hour thereafter.

## 3. Flight Attendant to Flight Attendant Trade and Quartile System

- a. Flight Attendants' initial access to Flight Attendant to Flight Attendant trading and Reserve Flight Attendant access to trading reserve days (including repositioning of reserve days) will be available in accordance with the schedule for OT trading outlined in 2.a. above.



- b. Once her/his quartile is opened for trading, a Flight Attendant may only trade with, give to, or pick up from another Flight Attendant who is in a quartile which is open.

4. Maximum Daily Sequence Departures in OT

- a. An OT day may be closed when the number of OT sequence departures on any given calendar day reaches the "threshold sequence number".
- b. "Threshold sequence number" at each domicile shall be determined monthly based on the number of Flight Attendants on each domicile's entire seniority list as provided below:

1. Up to 649 domicile FAs = 3  
sequence departures
2. 650 FAs =  
4 sequence departures
3. Every additional 200 FA = 1  
additional sequence departure

Example: SEA has 1896 FAs. Threshold sequence number is ten (10).

4. A minimum of three (3) daily sequence departures at each domicile regardless of domicile Flight Attendant population.
- c. OT will be monitored on a real time basis and all sequences in OT will be assigned a reason code indicating how it got into OT. Only those sequences with one of the reason codes below will be counted towards the daily threshold sequence number:
1. TR – Trades
  2. CP – Coupon Drops
- d. If the count exceeds the individual domicile's threshold number then that day will be restricted from additional net drop exchanges in that domicile. If the count is less than the threshold, the day will reopen for additional net drop exchanges.
- e. Once a sequence with a TR or CP designation is picked up by a

Flight Attendant that sequence will be removed from the "threshold sequence number" calculation.

5. Flight Attendants may pick up sequences from OT up to three (3) // hours prior to departure of the first flight, provided that the trip remains in OT. However, the Company may assign trips in OT to Reserves starting at 2:00 PM PT on the day prior to check-in, provided that no Flight Attendant has request the sequence prior to the Reserve assignment.
6. A Flight Attendant shall have the ability to reduce her/his schedule by a net maximum of forty (40) TFP (twenty (20) TFP for a low-bid option Flight Attendant) as a result of trading with OT each bid month. There are no restrictions on how many TFP may be given away to other Flight Attendants. (Examples are provided in the Section 12 Addendum.)
7. All sequences in OT may be traded, subject to the following limitations:
  - a. As long as the day(s) of the sequence that a Flight Attendant wishes to trade in OT are not closed, a Flight Attendant may trade a sequence without respect to the number of flights, the number of days and/or duty periods, trip credit or other parameters contained in the sequence.
  - b. If one or more of the day(s) of the sequence(s) the Flight Attendant is trading is closed in OT, the Flight Attendant may still trade the sequence(s) into OT provided that the sequence(s) that the Flight Attendant picks up from OT must contain the same day(s) which are closed in the sequence(s) that s/he is dropping.

Examples included in Section 12, Addendum #

- c. A Flight Attendant may pick up a sequence from OT regardless of open or closed days.
8. A Flight Attendant may drop a sequence into OT provided that none of the days of the sequence are closed days in OT and the Flight Attendant has not dropped more than a net of forty (40) TFP into IT per D.5 above.

E. Sequence Interruption Point (SIP) Trips

1. Flight Attendants may give-away, pick-up or trade on the SIP. The Flight Attendant is not required to // remain with the aircraft until the relief Flight Attendant arrives.
2. //All Minimum Pay Rules, except for the four (4) TFP duty period minimum (DPM), the average duty period guarantee (ADPG), and Multi-day sequence minimum, will apply to SIP'd trips.
3. Only those SIP'd sequences that the Company has put into OT will be eligible for all Minimum Pay Rules outlined in Section 21. // The Company will identify those sequences that it has placed into OT. Reserve Flight Attendants will receive the four (4) TFP minimum regardless of the origin of a SIP'd sequence. //

F. Out of Domicile Pick Ups

// Flight Attendants may submit requests for out-of-domicile pickups beginning on the 19<sup>th</sup> of the month prior to // the // bid month at 9:00 AM PT for all domiciles. Flight Attendants are limited to a combined total of two (2) out-of-domicile pick-ups (including charters) in a bid month. Flight Attendants are responsible for ensuring that sufficient time is allowed to position them // for the sequence picked up.

G. // Reserve Pick Ups

1. A Reserve may pick up a sequence that checks in at least nine (9) hours and one (1) minute from the scheduled end of her/his reserve block. S/he may pick up a sequence that checks-in at least nine (9) hours and one (1) minute after her/his actual release time on the last day of a block, but s/he cannot do so prior to her/his release.
2. A Reserve may pick up a sequence that releases at least nine (9) hours before the beginning of a reserve block.
3. The required nine (9) hours of domicile rest is measured from release to report. To receive pay protection if s/he becomes illegal for the sequence following the reserve day, or for the reserve day following the sequence, the Reserve must allow at least eleven hours and thirty minutes (11:30) of domicile rest, measured from release to report.

H. Double Covered Sequences

// A double covered sequence is one, which has been awarded to two (2) Flight Attendants. When a double covered sequence occurs, the Company must offer a // Like Sequence as well as the awarded sequence to the Flight Attendants. The Flight Attendant who was awarded the sequence first has first option as to which sequence to fly. The following guidelines apply:

1. If the // Like Sequence is // worth less TFP than the scheduled sequence, the Company will make up the difference;
2. The Flight Attendant first awarded the sequence has the option of not flying either sequence and not receiving compensation;
3. If Scheduling has no // Like Sequence to offer, the Flight Attendant who was awarded the sequence first shall fly the sequence and the other Flight Attendant shall be compensated for the double covered sequence;
4. //When // Like Sequences are assigned the hours between sequences will be as great as the Flight Attendant already allowed her/himself if under twelve (12) hours. If the Flight Attendant has kept him/herself legal, legalities will be honored up to a maximum of twelve (12) hours between sequences.

**I. Crew Scheduling Errors**

All Crew Scheduling errors involving sequence trades and/or pickups will be resolved as follows: //

1. Crew Scheduling will offer a choice between the original sequence and a // Like Sequence to the Flight Attendant who should have been awarded the trade or pickup at the time the scheduling error becomes known to Crew Scheduling.
  - a. Crew Scheduling may refer to those sequences in both Open Time and the Flight Attendant One-Ways for the purposes of offering a // Like Sequence, //. Additionally, such // Like Sequence will not be removed from Open Time or the One Way trades // until it has been selected by an affected Flight Attendant. If a sequence is removed from the One-Way trades //, it will also be removed from the line of the Flight Attendant offering the sequence for the one-way trade.
  - b. // If the Flight Attendant declines the // Like Sequence, s/he waives pay protection.
  - c. If there is no // Like Sequence, the provisions of Paragraph // I.3 will be applied.
2. A Flight Attendant who flies a // Like Sequence will be guaranteed the value of the original sequence. If flying the // Like Sequence results in the Flight Attendant flying more than the original sequence, the flying in excess of the original sequence will be paid at one and one half (1.5) times the // trip rate. //

**J. Open Time Process Implementation Letter of Agreement (LOA) – See back of this**

section for a copy of the entire LOA.

Please note for clarification that a LOA between the Association and the Company was agreed surrounding Open Time Implementation. The following subjects are discussed in the LOA:

1. Quartile System
2. Monitoring OT
3. Metrics/Benchmarks
4. Overview
5. Trial Period
6. Commitments
7. Liberalization Commitment

**1. Are there any limitations on trading with Open Time?**

Yes. Please refer to Section // 12.D. for these limitations.

**2. Is there any consequence that relates to a No-Show on a sequence I received through a trade with another Flight Attendant or Open Time?**

// No. For sequences picked up or traded, you will receive only the no-show. (Section // 12.C.7.)

**3. Can I fly a sequence from another base?**

Yes. Beginning on the // 19<sup>th</sup> of the month prior to the bid month at 9:00 AM PT for all domiciles a Flight Attendant can pick up a maximum of two sequences from another domicile. The Flight Attendant is responsible to position for the sequence. Any request for out of domicile Open Time pickups must be submitted four (4) hours prior to departure. Giveaways out-of-domicile are unlimited and must follow the same guidelines for pick up of sequences out of domicile. (Section // 12.F.).

**4. If I SIP the second part of my sequence to another Flight Attendant and the Flight Attendant is absent due to circumstances other than a No-Show, who is responsible to cover the sequence?**

Crew Scheduling will replace the absent Flight Attendant. (Section // 12.E.)

**5. Can I SIP the first half of my sequence to a Flight Attendant and the second half to a different Flight Attendant?**

Yes. (Section // 12.E.)

**6. What are the legalities surrounding Reserve pick-ups for sequences prior to or at the end of a Reserve block of days?**

A Reserve may pick up a sequence that checks-in at least nine (9) hours and one (1) minute from the scheduled end of her/his block.

A Reserve may pick up a sequence that checks-in at least nine (9) hours and one (1) minute after her/his actual release time on the last day of a block, but s/he may not do so prior to her/his release.

A Reserve may pick up a sequence that releases at least nine (9) hours before the beginning of a reserve block. (Section 12.G)

**7. A Flight Attendant shall have the ability to reduce her/his schedule by a net maximum of 40 TFP (20 TFP for a low-bid option Flight Attendant) as a result of trading with Open Time each bid month. There are no**

**restrictions on how many TFP can be given away to other Flight Attendants.****Examples:**

- a. Jane is awarded a line worth 80 TFP. She can drop 40 TFP to Open Time, for a net line value of 40 TFP (80-40). If she chooses, she can give away any or all of her remaining TFP to other Flight Attendants.
- b. Joe is awarded a line worth 90 TFP. He picks up 10 TFP from another Flight Attendant. He can drop 40 TFP to Open Time, for a net line value of 60 TFP (90+10-40). If he chooses, he can give away any or all of her remaining TFP to other Flight Attendants.
- c. Julie is awarded a line worth 85 TFP. She picks up 20 TFP from Open Time. She can drop 60 TFP to Open Time, for a net line value of 45 TFP (85+20-60). If she chooses, she can give away any or all of her remaining TFP to other Flight Attendants.
- d. Jack is awarded a line worth 80 TFP. He picks up 10 TFP from another Flight Attendant and 10 TFP from Open Time. He can drop 50 TFP to Open Time, for a net line value of 50 (80+10+10-50). If he chooses, he can give away any or all of her remaining TFP to other Flight Attendants.
- e. Jen is awarded a line worth 80 TFP. She gives away 60 TFP to another Flight Attendant. She can drop the remaining 20 TFP to Open Time for a net line value of 0 TFP. She could also give any or all of the remaining TFP to other Flight Attendants.

A. Standard uniforms as prescribed by the Company in the Flight Attendant Manual shall be worn by the Flight Attendant at all times while on duty and at such other times as may be required.

B. Basic Uniform(s)

1. The Company will bear the cost of the first basic uniform and required accessories. A Probationary Flight Attendant will bear the cost of optional uniform pieces selected by her/him. A Flight Attendant will be required to maintain her/his uniform in a neat and clean condition at all times

2. The basic uniform shall consist of:

- a. One (1) jacket/vest
- b. Two (2) bottom pieces //
- c. Four (4) // shirts/blouses (any style available)
- d. Two (2) sweaters (any style or combination of styles; a twin set constitutes two sweaters)
- e. One (1) all-weather coat (with or without hood)
- f. Two (2) ties (male) or one scarf (female)
- g. One (1) tote-style bag (New-hire only)
- h. One (1) suitcase (New-hire only)
- i. One (1) //-belt
- j. Two (2) aprons (not required but may be worn in flight)
- k. One (1) tropical shirt

C. At such time after the Flight Attendant has received her/his first uniform that the Company elects to completely or partially change to a new uniform, the Company, at its expense, shall provide Flight Attendants with new replacement basic uniform pieces and any required accessories.

D. Replacement Uniforms

1. The Company shall bear the cost of resequence or replacing any items of the basic uniform or required accessories that must be repaired or replaced during the current uniform because of normal wear, or manufacturer's defect.

//

a. On January 1, 2013 //, and every other January 1 thereafter, each non-probationary Flight Attendant will be credited with \$700 // in her/his uniform-purchase account. S/he may use these uniform credits to purchase any required or optional pieces, including Company approved, Arctic weather boots and alternate winter coat, excluding suitcases and totes, at any time during the following two years. In a year when the Company rolls out a new uniform, each Flight attendant's allotment will be reset to \$350.00. On January 1 of the second





calendar year following the new uniform rollout and every other January 1 thereafter, each non-probationary Flight Attendant will be credited with \$700.00 in her/his uniform purchase account.

b. If aggregate uniform costs increase, the uniform credit amounts listed in Paragraph D.1.a and b will be increased proportionately.

c. Upon approval by Inflight management, the Company will bear the cost of replacing required uniform pieces in excess of the amounts stated in paragraph D.1.a and b.

d. Upon approval by Inflight management, the Company will bear the cost of repairing and/or replacing suitcases and totes. These items will not be paid for with uniform credits.

e. During the period between the end of a Flight Attendant's probation period and the first time the Flight Attendant receives uniform credits, the Company will bear the cost of replacing required uniform pieces with approval by Inflight management.

f. A Flight Attendant who is credited with fewer than 480 TFP inclusive of Worked TFP, vacation and sick leave in the previous year will not receive any uniform credits, but will receive necessary uniform pieces upon approval of Inflight management.

1) Leaves with Coordination: If a Flight Attendant is on a leave of absence, any month in which s/he coordinates sick leave with short/long term disability or workers compensation pay (or vacation with short term disability) pursuant to Section 23.D [Insurance Benefits: Coordination of Sick Leave...] will not count toward the threshold calculation (four hundred eighty (480) TFP). The threshold calculation will exclude any month in which a Flight Attendant is coordinating sick leave with short /long term disability or workers compensation pay (or vacation with short term disability), in the same manner as Section 16.A.1.3. The look-back will extend into the prior year to include additional month(s) equal to the number of excluded month(s), such that twelve (12) full months are included in determining which threshold has been met.

2) Leave without coordination: For the purpose of the threshold calculation (four hundred eighty (480) TFP) a Flight Attendant will receive an unpaid credit of 1.333 TFP for each day on which a Flight Attendant is on an unpaid personal, military, extended, medical, maternity, FMLA, workers compensation or parental leaves of absence or on a furlough (including voluntary furlough).

- 3) A Flight Attendant with less than one (1) year of service will receive full uniform credit for the following year.
2. If any part of the basic uniform or required accessories is changed or added to during the life of the then current uniform, the Company will pay for such item.
3. Flight Attendants will be required to bear the initial and replacement cost of optional pieces.
- E. The Company will furnish insignias required to be worn by the Flight Attendants.
- F. Upon resignation or termination of employment for just cause, a Flight Attendant will return all uniform pieces purchased by the Company to Inflight management.
- G. The Association will be given notice of the Company's intent to change the uniform or any portion thereof. The Company will consult with the Flight Attendant Uniform Committee and consider their recommendations before making any change in the style, color or material of the uniform. In addition, the Company will consider the recommendations of the Association Safety, Health and Security chairperson in regard to materials available, including applicable FAA or NTSB flammability standards.
- H. If footwear of a particular style and brand is prescribed or furnished by the Company and is proven to be injurious to the foot or is uncomfortable to the individual Flight Attendant, s/he may purchase approved footwear comparable in style and price to the footwear prescribed or furnished by the Company and be reimbursed with proof of purchase.
- I. To be entitled to replacement uniform pieces or luggage, the Flight Attendant must turn in the pieces to be replaced.
- J. The Company will loan Flight Attendants two (2) maternity uniforms which must be returned in usable condition, cleaned and pressed, within thirty (30) days after the Flight Attendant goes on maternity leave.
- K. In the event that a Flight Attendant's Company-issued luggage is stolen from the aircraft while on duty or from the crew hotel room, the Company will, at the Company's expense, replace the stolen basic uniform items and Company-required accessories, provided documentation satisfactory to the Company is provided, including police reports for luggage stolen from the crew hotel. If the content of the stolen luggage includes the Flight Attendant's Manual, the Company will replace the Manual at no cost to the Flight Attendant.

**1. When will payments be deducted for my uniform?**

On the 20th paycheck.

**2. Can I return an unused uniform item?**

In order to be eligible for a refund, the items with tags attached must be returned to  
// Inflight management within ninety (90) days of receipt of the item.

Tentative Agreement

A. Flight Attendants will be entitled to and will receive vacations with pay as follows:

1. A Flight Attendant who, as of December 31 of any year, has had less than one (1) calendar year of employment with the Company will be entitled to a vacation in the subsequent calendar year on the basis of one and one-sixth (1-1/6) days for each month of employment, rounded to the nearest full day. A Flight Attendant who does not have any // Worked TFP, vacation pay or sick leave during that month will have her/his vacation entitlement reduced by one – twelfth (1/12) the annual entitlement for each such month.
2. As of December 31 of each year, a Flight Attendant who has one calendar year or more of employment with the Company will be entitled to fourteen (14) days vacation in the subsequent calendar year. Employees employed five (5) years or longer will be entitled to twenty-one (21) days vacation in the subsequent calendar year. Employees employed ten (10) years or longer will be entitled to twenty-eight (28) days vacation in the subsequent calendar year. Employees employed eighteen (18) years or longer will be entitled to thirty-five (35) days vacation in the subsequent calendar year. A Flight Attendant who does not have any // Worked TFP, vacation pay or sick leave during that month will have her/his vacation entitlement reduced by one – twelfth (1/12) the annual entitlement for each such month. As displayed below:

<b>Years of service</b>	<b>Days of Vacation</b>
< 1 year	1.167 days per month employed
1-4	14 days
5-9	21 days
10-17	28 days
18+	35 days

3. Employment begins with the first day a Flight Attendant is placed on the Company payroll.
4. Vacation accruals in 14.A.1. and 14.A.2. above are based on having "Worked TFP" (see A.7 below) greater than or equal to four hundred eighty (480) TFP for the calendar year. Flight attendants with Worked TFP between two hundred forty (240) and four hundred eighty (480) will accrue half of the vacation days above. Flight attendants with less than two hundred forty (240) Worked TFP will not accrue vacation for the subsequent calendar year.
5. Leaves of Absences:
  - a. Leaves with Coordination: If a Flight Attendant is on a leave of absence, any month in which s/he coordinates sick leave with short/long term disability or workers compensation pay (or vacation with short term



disability) pursuant to Section 23.D [Insurance Benefits: Coordination of Sick Leave...] will not count toward the threshold calculations (of two hundred forty (240) and four hundred eighty (480) Worked TFP). The threshold calculations will exclude any month in which a Flight Attendant is coordinating sick leave with short /long term disability or workers compensation pay (or vacation with short term disability), in the same manner as Section 16.A.1.3. The look-back will extend into the prior year to include additional month(s) equal to the number of excluded month(s), such that twelve (12) full months are included in determining which threshold has been met.

- b. Leave without Coordination: For the purpose of the threshold calculation (of two hundred forty (240) and four hundred eighty (480) a Flight Attendant will receive an unpaid credit of 1.333 TFP for each day on which a Flight Attendant is on an unpaid personal, military, extended, medical, maternity, FMLA, workers compensation or parental leaves of absence or on a furlough (including voluntary furlough). A Flight Attendant with less than one (1) year of service will receive full accrual per 14.A.1. above.

- 6. Worked TFP will include all TFP paid exclusive of TFP paid for sick leave or vacation.
- 7. Longevity Paid Time Off (PTO): In addition to vacation accrued under 14.A.2., as of December 31 of each year, a Flight Attendant employed twenty-five (25) years or longer who has greater than or equal to 960 flown TFP will qualify for seven (7) days of longevity paid time off (PTO).

- B. By October 1 of each year, the list of available vacation/PTO times will be posted. Flight Attendants will be given fifteen (15) days in which to sign up for available vacation periods. Vacation periods will be granted on a seniority basis. Once assigned, vacation/PTO days may be traded subject to the provisions of Section 12, paragraph F. Trading will be unlimited, but a Flight Attendant may not have more than four (4) // vacation/PTO periods in any month, unless the vacation/PTO periods were awarded during the vacation/PTO-bid award process. Vacation/PTO awards will be posted in seniority order after each round of awards on the Flight Attendant web page.

### C. **Vacation/PTO Pay**

- 1. A Flight Attendant, while on vacation/PTO, shall be paid four (4) TFP per day. Pay shall be at the rates in this agreement applicable to her/his status.
- 2. A Flight Attendant who achieves // fewer than four hundred eighty (480) Worked TFP in the // year the vacation is earned will not // be paid for // the vacation in the year that it is taken. //

- D. Vacations/PTO shall not be cumulative and a vacation/PTO to which a Flight Attendant becomes entitled on December 31 of any year shall be forfeited unless taken during the subsequent calendar year. However, a Flight Attendant may be requested by the Company to forego her/his vacation/PTO if such request is in writing and agreed to by the affected Flight Attendant. In such event, the Flight Attendant shall be paid double, with vacation time/PTO to be taken later in the year at Flight Attendant choosing or accumulated to be used during succeeding year. If, due to error by the Company, the Flight Attendant is not given accrued vacation/PTO to which s/he is entitled, such Flight Attendant shall be deemed to have been requested by the Company to forego her/his vacation/PTO and will be treated accordingly.
- E. A Flight Attendant who is terminated or furloughed by the Company due to a reduction in force, or who has been employed by the Company for at least six (6) months and resigns with two (2) weeks or more notice shall receive pay at her/his applicable rate as of such date for all vacation/PTO to which s/he is entitled under Paragraph A or B, and unused to the date of resignation, termination or furlough.
- F. Flight Attendants with two (2) weeks or more vacation/PTO combined may split vacation/PTO into increments of not less than seven (7) days. Any Flight Attendant splitting fourteen (14) days or more will receive their first two (2) choices in order of seniority. Any Flight Attendant splitting her/his vacation/PTO into more than two (2) segments will bid the remaining slots after all other slots have been awarded.
- G. There will be available vacation days in all fifty-two (52) weeks of the year. At least 5% of the annual vacation/PTO allotment for the year will be scheduled during each month, in each domicile.
- H. Flight Attendants may request early vacation/PTO pay at the rate specified in Paragraph C. The request must be made at least seven (7) days before vacation/PTO. Early vacation/PTO pay will be paid on the first paycheck due the Flight Attendant that is more than seven (7) calendar days after the date of the request.
- I. Any Flight Attendant taking vacation/PTO which interferes with recurrent training will rebid recurrent training in keeping with staying legal.
- J. A Flight Attendant may fly during her/his vacation/PTO provided the sequence(s) or reserve day(s) are picked up or traded with another Flight Attendant or Open Time //. Compensation for flying will be paid in addition to vacation/PTO pay.
- K. A Flight Attendant who is flown into her/his vacation day due to irregular operations will elect one of the following options:
1. The Flight Attendant will add another vacation day to any other future vacation period prior to bidding the schedule for the month in which the vacation is picked up.



2. The Flight Attendant will pick a vacation day that is available in vacation open time prior to bidding the schedule for the month in which the vacation is picked up, subject to the provisions in Section 15.B of the collective bargaining agreement.
  3. The Flight Attendant will elect to be paid four (4) TFP.
- L. A Flight Attendant on a base swap shall bid vacation/PTO based on her/his original domicile. Automated trading with Vacation/PTO Open Time for the purposes of trading vacation/PTO day(s) at her/his permanent domicile shall be accessible.
- M. Pay in a reserve month with vacation/PTO day(s) will be no less than the total of four (4) TFP multiplied by the number of vacation/PTO days and the greater of five (5) TFP multiplied by the number of reserve days or the TFP flown or credited on those days. A Reserve who drops, calls in sick without using sick leave, gives away or trades reserve day(s) will have five (5) TFP deducted from her/his reserve guarantee for each day. Compensation will be increased for TFP flown on days off as recognized in Section 11.G.3.
- I. A Flight Attendant will not be contacted for a junior assignment during her/his vacation, including on the last day of her/his vacation per 9.B [JA].

//

**1. Can I change my designated vacation splits when I am trading my vacation days?**

Yes, you may change your designated vacation days as long as the days are open and you do not create more than // four (4) vacation periods in the month. (Section 14.B)

**2 Can I trade vacation days with a Flight Attendant from a different domicile?**

No. (Section 28.A.6.)

**3. Will my entitlement to vacation be reduced due to a Leave of Absence?**

Unless a Flight Attendant has some // Worked TFP, vacation pay or sick leave in a bid month during an LOA, the Flight Attendant will have her/his annual vacation entitlement reduced by 1/12. (Section 14.A.2)

**4. Is vacation entitlement based on Company or occupational seniority?**

Company seniority. (Section 14.A.)

**5. Can I choose to be paid for my vacation while on a Leave of Absence?**

Yes. You must submit a pay inquiry to Inflight Administration.

//



**A. General**

1. Requests for leave of absence or extensions thereof and approvals by the Company or agent designated by the Company, if for a medical leave, shall be in writing.
2. Failure of a Flight Attendant to return to active service at the end of any leave of absence or extension thereof shall be deemed a voluntary termination of employment.
3. To the extent that it is medically possible, except as noted, Flight Attendants must remain current while out on a Leave of Absence unless otherwise agreed to by the Manager, Inflight Labor and Work Performance. Exceptions for being unable to attend training shall include missionary work, military duty, extended travel, etc. A Flight Attendant shall be considered active for the month in which the recurrent or requalification (levels I and II) training occurs for the purposes of Company benefits. See Section 30.B.1-2 and 30.C.1-4.

**B. Personal // Leave of Absence**

1. When the requirements of the service permit, a Flight Attendant may upon proper application to the Company, be granted a leave of absence for a period not in excess of ninety (90) days. Such period may be extended for additional periods not to exceed ninety (90) days each. A Flight Attendant on a personal leave shall retain and continue to accrue seniority during such leave of absence.
2. If the Company, in its sole discretion, grants a leave of absence for educational purposes and later elects not to grant a requested extension of such leave, then such leave shall be terminated at the conclusion of the current quarter or semester, whichever is appropriate.

**C. Medical Leave of Absence**

1. A Flight Attendant will be given a medical leave of absence for sickness or injury due to physical or mental reasons when the employee submits a written request for such leave to the Company accompanied by a statement from a qualified // doctor recommending such leave. The Company retains the right to require a medical examination by a doctor of the Company's choosing and to invoke the provisions of Section 17 of this Agreement in which event the provisions of that Section will be binding. The Company's action granting or denying the requested leave shall be noted on the request.
2. A Flight Attendant granted a medical leave of absence (including a probationary Flight Attendant) shall retain and continue to accrue seniority, except that in no

case shall a medical leave of absence exceed a total continuous period of one (1) year unless extended by consent of the Company, in which case it may not exceed a total continuous period of four (4) years.

3. A Flight Attendant may use her/his accrued sick leave and/or vacation for a medical leave of absence. If the Flight Attendant elects to receive compensation, s/he may draw from her/his sick leave or vacation bank in any order. However, once s/he has stopped using any form of compensation, s/he may not re-commence receiving compensation during the course of the same leave of absence.
4. When a Flight Attendant on sick leave submits a request for a Medical Leave of Absence, the Company will back date the Medical Leave of Absence to the date the Flight Attendant originally went on sick leave for that medical condition. Any points assessed prior to granting the request will be removed.
5. A Flight Attendant on a medical leave of absence, who completes disability paperwork, will receive // disability benefits subject to Plan rules, provided that her/his health-care provider certifies that her/his disability prevents her/him from performing, with reasonable continuity, the material duties of a Flight Attendant, subject to the determination of the Company's insurance carrier or claims administrator, and any subsequent appeals under the Plan. The Flight Attendant may supplement short term disability with sick leave or vacation per 15.K.

**D. Maternity Leave of Absence**

1. Any Flight Attendant who becomes pregnant shall notify the Company when she is no longer fit for duty due to the pregnancy, but in no event later than her 24<sup>th</sup> week of pregnancy.
2. The Flight Attendant may continue to work through the twenty-eighth (28<sup>th</sup>) week of pregnancy. After the twenty-eighth (28<sup>th</sup>) week of pregnancy, the Flight Attendant will be presumed disabled due to her pregnancy. After the twenty-eighth (28<sup>th</sup>) week of pregnancy, or whenever such Flight Attendant's Doctor determines that she is unable to work due to her pregnancy, whichever occurs first, the Flight Attendant will request maternity leave. When maternity leave is requested, such leave will be granted until such time as the disability caused by the pregnancy is no longer present, except for extraordinary circumstances for a period not to extend more than one hundred twenty (120) days after termination of the pregnancy.
3. A Flight Attendant on maternity leave of absence, who completes disability paperwork, will receive // disability benefits subject to Plan rules, provided that her health-care provider certifies that her pregnancy-related disability prevents

her from performing, with reasonable continuity, the material duties of a Flight Attendant, subject to the determination of the Company's insurance carrier or claims administrator, and any subsequent appeals under the Plan. The Flight Attendant may supplement short term disability with sick leave or vacation per 15.K.

4. A Flight Attendant on maternity leave of absence will retain and continue to accrue seniority. Her vacation and/or accrued sick leave may be used for maternity leave. If the Flight Attendant elects to receive compensation, she may draw from her sick leave or vacation bank in any order. However, once she has stopped using any form of compensation, she may not re-commence receiving compensation during the course of the same leave of absence.
5. A Flight Attendant shall notify the Company in writing of the termination of her pregnancy within fourteen (14) days and of her expected date of return to active service within thirty days (30) after termination of pregnancy. If a Flight Attendant is unable to return to active service because of certified, bona fide medical incapacitation, she shall be entitled to receive a medical leave of absence under the provisions of paragraph C. of this Section 15.
6. In the absence of a bona fide medical incapacitation, a Flight Attendant on maternity leave, upon the expiration of such maternity leave will be entitled to receive a one (1) to eight (8) month maternity-extension leave of absence after the baby is born without losing her seniority.

**E. Parental Leave**

1. A Flight Attendant that adopts a dependent child that is not currently living in her/his home, or whose spouse or registered domestic partner adopts such a child, may request and will be granted a parental leave of absence for a period not to exceed one hundred and twenty (120) days. Such leave will be taken within a year of the child's placement in the home.
2. A Flight Attendant may request and shall be granted a parental leave of absence for up to one hundred twenty (120) days when her/his spouse or registered domestic partner gives birth to a child. Such leave will be taken within a year of the child's birth.
3. A Flight Attendant on a parental leave of absence will retain and accrue seniority during such leave.

- F. A Flight Attendant may be granted a leave of absence to accept an official elected or staff full-time position with the Association and/or with the Communications Workers of America, and shall continue to accrue seniority during such leave.

**G. Leaves related to Serious Aircraft/Crewmember/Passenger Incidents:**



1. A Flight Attendant will, at her/his option, receive a fourteen (14) calendar day leave of absence with pay if s/he is subjected to hijacking or is involved in an aircraft accident requiring emergency evacuation.
  - a. Aircraft Accident – An occurrence, which causes damage to a Company aircraft with Flight Attendants onboard in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.
  - b. Hijacking (Air Piracy) – Seizure or attempted seizure of a Company aircraft with the Flight Attendants onboard by actual or threatened force or violence.
2. If the Flight Attendant is involved in an incident as described below the Flight Attendant will, at her/his option, be removed from the current sequence in which the incident occurred and her/his scheduling obligation(s) within seven calendar (7) days following the incident without loss of pay:
  - a. // Passenger evacuation of an aircraft
  - b. An Inflight fire
  - c. Death onboard where the Flight Attendant provided first aid.
  - d. Credible bomb threat in which Flight Attendants are directed to prepare a Least Risk Bomb Location (LRBL) or the aircraft is taxied to a remote location to facilitate a bomb search.
3. When the aircraft, passenger(s) or crewmember(s) is/are involved in an // incident or accident as defined as follows, the Flight Attendants on the crew will, at // their option, be removed from the sequence without loss of pay. At management's discretion, the Flight Attendants may be removed with pay from additional sequence(s).
  - //
    - a. // An occurrence with Flight Attendants onboard Company aircraft involving serious injury to the Flight Attendant(s), pilot(s) or passenger(s) in any of the following situations:
      - //
        - i. Assault or crew interference
        - ii. Rapid decompression
        - iii. Severe turbulence
      - //
        - iv. CPR or Rescue Breathing rendered by the Flight Attendant.
      - //
    - b. An Inflight supervisor on duty, at her/his discretion, may remove a Flight Attendant from scheduling obligation(s) with pay, to critical situations not

listed above in which there is a real or perceived threat to life of passenger, Flight Attendant or pilot.

- c. In all circumstances a Flight Attendant may opt to remove themselves from the next scheduled sequence(s) or reserve day(s) without pay within seven (7) calendar days following the incident. S/he may opt to utilize available sick leave from the PSLB or SSLB in order to be compensated.
- d. A Flight Attendant shall not be assessed attendance points for any scheduling obligation(s) removed under paragraphs a.-c. above. Such scheduling adjustment shall be defined as operation incident drop(s) without points. See definition Section 5 (Operational Incident Drop (Without Points)).

#### H. Bereavement Leave

- 1. The Company will grant to Flight Attendants four (4) days leave of absence with pay at the Flight Attendant's regular rate of pay for the purpose of attending funeral services for a member of her or his family. Members of the immediate family shall consist of Parent; Grandparent; Spouse; qualified registered Domestic Partner; Child; Sibling; Parent-in-Law; qualified registered Domestic Partner's Parent, Grandchild, and Step-Child.
- 2. In the event of the death of a Flight Attendant's stepparent, step-sibling or person acting in loco parentis to the Flight Attendant, the Flight Attendant will be granted four (4) days leave of absence for the purpose of attending funeral services. The Flight Attendant may use sick leave or vacation. If sick days are utilized for this purpose, it shall not constitute a chargeable occurrence under Section 32. If additional days are required, such days may be deducted from the Flight Attendant's available vacation bank. The Flight Attendant may use sick leave or vacation. If sick days are utilized for this purpose, it shall not constitute a chargeable occurrence under Section 32.
- 3. If a Flight Attendant requests leave of absence for the purpose of attending funeral services, the Company may grant only consecutive work days.
- 4. If a Flight Attendant requests leave for bereavement, the sick days, if applicable, and/or vacation days, if applicable, must be used within thirty (30) calendar days from the date of death of the family member.
- 5. A leave of absence granted under Section 15.H. will not constitute a Chargeable Occurrence that disqualifies a Flight Attendant from Record Improvement under Section 32.
- 6. Special circumstances will be handled on an individual basis at the sole discretion

of the Company.

//

I. Return to Work Following a Leave of Absence

1. A Flight Attendant may bid for the following month if s/he is scheduled to return to active status for the following bid month or if s/he is returning from a medical leave and has submitted documentation by the // 1<sup>st</sup> of the month indicating release to return to work without restrictions on a date in the following month. //
2. A Flight Attendant, who submits the above paperwork and is released without restrictions (if necessary) // after the // 1st of the month prior to the bid month in which s/he returns to duty, will not be required to sit reserve upon return to active duty if her/his seniority number would have otherwise allowed her/him to be a Lineholder.
  - a. Such Flight Attendant shall be required to pick up enough Open Time sequences so that her/his schedule is within ten (10) TFP of that month's line average in her/his domicile, prorated by the number of days she/he will be active. The Flight Attendant will be permitted to pick up sequences from Open Time on the same date and time Open Time becomes available to other flight attendants in her/his domicile. The start date for these sequences shall be on or after the release date.
  - b. If there are not sufficient sequences in Open Time to satisfy the requirements of I.2.a. above the Flight Attendant may pick up sequences from other Flight Attendants until her/his schedule is within the ten (10) TFP requirement (as prorated by the number of days active).
3. Flight Attendants without enough seniority to hold a line of time for the month will be required to contact Crew Scheduling and work collaboratively on constructing a reserve schedule, taking into consideration AM/PM and days on/off. Each day on-call will be worth the minimum reserve daily value.
4. If the Flight Attendant does not return to work in the following month because her/his disability continues, s/he will not be paid the value of the bid line awarded that month. S/he may be paid sick leave or vacation or disability as appropriate.

J. Travel While on Leave of Absence

1. A Flight Attendant on a leave of absence who wishes to secure on-line travel passes will coordinate such travel through Inflight management and in the case of a medical, maternity or workers compensation leave must provide a doctors release specifying such travel will not adversely affect the Flight Attendants ability to return to active service.

2. A Flight Attendant on a Maternity Leave of Absence may commence her twelve (12) weeks of pass travel any time between the start of her leave and one hundred twenty (120) days after the termination of her pregnancy.
  3. A Flight Attendant wishing to return to domicile from her/his place of residence at the end of a leave of absence (excluding a personal // leave) or to attend Recurrent Training, before her/his travel benefits have been reinstated, will be allowed one (1) C-1 Company Business pass to do so. The pass may be obtained by contacting the Manager of Inflight Administration/Planning, and will be valid for use no more than one week prior to the first day of duty.
- K. At the Flight Attendant's option, s/he may coordinate sick leave and/or vacation (may not be drawn concurrently, but may be drawn consecutively), if any, up to the maximum in Section 16.E. The Flight Attendant may opt for less than that maximum but no less than that outlined in Section 23. D [Insurance Benefits: Coordinating Sick Leave...].
- L. Military Leave

A Military Leave will be granted as required under Federal law and regulations applying thereto. A Flight Attendants right to return to employment, seniority and benefits shall be governed by and limited to the protection afforded under the Uniformed Services Employment and Reemployment Rights Act (USERRA) as currently in effect or as hereafter amended.

If a Flight Attendant participates in Reserve or National Guard training/exercises, s/he will be required to give the Company timely notice and encourage notification indicating the dates of anticipated duty accompanied by military orders as soon as possible.

**1. What obligation do I have to notify the Company with respect to my pregnancy?**

You must notify the Company when you are no longer fit for duty due to the pregnancy, but by no later than your 24<sup>th</sup> week of pregnancy. (Section 15.D.1.)

**2. What happens when I go on Maternity Leave?**

- A. You may continue to work through the 28th week of pregnancy, unless your physician has determined that you are not fit for duty before that time. (Section 15.D.2.)
- B. You may stay out 120 days after the termination of the pregnancy. You are required to return the 121st day. You may bid if your 121st day occurs mid-month provided you submit a note from your physician releasing you to fly without restrictions by the 5th of the month prior to your return. (Section 15.D.2. and 15.J.)
- C. You accrue seven (7) TFP of sick leave per month for up to ninety (90) days while using sick leave. (Section // 16.K.)
- D. You have the option but are not required to exhaust sick leave and accrued vacation while on Maternity Leave. (Section 15.D.4.) [See Arbitration #40-94 (Randall 11/21/94).]
- E. You continue to accrue seniority while on Maternity Leave. (Section 15.D.4.)

**3. May I extend my Maternity Leave if it is not medically necessary?**

Yes. You are entitled to a one (1) to eight (8) month maternity-extension leave after the baby is born without losing seniority. (Section 15.D.6.)

**4. If I request a Medical Leave and submit a written request for such a leave to the Company accompanied by a statement from a qualified physician recommending such leave, can the Company require me to see the Company doctor?**

Yes, the Company can require a medical examination by a doctor of the Company's choosing. The Flight Attendant may use the provisions of Section 17 if s/he disputes the results. (Section 15.C.1.)

**5. Do I accrue seniority while on a Leave of Absence?**

Yes, you continue to accrue seniority during a Personal Leave, up to 120 days for a Parental Leave, and up to one year for a Medical, Maternity or Worker's Compensation Leave. If your Medical, Maternity or Worker's Compensation Leave is extended by consent of the Company, you will continue to accrue seniority for the



entire period. (Section 15.C.2.)

- 6. If I am on Maternity Leave for one (1) year and then request and receive a Medical Leave due to an unrelated illness or injury, do I continue to accrue seniority during the Medical Leave.**

Yes. (Section 15.C.)

- 7. How much time off will I be granted if I adopt a child who is currently not living in my home?**

One hundred twenty (120) days. (Section 15.E.)

- 8. What must a Health Care Provider's Statement contain in order to request a Medical Leave of Absence?**

- D. Date of illness/injury
- B. Anticipated duration of leave of absence
- C. Health Care Provider's signature  
(Section 15.C.1.)

- 9. I submit a doctor's note that releases me to fly on the 5th of September. On the 6th of September I am injured in an accident and I am unable to fly at all that month. Do I still receive insurance benefits?**

Yes. As long as you were released by your physician and considered physically fit on the 5th of September, you will receive insurance benefits from the 5th through the end of the month even though you do not fly in September. [See Arbitration #40-94 (Randall 11/21/94).]

- 10. What is the definition of immediate family for purposes of Funeral Leave?**

Parent; Grandparent; Spouse; qualified Domestic Partner; Child; Sibling; Parent-in-Law; qualified registered Domestic Partner's Parent, Grandchild, and Step-Child.

- 11. What are the procedures for Bereavement Leave?**

- A. When it is necessary for a Flight Attendant to take a leave of absence for the purpose of attending funeral services for a family member as defined in Section 15.H the following conditions will apply:
  - 1. If a Flight Attendant requests leave of absence for the purpose of attending funeral services, the Company may grant only consecutive work days.



*Alaska Airlines*

**Addendum to Section 15  
Leaves of Absence**

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2. If a Flight Attendant requests leave for bereavement, the sick days, if applicable, and/or vacation days, if applicable, must be used within thirty (30) calendar days from the date of death of the family member.
  3. A leave of absence granted under Section 15.H. will not constitute a Chargeable Occurrence that disqualifies a Flight Attendant from Record Improvement under Section 32.
- B. Special circumstances will be handled on an individual basis at the sole discretion of the Company.

**A. Sick Leave Accrual**

1. A Flight Attendant will accrue sick leave each bid month, based on a rolling twelve (12) bid month look-back, for all TFP Worked and TFP paid for vacation/Paid Time Off (PTO) as follows:

<u>Accrual Rate Threshold (based on rolling 12 bid month 'look-back')</u>	<u>Primary Sick Leave Bank (PSLB)</u>	<u>Secondary Sick Leave Bank (SSLB)</u>
<u>Worked TFP during rolling 12 month bid look-back &gt; 480 [greater than or equal to ]</u>	<u>1 TFP accrued for every 15 TFP of Worked TFP and Vacation/PTO TFP in current bid month</u>	<u>0.5 TFP accrued for every 15 TFP of Worked TFP and Vacation/PTO TFP in current bid month</u>
<u>Worked TFP during rolling 12 month bid look-back between 240 and 480</u>	<u>0.5 TFP accrued for every 15 TFP of Worked TFP and Vacation/PTO TFP in current bid month</u>	<u>0.25 TFP accrued for every 15 TFP of Worked TFP and Vacation/PTO TFP in current bid month</u>
<u>Worked TFP during rolling 12 month bid look-back &lt; 240 [less than or equal to]</u>	<u>No accrual in current bid month</u>	<u>No accrual in current bid month</u>

The above accrual table can alternately be explained as follows:

- 2/3 of sick leave accrual goes into the Primary Sick Leave Bank; and
  - 1/3 of sick leave accrual goes into the Secondary Sick Leave Bank.
2. Worked TFP will include all TFP paid exclusive of TFP paid for sick leave or vacation/PTO.
  3. Any month a Flight Attendant is on an unpaid personal, military, extended, medical, maternity, FMLA, Workers Compensation, parental leaves of absence or on a furlough (including voluntary furlough) will not count toward the twelve (12) bid month look-back threshold calculation (of 240 or 480 Worked TFP). The look-back will extend into the prior year to include additional bid month(s) equal to the number of excluded bid month(s), such that twelve (12) full bid months are included in determining if either threshold has been met. A Flight Attendant with less than one (1) year of service will receive full sick leave accrual until such time that s/he has twelve (12) full bid months of active service, at which point the thresholds above will apply.

**EXAMPLE:**

- a. In the prior twelve (12) bid months, a Flight Attendant had a sixty (60) day medical leave, which started in the middle of a bid month. For purposes of determining whether or not the Flight Attendant has met the threshold requirements, the twelve (12) bid month look back will exclude



the three (3) bid months that were impacted by the medical leave. The three (3) excluded bid months will be replaced by the last three (3) sequential but not necessarily consecutive full bid months not impacted by the medical leave to satisfy the twelve (12) bid month look back.

- b. A new hire Flight Attendant has worked for eleven (11) months and has a ninety (90) day medical leave, which started the first day of a bid month. For purposes of determining whether or not the Flight Attendant has met the threshold requirements the Flight Attendant in this case has less than one (1) year of service and will receive full sick leave accrual until such time that s/he has twelve (12) full bid months of active service. In this case s/he will receive full sick leave accrual for fifteen (15) bid months in order to get the Flight Attendant to a full twelve (12) bid month look back.
- 4. Months in which a Flight Attendant is on a leave of absence coordinating sick leave (or vacation with short term disability) shall be excluded from rolling twelve (12) bid month calculation in paragraph A.1 above for a period not to exceed ninety (90) days and in no circumstances more than four (4) bid months.

B. Maximum accrual:

- 1. Primary Sick Leave Bank (PSLB): one thousand (1000) TFP.
- 2. Secondary Sick Leave Bank (SSLB): seven hundred (700) TFP.
- 3. If the PSLB is at one thousand (1000) TFP, the SSLB accrues at one (1) TFP accrued for every ten (10) TFP of Worked TFP and Vacation/PTO TFP unless modified by the table in A.1 above (threshold calculation of two hundred forty (240) or four hundred eighty (480)).
- 4. If the SSLB is at seven hundred (700) TFP, the PSLB accrues at one (1) TFP accrued for every ten (10) TFP of Worked TFP and Vacation/PTO TFP unless modified by the table in A.1 above (threshold calculation of 240 or 480).

C. Usage

- 1. SSLB can be accessed only when the Flight Attendant is on an approved leave of absence (LOA) of fourteen (14) days or greater that would allow her/him to use sick leave (e.g., MLOA, MatLOA, workers compensation, continuous FMLA). If the Flight Attendant's sick leave does not initially extend to fourteen (14) days however subsequently does, then at her/his option, her/his PSLB will be retroactively credited with the sick leave credit paid to cover the initial fourteen (14) days and the SSLB will be debited that amount within five (5) business days.

2. A Flight Attendant on approved intermittent FMLA may access SSLB after PSLB is exhausted,
  3. Flight Attendant does not need to deplete her/his PSLB prior to accessing SSLB; if SSLB is depleted, s/he can use her/his PSLB. Once SSLB has been accessed, it must be depleted before going back to PSLB for the same leave.
  4. The PSLB and SSLB can be coordinated with STD and Workers Compensation.
  5. All other sick leave usage must come from PSLB.
- D. A Flight Attendant may accrue but not take any sick leave while on probation as a Flight Attendant.
- E. A Flight Attendant holding a regular line will be charged on a TFP basis for each day of scheduled flying for which s/he fails to perform as a result of illness or injury. A Flight Attendant not holding a Reserve or regular line who is absent for the entire month due to illness or injury, will be paid between seventy (70) and // one hundred twenty (120) TFP per month, at the Flight Attendant's discretion, from the Flight Attendant's sick leave bank. Such Flight Attendant with less than seventy (70) TFP in her/his sick leave bank shall receive the full accrual available in her/his bank. If the Flight Attendant has not been awarded a line (including a reserve line), and is on sick leave for less than a full month, her/his sick leave payable under this Paragraph will be prorated. A Flight Attendant may opt to coordinate a lesser amount of sick leave in order to maintain insurance benefits pursuant to Section 23.D [Insurance Benefits: Coordination of Sick Leave...].
- F. A Flight Attendant holding a reserve line for the month will be paid at five (5) TFP per day from the Flight Attendant's sick leave bank for each day s/he is unavailable for duty on a reserve day on account of illness or non-related job injury, continuing to but not including the day s/he is cleared for duty. A Reserve Flight Attendant who calls in sick on a reserve day or trades away a reserve day will have five (5) TFP deducted from the reserve guarantee for each day. The new guarantee reflects what the reserve Flight Attendant will be guaranteed for the remaining portion of her/his reserve month, excluding sick leave paid.
- G. Pay for sick leave will be based on one hundred percent (100%) of the Flight Attendant's appropriate trip-rate. Sick leave will not be paid for accepted flights or sequences not flown during scheduled vacation days.
- H. Sick Leave Conversions
1. Flight Attendants who transfer to Inflight from another department within the Company will have their accrued sick leave converted from hours to TFP by multiplying hours by the current TFP conversion rate.

Examples: RECALCULATE with UPDATED TFP CONVERSION

- a. A Flight Attendant has one hundred (100) hours of sick leave from her/his job in Reservations. Upon transferring to Inflight, s/he will have one hundred thirteen (113) TFP for sick leave.
- b. A Flight Attendant has five hundred twenty-five (525) hours of sick leave from her/his job as a CSA. Upon transferring to Inflight s/he will have five hundred ninety-three (593) TFP for sick leave.
2. For those Flight Attendants who meet the following requirements while this agreement is in force unused sick leave will accumulate up to a maximum of one thousand // seven hundred // (1,700) TFP combined between the two sick leave banks until a Flight Attendant terminates. Sick leave is not payable upon termination of employment. Upon termination of employment, if the Flight Attendant is at least sixty-two (62) years of age and has ten (10) years of service, the Flight Attendant may trade accrued sick leave for continued medical coverage at the rate of one month of coverage for each twenty (20) TFP accrued, or until age sixty-five (65), whichever occurs first.
3. // A Flight Attendant who retires directly from Alaska Airlines and has reached a minimum age of fifty five (55) years and who has completed an aggregate total of ten (10) or more years of vesting service under her/his 401(k) plan, or who has completed a total of twenty (20) or more years of Company Service upon termination of employment will be paid a lump sum equal to the Flight Attendant's current rate of pay multiplied by the sum of the Flight Attendant's accrued PSLB and SSLB balance multiplied by twenty five percent (25%).
- J. The Company shall maintain a current record of sick leave credits and withdrawals for each Flight Attendant. Such record shall be made available to the individual Flight Attendant upon request. [book]

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- K. Sick Leave Accrual on Leave of Absence Utilizing Sick Leave: During a leave of absence of thirty (30) days or more granted to a Flight Attendant the following will apply:
  1. Sick leave will continue to accrue at a rate of seven (7) TFP per calendar month for a period not to exceed ninety (90) days.
  2. Accrual for partial calendar months contained within the ninety (90) days shall be prorated and rounded to the nearest one tenth (0.1) TFP.

L. A Flight Attendant furloughed due to reduction of force shall retain sick leave accrued prior to lay-off in the event of recall.

M. Workers' Compensation

1. During a Flight Attendant's absence due to an occupational illness or injury compensable under the applicable Workers' Compensation Law, or an alternative program of medical and indemnity benefits adopted by the company in lieu of the Workers' Compensation program, s/he shall receive the following benefits from the Company:
  - a. For the first twelve (12) calendar weeks absent, the difference between her/his base pay and Workers' Compensation payments or payments under the alternative program adopted in lieu of Workers' Compensation. The base rate for the purpose of establishing such payments will be determined by adding together the trip rate (including vacation and sick pay) earned for the fifty two // weeks of active duty immediately preceding the date of injury, excluding any premium pay, bonus payments, per diem payments or any other payment. The sum of the fifty two // (52) weeks pay shall be divided by fifty two // (52) and the result will be the base rate. Employees working less than fifty two // (52) weeks preceding the date of injury will have the base rate established by adding together the trip rate earned for the total number of weeks worked preceding the date of injury. The sum of the wages shall be divided by the total number of weeks worked and the result will be the base rate.
  - b. At the conclusion of the period referred to in J.1.a. above, a disabled Flight Attendant may, at her/his option, draw upon accrued sick leave up to the extent of her/his accrual to make up the difference between her/his base rate and the payment received from Workers' Compensation or the alternative program adopted in lieu of Workers' Compensation. Corresponding deductions will be made from the Flight Attendant's available sick leave accrual.
  - c. These benefits shall be in lieu of any other payment provided for in this Article for all absence due to the same illness or injury.
2. Payment under Section J.1.a. above will commence upon a determination by the company, its insurer, or an appropriate governmental body or court through a final non-appealable order that the claim for industrial illness or injury is compensable under the applicable Workers' Compensation Law or alternative program adopted in lieu of Workers' Compensation.
  - a. Until the claim has been deemed compensable under the applicable Workers' Compensation Law or alternative program adopted in lieu of Workers'

Compensation and a definite rate has been established, the employee will be paid her/his normal base rate from accrued sick leave.

b. When the claim has been deemed compensable under the Workers' Compensation Law or the alternative program adopted in lieu of Workers' Compensation, the employee's sick leave accrual shall be replenished by the number of TFP used for purposes of the payment described in Section J.2.a., and payments will continue as defined in Section J.1.a above.

3. The Company may require the injured employee to submit to physical examination by a doctor of the Company's choosing to determine whether or not the employee is fit to return to work. Payments by the Company under this policy may be terminated if the employee refuses to submit to a physical examination as outlined above or if the employee is found fit to return to work.

4. The laws governing occupational injuries and illness shall be the laws of the jurisdiction in which the Flight Attendant is domiciled.

5. Any alternative program adopted by the Company in lieu of Workers' Compensation coverage shall provide benefits to covered Flight Attendants at least equal to benefits which would be provided through Workers' Compensation coverage.

**N. Alternate Duty**

1. A Flight Attendant on worker's compensation leave of absence will have the option of performing alternate duty.

2. The maximum number of days that a Flight Attendant may work alternate duty in a month will be determined by taking the average number of days that the Flight Attendant worked per month during the twelve (12) months preceding her/his injury.

3. An alternate duty assignment may be made only when the Flight Attendant meets the skill level necessary for the position and her/his medical provider certifies that s/he is able to perform the job.

4. A Flight Attendant will be paid and credited // six (6) TFP for every // eight (8) hours of alternate duty, pro-rated at .75 TFP per hour with a minimum of four (4) TFP per day. If the Company cannot provide five (5) hours or more of alternate duty per day, the Flight Attendant will still be paid four (4) TFP. However, if the Flight Attendant's doctor has placed a limit on the number of hours the Flight Attendant is able to work, and that limit is less than five (5) hours, the Flight Attendant will be paid the prorated TFP for the hours to which s/he is limited, not the four (4) TFP minimum stated above. It is understood that Worker's Compensation benefits may be adjusted when the Flight Attendant





works alternate duty, in accordance with applicable state law. The Flight Attendant will be paid any amounts in excess of the worker's compensation benefits.

5. Alternate duty may be performed in any domicile, co-terminal or the Flight Attendant's registered commuter city, at her/his option.
6. A Flight Attendant will make reasonable efforts to schedule medical appointments, including physical therapy, around the alternate duty assignment. If this is not possible, the Company will excuse the Flight Attendant with no loss of pay.
7. No alternate duty assignment will expose the Flight Attendant to confidential information regarding her/his co-workers.
8. Company benefits, including travel privileges, remain in effect when the Flight Attendant works alternate duty. S/he will also continue to accrue sick leave and receive vacation entitlement.
9. If a Flight Attendant is on a worker's compensation leave of absence for more than twelve (12) months, the Company may require her/him to perform alternate duty, provided that her/his physician has released her/him to perform such work.  
// The Flight Attendant must report to the domicile closest to their residence. However, if s/he physically resides more than fifty (50) miles from the domicile closest to her/his residence the Company will provide as follows:
  - a. Positive air travel from the nearest airport served by Alaska or Horizon.
  - b. Hotel accommodations.
  - c. Per diem - A Flight Attendant will receive per diem for the hours starting at departure for the alternate duty assignment and shall terminate thirty (30) minutes after return to the nearest airport served by Alaska/Horizon closest to the Flight Attendant's residence.

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- O. Any time a Flight Attendant is required by the Company to undergo a medical examination such examination shall be at Company expense.
- P. When a Flight Attendant on sick leave sufficiently recovers to resume flying before the end of her/his scheduled sequence removed due to sick leave, s/he shall notify Crew Scheduling no later than 6:00 PM domicile time the day prior; Crew Scheduling may, if agreed by the Flight Attendant:
  1. Assign the Flight Attendant to pick up her/his sequence in a timely and cost efficient manner;



2. Assign the Flight Attendant another sequence which will not violate legal rest time before the beginning of the Flight Attendant's next scheduled sequence;
  3. Allow the Flight Attendant to sit reserve the remainder of her/his scheduled sequence with guaranteed reserve pay of five (5) standard TFP a day.
  4. If none of the foregoing is agreed to by the Flight Attendant, allow the Flight Attendant to remain off duty for the remainder of the sequence, in which event accrued and unused sick pay may be collected for the remainder of the sequence.
  5. In no event will a Flight Attendant be paid for sick leave after s/he resumes flying or assumes reserve status.
- Q. A Flight Attendant who reports in sick on line will be returned to her/his domicile on the first available Alaska Air Group flight and will be treated as positive space. If the Flight Attendant is a commuter, s/he may choose to return to her/his commuter city instead of the domicile or co-terminal from which the sequence departed.

**1. Do I accrue sick leave // for those TFP paid as sick leave?**

No.

**2. Do I accrue sick leave on Leave of Absence?**

Yes, if the Leave of Absence is thirty (30) days or more and you are using sick leave. Sick leave then accrues at a rate of seven (7) TFP per month for a period not to exceed ninety (90) days. (Section 16.K.)

**3. If I pick up a sequence not on my line and subsequently call in sick, do I get sick leave pay and attendance points?**

You get attendance points pursuant to Section 32, and you will get paid sick leave, as long as sick leave is available in your primary sick leave bank (PSLB). (Section 16.C.)

**4. If I pick up a sequence on a reserve day off and subsequently call in sick, do I get sick leave pay and attendance points?**

You get attendance points pursuant to Section 32, and you will get paid sick leave, as long as sick leave is available in your primary sick leave bank (PSLB). (Section 16.C.)

**5. If I pick up a sequence while on vacation and subsequently call in sick, am I paid sick leave?**

No, and you get attendance points pursuant to Section 32.

**6. How do I return to home domicile if I become ill mid-sequence?**

Call Crew Scheduling to arrange your return to domicile (or to the co-terminal from which the sequence departed) on the first Alaska Air Group flight where a confirmed seat is available. (Section 16.Q.) If you are a registered commuter, you may choose to be returned to your commuter city instead of your domicile or the co-terminal from which the sequence departed.

**7. If I am unable to work due to Workers' Compensation situation for an extended period of time, how will I be compensated and what impact will it have on my sick leave accrual?**

When your Workers' Compensation Leave is more than thirty days (30) and you are using sick leave, you will continue to accrue sick leave at seven (7) TFP per month for a period not to exceed ninety (90) days. (Section // 16.K.)

Compensation laws for Workers' Compensation vary from state to state. In addition to the State benefits, the Company will provide the difference between the State's



compensation and your base wage. Your base wage will be calculated in accordance with Section // 16.M.1.a.

**8. In the case of a re-occurrence of an occupational illness or injury, will I be entitled to the 12-week pay provision provided for in Section 16.J.1.a?**

Yes, less any time previously paid for the initial occupational illness or injury. The base rate referenced in Section // 16.M.1.a. will be calculated using the thirteen (13) weeks of active duty immediately preceding the effective date of the re-occurrence of the occupational illness or injury. (Section // 16.M.1.a) [See Arbitration #7-96 (Fishgold 1/13/).]

- A. A Flight Attendant shall be required to submit to any medical, mental or physical examination(s) or test(s) when the Company determines that reasonable grounds exist to establish that a Flight Attendant's medical, mental or physical condition is impaired enough to question her/his ability to perform the job of Flight Attendant. The Flight Attendant shall be notified in writing of the reason for the request.
1. When the Company withholds a Flight Attendant from service the following shall apply:
    - a. S/he shall be paid the greater of time lost or for the time withheld based on the average of the last twelve (12) full bid months actually worked.
    - b. On the day of the exam and for any days associated with air travel to and from the exam, the Flight Attendant will be paid the greater of 4 TFP or time that is dropped for each day.
  2. Transportation to and from exams will be provided at Company expense as follows:
    - a. Flight Attendants not residing in the greater metropolitan area of the exam location will be provided positive space on-line travel, non bump-able on Alaska Air Group (AS and QX) to and from the airport serving that city.
    - b. Ground transportation from the airport to and from the exam shall be provided in addition to a hotel room if an over-night stay is required.
  3. Any physical examination that evaluates a Flight Attendant's ability to perform her/his duties shall reasonably and fairly approximate the actual duties and physical requirements of a Flight Attendant.
  4. Flight Attendants shall be provided copies of all medical evaluations, reports, test results and diagnostic interpretations or given the option to have them sent to the doctor of their choice.
- B. // A Flight Attendant who disputes the Company's interpretation of a medical examination required by the Company and performed by a doctor // selected by the Company may, at her/his option, have a review of her/his case in the following manner:
1. Within fifteen (15) days of the date s/he is presented the Company's interpretation, s/he may employ a qualified doctor // of her/his own choosing

and at her/his own expense for the purpose of conducting a medical examination for the same purpose as the medical examination made by the doctor // employed by the Company.

2. A copy of the findings of the doctor // chosen by the employee shall be furnished to the Company within fifteen (15) days following the examination, and in the event that such findings verify the findings of the doctor // employed by the Company, no further medical review of the case shall be afforded.
3. In the event that the findings of the doctor // chosen by the employee shall disagree with the findings of the doctor // employed by the Company, the Company will, at the written request of the employee, ask that the two (2) doctors // agree upon and appoint a third qualified and // neutral doctor //, for the purpose of making a further medical examination of the employee. In the event the employee fails to submit such a written request, the results of the original Company examination shall govern.
4. Such three (3) doctors, one (1) representing the Company, one (1) representing the employee affected, one (1) // neutral doctor approved by the Company doctor and the employee's doctor, shall constitute a board of three (3), the majority vote of which shall decide the case.
5. The expense of employing the // neutral doctor // shall be borne equally by the Company and the Flight Attendant. Copies of such doctor's // report shall be furnished to the Company and to the employee.
6. Transportation to and from the exam and hotel, if necessary, will be provided pursuant to A.2. above.
7. When a Flight Attendant is removed from flight status by the Company as a result of failure to pass the Company's physical examination (including a "Fit for Duty Analysis"), and appeals such action under the provisions of this Section, s/he will be returned to service if ultimately found "fit for duty."
8. When withheld from service a Flight Attendant shall be paid the greater of her/his time lost or for the time withheld based on the average of the last twelve (12) full bid months actually worked. The Flight Attendant shall be made whole for all benefits and accruals. The above calculation(s) will be done on a monthly basis.
9. For the narrow purposes of this Section, "doctor" shall mean a medical doctor (MD).

- A. // Prior to implementing a Reduction in Force, the Company and the Association shall meet for a period not to exceed fourteen (14) days to consider providing lower line averages, low bid option lines, adjustment of the line value range or other programs to help mitigate a reduction in force. The Company and the Association must mutually agree to all mitigation programs. When // there is a reduction in force, the Company will // offer the following:

1. Extended Leave of Absence

- a. The Company will offer extended leaves of absence prior to any furloughs, including voluntary furloughs. The Company will determine the number of leaves offered and the duration of the leaves.
- b. Extended leaves will be awarded in system seniority order.
- c. The Flight Attendant's longevity will be frozen while out on leave, however seniority will continue to accrue.
- d. The Flight Attendant will be allowed to maintain medical coverage for the duration of the leave by paying COBRA rates if the Flight Attendant qualified for and purchased medical coverage prior to taking the leave.
- e. Flight Attendants on an extended leave (as it pertains to this section) will be eligible for online (Alaska and Horizon) travel privileges.
- f. Flight Attendants on extended leave must remain current, pursuant to Section 15.A.3. They will be paid for such training and the Company will pay the Flight Attendants medical premium for those who maintained medical coverage outlined in 18.A.1.d during the month they attend training. The Company will provide positive space on-line travel to training, and per diem and a hotel room if required.
- g. Flight Attendants who are on an extended leave who are involuntarily furloughed will be removed from extended leave status and placed on involuntary furlough status with all terms, conditions and benefits of involuntary status.
- h. The Company may request the Flight Attendant on an Extended leave return to work prior to the end of her/his extended leave but the Flight Attendant is not required to return before the extended leave expires.

2. Voluntary furloughs: //

- a. The Company will determine varying durations of the voluntary furloughs in addition to "length of furlough" duration but not to exceed five (5)

years.

b. Voluntary furloughs will be awarded in system seniority order.

c. Flight Attendants on voluntary furlough are not eligible for severance pay.

d. The Flight Attendant's longevity will be frozen while out on voluntary furlough, however seniority will continue to accrue.

e. The Flight Attendant will be allowed to maintain medical coverage at active rates during the voluntary furlough if the Flight Attendant qualified for and purchased medical coverage prior to taking the voluntary furlough.

f. Flight Attendants on a voluntary furlough will be eligible for online (Alaska and Horizon) travel privileges.

g. Flight Attendants on voluntary furlough must remain current, pursuant to Section 15.A.3. They will be paid for such training and the Company will pay the Flight Attendants medical premium for those who maintained medical coverage outlined in 18.A.2.e during the month they attend training. The Company will provide positive space on-line travel to training, and per diem and a hotel room if required.

h. Flight Attendants who are on a voluntary furlough who are involuntarily furloughed will be removed from voluntary furlough status and placed on involuntary furlough status with all terms, conditions and benefits of involuntary status.

3. If an insufficient number of Flight Attendants bid for voluntary furlough or extended leave, the Flight Attendant with the least occupational seniority shall be furloughed.

B. An employee who has completed the probationary period prior to being furloughed, through no fault or action of her/his own, shall receive two (2) weeks notice or two (2) weeks pay in lieu of notice, but s/he shall receive no pay if one or more of the following conditions exist:

1. S/he accepts any other employment with the Company.

2. The furlough is caused by an act of God, a war emergency, revocation of the Company's operating Certificate or Certificates, or grounding of a substantial number of the Company aircraft.



3. The furlough is caused by a strike or picketing of the Company's premises or any work stoppage or other action which would interrupt or interfere with any operations of the Company.
- C. A Flight Attendant who has been furloughed due to a reduction in force shall file her/his address with the appropriate representative of the Company having jurisdiction over Flight Attendants at the time of furlough and s/he shall thereafter promptly advise the Company of any change in address.
- D. The order of recall from // furlough shall be by seniority. A Flight Attendant may decline recall until no Flight Attendant junior to her/him remains on furlough. Flight Attendants will remain on the recall list for a period not to exceed five (5) years.
- E. Notice of reemployment shall be sent by Certified Mail Return Receipt Requested to the last address on file with the Company. A Flight Attendant shall forfeit her/his seniority with the Company if s/he does not signify her/his intention to accept reemployment within fifteen (15) days after the posted date of the notice or if s/he does not return to the service of the Company on the date specified in the notice offering reemployment.
- F. The Flight Attendant will retain her/his sick leave credit accrued prior to furlough
- G. The Company shall notify the MEC President prior to announcing or utilizing a reduction in force or recall of Flight Attendants.
- H. In the event of a recall, if a Flight Attendant on furlough is a full-time student in an accredited college or university, such Flight Attendant may at her/his option be bypassed for recall without forfeiting her/his right to recall. The right to bypass shall extend only to the // current term, in which the Flight Attendant is enrolled at the time of initial recall and may be utilized only if the bypass would not necessitate additional hiring.
- I. Prior to a furlough, the Company will post a notice indicating the approximate number of Flight Attendants to be furloughed and will furnish a list of the employees to be furloughed to the Local Executive Council (LEC) President of the base affected.
- J. A Flight Attendant being involuntarily furloughed will receive severance pay as follows:

Years Completed	Severance Allowance
1 year but less than 5 years	// <u>40 TFP</u>
5 years but less than 6 years	// <u>100 TFP</u>
6 years but less than 7 years	// <u>120 TFP</u>
7 years but less than 8 years	// <u>140 TFP</u>
8 years but less than 9 years	// <u>160 TFP</u>
9 years but less than 10 years	// <u>180 TFP</u>
10 years but less than 11 years	// <u>200 TFP</u>



11 years but less than 12 years // 220 TFP  
 12 years or more of service // 240 TFP

//

- K. An employee on involuntary furlough shall retain but not accrue seniority. An employee who resigns from the Company loses all seniority immediately upon termination.
- L. A Flight Attendant who has completed probation and is furloughed shall continue to be covered by the insurance provided in this Agreement for a period of three (3) months. //
- M. A Flight Attendant who has completed probation and is placed on furlough will retain // online pass privileges // (Alaska Airlines and Horizon) // as follows:
- |                                   |   |           |
|-----------------------------------|---|-----------|
| Less than one year of service     | - | 3 months  |
| 1 year of service                 | - | 6 months  |
| 2 years of service                | - | 9 months  |
| 3 years of service                | - | 12 months |
| 4 years of service                | - | 18 months |
| 5 years of service and thereafter | - | 24 months |
- N. Recall to a Different Domicile - Flight Attendants who are recalled from furlough into a domicile other than their last assigned domicile will be moved at Company expense subject to the provisions 28.B [Domiciles].

**1. In what order will the Company furlough?**

Occupational seniority on a system-wide basis. (Section // 18.A.3.)

**2. In what order will I be recalled from furlough?**

Occupational seniority on a system-wide basis. (Section 18.D.)

**3. Will I be recalled to the base from which I was furloughed?**

You will be recalled to a base where a vacancy exists. If you are recalled to a base other than your last assigned base, you will be moved at Company expense. (Section // 28.B.3.)

**4. Do I accrue sick leave while on furlough?**

No, however, you retain any sick leave credit accrued prior to furlough for use if recalled. (Section 18.F.)

**5. Do I have insurance benefits while on furlough?**

Yes, involuntary furloughed Flight Attendants who have completed probation will be covered for three months. If your involuntary furlough exceeds three months, your coverage will terminate at the end of the three-month period. You will then have the option to continue coverage pursuant to the provisions of COBRA. Flight Attendants who are awarded a voluntary furlough will be covered for the duration of the voluntary furlough. (Section 18.L.)

**6. Do I accrue vacation while on furlough?**

No.

**7. If I'm furloughed, does that affect my step increase?**

No, step increases occur on your Flight Attendant employment anniversary date. // You will be credited 1.333 TFP for each day you are on a furlough, including a voluntary furlough. (Section 18.K.; Section 21.B. //)

**A. Dismissal or Disciplinary Procedure**

1. A Flight Attendant shall not be dismissed from the service of the Company or disciplined without notification of such disciplinary action. Such notification shall contain a precise statement of the charges. Notice of the disciplinary action shall be given within twelve (12) days from the date the Company could reasonably have knowledge of the incident giving rise to the disciplinary action. The twelve (12) days will be extended by any sick leave, leave of absence and/or vacation taken by the Flight Attendant, during which time the Company will have no expectation that the Flight Attendant will make herself/himself available unless the Flight Attendant waives such extension. Notice of disciplinary action arising out of a written customer complaint shall be deemed to be timely if taken within twelve (12) days, as defined in Section 19. C. 2. below, of the date the customer complaint is received by Customer Care as evidenced by the date received stamp. The twelve (12) days will be extended by any sick leave, leave of absence and/or vacation taken by the Flight Attendant, during which time the Company will have no expectation that the Flight Attendant will make herself/himself available unless the Flight Attendant waives such extension.
  - a. No investigatory meeting shall be conducted until the Flight Attendant has had an adequate opportunity to obtain Union representation. If a Flight Attendant elects to meet on a day off, s/he shall be paid four (4) TFP. No investigatory meeting will be scheduled at the end of a duty period that exceeds ten and a half (10:30) hours unless the Flight Attendant consents.
  - b. Lineholder: The Company will not conduct investigatory meetings with Flight Attendants during scheduled or unscheduled ground times, unless the Flight Attendant consents. Investigatory meetings will be conducted after the Flight Attendant completes a sequence or on a day off, at the Flight Attendant's option. The Company may remove a Flight Attendant from her/his sequence or end a Flight Attendant's sequence early to conduct an investigatory meeting; when this occurs, the Flight Attendant will be pay protected and domicile rest will commence at the end of the meeting. For purposes of this provision, a Lineholder who picks up reserve day(s) and attends a meeting on one of those reserve days shall be considered a Reserve.
  - c. Reserve: The Company will not conduct investigatory meetings with Reserve Flight Attendants during a reserve day unless the Reserve Flight Attendant consents. Investigatory meetings will be conducted after the Flight Attendant completes a reserve assignment or on a day off, at the Flight Attendant's option. However the Company may end a Flight Attendant's reserve day early or alter his/her reserve assignment to conduct an investigatory meeting. The Flight Attendant will be paid and credited the greater of actual trips flown or the value of the reserve day.

Domicile rest will commence at the end of the meeting. In no event will a reserve Flight Attendant be returned to reserve status after the meeting on the same calendar day. A Reserve who has picked up a sequence on a day off shall be considered a Lineholder for purposes of this provision.

2. A Flight Attendant shall be entitled to a hearing on such disciplinary action provided such Flight Attendant makes written request for such hearing within twelve (12) days from receipt of notification. Such written request for hearing shall be addressed to the // division leader of Inflight Services.
3. A Flight Attendant may be held out of service by the Company pending investigation and hearing and appeals therefore and will be compensated for all lost time if returned to work.
4. Such hearing shall be held by // division leader of Inflight Services, or her/his designee, within ten (10) days, exclusive of Saturdays, Sundays and holidays, of the receipt of the Flight Attendant's written request therefore. A decision shall be rendered within ten (10) days, exclusive of Saturdays, Sundays and holidays, of the hearings.
5. If the decision of the // division leader of Inflight Services or her/his designee is not satisfactory to the Flight Attendant whose grievance is being considered, the matter may be appealed to the Flight Attendant Board of Adjustment, as provided for in Section 20 of this agreement, provided said appeal must be submitted within ten (10) days of receipt of the decision by the Managing director, Inflight Services or her/his designee.
6. The appeal to the Board of Adjustments may be waived to expedite the grievance, if mutually agreed to by the Association and the Company. The grievance would then proceed directly to arbitration.

**B. Grievances Not Involving Disciplinary Action**

7. Should any controversy arise between the Company and a Flight Attendant or a group of Flight Attendants as to the meaning of any of the terms of this Agreement concerning rates of pay, rules or working conditions, or should any Flight Attendant feel that in the application by the Company to her/him of any of the terms of this agreement concerning rates of pay, rules or working conditions, s/he has been treated unjustly, such Flight Attendant may present her/his grievance in person or through her/his representative within thirty (30) days of the infraction to the // division leader of Inflight Services, or her/his designee, who shall evaluate the grievance and render her/his decision as soon as possible, but not later than ten (10) days following receipt of said grievance, exclusive of Saturdays, Sundays, and holidays pursuant to C.2.a. below.

1. If no settlement is reached under this Section, an appeal may be made in writing within thirty (30) days to the Flight Attendants' Board of Adjustment established under Section 20 of this Agreement.
2. The appeal to the Flight Attendant's Board of Adjustment may be waived to expedite the grievance if mutually agreed to by the Association and the Company. The grievance would then proceed directly to Arbitration.

C. General

1. If any decision made by an official of the Company under the provisions of this Section is not appealed by the Flight Attendant affected or by the Association in the case of a protest within the time limit prescribed herein for such appeals, such decision shall be final and binding. If the Company fails to adhere to the time limits prescribed in this section, the Flight Attendant shall be considered exonerated and the charges against her/him will be dropped.
2. All time limits pertaining to both parties set forth in this section shall refer to work days, rather than calendar days; Saturdays, Sundays and recognized holidays being excluded. Holidays are as follows:
  - a. New Years Day\*
  - b. Martin Luther King Jr. Day
  - c. President's Day
  - d. Memorial Day
  - e. Independence Day\*
  - f. Labor Day
  - g. Veteran's Day
  - h. Thanksgiving Day
  - i. Day after Thanksgiving
  - j. Christmas Day\*

\* If the actual holiday falls on a Saturday the proceeding Friday will be excluded. If the actual holiday falls on a Sunday, the following Monday will be excluded for the purpose of calculating days for timelines.

3. When, under the operation of this Agreement, a Flight Attendant hereunder is chosen to act as the representative of, or a witness for another Flight Attendant against whom charges have been preferred, such Flight Attendant shall be given an Association leave of absence for a time sufficient to permit her/him to appear as such representative or witness.

4. It is understood that all written Notifications of Discipline or Discharge referred to herein in appeal steps shall be with delivery confirmation.
  5. The time limits prescribed herein may be modified by mutual agreement in writing between the parties.
  6. All Flight Attendants, including those in their probationary period, shall have access to the grievance procedure, except that a probationary employee may not appeal a disciplinary or discharge action.
  7. In the event a termination is grieved, insurance benefits will continue until all grievance procedures have been exhausted and a final decision has been rendered.
  8. An Association representative may, at the option of the Flight Attendant, be present at all Flight Attendant meetings that involve separation of employment from Alaska Airlines.
- D. All letters of discipline (warning or suspension) will be expunged after eighteen (18) months after the date of issuance and, at the request of the Flight Attendant, will be removed from the Flight Attendant's personnel file.

**1. What can I do if I disagree with the discipline?**

A non-probationary Flight Attendant must make a written request for a hearing to the Managing Director, Inflight Services within twelve (12) business days of the receipt of discipline. (Section 19.A.2.)

**2. What can I do if I disagree with the Company's interpretation/application of the Agreement?**

You may present your grievance in person or through your representative within thirty (30) business days of when you knew or should have known of your final denial from the Company. (Section 19.B.1.)

**3. Can I have an Association representative at meetings with the Company regarding discipline or discharge?**

Yes. (Section 19.C.8.)



- A. There is hereby established a Board of Adjustment for the purpose of adjusting and deciding disputes which may arise under the terms of the Flight Attendants' Agreement and any amendments or additions thereto and which are properly submitted to it, which Board shall be known as "Alaska Airlines Flight Attendants' Board of Adjustment" hereinafter referred to as the "Board".
- B. The Board shall consist of four (4) members, two (2) of whom shall be selected and appointed by the Association and two (2) by the Company, and such appointees shall be known as "Adjustment Board Members." The Board may be reduced to one member from each side by mutual agreement of the parties.
- C. The Board shall have jurisdiction over disputes between any employee covered by this Agreement and the Company growing out of grievances or out of the interpretation or application of any of the terms of this Agreement. The jurisdiction of the Board shall not extend to proposed changes in hours of employment, rates of compensation or working conditions covered by existing agreements between the parties hereto.
- D. The Board shall consider any dispute properly submitted to it by the MEC President of the Association of Flight Attendants or her/his designee or by the Company when such dispute has not been previously settled in accordance with the terms provided for in this Agreement.
- E. The // division leader of Inflight Services and the MEC President will meet semi-annually to review and attempt resolution of all outstanding grievances that have been submitted to the Board of Adjustment.
- F. All disputes properly referred to the Board for consideration shall be addressed to the Chairperson. Five (5) copies of each petition, including all papers and exhibits in connection therewith, shall be forwarded to the Chairperson who shall promptly transmit one (1) copy thereof to each member of the Board. Each case submitted shall show:
  - 1. Question or questions at issue.
  - 2. Statement of facts.
  - 3. Position of employee or employees.
  - 4. Position of Company.

When possible, a joint submission should be made, but if the parties are unable to agree upon a joint submission, then either party may submit the dispute and its position to the Board. No matter shall be considered by the Board which has not been first handled in accordance with the Grievance Procedure contained in this Agreement.

- G. Upon receipt of notice of the submission of a dispute, the Chairperson shall set a date for hearing. Within 60 days of submission of the grievance of a termination to the Board of Adjustment, the Company and Association agree to select an arbitrator and schedule the termination for arbitration. This deadline may be extended by mutual agreement. Absent mutual agreement, termination grievances will be arbitrated within six (6) months of the submission of the grievance to the Board of Adjustment.
- H. Employees covered by this Agreement may be represented at Board hearings by such person or persons as they may choose and designate and the Company may be represented by such person as it may choose and designate. Evidence may be presented either orally or in writing or both.
- I. On request of individual members of the Board, the Board may, by a majority vote, or shall at the request of either the Association representatives or the Company representatives thereon, summon any witnesses who are employed by the Company and who may be deemed necessary by the parties to the dispute, or by either party, or by the Board itself, or by either group or representatives constituting the Board. The number of witnesses summoned at any one time shall not be greater than the number which can be spared from the operation without interference with the service of the Company.
- J. A majority vote of all members of the Board shall be competent to make a decision.
- K. Decisions of the Board in all cases properly referable to it shall be final and binding upon the parties hereto.
- L. Prior to arbitration, the parties may mutually agree to submit a grievance to mediation. If not resolved through mediation, the grievance may be set for arbitration.
- M. Arbitrations
  - 1. The parties will select a System panel using the process described in 20.N below.  
//
  - 2. The Employer and the Association shall jointly prepare and sign for the arbitrator a submission setting forth the issue or issues in dispute. If a submission cannot be agreed upon between the Employer and the Association, each party shall submit to the arbitrator and to each other a statement of the issues it considers to be in dispute.
  - 3. The arbitrator shall not have the power to add to or subtract from or modify any of the terms of this Agreement.
  - 4. Each party shall bear its own expense with respect to the preparation and

presentation of the matter to the arbitrator, but the cost or expense of the arbitrator and the conference room shall be borne equally by the Employer and the Association.

5. The arbitrator shall issue her/his award within thirty (30) days after the close of the hearing.

N. System Board Panel Selection:

The Company and the Association shall meet during August of each year for the purposes of establishing a panel of eight (8) arbitrators and scheduling arbitration hearing dates for the following year.

1. Establishing the Panel

- a. The Association and the Company shall each exchange a list consisting of six (6) arbitrators who are members of the National Academy of Arbitrators. The names common to both lists shall be automatically added to the panel.
- b. The names not common to both lists shall be combined onto one list alphabetically and the parties shall strike until only the number of names sufficient to complete the panel remains. A coin toss shall determine who strikes first.

2. Scheduling Dates

- a. Ten (10) mutually agreed-to hearing dates shall be established throughout the calendar year, excluding the months of November and December.
- b. After soliciting availability from all empanelled arbitrators, the Association and the Company shall assign each neutral to a hearing date. Two of the neutrals shall each be assigned to a second set of dates. Each party shall select one arbitrator to fill an additional date.

3. Additional Arbitration Dates

- a. Should the parties desire an additional hearing date, or should an arbitrator become unavailable for a scheduled date, the arbitrators on the panel shall be solicited for availability and selected by mutual agreement. If the parties cannot mutually agree on a neutral, the process outlined in N.1.b. shall be employed using the panel list.
- b. For each subsequent additional hearing date, an arbitrator already assigned an additional hearing date shall be excluded from the



solicitation and the selection process outlined in paragraph 3.a will be followed.

4. Term of the Panel

The Arbitrators selected in August for the following year's panel shall stay on the list for the entire year unless mutually removed by the parties.

- O. It is understood and agreed that each and every Board member shall be free to discharge her/his duty in an independent manner, without fear that her/his individual relations with the Company or with the employees may be affected in any manner by an action by her/him in good faith in her/his capacity as Board member.
- P. The Board shall maintain a complete record of all matters submitted to it for its consideration and of all findings and decisions made by it.

- A. Flight Attendants shall be compensated on the basis of the appropriate step rate as follows:

	<b>TODAY's</b>	DOS= Date of Signing				
	<b>Current</b>	<b>DOS</b>	<b>Effective</b>	<b>Effective</b>	<b>Effective</b>	<b>Effective</b>
	<b>rates</b>	<b>Rates</b>	<b>02/14/2015</b>	<b>02/14/2016</b>	<b>02/14/2017</b>	<b>02/14/2018</b>
First 6 Mo	\$ 16.05	\$ 18.50	\$ 18.78	\$ 19.06	\$ 19.35	\$ 19.64
2nd 6-Mo	16.81	19.00	19.29	19.57	19.87	20.17
Step 1	19.16	23.00	23.35	23.70	24.05	24.41
Step 2	20.35	24.00	24.36	24.73	25.10	25.47
Step 3	22.53	26.00	26.39	26.79	27.19	27.60
Step 4	23.73	27.75	28.17	28.59	29.02	29.45
Step 5	24.91	30.00	30.45	30.91	31.37	31.84
Step 6	26.63	33.00	33.50	34.00	34.51	35.02
Step 7	28.26	35.00	35.53	36.06	36.60	37.15
Step 8	30.27	36.25	36.79	37.35	37.91	38.47
Step 9	32.37	37.75	38.32	38.89	39.47	40.07
Step 10	34.53	39.25	39.84	40.44	41.04	41.66
Step 11	39.82	42.50	43.14	43.78	44.44	45.11
Step 12	40.89	44.50	45.17	45.85	46.53	47.23
Step 13	41.89	46.00	46.69	47.39	48.10	48.82
Step 14	42.94	47.50	48.21	48.94	49.67	50.41
Step 15	44.43	49.00	49.74	50.48	51.24	52.01
Step 16	45.57	51.50	52.27	53.06	53.85	54.66
Step 17	46.48	51.50	52.27	53.06	53.85	54.66

- B. Anniversary Step Increases (if applicable)

Flight Attendants shall move to Step 1 at the completion of one (1) year of employment with the Company as a Flight Attendant, and will thereafter move up one (1) step on her/his Flight Attendant anniversary date. Flight Attendants on the payroll as of the date of execution of this contract shall retain their step rate and move into the next step on their anniversary date.

- C. // Longevity Premium

1. After a Flight Attendant has completed twenty (20) years of service as an Alaska Airlines Flight Attendant s/he will be compensated one dollar (\$1.00) longevity pay on actual flights flown, APSB, training, Association business (UB), and Company business (CB).

2. A Flight Attendant will be compensated an additional one dollar (\$1.00) longevity pay on actual flights flown, APSB, training, Association business (UB), and Company business (CB) for each subsequent five (5) years of service completed as an Alaska Airlines Flight Attendant (e.g., 25 - \$2, 30 - \$3, 35 - \$4, 40 - \$5, 45 - \$6, 50 - \$7, etc.).

D. Minimum Pay Rules

1. Duty Period Minimum (DPM)

Flight Attendants will receive a minimum of four (4.0) TFP for each duty period in a sequence.

2. Average Duty Period Guarantee (ADPG)

Flight Attendants will receive a minimum of five (5.0) TFP times the number of duty periods in a sequence.

3. Multi-day Sequence Minimum (MSM)

Sequences that span three (3) or more calendar days and are scheduled for fewer duty periods than the number of calendar days will be paid a minimum of four (4) TFP times the number of calendar days in the sequence.

4. If a Flight Attendant initiates a modification to a sequence excluding Base Turns in 8.T. (e.g. SIPs or jet bridge trades), the resulting sequence(s) will not be subject to the ADPG, and MSM, or to the DPM for the duty period(s) affected by the SIP(s) or jet bridge trade(s). If Crew Scheduling subsequently modifies the sequence(s) (e.g. for assignment to a Reserve or creating a Premium OT sequence), the aforementioned Minimum Pay Rules will apply.

5. Sit Pay

Scheduled or actual ground time in excess of two (2) hours between flights will be paid an additional one (1) TFP unless stranded pay applies. Sit Pay will be paid in addition to all other Minimum Pay Rules.

6. Extended Overnight Rule (EOR)

If there is a period of time from 1:00 AM to 11:00 PM (local time) within a sequence that has no duty, an additional four (4) TFP minimum will be applied to that period of time. A Flight Attendant will be credited the

greater of the EOR or any other Minimum Pay Rule(s) except for the DPM and Sit Pay.

7. Minimum Pay Rule Credit Towards 240/480 Thresholds and Line Building

All "Minimum Pay Rule" TFP will be considered credit towards 240/480 thresholds, Reserve guarantee, sick leave accrual and pay, and Minimum Pay Rules in D.1 (DPM), D.3 (MSM) and D.6 (EOR) above will be credited toward line building per 10.Y. if known prior to bidding.

E. TFP Calculation

1. Standard TFP

For the purposes of pay computation, a standard TFP shall be any flight for which the nonstop mileage according to the CAB or DOT Book of Airport to Airport mileage is two hundred forty-three (243) miles or less. A non-standard TFP shall be any flight for which the nonstop mileage exceeds two hundred forty-three (243) miles. In the event, however, there is in effect during the term of this Agreement, a non-standard TFP pay formula for Alaska Airlines pilots which would, if applied to Flight Attendants, be more beneficial to the Flight Attendants, then the nonstandard TFP formula used for pilots shall also apply to Flight Attendants.

2. Non-standard TFP

Flight Attendants will be paid for non-standard TFP at the rate of one standard TFP as set forth in paragraph 1 above, plus one-tenth (.1) TFP for each forty (40) mile increment over two hundred forty-three (243) miles, rounded up or down to the nearest forty (40) mile increment, unless a formula more favorable to the Flight Attendants is required under Section 21, paragraph C. above.

F. Compensation in a Bid Month

A Flight Attendant's pay for a given bid month will include all TFP which is flown or credited in that bid month, except when a duty period overlaps from one bid month to the next, in which case the TFP for entire overlapping duty period is included in the pay for the bid month in which the duty period began.

G. "A" Position Premium

Each flight shall have an "A position" ("B" on a Combi Aircraft) Flight Attendant. Each Flight Attendant who flies in the "A" position shall receive two dollars (\$2.00) for each TFP flown or credited.

#### H. Holiday Premium

A Flight Attendant // will be paid two (2.0) times her/his // trip rate for flights flown and/or Airport Standby, including surface deadhead on Thanksgiving Day, Christmas Day, New Year's Day and Independence Day. For Reserves, one 1.0 goes toward the reserve guarantee, and one 1.0 is paid above the Reserve's guarantee on flights actually flown and/or Airport Standby, including surface deadhead. A Flight Attendant will be eligible for this holiday pay for any flight and/or Airport Standby, including surface deadhead which begins and/or ends on the actual day of the holidays named in this provision.

#### I. International Premium

Flights Attendant will be paid one dollar (\$1.00) per TFP for each flight flown into and out of the United States for all international destinations for which customs paperwork is not pre-cleared.

//

#### J. Block and Ground Delays

In addition to the pay outlined below, Flight Attendants will receive compensation paid at one-half (0.5) TFP per hour, prorated and rounded up to the nearest one tenth (.1) TFP, at the Flight Attendant's step rate in the below circumstances. For ground holding and delays, delay times are not accruable until after the delay has exceeded ten (10) minutes. If the delay exceeds ten (10) minutes, the first ten (10) minutes of the delay is counted. //

1. When the aircraft is held awaiting departure, regardless of where the aircraft is positioned, and the Flight Attendant is required to remain on duty (not including turn times); and



2. When the actual flight time exceeds the scheduled block-to-block time.

//

3. When an aircraft is diverted en route due to conditions at the originally scheduled destination, the actual block to block time will be compared with that of the originally scheduled segment for the purpose of this Section // 21.J.2. It is understood that the airport pair of the actual segment will be different from that of the originally scheduled segment. Compensation under this Section // 21.J.2 if appropriate, shall be in addition to any other applicable compensation as provided by the agreement.
4. When there is a delay of an aircraft that delays the scheduled departure time of a Flight Attendant's first flight of a sequence, the Flight Attendant will be entitled to ground delay pay until the flight blocks out if the actual departure is eleven (11) or more minutes past the scheduled departure.
5. When there is a delay of an aircraft that delays the scheduled departure time of a Flight Attendant's subsequent flights of the sequence, the Flight Attendant will be entitled to ground delay pay until the flight blocks out if the actual ground time exceeds the scheduled ground time by eleven (11) minutes.

K. Publicity, Promotional and Other Special Assignments

When a Flight Attendant is assigned to publicity, promotional or other special assignments and as a result is removed from her/his regular sequence assignment in order to participate in the special assignment, s/he should receive the appropriate trip rate for flights or sequences missed as a result of the special assignment. If the Company requests a Flight Attendant accept a special assignment on her/his duty time and the Flight Attendant accepts such assignment, the Company will compensate the Flight Attendant at a rate acceptable to the Flight Attendant. A Reserve Flight Attendant will be credited with six (6) standard TFP at the "A" position.

//

L. Deadhead Compensation

A Flight Attendant who deadheads at Company request shall be paid or credited the appropriate trip rate for the flight on which s/he deadheads. Flight Attendants shall

be paid and credited at one-half (0.5) a standard trip rate for each surface deadhead segment.

M. Pay Protection

If any flights appearing on a Flight Attendant's line of time are canceled due to weather, mechanical or to suit Company convenience, and such flights are not made up the same day or days in the case of multiple sequences including an overnight, the Flight Attendant shall be paid according to // the TFP scheduled except as provided for in Section 10.S [Scheduling: Pre-cancellation]. A Flight Attendant who has cancelled flying in a duty day, and a surface deadhead segment during the same duty day, will be paid the one-half (0.5) TFP associated with the surface deadhead in Section 28.E [Domiciles: Co-terminals] in addition to any pay protection already due under this paragraph.

N. // Stranded Pay

In the event a Flight Attendant is stranded due to weather, mechanical problems, or to suit Company convenience, s/he will receive pay as follows:

1. As in //M. [Compensation: Pay Protection] above; or
2. Commencing with the time the aircraft blocks in at the gate or is scheduled to depart from the gate, whichever is appropriate, at the station at which it is stranded and terminating with the time the aircraft blocks out of the station at which it is stranded, each Flight Attendant will be paid one (1) TFP for each four (4) hours of such period (over two (2) hours shall count as a full four (4) hours; two (2) hours or less shall not count) //; and
3. The TFP value of pay protection under 21.M is added to the TFP value of flights actually flown (including surface deadhead), and is compared to the TFP value of stranded pay under 21.N.2 when added to the TFP value of flights actually flown, and a Flight Attendant receives the greater of the two calculations.
4. If the stranding leads to a RON which results in flying on a scheduled day off, stranded pay under 21.N.1-3 above will be calculated separately from compensation under Section 9.D.1.c [Junior Available]. The period used to

calculate stranded pay under this section will continue up to the time the duty period preceding the unscheduled RON was scheduled to end. Pay under Section 9.D.1.c will begin thereafter.

//

Q. Pay Shortage

In the event there is a shortage of payment in a Flight Attendant's pay check of one hundred dollars (\$100) or more due to Company error, and the Flight Attendant desires payment for such shortage prior to the next payday, the Flight Attendant shall notify // Inflight Administration who will arrange for the payment for such shortage within three (3) work days of normal office hours.

P. Over-duty Compensation

If a Flight Attendant's duty day exceeds twelve hours and thirty minutes (12:30), s/he will be compensated in accordance with Section 8.F [Over Duty Compensation] unless provided for elsewhere in the Agreement.

Q. Compensation for Flying Greater Than Scheduled

If a Flight Attendant is given a Reassignment on a scheduled day of work, s/he will be compensated for flying greater than scheduled per 10.R [Scheduling: Reassignments] and 21.N.1-3 [Compensation: Stranded Pay], if applicable. If a Flight Attendant is JA'd at the completion of a scheduled sequence, s/he will be compensated per 9.D.1.c. [Junior Available].

### 1. How am I paid if my aircraft diverts en-route?

When an aircraft is diverted en-route due to conditions at the originally scheduled destination, the actual block-to-block time is compared with that of the originally scheduled segment for calculation under Section 21.J.2. The TFP under Section 21.D., 21.E and 21.F will be paid for the greater of scheduled or actual flying.

### 2. How am I paid if I am on an unscheduled overnight?

See Q & A Addendum to Section 9, #3 for unscheduled overnight into days off. See Q & A Addendum to Section 21 // #8 for unscheduled overnight into days on.

### 3. What is stranded pay?

Stranded pay: If you are stranded in excess of two (2) hours due to weather, mechanical problems or to suit Company convenience, you will be paid the greater of:

- the scheduled value of TFP not flown OR
- commencing with the time the aircraft blocks in at the gate or is scheduled to depart from the gate, whichever is appropriate, at the station at which it is stranded and terminating with the time the aircraft blocks out of the station at which it is stranded, you will be paid one (1) TFP for each four (4) hours of such period (over two (2) hours shall count as a full four (4) hours; two (2) hours or less shall not count), whichever is greater.

The time period for calculation of stranded pay commences at the time the aircraft blocks in at the gate, or is scheduled to depart from the gate, whichever is appropriate, and terminates at the time the aircraft actually departs.

Example: Stranded Pay

Scheduled Sequence

Day	Flt. NBR	ORG DST	Dept.	Ariv.	Blk Time	TFP	TFP
SU	530	SEA-BUR	1000	1218	218	2.7	
SU	583	BUR-PDX	1255	1505	210	2.4	5.1
MO	504	PDX-LAX	0655	0908	213	2.5	
MO	553	LAX-PDX	0950	1208	218	2.5	
MO	712	PDX-PHX	1355	1710	223	2.9	7.9
TU	725	PHX-PDX	0700	0844	244	2.9	
TU	725	PDX-SEA	0915	1000	50	1.0	3.9

TOTALS 16.9 hard-time TFP, plus a four (4)-TFP minimum of 0.1=17.0 total TFP.

Assume you fly Flight 725 PHX-PDX on Day Three, and that Flight 725 PDX-SEA cancels due to a mechanical. You deadhead to base on Flight 723, departing PDX at 1655. You have been "stranded" in Portland for over eight (8) hours. You will be paid the greater of two (2) TFP Stranded Pay or the scheduled TFP value of canceled flights not flown or made up the same day.

Revised Sequence

Day	Flt. NBR	ORG-DST	Dept.	Ariv.	Time	Blk TFP	TFP
SU	530	SEA-BUR	1000	1218	218	2.7	
SU	583	BUR-PDX	1255	1505	210	2.4	5.1
MO	504	PDX-LAX	0655	0908	213	2.5	
MO	553	LAX-PDX	0950	1208	218	2.5	
MO	712	PDX-PHX	1355	1710	223	2.9	7.9
TU	725	PHX-PDX	0700	0844	244	2.9	
TUDH	723	PDX-SEA	1655	1745	48	1.0	3.9

TOTALS 16.9 hard-time TFP, a four (4)-TFP minimum of 0.1, plus Stranded Pay of 2.0 TFP = 19.0 total TFP.

TFP paid for Stranded Pay can be identified on your Flight Attendant Pay Detail by the absence code "SR". (Section 21.N.)

1. When a Flight Attendant is rescheduled, reassigned, or receives a JA assignment at the completion of her/his sequence at home domicile, and the new assignment includes an RON which results in flying on a scheduled day off, the Flight Attendant will be compensated in accordance with Section xxx of the Collective Bargaining Agreement.
2. When a Flight Attendant is stranded (unable to fly her/his sequence for more than 2 hours) due to weather, mechanical problems, or to suit Company convenience, the Flight Attendant will be paid one of the following, whichever is greater:
  - a. The TFP that the Flight Attendant would have received had s/he flown the sequence(s) affected by the stranding in the manner that the sequence(s) was originally scheduled to operate (pay protection); or
  - b. The TFP calculated under Section xxx (stranded pay), plus the TFP value of the flights actually flown. The determination of the greater amount of the pay is made by comparing the pay protection to the stranded pay calculation under Section xxx. Pay protection is calculated by subtracting the TFP value of flights actually flown during the sequence(s) from the TFP value of the scheduled sequence(s). The Flight Attendant will be paid the greater amount

of pay, based on the comparison, plus the TFP value of the flights actually flown.

- c. When a Flight Attendant is stranded due to weather, mechanical problems, or to suit Company convenience, and the stranding leads to an RON which results in flying on a scheduled day off, stranded pay under Section xxx. will be calculated separately from pay under Section xxx. The period used to calculate stranded pay under section 21.O.2 will continue up to the time the duty period preceding the unscheduled RON was scheduled to end. Pay under Section xxx will begin thereafter.

#### **4. How am I paid when the aircraft is held awaiting departure (ground delays)?**

If your actual ground time exceeds your scheduled ground time by more than ten (10) minutes (not including turn times), you are paid one-half (0.5) TFP per hour, prorated and rounded up to the nearest .1 TFP, at the Flight Attendant's step rate including the first ten (10) minutes, for block and ground delays. (Section xxx)

#### **5. How am I paid if my actual block time exceeds my scheduled block time?**

If your actual block time exceeds your scheduled block time by more than ten (10) minutes, you are paid one-half (0.5) TFP per hour, prorated and rounded up to the nearest .1 TFP, at the Flight Attendant's step rate including the first ten (10) minutes, for block and ground delays. Block delays will be paid automatically with a few exceptions which you must submit an activity claim form for:

- a. block delays over sixty (60) minutes.
- b. block delays on a flight that crosses midnight at any time. (Section xxx) [See Arbitration #37-94 (Gaunt 2/5/96).]

//

#### **6. What happens if my flight(s) cancels? Am I released? How am I paid?**

If a flight(s) cancels due to weather, mechanical, or to suit Company convenience, you must contact Crew Scheduling for a release and/or an alternate assignment. You will be paid according to your scheduled sequence or what you fly, whichever is greater. (Section // 21.M.) If your flight cancels in advance of the day of departure, the provisions of Section // 10.S. will apply.

//

#### **7. Does ground holding accrue during debrief?**

No. (Section 21.J)

**8. How am I paid if I report to work and I am reassigned on a scheduled day of work?**

You will be paid for any TFP flown over scheduled per duty period at 1.5 times the trip rate. If reassigned to a sequence worth fewer TFP, you will be guaranteed the TFP value of your originally scheduled sequence. The Company will not include any TFP added to reach the four (4)-TFP minimum per duty period when calculating the pay for the schedule change or reassignment in accordance with Section // 10.R.5. //

**9. Is it possible to receive stranded pay and delay pay?**

Yes, if you are stranded for over two hours while you are on duty. Once you are released into crew rest, you will receive only stranded pay under 21.N (or pay under // 9.D.4.b if released into an unscheduled RON).

**10. What do I get paid for alcohol or drug testing?**

You will receive \$15.

**11. How am I paid for the taxi leg in Phoenix from the International to Domestic terminal?**

You will receive \$15. If block-in at the International gate (including clearing customs and taxi) to block-in at the domestic gate exceeds one (1) hour, you shall receive an additional \$15 for each hour of duty worked, prorated to the nearest minute. You will also be compensated the \$15 if you call in sick for the sequence which includes the taxi leg.

The following will apply to inbound Flight Attendant crews from Mexico to Phoenix:

- a. Continuing Flight Attendant crews may be required to re-board the aircraft at the Phoenix International Terminal for taxi to the Domestic gate. In this circumstance, each Flight Attendant shall receive \$15.00.
- b. Flight Attendants who terminated their duty day in Phoenix and who were required to re-board the aircraft at the Phoenix International Terminal for taxi to the Domestic gate shall receive \$15.00. In this circumstance, if the Flight Attendant's duty time continued beyond 1 hour after initial block-in time at the international terminal, s/he shall receive \$15.00 for each additional hour of duty worked, prorated to the nearest minute. Duty time shall be extended to the time the Flight Attendant was relieved from duty at the Phoenix Domestic Terminal.

Flight Attendant crews inbound from Mexico who are scheduled to terminate the duty day in Phoenix may not be required to re-board the aircraft at the Phoenix International Terminal for taxi to the Domestic gate.

//

**12. Do I accrue sick leave on stranded pay?**

No.

//

**13. When do I receive "A" pay?**

Flight Attendant must actually fly a sequence or portion thereof, in order to receive the two dollars (\$2.00) for each TFP flown or credited. For example, if a Flight Attendant is awarded the "A" position on a sequence for which she calls in sick, the Flight Attendant would not be compensated the two dollars (\$2.00) "A" premium pay for the sequence. However, if a Flight Attendant actually flies the sequence and is credited beyond what is actually flown, as in the case of a four (4) TFP minimum, the Flight Attendant would receive the two dollars (\$2.00) "A" premium pay for each TFP flown or credited.

**14. When do I advance to the next pay step?**

You will advance a pay step on your anniversary date. //



**A. Per Diem**

A Flight Attendant shall receive an hourly per-diem allowance for each hour s/he is away from her/his domicile, starting at the time of required check-in and ending thirty (30) minutes after arrival of her/his last flight in her/his sequence. This per-diem is designated as compensation for meals. The per diem allowance will be two dollars and // fifty cents // (\$2.50) per hour

**B. Transportation**

Company shall provide dependable transportation from airport to layover point and return. When transportation is not provided within thirty five (35) minutes from block-in or within ten (10) minutes of the scheduled departure time from the hotel, Flight Attendants shall be reimbursed for the actual expenses incurred for transportation to or from the airport.

**C. Buy On Board Food Discount for Working Crew**

If perishable or non-perishable food items are available for sale on a flight, a Flight Attendant may purchase one item per duty period at fifty percent (50%) of the retail price. Perishable items left over may be consumed upon completion of the service at no cost.

**D. Passport Renewals**

The Company will pay for all passport renewals, including a renewal required due to a name change. Flight Attendants are responsible for any other costs associated with renewal, such as photographs or expedited fees.

**Q. What are the rules for passport renewal?**

- A. Company policy requires Flight Attendants to carry a valid passport while on duty. The Mexican government requires a passport for travel into and out of Mexico. The Canadian government currently requires only appropriate identification of United States citizenship.

To renew a passport, it may be necessary for a Flight Attendant to mail in her/his current passport. If a Flight Attendant does not have her/his passport during the renewal process and has Mexico flying, Section 10.T, will be used to find alternate flying for the Flight Attendant. If no flying is available for Flight Attendant, s/he will be pay assigned, in accordance with Section 10.T, as long as her/his attempts to renew the passport have been initiated at least fifteen (15) days prior to passport expiration date.

If a Flight Attendant has not initiated the renewal process at least fifteen (15) days prior to passport expiration date, the Flight Attendant will be removed from Mexico flying, without pay, until the passport is received. A Flight Attendant will not be removed from flying into and out of Canada if s/he does not have a current passport, as long as s/he is able to provide the appropriate identification of United States citizenship, as required by the Canadian government.

If a Flight Attendant who checks in for Mexico flying has forgotten her/his passport, s/he will be removed from the flying without pay. If a Flight Attendant who checks in for Canadian flying has forgotten her/his passport, but has appropriate identification of United States citizenship, as required by the Canadian government, s/he will not be removed from the flying.

If the Canadian government at any time requires a passport for entry, the rules governing Mexico flying will apply to Canada flying.

A. The Flight Attendants' insurance plan shall be separated from the Company-wide plan, and shall provide benefits comparable to those offered under the Alaska Airlines pilot's insurance program, subject to the following limitation:

1. Premiums: A Flight Attendant's contribution toward PPO medical/dental/vision costs will // be as follows: //

Year	Cost Sharing
2014	Rates determined by 2010 extension
2015	18%
2016	19%
2017	20%
2018	20%
2019	20% -in effect during status quo period

2. The // 2019 rates will remain in effect until re-negotiated in a successor-collective-bargaining agreement.
3. The Company will offer a high-deductible group-insurance plan. Flight Attendants will pay no more than any other work group to participate in the plan.
4. For Health Maintenance Organizations (HMO), where offered, the Flight Attendant will pay the difference between the entire cost of the HMO and the Company contribution for the PPO plan, subject to a minimum Flight Attendant contribution of the amount charged to PPO plan participants.
5. Flight Attendants participating in Alaska Health will pay the same amount as the Company's pilots do for the same plan.

B. Eligibility for Insurance

8. Flight Attendants must fly or be credited 480 TFP inclusive of Worked TFP, vacation and sick leave in a calendar year to be eligible for Company-paid medical, dental and vision insurance.
  - a. Leaves with Coordination: If a Flight Attendant is on a leave of absence, any month in which s/he coordinates sick leave with short/long term disability or workers compensation pay (or vacation with short term disability) pursuant to Section 23.D [Insurance Benefits: Coordination of Sick Leave...] will not count toward the threshold calculations (four hundred eighty (480) Worked TFP). The threshold calculations will exclude any month in

which a Flight Attendant is coordinating sick leave with short /long term disability or workers compensation pay (or vacation with short term disability), in the same manner as Section 16.A.1.3. The look-back will extend into the prior year to include additional month(s) equal to the number of excluded month(s), such that twelve (12) full months are included in determining which threshold has been met.

- b. Leaves without Coordination: For the purpose of the threshold calculation (four hundred eighty (480) a Flight Attendant will receive an unpaid credit of 1.333 TFP for each day on which a Flight Attendant is on an unpaid personal, military, extended, medical, maternity, FMLA, workers compensation or parental leaves of absence or on a furlough (including voluntary furlough). A Flight Attendant with less than one (1) year of service will receive insurance benefits for the first full calendar year.
2. If the Flight Attendant is not credited with 480 TFP in the calendar year pursuant to 23.B.1 above, s/he may elect to forego Company insurance coverage or to pay the entire premium.
3. Company-paid coverage will be restored in the first full month after the Flight Attendant flies or is credited 480 TFP in a calendar year.

**C. Long-Term Disability Insurance Plan**

1. The Company will pay 100% of the premiums to an insurance carrier for a long-term disability insurance ("LTD") policy for all eligible Flight Attendants. The insurance carrier shall be selected by the Company, so long as the LTD policy meets the following minimum specifications.
  - a. Eligibility: All Flight Attendants will be eligible for the LTD plan no later than the first day of the bid month after thirty (30) days of service and shall remain eligible for any month during which she/he is on the active payroll or on an approved leave of no more than thirty one (31) days unless a longer duration is allowed by the insurance contract.
  - b. Elimination Period: The plan will have an elimination (waiting period) of one hundred eighty (180) days after the date that the Flight Attendant becomes disabled.
  - c. Duration: LTD benefits will continue to be paid as long as the Flight Attendant remains disabled under the terms set forth in the LTD policy, but will cease upon reaching Social Security Normal Retirement Age ("SSNRA"), unless the insurance carrier



underwriting the plan extends benefits to meet a minimum benefit period it establishes.

- d. Duration for disabilities after SSNRA: covered Flight Attendants who become disabled after their Social Security Normal Retirement Age will receive no fewer than twelve (12) months of benefits, provided that s/he remains disabled under the terms set forth in the plan.

- e. Pre-Existing and Certain Other Medical Conditions: LTD benefits will be subject to pre-existing condition limitations and exclusions established by the insurance carrier. Also, the insurance carrier may not provide coverage, or may limit the length of benefits, for certain conditions (see 23.C.5.e.1. RFP Process for exemplar list).
  - 1. An otherwise covered disability will be deemed pre-existing if it is due to a medical condition for which s/he received a diagnosis or treatment during the three (3) month period prior to the date of eligibility for LTD coverage.
  - 2. After twelve (12) months of coverage under the LTD plan, the medical condition will no longer be considered pre-existing for the purposes of determining eligibility for benefits.

## 2. Benefits

- a. The monthly LTD benefit will equal fifty percent (50%) of the Flight Attendant's average monthly TFP earnings for the last twelve (12) months of active service prior to date of disability (excluding approved leaves or furlough).
  - 1) "TFP earnings" includes all amounts paid in TFP, but does not include Visa payments, per diem, PBP, OPR, or other bonuses or forms of compensation.
  - 2) The earnings shall be prorated for Flight Attendants who do not have twelve (12) months of active service. For example, a Flight Attendant who has six (6) months of active service, with a total of four hundred twenty (420) paid TFP, will be prorated to average monthly earnings of seventy (70) TFP.
- b. The maximum monthly benefit will be five thousand dollars (\$5,000).
- c. The minimum monthly benefit will be the greater of fifteen percent (15%) of TFP earnings or one hundred dollars (\$100).
- d. If a Flight Attendant becomes deceased while eligible to receive benefits under the LTD plan, her/his designated survivor will receive a lump sum equal to six (6) months' gross benefit.

## 3. Definition of Disability



- a. For the first twenty-four (24) months that a Flight Attendant receives LTD benefits, s/he will be considered disabled if s/he is unable to perform her/his own occupation due to a covered disabling illness or injury.
- b. After twenty-four (24) months of receiving LTD benefits, a Flight Attendant will be considered disabled if s/he is unable perform any occupation, due to a covered disabling illness or injury, that pays at least sixty percent (60%) of her/his pre-disability earnings.

If the carrier selected by the company offers an "any occupation" definition of eighty percent (80%) of pre-disability earnings (versus sixty percent (60%)) at a cost load for the definition of disability that is no more than five percent (5%) higher than for the "any occupation" definition of sixty percent (60%), the Company shall specify that the "any occupation" definition be eight percent (80%) of pre-disability earnings. If the cost load of an "eighty percent (80%) definition" is more than five percent (5%) greater than the "sixty percent (60%)" definition, but a lower percentage definition would not exceed the five percent (5%) cost load, and it is offered by the carrier, then that percentage definition shall be used (for example, "seventy percent (70%)" or "seventy five percent (75%)" definition).

#### 4. Offsets

- a. The following will be offset from the Flight Attendant's gross monthly LTD benefits:
  - 1) Social-security disability for the member only (not family members);
  - 2) Workers compensation benefits, except that there is no offset for payments received attributable to "permanent impairment" (i.e., payments received for loss of limb or other complete impairment, which are paid in addition to income continuation payments under workers compensation laws);
  - 3) Sick leave paid to the Flight Attendant by the Company that, when added to the amount of the LTD benefit, exceeds 100% of pre-disability earnings.
  - 4) Any other offset required by the insurance carrier and not specifically set forth in Paragraph C.9.b. below.
- b. The following will not be offset from the Flight Attendant's gross monthly LTD benefits:



- 1) Work incentive (alternate duty), up to one hundred percent (100%) of pre-disability earnings;
  - 2) Sick leave up to one hundred percent (100%) of pre-disability earnings;
  - 3) Vacation pay, grievance settlements or awards, profit sharing, and imputed income;
  - 4) Income from a job/self-employment that the Flight Attendant held prior to date of disability; and
  - 5) Pensions received from an employer other than Alaska Airlines.
5. Request for Proposal ("RFP") Process
- a. The MEC President or her/his designee will be engaged in the RFP process.
  - b. The MEC President or her/his designee will have the right to review quotes received and plan descriptions.
  - c. AFA will not object to any plan that meets the requirements of this Paragraph (23.C).
  - d. The Company will provide the insurance carrier(s) with the then-current Flight Attendant job description as part of the RFP and renewal process(es).
  - e. The Company will attempt (but not be required, initially or upon renewal) to achieve additional plan benefits/design components. Examples of such components include, but are not limited to:
    - 1) Elimination of or limiting exclusions for self-reported conditions; muscular-skeletal conditions; mental or nervous disorders, such as schizophrenia or bipolar disorder, Alzheimer's disease/organic brain disease;
    - 2) Limiting offsets that would reduce the LTD benefit;
    - 3) Providing custom communications to members; and
    - 4) Providing those who are receiving benefits with a non-mandatory ten percent (10%) rehabilitation incentive.



- 5) Maintaining eligibility for continuous, uninterrupted coverage while on approved leaves of a duration longer than thirty one (31) days as outlined in C.1.a.

6. Group Health Care Benefits

- a. While receiving LTD benefits under this plan, a Flight Attendant may continue group health care coverage (medical/dental/vision) at active-employee rates for the Flight Attendant and dependents (if applicable) for the duration of disability benefits, twenty-four (24) months, or until Medicare-eligible, whichever is earlier. Coverage must be continuous (i.e., the Flight Attendant must be on active coverage at commencement of LTD benefits in order to be eligible to continue health care benefits while on LTD). Flight Attendants will be required to remit premiums by the first of the month for each month's coverage, with a thirty (30) day grace period. If a premium is not received by the end of the thirty (30) day grace period, active coverage will be terminated and cannot be reinstated.
- b. Flight Attendants returning to active service from Long Term Disability will be eligible for group health care coverage (medical/dental/vision) at active-employee rates for the Flight Attendant and dependents (if applicable) for no less than twelve (12) active bid months. At the end of twelve (12) bid months following return to active service from a Long Term Disability a Flight Attendant must fly or be credited four hundred eighty (480) TFP in the preceding twelve (12) bid months in order to remain eligible for group health care coverage (medical/dental/vision).
- c. A Flight Attendant on an unpaid personal, extended, medical, Maternity, FMLA, worker's compensation or parental leave of absence, or on a furlough (including voluntary furlough) will receive an unpaid credit of one and one-third (1.333) TFP towards the four hundred eighty (480) TFP for each day on which s/he was on the leave of absence or furlough. A Flight Attendant's eligibility for group health care coverage (medical/dental/vision) will be recalculated on December 31 of the following calendar year under the provision of 23.B.

7. Miscellaneous

- a. A Flight Attendant receiving LTD benefits will not be on active payroll, unless s/he is coordinating with sick leave. S/he will receive an unpaid credit of one and one third 1.333 TFP towards the four hundred eighty (480) TFP, as if on normal medical, maternity or workers compensation leave.

- b. A Flight Attendant receiving LTD as a result of a compensable, work-related injury will retain and accrue seniority.

D. Coordination of Sick Leave During Medical or Maternity Leave, Worker's Compensation or Short Term Disability

A Flight Attendant may coordinate the use of Sick Leave in conjunction with Medical or Maternity Leave, Worker's Compensation or Short Term Disability in order to maintain insurance benefits for her- or himself and her/his eligible dependents, if applicable, at the active employee rate. Sick leave coordination will be allowed during any full or partial bid month on such a leave. S/he may draw three tenths (0.3) TFP sick leave per day (nine (9) TFP in a thirty (30) day bid month or nine and three tenths (9.3) TFP in a thirty one (31) day bid month) first from the Secondary Sick Leave Bank (SSLB), or if depleted, from the Primary Sick Leave Bank (PSLB) until both banks are depleted. If a Flight Attendant does not have enough sick leave in her/his sick leave banks to maintain continuous health care coverage during the LTD benefits waiting period, the Company will work with the Flight Attendant to allow her/him to draw sick leave at an appropriate rate that will allow the Flight Attendant to maintain coverage throughout this period. In no circumstances will a Flight Attendant be provided a less favorable application of this practice than is extended to the Alaska Airlines pilots.

- A. The Company should be notified by a Flight Attendant of any impending Jury Duty as soon as possible. If the Flight Attendant does serve on Jury Duty, s/he will be paid the TFP actually scheduled and missed. The Flight Attendant will furnish written proof of the time served on Jury Duty.
1. Flight Attendants will coordinate Jury Duty with Inflight Administration as soon as possible after the Jury Duty notice is received. A copy of the Jury Duty notice must be submitted before schedules will be adjusted.
  2. If a Flight Attendant has Jury Duty during all five (5) days of the week (M-F) and has a sequence, a portion of a sequence with a SIP or reserve days on the weekend (Sat. and/or Sun) and is scheduled for Jury Duty the following week, the Flight Attendant may choose whether or not s/he wishes to fly on the weekend. The Flight Attendant will not be paid if s/he chooses to drop the sequence or reserve days. Five (5) TFP will be deducted from the reserve guarantee for each reserve day dropped. The Flight Attendant must inform Inflight Administration at least forty eight (48) hours prior to the departure of the sequence or the beginning of the reserve day twelve (12) midnight whether or not s/he will fly. The Flight Attendant will not be required to fly a sequence with a destination determined by Scheduling to have circumstances which could cause considerable delay such as weather, floods, earthquakes etc., if the Flight Attendant is scheduled for Jury Duty the following week. If the Flight Attendant does not fly the originally scheduled sequence on the weekend due to a circumstance listed above, the Flight Attendant may be reassigned and will be pay protected.
  3. If a Flight Attendant has a sequence prior to Jury Duty, which overlaps into the day Jury Duty is scheduled to begin, the Flight Attendant will be replaced at the SIP in order to return her/him to her/his domicile to attend Jury Duty. If there is not a SIP, the sequence will be dropped.
  4. If a Reserve Flight Attendant is on call with the court on a daily basis, the Flight Attendant must notify Inflight Administration if s/he is not needed by the court at first knowledge, and will go back on reserve for the day. The Reserve will not be assigned to a sequence with a destination determined by Scheduling to have circumstances which could cause considerable delay such as weather, floods, earthquakes etc., if the Flight Attendant is scheduled to continue Jury Duty the following day. If the Reserve is assigned a sequence, s/he will be scheduled to block in at home domicile no later than twelve (12) midnight.
  5. If a Jury Duty notice confirms that a Flight Attendant will be needed with certainty for a period of time or the Flight Attendant is sequestered, sequences will be dropped with pay for the entire period. If not, sequences will be dropped on a sequence-by-sequence basis. It is the Flight Attendant's responsibility to call Inflight Administration and advise the Company if the next scheduled sequence must be dropped for Jury Duty. No Show points will not be adjusted if a Flight

Attendant forgets to advise Inflight Administration to drop a sequence for Jury Duty.

6. If a Flight Attendant's Jury Duty ends in the middle of a scheduled sequence and there is a SIP, s/he will be required to pick up her/his sequence at the SIP. Failure to pick up the remainder of the sequence will result in a No Show and loss of pay.
  7. Flight Attendants will be paid the TFP actually scheduled on the Flight Attendant's line as of the date of the postmark on the Flight Attendant's notification of Jury Duty, and missed due to Jury Duty. In the event a notification is not postmarked, the date used to determine trip pay protection will be the date fourteen (14) days prior to the appearance. If the Flight Attendant has not yet bid or been awarded her/his bid, s/he will be paid for the TFP missed from the line that she was awarded.
  8. Flight Attendants will not be paid for sequence(s) picked up and missed due to Jury Duty, unless s/he picked them up no later than the postmark date on her/his notification of Jury Duty.
  9. Flight Attendants will only be paid if written proof of the time served on Jury Duty is submitted to Inflight Administration.
  10. Upon request, a Flight Attendant will be afforded contractual rest before and after Jury Duty but will not be pay protected for any such adjustment to her/his line. The entire sequence will be dropped, unless the Flight Attendant elects to be placed on or removed from her/his sequence at the SIP, as applicable. If the Flight Attendant elects to break the sequence at the SIP, s/he will not receive the four (4) TFP duty period minimum; the Flight Attendant who picks up or is assigned the SIP will receive the four (4) TFP duty period minimum.
- B. All Alaska Airlines Flight Attendants and their immediate families shall be allowed the same pass and reduced fare privilege afforded other Alaska Airlines employees in accordance with Company policy.
- C. All orders involving furloughs, leaves of absence, discipline, or anything else affecting pay shall be in writing.
- D. A Flight Attendant will not be required to perform work normally assigned to a cleaner, provisioner or ramp or operations agent. The Flight Attendant will make a reasonable effort to tidy up the aircraft.
- E. A Flight Attendant will be entitled to receive from the Company a copy of the entire personnel file upon request within seven (7) calendar days.

- F. The Company will provide security and // lighting in all parking areas designated as Flight Attendant parking areas. Where permitted by Port Authority, a registered commuter whose commuter city is also a Flight Attendant domicile may elect to have parking at the commuter city instead of at her/his domicile; if the cost of the parking at the commuter city is more than at the domicile, the Flight Attendant will pay the difference.
- G. A Flight Attendant who, at the Company's request or who is subpoenaed, appears in connection with any occurrence arising out of the Flight Attendant's service with the Company will be paid the greater of TFP missed or a minimum of six (6) TFP under the provisions of 27.P.1.c. and such TFP will count toward her/his monthly credit.
- H. Flight Attendants are not required to wear their uniform when riding on the jump seat and not on duty or deadheading when a Flight Attendant is not scheduled for a subsequent flying leg in the same duty period. Flight Attendants will be required to be in possession of their Company identification badge and comply with the Company dress code for non-revenue Passengers.
- I. The Company will make accommodations for lactating Flight Attendants on the aircraft, provided it does not interfere with Flight Attendant duties and flight schedules, and will provide private areas at domiciles and training centers, as long as it does not require expenditures of funds.
- J. The child of a Flight Attendant may accompany the Flight Attendant when s/he is a working crew member only if:
1. The child is old enough to fly unaccompanied (i.e., not as an unaccompanied minor) according to Company policy in effect at the time of the flight; or
  2. The child is accompanied by another adult.
- K. Electronic Recording Devices
- Should electronic recording devices, such as flight data recorders and video recording systems, be placed on the aircraft, any information obtained by means of such device will be used to discipline a Flight Attendant only in cases involving serious incidents or accidents.
- L. The Company may at its discretion offer Voluntary Foreign Language Training as follows:
- a. Flight Attendants who volunteer for language training will enroll in and begin a Company-approved language course.
  - b. The Company will reimburse the cost of tuition and required materials

associated with the language course at a Company approved school. All training will be subject to the following conditions:

- 1) The employee was classified as a Flight Attendant while enrolled in the language course.
  - 2) The Company has approved the language course prior to the Flight Attendant's enrollment.
  - 3) The Flight attendant must maintain a "C" grade and complete within the recommended time frame.
- c. When offered the Company will make a reasonable effort to approve at least one language training facility at each domicile location as well as in addition to an on-line course. Alternatively, a Flight Attendant may locate a training program on her/his own and request that it be approved by the Company.

M. The Company will provide at least fifteen (15) computers in Seattle, two (2) in Anchorage, two (2) in Portland, two (2) in Los Angeles, two (2) in Orange County, and one (1) in Ontario. In addition, the Company may review providing computer terminal access at outlying stations. The Company will also provide // four (4) printers in Seattle and one (1) in all other domiciles and co-terminals. A Flight Attendant shall have one location to scan in outside of security and one location post security at every terminal/concourse out of which the Company operates at each domicile, co-domicile and co-terminal.

- A. The Company recognizes the importance of health and safety to Alaska Airlines and all Flight Attendants, and agrees to the formation and utilization of the Safety, Health and Security Committee (SHSC) to be appointed by the Association.
- B. The Company will provide a safe and healthy work place. The Company will inform Flight Attendants of potential environmental hazards.

C. Safety Meetings

- 1. The Flight Attendants' SHSC will be notified and may send a representative to any and all Company health and safety meetings affecting Flight Attendants. The Company will consider the recommendations of the MEC SHSC in matters affecting the safety and health of Flight Attendants.
- 2. The Company safety committee and the MEC SHSC shall meet quarterly to study and evaluate matters relating to the safety of Flight Attendants.

D. Safety Information

- 1. The MEC Safety, Health and Security Committee Chair or designee will be allowed to attend Company-FAA emergency evacuation demonstrations or partial demonstrations of airplanes that the Company plans to operate. The Company will seek the approval of the FAA, the respective government authority, and/or the manufacturer, to permit the attendance of Associate designee(s) at government required certification tests.
- 2. The Company will notify the MEC President or designee of // a decision to add new aircraft to its fleet or to reconfigure or re-design the interior of any aircraft. The Company will discuss with the MEC SHSC the parties' interests and concerns for inflight safety prior to making a final decision and allow the Association to comment on the aircraft acquisition or changes to the cabin interior of the current fleet. The Company retains the right to make all decisions regarding aircraft or changes to the cabin interior.
- 3. The Company will provide the Association an opportunity to review maintenance reports, records and equipment repair and/or equipment performance analysis reports upon request, provided that the request be made within forty-five (45) days of the incident giving rise to the request.
- 4. Material Safety Data Sheets for all chemicals used to clean, disinfect, exterminate, seal or otherwise treat aircraft interiors will be available to Flight Attendants for review upon request.
- 5. The Committee, on at a least a quarterly basis, will // review // all job related Flight Attendant accidents, illnesses and Hazard Reports and will issue written recommendations. The Committee will be provided with full copies of Company

I-21 reports, or equivalent information should the form title change. The Company will also provide copies of its Cabin Safety Reports, or equivalent information should the form title change, unless the Flight Attendant(s) requests otherwise. The Company will supply the results of any health or safety surveys conducted which affect Flight Attendants as they become available to Alaska Airlines.

6. Air contamination and noise level information, if monitored by Government agencies and furnished to the Company will be furnished to the SHSC.

E. Accidents, Serious Incidents and Hijacking

1. Upon notification of an accident/serious incident/hijacking involving Flight Attendants, the Company will promptly notify the MEC President or designee.
  - a. Aircraft Accident - An occurrence which causes damage to a Company aircraft with Flight Attendants onboard in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.
  - b. Hijacking (Air Piracy) - Seizure or attempted seizure of a Company aircraft with Flight Attendants onboard by actual or threatened force or violence.
  - c. Serious Incident - An occurrence with Flight Attendants onboard a Company aircraft involving any of the following:
    - 1) Serious injury to a Flight Attendant;
    - 2) Actual passenger evacuation of an aircraft;
    - 3) Fire or smoke on the aircraft (including on the ground);
    - 4) Assault or crew interference;
    - 5) Rapid decompression;
    - 6) Severe turbulence;
    - 7) Cabin preparation for evacuation and/or emergency landing;
    - 8) Death onboard, where a Flight Attendant provided medical assistance.
2. The Company shall promptly notify the designated emergency contact of each Flight Attendant involved in a serious accident or hijacking.



3. In the event of an aircraft accident involving Company aircraft and Flight Attendants, the Company shall permit the Association designee(s) immediate release from duty after the accident. If the Association is granted access by the FAA, NTSB or other governmental agency to a crash site, the Company will facilitate and expedite the arrival of the Association representatives to the crash site.
  4. A Flight Attendant requested or required by the Company, governmental agency, or court of law to be interviewed or questioned regarding an accident or incident will be released from her/his schedule to do so and will be furnished free, positive space transportation by the Company, if applicable, and will be pay protected.
- F. The Company will notify the MEC President or designee as soon as practicable of information it receives regarding hostilities and/or political disruptions that may present a danger to the safety of Flight Attendants at stations into which they are required to fly. At the request of the MEC President or designee, the Company will meet and review the effect of such hostilities and/or disruptions on Flight Attendants.
- G. Cabin Environment and Working Conditions
1. The Company will perform maintenance checks of aircraft environmental systems and ensure these systems perform to applicable governmental regulations.
  2. Each Flight Attendant will be provided with one (1) pair of ear plugs, and will be provided with one (1) pair each year thereafter at Company expense.
  3. A Flight Attendant shall not be required to fly on a ferry flight on which there is an inoperative engine.
  4. The Company shall reimburse employees for their out-of-pocket costs for a Hepatitis B vaccination cycle (currently three (3) shots, once per lifetime) one confirmation antibody and one additional vaccination cycle, if necessary, administered at a Company approved clinic. An annual influenza vaccination shall be reimbursed up to a maximum of twenty five dollars (\$25) per calendar year. Reimbursement will be made through the normal expense report process (receipt required).
  5. When a Flight Attendant becomes ill or injured at an international destination, the Company, once notified, shall endeavor to ensure health care access locally. A Flight Attendants will be liable for reimbursing the Company any payments made on her/his behalf under this provision that are not covered by her/his personal health care coverage or Worker's Compensation coverage.
  6. If a Flight Attendant becomes ill or injured at any station other than her/his

domicile or co-terminal, the Company shall attempt to arrange for another Flight Attendant/crewmember, if willing or another Company employee or manager/supervisor to accompany the ill /injured Flight Attendant to the hospital or treatment center. The ill or injured Flight Attendant may decline this provision.

7. The Company will ensure the on-line transportation (on Alaska Air Group) of a deceased Flight Attendant's remains or the remains of her/his immediate family (as defined in Alaska Airlines System Regulations) by the Company without charge.

#### H. Employee Assistance Program ("EAP")

1. The Company will provide the Association's EAP Chair with complete copies of Flight Attendant work group reports on EAP and behavioral health care access, utilization and management when they are provided to the Company by their vendor or other source.
2. The Company will provide the Association with annual copies of statistical reports on Flight Attendant Work Group DOT drug and alcohol tests. The reports will contain the same information that is reported to DOT by the Company.
3. The Company will recognize and promote all avenues of assistance, including the Association's EAP.
4. Changes to Behavioral Health/EAP/Drug Testing and Critical Incident Response Policies and Procedures will be discussed with the Association, and the Company will consider the Association's recommendations.
5. The Company will provide no less support and resources to the Association's EAP Committee than it provides to any other workgroup assistance program or service, if so requested by the Association.
6. A Flight Attendant who refers herself/himself to EAP assistance prior to the notification of any drug or alcohol test will be considered a self-referral.
7. When the Company becomes aware of a conflict involving a Flight attendant and another co-worker, management will assess the conflict. At management's discretion, the situation will be referred to EAP/Professional Standards.

#### H. Crew Member Physical Assault-

1. The Company will continue to maintain zero tolerance for assaults and/or interference involving crewmembers.



2. Any employee subjected to assault while at work will receive Company's full support, including appropriate in-house legal assistance, reasonable travel expenses and paid absence for time away from work necessary to attend criminal proceedings associated with prosecution of attacker.
3. Criminal/Civil Suits (in which criminal charges are filed)
  - a. Flight Attendant may be required to testify in court.
  - b. Company will provide a Flight Attendant who is assaulted on job additional legal advice and supervisory assistance necessary to pursue appropriate criminal charges. However, the Company cannot represent a Flight Attendant in criminal or civil suits.
  - c. Company will pay essential food, lodging and transportation and salary requirements of a Flight Attendant necessary for criminal prosecution of assault.
  - d. Company will counsel a Flight Attendant pursuing a civil suit regarding her/his rights and assist in finding an attorney.

- A. Any Flight Attendant who, on the effective date of this Agreement, is eligible to become a member of the Association, will do so as a condition of continued employment with the Company. A Flight Attendant will become an Association member upon the completion of her/his initial probationary period. (First one hundred eighty (180) days of employment.) For the purpose of Section 26, a Flight Attendant shall be considered a member of the Association if s/he tenders the initiation fees and periodic dues uniformly required as a condition of membership.
- B. All new Flight Attendants of the Company hired on or after the effective date of this Agreement, shall make application for membership in the Association within sixty (60) days after date of employment with the Company, and shall thereafter maintain membership in the Association as provided for in Paragraph A. of this Section.
- C. If a member becomes delinquent in the payment of her/his initiation fee or membership dues, such member shall be notified by mail, with delivery confirmation, copy to the Company, that s/he is delinquent in the payment of initiation fee or membership dues as specified herein and is subject to discharge as an employee of the Company. Such letter shall also notify the Flight Attendant that s/he must remit the required payment within a period of fifteen (15) calendar days, or be discharged.
- D. If upon the expiration of the fifteen (15) days, the Flight Attendant still remains delinquent, the Association shall certify in writing to the Company, copy to the Flight Attendant, that the Flight Attendant has failed to remit payment within the grace period allowed, and is, therefore, to be discharged. The Company shall then take proper steps to discharge such Flight Attendant from the services of the Company. Such discharge shall be deemed to be for just cause.
- E. Any determination under the terms of this Section shall be based solely upon the failure of the Flight Attendant to pay or tender payment of initiation fee or membership dues, and not because of denial or termination of membership in the Association upon any other grounds.
- F. Dues Check Off. During the life of this Agreement, the Company will deduct from the pay of each member of the Association and shall electronically remit to the Association initiation fees and monthly membership dues uniformly levied in accordance with the Constitution and By-Laws of the Association, provided such member of the Association voluntarily executes the agreed form, which is hereinafter included in this Agreement to be known as "Check-Off Form", which shall be furnished by the Association. Such remittance shall be no later than five (5) business days after the 1<sup>st</sup> of the month following the 20<sup>th</sup> paycheck. The Company will not be required to deduct initiation fees or monthly membership dues unless the Company has received a Check-Off Form and has not received a notice of revocation thereof as provided in the "Check-Off Form". Initiation fees will be deducted in five equal installments from the paycheck that the Flight Attendant receives on the twentieth (20<sup>th</sup>) day of the month, beginning with her/his first paycheck. The wording of the "Check-Off Form" shall be as follows:

**ASSIGNMENT AND AUTHORIZATION CHECK OFF OF ASSOCIATION DUES**

TO: ALASKA AIRLINES

As provided in and subject to the terms of the Agreement between Alaska Airlines and the Association of Flight Attendants-CWA, AFL-CIO, I hereby authorize the Company, as a benefit and service to me, to deduct monthly from my earnings my Association dues for that month in the amount established and levied in accordance with the Constitution and By-Laws of the Association and to pay such amount monthly to the designated officer of the Association. I also authorize the Company to deduct monthly from my earnings any initiation fee levied by the Association, until such amount is paid in full.

I agree this authorization shall be effective from the date set forth below and shall continue for a period of one (1) year and shall continue in full force and effect from year to year unless I give the Company and the Association a written notice of revocation within the fifteen (15) day period prior to the anniversary date of this Agreement, and as provided by law, and if not so revoked by me, this authorization shall continue to be irrevocable except in the manner above during subsequent periods of revocation.

This authorization shall automatically be terminated if at any time the Association ceases to be my recognized bargaining representative.

Amount

Date

Employee's Signature

Employee No.

- G. All Check Off Forms will be submitted through the Secretary/Treasurer of the Association who will forward the original signed copy to the payroll manager of the Alaska Airlines Accounting Department. A properly executed Check Off Form will become effective not later than two (2) weeks after it is received by the payroll section of the Accounting Department. Improperly executed forms will be returned to the Association.
- H. The Company will ensure that a Flight Attendant's payroll dues deduction is resumed upon a return to active service (from a leave of absence, furlough, etc). If the Company fails to resume deductions, the Company shall reimburse the Flight Attendant for the first month of dues if the Flight Attendant has contacted payroll within ten (10) days after the first paycheck is issued upon h/his return and advised the Company that dues are not being deducted.

- A. The Company shall // distribute to each Flight Attendant a printed copy of this agreement within a reasonable amount of time after ratification of the Agreement. All new Flight Attendants will be given a copy of this agreement during training. The Company and the Association may mutually agree that the copies will be in digital form.
- B. Any deviation from this Agreement may be made by mutual agreement between the Company and the Association. Such mutual agreement must be in writing and signed by the parties thereto and will be printed and distributed by the Company to all Flight Attendants for addition to their Association contract.
- C. During the term of this Agreement, it is understood and agreed that the Company will not lock out any employee covered hereby, and the Association will not authorize or take part in any slowdowns, sit-downs, work stoppage, striking or picketing of Company premises.
- D. At least // ten (10) Flight Attendants will be granted relief from flight status for purposes of official Association business. Requests for granting additional Flight Attendant relief from flight status will be approved on a case-by-case basis. Relief will be requested by telephone or in writing by the MEC President or her/his designee(s). Such Flight Attendants shall be paid by the Company during such period, and the Association will reimburse the Company.
- E. A // locked, glass enclosed bulletin board, will be provided by the Company at each Flight Attendant domicile // for use by the Association of Flight Attendants for posting notices of Association recreation and social affairs, elections, membership meetings and official notices from the Association. Posted notices shall not contain anything of a defamatory or personal nature attacking the Company or its representatives.
- F. The Company will provide to the Association by electronic means a weekly copy of current addresses and phone numbers of all Flight Attendants with the inclusion of unlisted numbers as authorized by the Flight Attendant.
- G. The Association will be permitted by the Company to utilize the individual mailboxes in the Flight Attendant lounge for all official Association business.
- H. The Inflight Services Department will recognize and utilize Association committees.
- I. The Association will have a locked deposit box in the Flight Attendant crew lounge to be used for official Association business.
- J. The Company will provide the Association upon hiring, the names and addresses of Flight Attendants who are eligible for Association membership.
- K. A copy of the permanent Flight Attendant Seniority List will be provided electronically



// to the MEC President monthly during the term of this Agreement and monthly to the LEC Presidents.

- L. The Company will provide positive space passes for Alaska Flight Attendants for Association business. The Company will also provide positive space passes for Association and CWA staff and International Officers to use for business related to Alaska Airlines.
- M. Upon request, the Company will provide the Local President with a list of all Flight Attendants on leaves of thirty (30) days or more and of Flight Attendants who have transferred to non-flying or supervisory duties. Current additions or deletions may be requested on a monthly basis. Such list shall include names, employee numbers, dates leaves began and expected dates of return, if known.
- N. The Company will provide one (1) hour for the purpose of Association orientation on a regularly scheduled training day during the new hire class period.
- O. Office Space. Upon request, the Company will provide the Association with reasonable office space on Company property // that may be used for representation purposes and Association business. The Company will maintain any lease it has for office space for the Association. With written notice of no less than sixty (60) calendar days, the Company may discontinue any leases it maintains for Association office space, but will provide new space for occupancy no later than the termination date of the prior lease. The Company will provide the Association upon request one (1) work station/desk at each Flight Attendant domicile in or immediately adjacent to a crew room. Requests must be made at least twenty four (24) hours prior to the event.
- P. Flight Pay Loss / Company Business
  - 1. It is expressly recognized that the MEC President and other named positions with the Association are an integral part of the resolution of disputes between the Company and Association. Furthermore, it is expressly recognized that Flight Attendants are in a unique situation in that they work by design at intermittent intervals. Flight Attendants are not regularly scheduled to be on the Company premises during the regular work week. The parties expressly recognize the need to have Association officers regularly available for weekly meetings and conferences related to the administration of the Agreement. In consideration of the Association's agreement to make the President and other named Association officers available on a regular basis during the regular work week and business hours of the Company, the listed Association officers shall be compensated as follows:
    - a. MEC President: 1 @ 118.2 // TFP/month
    - b. LEC Presidents: // 65 TFP/month



- c. Flight Attendants serving in any of the above capacities, described in P.1.a. and b. may, during extended LOA, sick leave, or vacation, delegate to a successor the responsibilities and pay assigned above. Any delegation shall be for at least one full week at a time. Monthly payments and accruals shall be prorated if necessary.
- d. If a Flight Attendants hold a position of MEC Present and elected, acting or appointed LEC President concurrently, that Flight Attendance will receive the MEC President flight pay loss per P.1.a. and the LEC President flight pay loss shall be paid to the acting, elected or appointed LEC Vice President for the duration of the MEC President's term. This provision shall not preclude an MEC or LEC President from receiving union business pay in accordance with this 27.P and other pay, such as training pay, vacation cash-out, and Flight Pay.
- e. Other Company-designated non-flying responsibilities: A Flight Attendant who completes approved work throughout the month will track her/his hours and submit them at the end of the month. Those hours will be summed and paid at the rate of .75 TFP/hour rounded to the nearest tenth. For Flight Attendants utilizing the "tracking process", any Company Meeting the Flight Attendant attends during the month being tracked will be included in the tracking process and paid according to Paragraph f below at no less than four (4) TFP per meeting.
- f. Company meetings will be paid at a minimum of four (4) TFP. A "Company meeting" shall be any work (excluding training pursuant to Section 30, but not including work performed by Flight Attendant Trainers) performed at a location stipulated by the Company (e.g. Company premises, airports, hiring events located at special venues, locations in relation to special projects, ect). For the convenience of the parties conference calls may be scheduled in lieu of a physical meeting and shall be considered a Company meeting for the purposes of this provision.
- g. All Flight Attendants shall receive a five percent (5%) override in lieu of per diem for all Association and Company business pay.
- h. All Flight Attendants receiving Company business pay will also receive "A" pay.
- i. Flight Attendants attending a Company meeting at the request of the Company shall be compensated for flight travel based upon the TFP value of the distance from their domicile to and from the location of the meeting plus .75 TFP per hour for the actual meeting time, or four (4) TFP, whichever is greater.

2. AFA Scheduling Chair:





- a. Scheduling Chair - 1 @ 100 TFP/month, Company business pay (CB).
  - b. S/he will not bid a monthly schedule and will be on a no bid status.
  - c. The Scheduling Chairperson and Company representatives will work collaboratively to enhance Flight Attendant productivity and quality of life, and Company productivity.
  - d. S/he will compromise one (1) of the three (3) PBS committee members.
  - e. S/he will participate in the Scheduling Review Committee, Pairing Analysis, PBS, monitoring OT Trading and Reserve reposition calendar, review scheduling efficiencies, and other related issues.
  - f. S/he will have access to the pairing optimizer, Virtual Private Network (VPN), administrator access to Navtech's PBS and full (scheduler level) access to Maestro Crew Management System (or successor system).
  - g. Dedicated desk/work station in Scheduling Department.
  - h. Twenty four (24) hour access to Flight Attendant Crew Scheduling.
  - i. The Association agrees to consider input from the division leader of Inflight or her/his designees on the final selection of the AFA Scheduling Chairperson.
3. Guaranteed Drops for EAP Committee: EAP: Company-paid flight pay loss will be provided to the EAP committee on a monthly basis as follows:
- a. MEC EAP Chair/designee: 100 TFP per month
  - b. Total committee member pay for each base shall be predicated on base population and shall be prorated as follows:
    - 1) The first two hundred fifty (250) Flight Attendants – one (1) TFP for each ten (10) FAs or portion thereof.
    - 2) The second two hundred fifty (250) Flight Attendants – one (1) TFP for each fifteen (15) FAs or portion thereof.
    - 3) Five hundred one (501) or more Flight Attendants – one (1) TFP for each twenty (20) FAs or portion thereof.

Example: If a base has one thousand five hundred ten (1510) Flight Attendants, The Company would pay ninety three (93) TFP: Twenty five (25) TFP for the first two hundred fifty (250) at one for ten (1:10); seventeen (17) TFP for the second two hundred fifty (250) Flight Attendants at one for fifteen (1:15); and fifty (50) TFP

for the remaining one thousand ten (1010) Flight Attendants at one for twenty (1:20).

- Q. Flight Pay Loss/Union Business: Flight Pay Loss submitted by the Association coded as Union Business shall be paid by the Company to the Flight Attendant. Such pay will be reimbursed by the Association to Alaska Airlines at one hundred percent (100%) of the cost at the rate of pay of the Flight Attendant that was dropped for Union Business (fringe benefit costs will be carried by the Company).
- R. The Company will collect and transmit each month to the Treasurer of the Association of Flight Attendant's Political Action Committee (AFA-Flight PAC) and Disaster Relief Fund the voluntary contributions to Flight PAC and Disaster Relief Fund from the earnings of those employees who voluntarily authorize such contributions on forms provided for that purpose by the Flight PAC.
1. The contributions will be deducted from the employee's paycheck issued by the Company on the 20<sup>th</sup> of each month until such time the employee submits a written request to discontinue said contributions.
  2. The amount of such monthly deductions and the transmittal of such voluntary contributions shall be as specified by the individual employee in such forms and in conformance with any applicable state and/or federal laws.
- S. The Association may use an electronic bulletin board on the Company's intra-net system for posting notices of Association recreation and social affairs, elections, membership meetings, and official notices from the Association. Posted notices shall not contain anything of a defamatory or personal nature attacking the Company or its representatives or employees. Should the Association and the Company become involved in a labor dispute the Company may restrict the operation of the electronic bulletin board assigned to the Association.
- T. If the Company supplies Flight Attendants with electronic devices for use on the aircraft, it will ensure that the ALA Flight Attendant CBA and Flight Attendant Manual (FAM) are available in mobile applications for use on the devices in accordance with Company Policy.
- U. If provided with electronic devices, a Flight Attendant may use such device in flight to access the FAM and CBA in digital format in accordance with Company Policy.
- V. A Flight Attendant, if requested and mutually agreed to by the Company, will be allowed to lobby in uniform and have access to crew rooms to assist with voter registration. Such activity will not reflect unfavorably on the Company.
- W. A Flight Attendant may be granted a leave of absence to accept an official elected or staff full-time positions with the Association and/or with the Communications Workers of America (CWA), and shall continue to accrue seniority during such leave.

At the Flight Attendant's option, s/he shall retain the ability to work trips and attend recurrent training. While on this leave of absence, the Flight Attendant will continue to accrue uniform allotment. Upon return, s/he shall be entitled to full medical benefits at the Company-paid rate and the full-time equivalent vacation entitlement.

**X. Association of Flight Attendants (AFA) Official Pin**

Flight Attendants shall be permitted to wear the official Association pin on a place visible on the Flight Attendant uniform. The pin must be the official pin recognized by AFA-CWA International and worn by a majority of the AFA –CWA members. The Company reserves the right to designate the location where the official Association pin may be worn. With the consent of the Company, a special limited edition or commemorative pin may be worn.

**Y. Special Projects**

1. The Company may maintain a special projects pool and select Flight Attendants in the pool to participate in Company-directed special projects or to augment Association committee work. Flight Attendants interested in being a part of the pool should apply to the Director, Inflight Training, Standards, & Product Development. Periodically, the Company will interview applicants on file and make additions to the pool. All questions concerning application and interviews should be direct to the Company.
2. If, due to special circumstances, the Company is unable to utilize a "pool" Flight Attendant for a special project, the Company shall make a reasonable effort to notify the MEC President or her/his designee as soon as possible.
3. Special Projects Flight Attendants shall be paid in accordance with P.1.e.
4. The Company agrees to provide the MEC President, or her/his designee a monthly list of the Flight Attendants in the special projects pool and all Flight Attendants who are utilized, whether in the special project pool or not, and the project(s) in which they participated.

- A. If, during the term of this Agreement, the Company chooses to operate multiple Flight Attendant domiciles, the following rules shall apply:
1. A Master bid // form for transfer to a new domicile, which shall be made before the opening of the new domicile, may include a contingency proposed by the Flight Attendant.
  2. After opening of the new domicile, vacancy bids may not include a contingency proposed by the Flight Attendant.
  3. All hours of service and scheduling regulations will apply to all additional domiciles.
  4. Reserves may be cross-utilized between or among domiciles, provided that applicable deadhead rates shall apply when a reserve is required to deadhead to or from her/his domicile.
  5. No sequence trades shall be allowed between domiciles.
  6. No vacation slots may be traded between domiciles.
  7. No "JA'ing" will be allowed between domiciles.
  8. In case of irregular operations, the Company will make all reasonable efforts to return the Flight Attendant to her/his proper domicile at the end of the sequence. If such return is impossible, applicable deadhead rates shall apply for return to the proper domicile.
  9. Voluntary (Temporary) Base Trade (Swap) - Flight Attendants may trade bases on the following terms:
    - a. Base trades will be granted on a monthly basis, provided that Inflight Administration is notified in writing by the 1<sup>st</sup> day of the prior month.
    - b. The trade must be for a minimum of three (3) months;
    - c. Moving expenses will not be paid;
    - d. Probationary Flight Attendants are not eligible for base trades.
    - e. If a base-trading Flight Attendant is awarded a master bid transfer request, the base trade is terminated and the other Flight Attendant must return to her/his permanent base;

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- f. Personal leaves will be awarded to base-trading Flight Attendant only after such leaves have been awarded to permanently domiciled Flight Attendants;
  - g. A base-trading Flight Attendant will bid at her/his own system seniority;
  - h. Legalities will apply to month-end overlap; each Flight Attendant is responsible for trips or reserve days at the new base in the new month-//
  - i. If a base-trading Flight Attendant is awarded a leave of absence, the other Flight Attendant will remain in the traded base;
  - j. Paragraph F [Co-terminals] of this section applies to Flight Attendants participating in base trades.
  - k. The Flight Attendant shall retain her/his awarded vacation slot(s) occurring during the term of a base swap. She/he may trade the vacation slot(s) with vacation open time or with another Flight Attendant in her/his permanent domicile.
- B. Moving expenses incurred in connection with transfer to another domicile shall be compensated as follows:
- 1. New Domicile - A newly established domicile shall be considered to be a "new domicile" for a period of // six (6) consecutive months. Flight crews transferred during such period shall be considered as transferred at Company request and their moving expenses shall be paid by the Company per Paragraph B.5 of this Section. In such a circumstance, the Company shall pay for broken lease penalties and reimburse utility hookup expenses incurred due to relocation (supported by documentation).
  - 2. New Hire - Moving expenses as a result of new employment as a Flight Attendant will // be borne by the individual.
  - 3. Recall from Furlough - Flight Attendants who are recalled from furlough into a domicile // other than their last assigned domicile // will be moved at Company expense subject to the provisions of this section.
  - 4. Involuntary Base Transfer - Moving expenses of Flight Attendants who are assigned during a vacancy bid to domiciles which are not new domiciles shall be paid by the Company per paragraph B.6. of this Section. A Flight Attendant is considered to be assigned for purposes of this paragraph if, due to her/his seniority, s/he would have been required to accept a vacancy bid regardless of

the choices expressed on her/his Master Bid form.

5. Successful bidders on a vacancy bid shall pay their own moving expenses.
6. Flight Attendants eligible for Company paid moving expenses under the provisions of this Section shall be reimbursed per the following provisions. The Flight Attendant must provide proof of a physical change of address to qualify.
  - a. Actual moving expenses, including packing, unpacking, and insurance for household effects up to fourteen thousand (14,000) pounds or fourteen hundred (1,400) cu. ft., including up to sixty (60) days of storage.
  - b. Reimbursement for expenses for driving two (2) vehicles (registered to the Flight attendant or a member of his/her household) from the former domicile to the new domicile at the maximum IRS allowable mileage rate for moving purposes per mile based on the most direct American Automobile Association (AAA) mileage or the full cost of water transportation, whichever is most cost effective. //
  - c. Actual expenses (within reason supported by receipt) for meals and lodging en route for the Flight Attendant and members of her/his dependent family with a maximum of // one hundred and fifty (\$150) dollars per night per family for lodging.
  - d. Travel time shall be allowed at the rate of one calendar day for each three hundred fifty (350) miles or fraction thereof, based on the shortest AAA mileage between old and new domicile. Flight Attendants will be provided with a minimum of three (3) consecutive calendar days free from duty with pay for the purposes of moving, days to be mutually agreed to by the Flight Attendant and Manager of Inflight Scheduling.
  - e. For each day of travel time, a Flight Attendant shall receive pay for all lost TFP or // four (4) TFP per day, whichever is greater.
  - f. If a Flight Attendant's present residence is other than the present domicile, the Company shall pay for the move from the Flight Attendant's present residence to the new domicile, but not greater than an amount equivalent to be paid for a move from her/his present domicile.
  - g. The Company's obligation for a paid move to the new domicile shall terminate if not used within twelve (12) calendar months.
  - h. Reconnaissance Visit: A Flight Attendant who is eligible for moving expenses shall be eligible to receive one (1) night lodging at a Company-provided

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hotel and reimbursement of meal expenses up to a maximum of fifty dollars (\$50) per day. The Company will provide a positive space bumpable (C1 or its equivalent) pass for employee and spouse, registered domestic partner or one dependent. For the purpose of seeking permanent lodging at the new domicile, the Flight Attendant shall receive two (2) days off to accomplish the visit and such days, if requested, shall be without pay. Days to be mutually agreed to by the Flight Attendant and Manager of Inflight Scheduling.

C. Vacancy Bids

1. The Company will determine when a vacancy exists at a domicile due to additional aircraft to the schedule, new Flight Attendant classes and attrition.
2. Domicile vacancies will be posted for a period of fourteen (14) days prior to closing. The bid will include the number of vacancies in each domicile, the date the bid is effective and any other relevant information.
3. The vacancies will be awarded by system seniority using the Master bid form(s) // on file. Any vacancies assigned will be done in reverse seniority.
4. Any Flight Attendant may submit an updated Master bid form (no contingency) at any time prior to a vacancy bid closing. //
5. Moving expenses incurred by a successful vacancy bid will be paid by the Flight Attendant per paragraph B.5 //, Section 28 of the Flight Attendant Contract.
6. Moving expenses of Flight Attendants who are assigned during a vacancy shall be paid by the Company per paragraph B.6 //, Section 28.
7. The Company will furnish the LEC President of the base(s) affected and the MEC President with an updated seniority list reflecting any Flight Attendants successful in bidding a vacancy bid.
8. // For involuntary transfers, a Flight Attendant, upon request, must be provided with no less than forty-eight (48) hours free from duty between assignments in different domiciles at month-end overlap prior to reporting for an assignment in her/his new domicile. Such time will be treated as a planned absence for bidding purposes.

D. Standing Bid Awards When No Vacancies Exist at a Domicile

1. For the bid month of February and August of each calendar year voluntary permanent transfers will be granted to Flight Attendants with standing bids on

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file to exchange bases in seniority order. Permanent transfers will be granted after monthly vacancies, if any, are awarded pursuant to C. above or when vacancies do not exist at either domicile.

2. Transfers will be awarded provided that no vacancies or un-awarded vacancies exist in one or both of the domiciles. Such transfers shall be considered a voluntary transfer and do not qualify for any Company-paid moving expenses. Probationary Flight Attendants may not be awarded transfers under this provision.

E. Voluntary Transfer of Domiciles

1. A Flight Attendant voluntarily transferring to another domicile or participating in a base trade will contact Crew Scheduling when her/his line of time of reserve day(s) of availability interferes with her/his ability to report to the other domicile for her/his first sequence or reserve day in the other domicile. Crew Scheduling will adjust the Flight Attendant's schedule to allow her/him adequate time to relocate to the new domicile.
2. Relocation drops without pay for the purpose of moving may be provided to the Flight Attendant upon request and with management approval. Such approval will not be unreasonably withheld.

F. Co-Terminals

1. The term "co-terminal" shall mean certain designated airports proximate to the Los Angeles International (LAX) base. The designated airports are: Burbank Airport (BUR); Ontario International Airport (ONT), John Wayne (Orange County) International Airport (SNA) and Long Beach Airport (LGB).
2. In the event a sequence does not return to the co-terminal from which it departed, the Company will provide prompt transportation back to the departure co-terminal. A Flight Attendant's duty period shall be extended by one (1) hour for such time spent returning to the departure co-terminal, such time shall be considered scheduled deadhead time and the Flight Attendant will receive // one-half (0.5) TFP //. A Flight Attendant's rest period shall be determined from the one (1) hour or actual arrival time at the departure co-terminal whichever is later.
3. The Company shall provide free paved and lighted parking facilities in accordance with 24.I. at all co-terminals and provide transportation from such parking to the terminal, if necessary.
4. At co-terminals from which sequences depart, the Company will provide Flight Attendants with manual revisions // which will be kept current. The Company



may discontinue providing Flight Attendants with manual revisions // in the event that there are no published sequences which originate at that co-terminal.

5. Flight Attendants domiciled at the LAX base, including Reserves, will receive "co-terminal pay" at the rate of // twenty-five (\$25) dollars per sequence flown, show-no-go, and cancellation/reassignment within two (2) hours of check-in or airport standby assignment from a co-terminal. Such co-terminal pay shall not exceed twenty five (\$25) dollars "co-terminal pay" per report or one hundred and seventy-five (\$175) dollars per bid month.
  6. The Company will construct sequences departing from the ONT and SNA co-terminals equal to no less than three (3) times the line average for the month, evenly distributed through the month.
  7. Should the Company open co-terminals at any other domicile, the Company and the Association will negotiate provisions similar to those in Paragraph (F) to cover the new co-terminals.
- G. Commuter Policy. The following sets forth the rules concerning Flight Attendants that live in other cities and commute to the assigned domicile on Alaska Airlines:
1. The rules set forth in this agreement apply only to Flight Attendants who list themselves with the Inflight Department as commuters.
    - a. A Flight Attendant living in a metropolitan area served by the Alaska Airlines flight schedule, or airports served through capacity purchased agreements by Alaska Airlines from Horizon (QX) or Sky West (OO) must designate an airport in that metropolitan area as the commuter city and such designation shall extend to all airports in that metropolitan area. (For example, a Flight Attendant living in Los Angeles, California must designate Los Angeles as the commuter city and could commute from any one of the co-terminal cities.
    - b. A Commuter residing outside of a metropolitan area as described in G.1.a. above must designate the airport closest to her/his residence or another nearby airport with greater frequency to the Flight Attendant's domicile served by the Alaska Airlines flight schedule or airports served through capacity purchased agreements by Alaska Airlines from Horizon (QX) or Sky West (OO) (i.e. a Flight Attendant living in Flagstaff would designate Phoenix, Arizona as the commuter city).
  2. The commuter must make all reasonable efforts to arrive in their domicile or applicable co-terminal prior to their scheduled check-in time (one (1) hour prior to departure of the scheduled sequence). However, if two (2) consecutive

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scheduled flights from the commuter's designated city to the domicile or applicable co-terminal are canceled due to weather in the designated city or in the domicile or applicable co-terminal, mechanical problems, Company conveniences or the flights are significantly delayed (the second flight is posted at least thirty (30) minutes or more late), and such flights would have arrived in the domicile or applicable co-terminal thirty (30) minutes prior to scheduled check-in time, the Flight Attendant shall notify Crew Scheduling prior to scheduled check-in and Crew Scheduling will have the option of assigning the Flight Attendant to any one of the following:

- a. Allow the Flight Attendant to rejoin the Flight Attendant's scheduled sequence at the SIP or at a point mutually agreed upon between the Flight Attendant and Crew Scheduling;
  - b. Give the Flight Attendant another sequence from the Flight Attendant's commuter city or a later sequence in the Flight Attendant's domicile;
  - c. Assign the Flight Attendant as an APSB reserve in the designated commuter city;
  - d. If the Flight Attendant is assigned as an APSB reserve under c) above and not assigned a sequence within four (4) hours after being designated APSB reserve, the Flight Attendant will be assigned to a sequence the following day from the domicile city;
  - e. If the options above are not used by Scheduling, the Flight Attendant will be granted a personal leave for the Flight Attendant's scheduled sequence of flying. If the Flight Attendant is granted a personal leave, s/he will be required to pick up comparable Open Time to replace the sequences lost within thirty (30) days after the date of the personal leave. If the Flight Attendant does not pick up open time within thirty (30) days, Scheduling will assign the Flight Attendant to comparable open time and provide notification of the assignment.
  - f. If a Registered Commuter fails to meet the requirements of the Commuter Policy under the provisions of Paragraph G, the Flight Attendant will be released from any further scheduling obligation for that sequence and subject to the attendance policy under Section 32.
3. As used in Paragraph 2 above, the term "comparable Open Time" shall mean a three (3) day for a three (3) day; a four (4) day for a four (4) day; a two (2) day for a two (2) day; and a one (1) day for a one (1) day. In the event of a disagreement as to comparability, the Director of Crew Scheduling or her/his

designee shall make the final determination.

4. The commuter will not be compensated for the TFP lost due to the personal leave. Flight Attendants will be compensated for the TFP actually flown if given another sequence. If the Flight Attendant is assigned as an APSB reserve and not used that day, the Flight Attendant will be credited one tenth (.1) TFP for each six (6) minutes of APSB up to a maximum of five (5) hours on APSB and credited with five (5) TFP per duty period of APSB.
5. The Commuter Policy applies when a registered commuter is junior assigned.
6. Registered commuters will be given boarding priority over Company employees (and dependents) on pleasure travel and over all employees of other airlines

**1. What is a contingency bid?**

Master bids for transfer to a new domicile made before opening of the new domicile may include a contingency proposed by the Flight Attendant. The contingency may include a specific seniority number or range. If your contingency bid is possible at the time we close bids for the new base, you will be awarded the base. (Sec 28.A.1.)

**2. Can sequences be traded between domiciles?**

No, except giveaways between domiciles can occur. (Section 28.A.5.)

**3. Do I have to drive to receive travel time?**

No. (Section 28 // B.6.d.)

**4. If I am assigned to a vacancy at a base other than my current base while on a Leave of Absence, when does my 12 calendar months in which to use my paid move begin?**

Your 12 months begins on the day you return to active service. (Section 28 // B.6.g.)

**5. Are newly hired Flight Attendants entitled to expenses incurred in moving to their initially assigned domiciles?**

No. (Section 28.B.2.) [See Arbitration decision #20-96 (Gaunt 8/1/97).]

**6. Can I change my commuter city?**

Yes, in accordance with Section // 28.G.1.

**7. Can registered commuters use a Might Be Late?**

//Yes, registered commuters may // use the Might Be Late policy. (Section // 32.C.10.)

**8. Are Horizon cities or flights covered in the commuter policy?**

// Yes, both Horizon (QX) and SkyWest (OO) as provided by the agreement. Pursuant to Section 28.G.1.

- A. Performance Based Pay (PBP): Each Flight Attendant will receive the same percentage of her/his eligible earnings (as described in the Alaska Airlines, Inc. Profit Sharing Plan) as currently received by // represented and non-represented front-line employees under the PBP plan. The PBP plan and plan provisions are subject to change by the Alaska Air Group Board of Directors.

//

- B. The Company will match any Flight Attendant's pre-tax contribution to the 401(k) plan maintained by the Company, at the rate of one dollar (\$1.00) for each one dollar (\$1.00) contributed by the Flight Attendant, up to a maximum company contribution of seven percent (7%). //

- C. Vesting in General for 401(k) Company Match. A Member shall have a vested and non-forfeitable interest in that vested percentage portion of the balance credited to the Member's Matching Contributions Account at any time determined by reference to her/his completed years of Vesting Service in accordance with the following schedule:

Completed Years of Vesting Service	Vested Percentage
Less than 1 year	0%
1 year	20%
2 years	40%
3 years	60%
4 years	80%
5 or more years	100%

- D. Accelerated Vesting. A Member shall be fully vested and have a non-forfeitable interest in the balance credited to her/his Matching Contributions Account if:

1. The employee becomes medically disabled; or
2. The employee retires at or after age sixty-five (65); or
3. The employee retires at or after age sixty (60) with a minimum of twelve (12) years' service with the Company, or at or after age sixty-one and one-half (61 ½) with a minimum of ten (10) years service with the Company.

- E. Receipt of monthly retirement benefits will not be required in order for a retired Flight Attendant to qualify for retiree travel privileges. However, all other age requirements and vesting and/or Company service requirements as provided in the Alaska Airlines, Inc. Retirement Plan for Flight Attendants and the Alaska Airlines Pass Policy remain in effect for any retiree pass privileges.

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**A. Recurrent Training and Other Company-Required (Non-Computer-Based) Training:****1. Bidding**

- a. Posting of dates and awards shall be accessible via the Flight Attendant webpage. The recurrent dates and bidding timeline will be posted in the Flight Attendants' monthly bid packet. // Flight Attendants may voluntarily bid for, but may not be assigned, training during vacation.
- b. Even when training is offered in her/his domicile, Flight Attendants may submit a preference to attend training out-of domicile. Such preference will be awarded in seniority order after all preferences from Flight Attendants in that domicile have been awarded.
- c. // All Required Training known by the 1<sup>st</sup> of month prior to the bid month will appear as a pre-planned event before the Flight Attendant constructs her/his line of flying or reserve line for the month.
- d. // Training will not be considered one of a Flight Attendant's minimum days off.

**2. Hours**

// Training will be scheduled for no more than eight (8) hours and will occur between the hours of 7:00 AM and 5:00 PM.

**3. Training Out of Domicile**

// Flight Attendants required by the Company to attend // training away from their own // domicile will be provided with the following:

- a. "Business, Positive Space Non-bumpable" (AS and QX) travel and will be paid the actual trip rate for deadheading to and from // training.
- b. // Flight Attendants on duty for more than twelve hours and thirty minutes (12:30) will be compensated one (1) additional TFP. The additional compensation shall apply to all Company required trainings.
- c. Flight Attendants awarded a training date out-of-domicile per 30.A.1.b above shall not be paid for the deadhead or per diem during travel or be provided with a hotel.
- d. When Company-required // training is not offered in a Flight Attendant's domicile and s/he must attend // training in a different domicile, // training will be awarded or assigned on // consecutive days. However, at the Flight Attendant's option, s/he may fly a sequence on her/his travel day, provided that s/he allows at least two (2) hours between the release from the sequence and the deadhead to training.

- e. A Flight Attendant shall be paid a minimum of 4 (four) TFP for the travel day to/from training. If s/he does not make the scheduled class, s/he will be responsible for rescheduling the training.
- f. Flight Attendants required to take // training in a different domicile are subject to the same pay and scheduling provisions as Flight Attendants taking // training in their domicile.

#### 4. Rest

- a. Recurrent training and any Company-required training will be treated as a legal duty day inasmuch as eleven (11:00) hours crew rest, measured from release to report, before and after training must be scheduled.
- b. If rest following recurrent training is operationally reduced to less than eleven (11) hours release to report, and the Flight Attendant has a sequence that provided eleven (11) hours crew rest, release to report, s/he will be placed on the sequence at the SIP, if possible, or paid the TFP value of the sequence which was dropped to provide rest. A Flight Attendant at her/his option may waive her/his eleven (11) hours crew rest, release to report, and will be paid one and one half (1.5) times the // trip rate until the Flight Attendant receives legal crew rest.
- c. Those Flight Attendants not receiving ten (10) hours crew rest release to report, prior to Company-required // Training or Recurrent Training due to crew re-route or reassignment on line, may choose to be pulled from training or attend training at double time. Flight Attendants who choose to be pulled from training to receive ten (10) hours, release to report, crew rest must take the responsibility of rescheduling for training within the FAA requirements to remain legal.

#### 5. Training on a Day Off

- a. A Reserve Flight Attendant will not be assigned any Company required training on a scheduled day off if the Flight Attendant has minimum scheduled days off.
- b. At her/his option s/he may bid any Company required training on a scheduled day off and be paid over and above her/his reserve guarantee.

#### 6. Base Transfers and Base Swaps

If a Flight Attendant is awarded any Company-required training and subsequently transfers or base swaps to a new domicile, she/he shall be afforded travel provisions, duty day limitations and pay pursuant to A.1.c. and A.1.d. when attending the training.

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## 7. Cancellation

If a Flight Attendant's training is cancelled with fourteen (14) days or less days' notice, s/he shall be pay protected for the training. If notice of cancellation is given more than fourteen (14) days prior, there shall be no pay protection.

### B. Recurrent Training:

1. The Flight Attendants will submit their preferences for an upcoming recurrent training date in their base/grace month. If a Flight Attendant fails to bid for recurrent training in her/his base // month, a recurrent training date will be assigned. The requirements of Section 8.P do not apply to recurrent training assignments.
2. Seniority may be overruled to accommodate bid vacation or a Flight Attendant in a grace period due to circumstances beyond the control of the Company. Flight Attendants may sign up on their days off for any openings for recurrent training in the month prior to their base month after recurrent training assignments for Flight Attendants in their base/grace month have been posted.
3. Recurrent Training during or upon return from Leave of Absence the Company will offer a full Level I/Level II Requalification Training class within the first five (5) working days of every month. Flight Attendants who wish to attend Recurrent or Level I/Level II Requalification Training, may attend one of the classes offered throughout the month if space is available.
4. Flight Attendants on Leave of Absence
  - a. A Flight Attendant on medical or maternity leave may attend Recurrent or Level I Requalification Training once s/he meets the following conditions: Provide the attached medical release signed by both the Flight Attendant and the Flight Attendant's treating physician. A Flight Attendant whose medical condition limits her/his physical mobility or has psychological factors that would interfere with performance of activities as specified in the Medical Release form, may not attend Recurrent/Requalification Training under any circumstances. The Flight Attendant is responsible for submitting the medical release to her/his supervisor at the earliest possible date.
  - b. A Flight Attendant who meets the criteria outlined in the Medical Release form may attend any available Recurrent/Level I Requalification Training class applicable to her/his qualification needs. Availability shall be determined by the Company after training dates have been assigned to active Flight Attendants through the normal bid process.



- c. Flight Attendants who attend Recurrent/Level I Requalification Training under the circumstances outlines in Section I of the agreement will be paid six (6) TFP for attending training and any applicable compensation for the home study.
- d. The Flight Attendant's approved leave of absence expiration date (under Section 15) shall not be affected by virtue of attending Recurrent/Requalification training under the terms of this agreement.
- e. A Flight Attendant who has secured a release to attend Level II Requalification training may attend the training and perform the required check ride.
- f. Flight Attendants Attending Level I or Level II Requalification Training (Returning from a Leave of Absence).
  - 1) The Flight Attendant shall attend the first available Recurrent or Level I/Level II Re-qualification Training class.
  - 2) Flight Attendants who attend Recurrent or Level I or Level II
  - 3) Re-qualification Training under the circumstances outlined in Paragraph B.2 of this Section of this agreement will be paid and scheduled as provided for in Paragraph A.1 of this Section.

5. To the extent that it is medically possible, except as noted in Section 15.A.3, a Flight Attendant must remain current while on a leave of absence unless otherwise agreed to by Manager, Inflight Labor and Work Performance. A Flight shall be active for the month in which the recurrent or requalification (levels I and II) training occurs for the purposes of Company benefits.

6. The Association Safety & Health Committee will be given opportunity to provide input into the recurrent training.

C. Training Pay

- 1. Recurrent Training: Flight Attendants will be paid six (6) TFP per day. Home Study for Recurrent (including recurrent CBT): Flight Attendants will be paid // seventy five (\$75) dollars for five (5) hours of home study.
- 2. Re-qualification Training: Flight Attendants will be paid as in Paragraphs C.1, C.2 and C.3 for attending Level I and Level II Re-qualification training. With respect to Level II Requalification Training, the Flight Attendant will also be paid for the check

ride; however, s/he will not be reinstated for Company benefits unless s/he has a medical release to return to regular duties from a leave of absence.

3. Training other than Recurrent Training: Flight Attendants will be paid six (6) TFP for eight (8) hours of training. For training less than eight (8) hours, the TFP will be prorated at .75 TFP per hour. In no event will the Flight Attendant receive less than the five (5) TFP ADPG //.
4. Computer Based Training (not related to recurrent): Flight Attendants will be paid 0.75 TFP per hour, with a minimum requirement of one (1) TFP. Run-times will be determined by the Company with AFA input. Such training shall not exceed once per quarter or four (4) per calendar year. Computer Based Training shall not require the presence of the Flight Attendant on Company property.
5. As an exception to Paragraph C.3. above, the Company may semi-annually require training under one (1) hour, prior to duty, subject to a one (1) TFP minimum.

D. Official check-rides may be conducted only by // Inflight Management.

E. Probationary Observation Flights

1. Probationary observation flights will be performed by bargaining-unit members or Flight Attendant qualified Inflight management. These members must have at least five (5) years of Flight Attendant seniority and be certified and listed in an Inflight manual as trainers. The Company will select sufficient trainers to form for a pool of observers. If the Company receives insufficient applications to form an adequate pool, the Director of Inflight Training, Standards and Product Development and the AFA MEC President will determine alternative minimum qualifications. Once in the pool, a trainer may be removed by the Company only for cause, but s/he can remove herself/himself at any time.
2. No trainer will be required to perform probationary observation flights.
3. The observer will fill out a checklist regarding the probationary observation flight. S/he will determine whether the probationary Flight Attendant successfully performed the flight. If not, the observer will refer the probationary Flight Attendant to her/his supervisor if she/he misses the stated number of items on the checklist. A bargaining-unit observer has no authority to remove a probationary Flight Attendant from service. If a probationary Flight Attendant is removed from a flight(s) by Inflight Management, the bargaining-unit observer will complete the flight(s) until s/he reaches a domicile, where s/he may be replaced. S/he will be paid one and one-half (1.5) times the trip value for all such flights. Inflight Management employees will not replace a probationary Flight Attendant.

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4. An observer will receive the TFP value of the flying plus one (1) TFP for the preparation and administrative work associated with each observation flight.
    - a. If the observer observes more than one (1) probationary Flight Attendant during the flight/trip, s/he will receive one (1) TFP for preparation and administrative work for each probationary Flight Attendant s/he observes.
    - b. In no event will s/he receive less than a five (5) TFP minimum in addition to one (1) TFP for preparation and administration.
    - c. Probationary unavailability
      - 1) If the observer goes to the airport and is unable to conduct the probationary observation flight, s/he will be paid three (3) TFP in addition to the one (1) TFP for the preparation and administrative work.
      - 2) If the observer flies to an outstation to meet a probationary flight, and the probationary Flight Attendant is not available, the observer will receive the TFP value of the deadhead leg(s) to and from the departure domicile in addition to the one (1) TFP for the preparation and administrative work.
    - d. The observer will receive "A" pay and the override provided for in Section 27.P in lieu of per diem.
    - e. If the observation flight/trip is scheduled or rescheduled into an overnight, the observer will receive local transportation and hotel accommodations pursuant to Section 34. If the RON is unscheduled, s/he will receive any additional compensation that would be due a Flight Attendant under these circumstances.
    - f. Duty and rest limitations will be consistent with the CBA.
  5. The observer performing the probationary observation flight will not be considered as part of the FAA required minimum crew, except as provided in E.3, above.
  6. The observer will not wear the Flight Attendant uniform.
  7. Observers will be booked non-bumpable positive space (currently B3) but may choose to sit in the Flight Attendant jumpseat
  8. The Company may determine that operational needs require that one or more Flight Attendants be placed on no-bid status for a bid month.
    - a. The Company will determine the minimum number of probationary observation flights that the Flight Attendant must conduct during the month.

- b. The Flight Attendant may pick up other flying during the month pursuant to Section 12.
- 9. Assignment of observation flights and selection for placing a trainer on no-bid status will be offered in domicile seniority order to those included in the observation pool.

**1. Do legalities apply to recurrent training?**

Crew rest of eleven (11) hours, release to report, must be provided before and after recurrent training. (Section // 30.A.4.) You may waive this down to nine hours prior to report for your next sequence after recurrent training, if you so indicate on your Recurrent Training Bid Form. You may also waive rest down to nine hours prior to report for the next sequence after recurrent training through trading with another Flight Attendant, // or picking up from Open Time. It will be presumed that you desire to waive crew rest by submitting the trade form unless the appropriate box on the trade form is marked ("I do not want to waive contractual rest and duty limitations to FARs to approve this trade.")

If you waived your contractual rest and have scheduled rest under eleven (11) hours following recurrent training, and your rest is subsequently operationally reduced to fewer than eight (8) hours, you will be placed on the sequence at the SIP, if possible, and paid the TFP value of the flights missed. If no SIP is possible, you will be removed from the sequence and pay protected. If you exercise the option to waive crew rest following recurrent training, you are not entitled to the one and one half (1.5) pay provisions outlined in Section // 30.A.4.

**2. If my duty day goes over twelve hours and thirty minutes (12:30) on a day I am traveling to or from training, do I receive double rest as provided for in Section 8.H.?**

No, you are paid one (1) additional TFP. (Section// 30.A.3.b.)

**3. When deadheading to training, can I travel a day earlier or stay later if I choose?**

Yes, but you can only use the Business Travel for the day prior to training, and the day of training to return to your base. Using the PET Website, book yourself "Business, Positive Space- Non-bumpable" ("B3" on AS and "Q3" on QX) When travelling on the day prior to training, book flights which arrive in SEA prior to 7:00pm. On the day of training, book flights which depart from SEA at 6:00 PM or later.

**4. Can I bid for recurrent training in a base other than where I am based?**

Yes. If training is offered in your base, and you elect to trade into an opening at another base, per diem, hotel and deadhead will not be paid. If you are based in ANC and choose to attend recurrent training in LAX, you are only paid for deadhead and per diem equal to if you had attended in SEA.

**5. Can I deadhead to training from a city other than my base?**

Yes, however per diem and over-duty pay will be based on applicable flights to and from your base.

**6. Can I trade my Recurrent training days?**

Yes, you may trade for an opening in another class on a day off. Trades will be processed by Crew Scheduling.

**7. What happens if I am assigned Recurrent training and then call in sick?**

In all cases, you will be paid for recurrent training only when you attend. Absences will be processed under Section 32.



*Alaska Airlines*

**Section 31  
Savings Clause**

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Should any part or provision of this Agreement be rendered invalid by existing or subsequently enacted legislation, the balance of the Agreement shall remain in full force and effect.

The Attendance Policy outlined below is not about finding fault with anyone. It is a tracking system to show whether or not you were at work when you were scheduled to be there. The Company has an obligation to ensure that all of the flights are properly staffed.

The Attendance Policy for Flight Attendants shall be as follows:

#### A. REPORTING PROCEDURE

In all cases of absence, a Flight Attendant will be required to call the designated Company representative.

1. Unless otherwise specified, the call will be valid only for the Flight Attendant's next scheduled sequence. The Flight Attendant may specify a longer period, covering sequences beginning within the // six (6) consecutive calendar days following the call.
2. Unless otherwise specified, a Reserve Flight Attendant's call shall be valid only for one (1) day. The Reserve Flight Attendant may specify a longer period, up to // six (6) consecutive calendar days following the call.
3. The Company may reach out on all points accrual under the following circumstances:
  - a. Inflight Management may reach out via electronic communication on the Company intranet to a Flight Attendant who accrues attendance points in order to ensure the welfare of that Flight Attendant. The Flight Attendant will not be obligated to respond.
  - b. If a Flight Attendant has accrued a total of six (6) points (regardless of points reduction and/or total bank points) within two (2) consecutive calendar quarters, Inflight Management may contact the Flight Attendant via telephone or electronic communication on the Company intranet.

#### B. TIMELINESS OF REPORTING

A Flight Attendant must check in at each domicile at least one (1) hour prior to scheduled push of the aircraft. Sick calls must be made to the designated Company representative at least two (2) hours prior to check-in (three (3) hours prior to scheduled departure).

#### C. DEFINITIONS

1. No Show: //
  - a. When a Flight Attendant fails to check in at the time designated or checks in and does not make the scheduled departure either on an originator flight or at an outstation; or //



- b. Being unavailable for contact because the Flight Attendant failed to take a scheduled deadhead, except as provided for in Section 10, Paragraph // X; or
  - c. Failure to check email within debrief period at conclusion of Reserve assignment for additional flying or APSB within the same duty period; or
  - d. Failure for a Reserve to return Crew Scheduling's (CS) call more than one (1) hour after contact number(s) on file have been called; or
  - e. Failure for an APSB Reserve or any Flight Attendant(s) on ground time to return CS's call more than fifteen (15) minutes from the time of the initial contact using the Flight Attendant(s) contact number(s) on file with CS, crew lounge telephone (if available) and airport audio paging system or its successor. Scheduling will attempt to contact Flight Attendants using all of the above resources.
2. // Late Report: // When a Flight Attendant fails to check-in at the time designated, Scheduling has no obligation to attempt to contact the Flight Attendant. Flight Attendants who report prior to a Reserve being assigned the sequence will be considered a "Late Report".//
3. Reported Illness Using Quarterly Point Reduction: When a Flight Attendant calls at least two (2) hours prior to check-in (three (3) hours prior to scheduled departure) to report that s/he will not report to work because of her/his personal illness/injury. (Limited to one continuous occurrence of illness per calendar quarter).
4. A Reported Illness Using Quarterly Point Reduction shall be subject to blackout dates for Flight Attendant paid holidays under Section 21.G. An absence, including a Single Continuous Occurrence, which touches a Flight Attendant paid holiday shall be considered a Reported Illness without or after Using Quarterly Point Reduction pursuant to paragraph 5 below. A compensable workers' compensation injury is excluded. [See 32.K]
5. Reported Illness without or after Using Quarterly Point Reduction: When a Flight Attendant calls at least two (2) hours prior to check-in (three (3) hours prior to departure) to report that s/he will not report to work because of her/his personal illness/injury, and has already selected another occurrence for the same quarter to use for quarterly point reduction or chooses not to use quarterly point reduction for the occurrence.
6. Reported illness without PSLB or eligible SSLB: When a Flight Attendant calls at least two (2) hours prior to check-in (three (3) hours prior to departure) to report that s/he will not report to work because of her/his personal illness/injury, and has no eligible sick leave accrual for the appropriate bank(s), the Flight Attendant is not eligible to submit a quarterly point reduction form for this absence. However, if any day of the sequence for which the Flight Attendant calls in sick is eligible for pay from the Secondary Sick Leave Bank (SSLB), and the Flight Attendant has sufficient sick leave

accrued to cover those days, then that sequence shall not be considered a "Reported Illness Without PSLB."

7. Short Sick Call // When a Flight Attendant calls in sick less than two (2) hours prior to check-in and before wheels-up of the first leg.

8. Sick Leave on Line:

a. When a Flight Attendant reports for work and completes a minimum of one leg of flying, but fails to complete her/his scheduled sequence because of personal illness.

b. When an APSB reports sick prior to receiving an assignment.

9. Sick Leave on Line without or after using quarterly point reduction:

A Flight Attendant who uses sick leave on line and who has already selected another occurrence for the same quarter to use for quarterly point reduction or chooses not to use quarterly point reduction for the occurrence in the same calendar quarter.

10. M.B.L. (Might be Late): When a Flight Attendant calls prior to check-in and reports that s/he might be late. //

a. If the Flight Attendant scans in on time after calling in M.B.L., no points will apply.

b. If the Flight Attendant proceeds directly to the gate or does not scan in on time, points will apply.

11. Failure to Report to Training Class: When a Flight Attendant fails to report to a scheduled training class by the scheduled time of class.

12. Single Continuous Occurrence of Illness: When a Flight Attendant is continuously ill or disabled due to a single illness or occurrence. Separate sick calls relating to a Single Continuous Occurrence of Illness must be made within // ten (10) days // from the first day of absence due to the initial report of illness. If the Flight Attendant returns to active duty and flies a single sequence or portion of a sequence, or a single block or portion of a block of reserve days, between incidents of illness, the incidents will be considered a Single Continuous Occurrence of Illness. In no such case will a Single Continuous Occurrence extend past a total of ten (10) consecutive days from the first day of absence due to the initial report of illness.

13. Reported Illness When Assigned a JA Sequence: When a Flight Attendant is assigned a JA sequence and s/he reports s/he and/or her/his child is sick at the time. Such Flight Attendant may be required to produce verification of her/his own or child's illness. Regardless, if the Flight Attendant produces a doctor's statement dated within forty-

eight (48) hours of the notification of the JA assignment and turns in such verification prior to departure of the next scheduled sequence, no points will be charged under this section

14. Chargeable Occurrence: Whenever points are charged to a Flight Attendant's record that are not reduced by quarterly point reduction. An occurrence is still considered chargeable even if the Flight Attendant has banked points to offset the points charged to her/his record.

15. Management Drop: A Management Drop allows you the time off you need during a personal emergency.

a. Sequences, partial sequences or Reserve days missed due to a Management Drop are unpaid.

b. Flight Attendants will be assessed one half (0.5) point per day for the entire period of absence on an approved Management Drop with a maximum of two and one half (2.5) points per Single Continuous Occurrence of absence.

c. In order to request a Management Drop the Flight Attendant must contact Inflight Management or Crew Scheduling if after business hours. S/he may authorize your drop and notify Crew Scheduling if appropriate

16. Unavailable for Contact:

a. Failure to check email at end of a Reserve assignment:

1) Notification of assignment on subsequent day(s) or subsequent duty period(s):

Failure to check email within one (1) hour from the end of debrief for assignment(s) on subsequent day(s) or subsequent duty period(s); or

2) Notification of assignment on same duty period:

Failure to check email during the debrief period for assignments in same duty period will be considered a No Show pursuant to 32.C.1.

b. Failure to be contactable during ground time:

Failure for an APSB Reserve or any Flight Attendant(s) on ground time to return CS's call more than five (5) minutes but less than fifteen (15) minutes from the time of the initial contact using the Flight Attendant(s) contact number(s) on file with CS, crew lounge telephone (if available) and airport audio paging system or its successor. Scheduling will attempt to contact Flight Attendants using all of the above resources.

D. A Flight Attendant must designate a sequence for Quarterly Point Reduction prior to the end of her/his next sequence.

E. CONTROL PROCEDURE:

Absences as described above will be recorded in the following manner.

Occurrences	Points Assigned	Reference:
No Show	// 3	<u>C.1</u>
Late Report //	1	<u>C.2</u>
Reported Illness or Sick Leave On Line Using Quarterly Point Reduction	0	<u>C.3</u>
Reported Illness or Sick Leave On Line after or without Using Quarterly Point Reduction, or touching a blackout period.	½ point per day or partial day on the sick list, with a maximum of 2½ points per single continuous occurrence.	<u>C.4/C.5</u>
Reported Illness or Sick Leave On line without PSLB or FA is not eligible to access SSLB.	½ point per day or partial day on the sick list, with a maximum of 2½ points per single continuous.	<u>C.6</u>
Short Sick Call	2½	<u>C.7</u>
Sick Leave On Line	½ point per day or partial day on the sick list, with a maximum of 2 ½ points per single continuous occurrence (unless reduced by Quarterly Point Reduction)	<u>C.8/C.9</u>
Might Be Late (M.B.L.) (When FA does not scan-in and reports to gate or scan-in is after scheduled report time)	½	<u>C.10</u>

M.B.L. (When scan-in is before scheduled report time)	0	<u>C.10</u>
Failure to Report to Training Class	1	<u>C.11</u>
JA with a doctor's note	0	<u>C.13</u>
JA without a doctor's note	<u>1/2 point per with a maximum of 2 1/2 points per single continuous</u>	<u>C.13</u>
Management Drop	<u>1/2 per day</u>	<u>C.15</u>
Unavailable for Contact	<u>1 1/2</u>	<u>C.16</u>

Employees receiving chargeable occurrences for absenteeism will receive the following disciplinary action as the points associated with those occurrences accumulate:

//

NS Any time a Flight Attendant has a No Show s/he will be counseled

5 - 6 1/2 Counseling

7 - 9 Written Warning

9 1/2 - 11 1/2 Final Warning //

12 Termination of Employment

// It is up to the individual Flight Attendant to know the status of her/his own point accumulation. Flight Attendants should feel free to contact their supervisors at any time for counseling regardless of their accumulated points. Points will continue to accumulate even if warning letters are unable to be sent or received or counseling is unable to be timely given, due to the rapid accumulation of points by the Flight Attendant.

#### F. Administration of Discipline

1. In connection with discipline given under this Section, the twelve (12) - day disciplinary notice requirement of Section 19.A.1. will be applied as follows:

- a. The Company will give notice of the disciplinary action within twelve (12) days after the date the Company, including the Crew Scheduling Department, could reasonably have knowledge of the occurrence that leads a Flight Attendant's total point accumulation to trigger disciplinary action. If the Company does not give notice of the disciplinary action within twelve (12) days after the date the Company could reasonably have knowledge of the event leading to the discipline, the notice of discipline, if issued, will be removed from the Flight Attendant's personnel file, the points associated with the most recent occurrence will be deleted from the Flight Attendant's record, and the Flight Attendant shall be considered exonerated.

- b. The final determination of what points, if any, should be assigned to a Flight Attendant who calls in a Reported Illness or Sick Leave on Line cannot always be made until the end of the Flight Attendant's next scheduled sequence. Therefore, for any Reported Illness or Sick Leave on Line, the Company will wait until the end of the next scheduled sequence before determining what points, if any, should be assigned. If the Flight Attendant's total point accumulation triggers disciplinary action, the Company will give notice of disciplinary action within twelve (12) days after the end of the next scheduled sequence. If the Company does not give notice of the disciplinary action within twelve (12) days after the next scheduled sequence, the notice of discipline, if issued, will be removed from the Flight Attendant's personnel file, the points associated with the most recent occurrence will be deleted from the Flight Attendant's record, and the Flight Attendant shall be considered exonerated.
  - c. The "next scheduled sequence" includes the next sequence flown as well as airport standby reserve duty, but does not include sequences for which a Flight Attendant No Shows.
  - d. Saturdays, Sundays, and recognized holidays as specified in 19.C.2 are excluded from calculation of the twelve (12) days.
  - e. Notwithstanding the time limits described above, the Company is not required to delete points from the Flight Attendant's record when notices of discipline are unable to be timely sent or received, or counseling is unable to be given due to the rapid accumulation of points by the Flight Attendant.
2. When a Flight Attendant is absent (including No Shows and // Late // Report(s)), and a delay resulted because of the absence, the Flight Attendant shall not receive separate discipline for causing or contributing to the delay in addition to points under the Attendance Policy.

#### G. RECORD IMPROVEMENT

- 1. For each calendar quarter during which a Flight Attendant is active for the entire quarter, is credited a minimum of one hundred twenty (120) Worked TFP plus vacation/PTO pay and has no chargeable occurrences during the entire quarter, two (2) points will be deleted from the Flight Attendant's accumulated points until the total reaches zero (0).
  - a. A Flight Attendant on an unpaid personal, military, extended, medical, maternity, FMLA, on an approved leave of absence and coordinating sick leave, on worker's compensation, or on a furlough (including

- voluntary furlough), will receive one and one-third (1.333) TFP unpaid credit for each day on which s/he was on the leave of absence or furlough for the purposes of the one hundred twenty (120) TFP threshold calculation.
- b. In no circumstances will a Flight Attendant receive more than twenty (20) TFP unpaid credit towards the one hundred twenty (120) TFP threshold calendar quarter for the purposes of this provision. Time on leave of absence will // be counted toward record improvement.
  2. Points will be deleted from the Flight Attendant's accumulated total eighteen (18) months after the event for which the points were charged.
  3. Flight Attendants who have zero (0) points and thereafter accumulate two (2) consecutive quarters with no chargeable occurrences can bank two (2) points for each two (2) consecutive quarters of perfect attendance, up to a maximum of // six (6) points as follows:
    - a. Flight Attendants must achieve a minimum of two hundred forty (240) Worked TFP, including vacation/PTO pay, within the two (2) consecutive quarters of perfect attendance and will receive one and one-third (1.333) unpaid TFP daily credit while on an unpaid leave as outlined in paragraph G.1.a. and G.1.b., above; and
    - b. In no circumstances will a Flight Attendant receive more than forty (40) unpaid TFP credit toward the two hundred forty (240) TFP threshold calculation, during those two (2) consecutive quarters with no chargeable occurrences in order to accumulate bank points.
  4. At the end of each calendar year, any Flight Attendant who has achieved a combined minimum of eighty (80) Worked TFP plus vacation/PTO pay in November and December, and who has four (4) or fewer points and did not accumulate // any point(s) since November 1<sup>st</sup> of that year, will have her/his record reduced to zero (0) points. A Flight Attendant will receive one and one-third (1.333) unpaid TFP daily credit towards the eighty (80) TFP threshold while on an unpaid leave as outlined in G.1.a. and G.1.b. above. In no circumstances will a Flight Attendant receive more than thirteen and three tenths (13.3) unpaid TFP credit toward the eighty (80) TFP threshold calculation for the purposes of this provision.
  5. The Company shall keep a running accumulated total of points for each Flight Attendant adding accumulated points or deleting points for record improvement when each is due. Deletion of points 18 months after the event for which the points were charged, shall be in addition to any record improvement due to a calendar quarter free from any chargeable occurrences. When a Flight Attendant's accumulated point total becomes zero, all of her/his prior points and

record improvement point deletions shall have no further effect on her/his accumulated point total; and may be used only to resolve a dispute about the time the point total reached zero.

#### H. ABUSE OF SICK LEAVE

Using sick leave or sick pay for a purpose other than a legitimate illness constitutes abuse. Abuse of sick leave or sick pay shall subject an employee to termination.

#### I. EXCUSED TIME OFF

Approved leaves of absence will not be considered in the administration of this Section.

#### 8. SPECIAL CIRCUMSTANCES

Special circumstances will be handled on an individual basis at the sole discretion of the Company.

#### 9. WORKERS COMPENSATION

1. A Flight Attendant will not accrue attendance points under Section 32 for absences from work due to a compensable on-the-job injury or illness that meets the reporting and notice requirements set forth in Paragraph 2., below. A Flight Attendant retains the obligation to remove herself/himself from the schedule or No Show points will apply when applicable.
2. If a Flight Attendant has been given attendance points for an absence prior to it being determined to be an on-the-job injury or illness, covered by the appropriate Worker's Compensation law, then those points will be removed following such approval.
3. Attendance points removed pursuant to Paragraph 2., above, will not count towards the Flight Attendant's Quarterly Point Reduction or a chargeable occurrence for the quarter in question.



**1. When can I use sick leave?**

Sick leave may be used for:

1. Disabling illness or injury;
2. Covering the difference between Worker's Compensation and straight-time hours.
3. Death in the immediate family.
4. Maternity leave.
5. FMLA for your illness or injury; and
6. Pursuant to applicable State law and/or Company policy.

**2. How frequently must I call in to the Company during a period of illness?**

Lineholder: A sick call will be deemed to cover only your next scheduled sequence unless you specify otherwise. If you are holding a line of time, you may specify an extended period which will cover sequences that begin up to // six (6) consecutive days following the sick call. (Section 32. A.1.)

Reserve: A sick call will be deemed to cover only one (1) calendar day unless you specify a longer period, up to // six (6) calendar days following the call. (Section 32.A.2.)+

You are responsible for notifying the Company should your illness require that you remain absent beyond the period you specify in the initial sick call.

**3. What can I do if my physician recommends that I be absent from work for an extended period?**

You may request a Leave of Absence or a Family Medical Leave. Leave of Absence must be requested and approved by Inflight prior to the beginning of the Leave. Prior to approval, you may be required to see the Company physician. (Section 15.C.)

**4. What if due to an emergency situation I am unable to request a Medical Leave prior to the beginning of the Leave?**

Inflight will allow your Medical Leave to be dated back to the date of your injury if your doctor so verifies. Speak to a Supervisor as soon as the need for the Leave is known.

**5. How much notice am I expected to give the Company if I am too ill or injured to come to work?**

You should give the Company as much notice as possible. If you are unable to notify the Company at least two (2) hours prior to check-in (three (3) hours prior to the scheduled departure of your flight), you will receive 2.5 points, regardless of the length of the sequence. For example, you will receive 2.5 points for a turn or a four (4)-day sequence. (Section 32.B and // C.7 and E. //)

//

**6. What do I do if I feel my attendance record reflects an error?**

If a Flight Attendant's attendance record reflects an error, the points assessed in association with the error will be removed and the occurrence will be deleted. The Flight Attendant will be eligible for record improvement if s/he qualified for record improvement without the error.

If the Company chooses to adjust points for an occurrence due to special circumstances in accordance with Section 32.J, the Flight Attendant will not receive record improvement for the quarter in which the adjustment occurred.

**7. If I call in sick for an all-nighter or a sequence that is one duty period but spans two calendar days, how many points will I receive under the Attendance Policy?**

If you call in sick for this type of sequence, you are assessed one half (.5) point because it is one duty period.

**8. Will discipline given in connection with Section 32 be issued within twelve (12) days?**

Yes. However, for a Reported Illness or Sick Leave on-line, the Company will wait until the end of the next scheduled sequence before determining what points, if any, should be assigned. If discipline action is triggered, the Company will give notice of disciplinary action within twelve (12) days after the end of the next scheduled sequence. The "next scheduled sequence" includes the next sequence flown, as well as APSB duty, but does not include sequences for which a Flight Attendant No Shows or calls in sick.

**NO SHOW****9. Do I get paid for a sequence for which I No Show?**

No.

**10. What happens if I am on Reserve and unavailable for contact?**

// If you are on reserve and fail to return Crew Scheduling's (CS) call more than one (1) hour after contact number(s) on file have been called you will be assessed a No Show and have five (5) TFP deducted from your Reserve guarantee. You must contact Crew Scheduling immediately upon learning they are trying to reach you. Once you contact Crew Scheduling, you are considered on-call again and will have five (5) TFP reinstated towards your guarantee. You may not waive being on Reserve after a No Show. (Section 32.C.1)

**11. What happens if I am on Reserve and forget to check my email at the end of my sequence during my debrief period, at domicile?**

If you are on reserve and fail to check your email at domicile at the end of a reserve assignment and the notification is for subsequent day(s)/duty period(s) and you contact Crew Scheduling within one (1) hour after your debrief period at domicile you will receive one and one (1.5) points for unavailable to contact. If you contact Crew Scheduling in excess of one (1) hour from the end of your debrief period you will be assessed three (3) points for a No Show. (Section 32.C.16).

If you are on reserve and fail to check your email at domicile at the end of a reserve assignment and the notification is for assignments in the same duty period you will be assessed a No Show pursuant to (Section 32.C.1).

**12. Is it possible to No Show more than once per day?**

Yes. Example: If you No Show and are given another assignment for which you No Show again, you will be charged with a No Show for each. This is especially important for a Reserve who is on call and must be available for contact.

**13. // If I am on a scheduled or unscheduled ground time must I remain contactable?**

// Yes, any time a Flight Attendant is on ground time they must be available for contact. Failure for an APSB Reserve or any Flight Attendant(s) on ground time to return CS's call more than five (5) minutes but less than fifteen (15) minutes from the time of the initial contact using the Flight Attendant(s) contact number(s) on file with CS, crew lounge telephone (if available) and airport audio paging system or its successor will result in the Flight Attendant being assessed one and one half (1.5) points for being unavailable for contact. (Section 32.C.16.b)

**REPORTED ILLNESS**

**14. I called in sick for a multiday sequence that had no flying on one day. Would I accrue attendance points for that day?**

Yes.

**15. What are the points for a Reported Illness, assuming I do not designate that occurrence for quarterly point reduction?**

You will be assigned ½ point for each day or part of a day missed up to a maximum of 2½ points per single continuous occurrence.

**16. Will I accrue attendance points when I call in sick for my child, and can I designate this as an occurrence for quarterly point reduction?**

Pursuant to Company policy, no attendance points are assessed for an absence called in for

a sick child (zero points per day) when the Flight Attendant has enough accrued sick leave available to cover the entire sequence(s) s/he is calling in sick child. In the event that the Flight Attendant has partial accrual to cover the sequence(s), the days contained within the sequence(s) that are not covered using sick leave will be assessed one half (0.5) point per day.

**17. May I use quarterly point reduction for a Reported Illness within two hours of check-in (three hours prior to departure)?**

No. (Section // 32.C.7.)

**MIGHT BE LATE**

**18. What is the advantage of using a Might Be Late?**

The Company is in better position to avoid a delay. If you think you might be late and don't use this option and subsequently are late for check-in, you would be a No Show (// 3 points). Your call to Scheduling regarding being late for your check-in will be considered a Might Be Late call.

**19. Once I call and say I might be late, what happens if I am late?**

If the Flight Attendant scans in on time after calling in M.B.L., no points will apply. If the Flight Attendant proceeds directly to the gate or does not scan in on time, points will apply. (Section 32.C.10.)

// If you are not on board the aircraft // before being replaced by another Flight Attendant, Reserve or Inflight Manager assigned to the sequence (excluding pre-boarding) then you will be charged with a No Show and receive // 3 points. You must contact Crew Scheduling to let them know when you have arrived to avoid being replaced.

**FAILURE TO REPORT TO TRAINING CLASS**

**20. I signed up for a training class, voluntarily. It wasn't a mandated class, but when I changed my mind and decided not to go, I got a Failure to Report to Training. Why?**

If you voluntarily signed up for a class, you were then scheduled to be at class. If you did not formally cancel your spot in class, you will receive one (1) point. Having your name on the class list holds your spot in class and prevents another person from going.

**SINGLE CONTINUOUS OCCURRENCE OF ILLNESS (SCO)**

**21. How long does a Single Continuous Occurrence of Illness last?**

Lineholder: A Single Continuous Occurrence can last up to a maximum of ten (10) days // from the first day of absence of the sequence for which you called in sick.

Reserve: A Single Continuous Occurrence can last up to a maximum of ten (10) days // from the first day of absence of the affected block of Reserve days. (Section // 32.C.12.)

## **22. What stops a Single Continuous Occurrence of Illness?**

Lineholder: At the end of // ten (10) days // from the first day of absence the Single Continuous Occurrence ends. Returning to active duty or a new illness or injury will also end the Single Continuous Occurrence, unless the Flight Attendant flies only a single sequence or portion of a sequence between incidents of illness within the fourteen days. The incidents will then be considered a Single Continuous Occurrence.

Reserve: Since a Reserve does not have scheduled sequences on their lines, a Single Continuous Occurrence of Illness starts at their first sick call and lasts ten (10) days // from the first day of absence of the first block of reserve days. Returning to active duty or a new illness or injury will also end the Single Continuous Occurrence, unless the Flight Attendant flies a single block or portion of a block of reserve days within the fourteen days. The incidents will then be considered a Single Continuous Occurrence. (Section // 32.C.12.)

## **23. Does the 2½ point maximum for absences (Reported Illness without or after using quarterly point reduction or for yourself and/or one per child in the quarter) apply to each single continuous occurrence?**

Yes. Examples:

The examples listed below assume that the Flight Attendant has called in at least 2 hours before check-in (three hours before scheduled flight departure), and either does not use quarterly point reduction or has already used it in the quarter.

Example #1: Flight Attendant calls in sick on // the 1st // and remains absent until the 10th - 2½ points.

Example #2: Flight Attendant calls in sick on // the 1st // and remains absent until the // 13th - 2½ points through the // 10th, and 1½ points for the absences on the // 11th, 12th, and 13th. Total - 4 points.

Example #3: Flight Attendant calls in sick on the 1<sup>st</sup>, returns to work on the 6<sup>th</sup> and works one sequence (or part of a sequence), then calls in sick on the 9<sup>th</sup> and remains absent until the 15<sup>th</sup>. Total - // 5 points. 2 ½ points through the 10<sup>th</sup> and 2 ½ points for the absences on the 11<sup>th</sup> – 15<sup>th</sup>.

### **QUARTERLY POINT REDUCTION**

## **24. What if I forget to designate an occurrence for quarterly point reduction by the end of my first sequence?**

You have lost your ability to reduce your points for that occurrence. Selection of an occurrence for quarterly point reduction submitted after completion of the sequence following your illness will not be accepted for point reduction. Section 32.D.

**25. When can I expect a Supervisor to talk to me about my points?**

Your Supervisor may discuss your record at any point, but formal counseling is when you have accrued between five (5) and six and a half (6.5) points.

If you accumulate points rapidly, your Supervisor may not be able to send a letter of warning. It is up to the individual Flight Attendant to know the status of her/his own point accumulation. (Section 32.E.)

**RECORD IMPROVEMENT****26. What are the different types of Record Improvement?**

1. If you have a point balance at the end of a calendar quarter and then achieve a full calendar quarter with no chargeable occurrences, in addition to being credited a minimum of one hundred twenty (120) Worked TFP plus vacation/PTO pay, two (2.0) points will be reduced from your record at the end of that calendar quarter until your record reaches zero points. Your record will not go below zero.
2. If you have zero points at the end of a calendar quarter and then achieve two (2) full calendar quarters with no chargeable occurrences, in addition to being credited a minimum of two hundred forty (240) Worked TFP, including vacation/PTO pay, within the two (2) consecutive quarters of perfect attendance you will bank two (2.0) points for each two (2) consecutive quarters without chargeable occurrences, up to a maximum of // six (6) bank points.
3. If on December 31<sup>st</sup> you have four (4.0) or fewer points // and have achieved a combined minimum of eighty (80) Worked TFP plus vacation/PTO pay in November and December, and who has four (4) or fewer points and did not accumulate any point(s) since November 1<sup>st</sup> of that year, will have her/his record // reflect zero points on January 1<sup>st</sup> of the following year.
4. Points will be deleted from your accumulated total eighteen (18) calendar months after the event for which the points were charged. Once your accumulated point total becomes zero, all of your prior points and record improvement point deletions shall have no further effect on your accumulated point total.

//

**27. What is a chargeable occurrence?**

A chargeable occurrence happens whenever points are charged to your record that are not reduced by quarterly point reduction. The occurrence is still considered chargeable even if you have banked points to offset the points charged to your record.

**28. What type of Leaves of Absence will disqualify me from Record Improvement?**

// Leave(s) will not disqualify you from record improvement. If you are on an approved leave with coordination or without coordination you will be receiving a TFP credit towards your Record Improvement credit requirement for the quarter.

**29. If points on my record are adjusted due to special circumstances in accordance with Section 32.J, will I still receive Record Improvement?**

No, because there was still an occurrence for that quarter.

**ABUSE OF SICK LEAVE****30. What is Abuse of Sick Leave?**

Sick leave time and/or pay cannot be used for any purpose other than your own illness or injury, illness or injury of another (pursuant to applicable State law and/or Company policy), death in the family in accordance with Section 15 H. of the Agreement, or Maternity Leave (Section 15.D). Any other use constitutes abuse and will subject the user to discharge. (Section 32.H.)

**FUNERAL LEAVE****31. Is there a provision for Funeral Leave?**

Yes. See Section 15.H. for benefits and eligibility requirements.

**32. My neighbor died. I was very close to her. Can I take Funeral Leave to go to her funeral?**

Funeral Leave is only available for immediate family. You may contact your Supervisor to request // a Management Drop.

**// MANAGEMENT DROP****33. What is a // Management Drop?**

The contract does not provide for or address any personal emergencies, but we recognize there are times you need to be with your family. A// Management Drop allows you the time off you need during a personal crisis. Management Drops are at the discretion of the manager/supervisor if s/he decides to grant the drop.

**34. How does the // Management Drop work? Is there pay or points?**

There is no pay for sequences or reserve days missed due to a // Management Drop. You will accumulate one half point (.5) per day for the entire period of absence. You may submit a request to the // division leader of Inflight Services or her/his designee for point reduction. In rare cases, points will be reduced.

**35. Who do I contact if I wish to request an // Management Drop?**

Contact your Supervisor, through Crew Scheduling if after business hours. S/he may authorize your drop and will notify Crew Scheduling if appropriate. You may submit a request to the division leader of Inflight Services or her/his designee for point reduction. In rare cases, points will be reduced.



**A. Charter Bids**

1. All known charters, including scheduled and confirmed 14 CFR part 121 charters, shall be placed in the PBS program for bid. In no circumstances will a Flight Attendant be awarded a charter via PBS unless s/he has indicated a preference for charter flying or has specifically bid for a charter.
2. All charters which have not been placed in PBS pursuant to A.1. above will be bid and awarded by seniority via the First Class intramail system or successor system. However, no more than one charter that originates in a calendar day will be awarded unless no one else bids the second or subsequent charter. In addition a Flight Attendant must have at least two (2) hours between sequences, whether between scheduled flying or charters, to be eligible for a charter award. Charters may not be traded once they have been awarded.
3. A Flight Attendant may submit a bid to the base where a charter originates. S/he is responsible to position to fly the entire sequence as scheduled. A charter bid out-of-domicile will be covered under Section 12.H.
4. A bid line will not contain any out of domicile charters.
5. In building sequences which are to be put out for bid as charter flying, the Company shall refrain from including any regularly scheduled flying, except:
  2. If such regularly scheduled flying is included solely to directly and efficiently position a crew for the charter flying or to return a crew from the charter flying.
  3. Such regularly scheduled flying shall be limited to those flights that terminate, or begin, at a reasonably proximate location to the charter flying to efficiently locate a crew for the flying of the charter or return a crew to domicile from the charter.
  4. In those duty periods when regularly scheduled flying is included in charter sequences, the duty day may not be scheduled to exceed ten hours and thirty minutes (10:30), and Minimum Pay Rules will apply.
  6. Charter awards will be completed forty-eight (48) hours prior to scheduled report time. When the company makes a charter commitment that does not provide Crew Scheduling the ability to post/award forty-eight (48) hours out the following provisions will apply:
    - a. If a charter is published fewer than forty-eight (48) hours before scheduled report time, the charter will be immediately posted for bidding and awarded eight (8) hours prior to scheduled report time.

- b. In the event a vacancy on a previously awarded charter position occurs more than eight (8) hours prior to scheduled report time, the charter will be reposted for bidding. The new vacancy will be awarded in accordance with the provisions of this section.
- c. When Crew Scheduling receives a new charter with fewer than eight (8) hours prior to scheduled report time and if there is insufficient time to post for bidding, it may be assigned using the provisions of A.7. below.
- d. In the event a vacancy on a previously awarded charter position is the result of a sick call received fewer than eight (8) hours prior to scheduled report time or a No-Show, a Reserve Flight Attendant may be assigned. If the charter exceeds ten hours and thirty minutes (10:30), the charter will be offered to reserve Flight Attendants on a voluntary basis. A reserve Flight Attendant called may elect to be bypassed for the assignment. Pay will be one (1.0) towards the guarantee and one (1.0) above the guarantee. If all Reserves elect to bypass such assignment, no Reserve will be assigned to fly the charter sequence or a portion thereof unless the duty day of the charter is legal or made legal pursuant to Section 8.E. [Duty Period].
- 7. If there are no bidders or not enough bidders to fill charter vacancies the charter will be assigned, at Crew Scheduling's discretion to a Reserve or JA'd Flight Attendant, provided the duty day of the charter is legal or made legal pursuant to Section 8.E [Duty Period], except as specified in Paragraph A.6.d, above.
- 8. All Flight Attendants awarded or assigned a charter will choose the position they prefer to work at report time in seniority order.
- 9. A Flight Attendant who is on vacation may bid for and be awarded a charter.
- 10. Charter Instructions will be posted and accessible online to Flight Attendants via the Flight Attendant webpage. The Company and Association must mutually agree to any change to the online instructions prior to implementation.

**B. Charters Hours of Service**

- 1. When a Flight Attendant is awarded a charter that has a scheduled duty period of more than twelve hours and thirty minutes (12:30) s/he has waived compensatory (double-out) crew rest pursuant to 8.H. [Compensatory Rest] and will be compensated pursuant to 33.C.[Charter Compensation]

2. A Flight Attendant must allow a minimum of two (2) hours block to block between charters, and the total duty period may not exceed fourteen (14) hours in accordance with CFR limitations to be eligible for a charter award.
3. Charters with a scheduled duty period exceeding ten hours and thirty minutes (10:30) may be placed out for bid. Those charters not awarded through the bid process will be reconfigured consistent with Section 8.E. [Duty Period] prior to assignment except as specified in Paragraph A.6.d. above.
4. A Flight Attendant who is awarded a charter that has a scheduled duty period of twelve hours and thirty minutes (12:30) or less will not be deemed to have waived the crew rest provision in Section 8.H. [Compensatory Rest].
5. A Flight Attendant who is awarded a charter that has a scheduled duty period exceeding twelve hours and thirty minutes (12:30) consecutive will be deemed to have waived the crew rest provision in Section 8.H [Compensatory Rest].
6. Section 8.F. [Over Duty] applies only if the original duty period was less than twelve hours and thirty minutes (12:30), and the Flight Attendant has been rescheduled to a duty period longer than fourteen hours (14:00).
7. Section 8.G [14 Hour Rule] and 8.R [Notification of Delay/ Cancellation] apply to charter flights.
8. If a Flight Attendant is assigned as a Reserve or JA'd to a charter Section 8.H. [Compensatory Rest] will apply.

#### C. Charter Compensation

1. Charters and other flying including promotional and sightseeing shall be paid or credited at the rate of two (2.0) times the applicable trip rate. If food service is offered on a charter, each Flight Attendant will receive five dollars (\$5.00) in addition to all other applicable pay.
2. Over duty pay for a charter will be calculated as follows:
  - a. A Flight Attendant who exceeds twelve hours and thirty minutes (12:30) flown on a charter flight will be paid two (2.0) times the trip rate, and another one (1.0) times the trip rate premium will then be added for any flights departing after twelve hours and thirty minutes (12:30) on duty, unless her/his duty period was projected to or actually did exceed fourteen (14) hours, in which case s/he will be

- paid the additional 1.0 for all flying after twelve and one half hours, therefore three (3.0) times the trip rate.
- b. When a duty period is projected to or actually does exceed sixteen (16) hours, a Flight Attendant will be paid the additional two (2.0) times for all flying after the twelve hours and thirty minutes (12:30), therefore four (4.0) times the trip rate. (Section 8.G [14 Hour Rule] and 8.R [Notification of Delay/ Cancellation]).
- 3. JA'd to a Charter - A Flight Attendant who is JA'd to a charter sequence will be paid two and one half (2.5) times the trip rate for all flights other than the charter segment, and three and one half (3.5) times the trip rate for the charter segment.
  - 4. In Excess of One (1) Hour Prior to Report Charter - When, in order to accommodate the needs of the charter operation, it is necessary to post a charter with a report time, greater than outlined in Section 8.D [Check-in and Debrief], whether at or away from base, Flight Attendants will be compensated 0.5 TFP, at the Flight Attendant's rate of pay, for every additional thirty (30) minutes or portion thereof that s/he is required to report early.
  - 5. Reserve on a Charter - When a Reserve is assigned a charter or a 'voluntary charter' (non-revenue generating flight pursuant to 14 CFR part 91) s/he will be paid two (2.0) times her/his trip rate for flights flown with passengers onboard, one (1.0) toward the guarantee and one (1.0) above the Reserve's guarantee, except as otherwise modified in paragraph 33.C.
- D. Operational orders for charters must be posted with duties expected and flight schedules. Such orders will be posted as soon as possible but no later than two (2) hours prior to scheduled duty.

**1. Will I be awarded a charter if it conflicts with my scheduled flying?**

No. In addition, you must have a minimum of two (2) hours block-to-block between charters, and the total duty period may not exceed 14 hours in accordance with FAR limitations to be eligible for a charter award. (Section 33.A.)

**2. Can Charter flights be linked with non-charter flying to form a sequence and posted for Charter bid?**

Yes, as long as the non-charter flying is to directly and efficiently position the Flight Attendant.

**3. Can I bid for Charters in other bases?**

Yes, provided your bid is submitted to the base where the Charter originates. You must position yourself to fly the entire sequence as scheduled.

**4. If I bid and am awarded a Charter that has a scheduled duty period of twelve hours and thirty minutes (12:30) or less, have I waived crew rest if the actual duty period exceeds twelve hours and thirty minutes (12:30)?**

No.

**5. If I bid and am awarded a charter that has a scheduled duty period of more than twelve hours and thirty minutes (12:30), have I waived crew rest provided in Section 8.H?**

Yes, you have waived crew rest.

**6. How is over duty pay calculated on a charter flight flown after exceeding twelve hours and thirty minutes (12 ½) of duty?**

You will be paid two (2.0) times the trip rate, and another one (1.0) times the trip rate premium will then be added for any flights departing after twelve hours and thirty minutes (12:30) on duty, unless your duty period was projected to or actually did exceed fourteen (14) hours, in which case you will be paid the additional 1.0 for all flying after twelve and one half hours, therefore three (3.0) times the trip rate. If your duty period was projected to or actually did exceed sixteen (16) hours, you will be paid the additional 2.0 for all flying after the 12:30, therefore four (4.0) times the trip rate. (Section 8.G. and R.)

Example: The rate of pay for charter flights flown after twelve and one-half duty hours (12:30) will be calculated as the following multiple of the normal rate of pay:

Charter flight	1.0
Charter premium	1.0
Overduty premium	1.0

Total multiple times  
applicable trip rate                      3.0

The rate of pay for charter flights flown after twelve and one-half duty hours (12:30) when the duty period exceeds 16 hours will be calculated as the following multiple of the normal rate of pay:

Charter flight	1.0
Charter premium	1.0
Overduty premium	2.0
Total multiple times	
applicable trip rate	4.0

**A. Lodging:**

1. R.O.N. Lodging: The Company will provide each Flight Attendant while on Company business away from her/his domicile with single occupancy lodging (one room per Flight Attendant) rated not less than First Class as defined by the Hotel and Travel Index (tier five (5)/Limited Service First Class or above) if available.
  - a. Hotel Requirements: The Company shall require the hotel to avoid ground floor accommodations as well as rooms near elevators, ice machines, housekeeping closets, laundry facilities, entertainment venues, and loading docks. The Company will make a reasonable effort to locate crew hotels in an area with access to restaurants and/or groceries.
  - b. Hotel Standards: The Company will meet with the AFA Hotel Committee to seek input prior to making any changes to the Airline Crew Hotels Minimum standards.
  - c. Final Selection: An AFA Hotel Committee representative will be given the opportunity to visit new hotels under final consideration by the Company. If the AFA Hotel Committee disagrees with the Company's final selection the MEC may request a written explanation by the division leader of Inflight (or her/his designee) detailing the reason(s) for the selection by the Company.
  - d. Most Favorable Language: The Company agrees if it negotiates more favorable hotel language with respect to Paragraph A.1. a-c above in the pilot collective bargaining agreement the Company will apply that language to the Flight Attendants.
2. Day Rooms – If transit time through any out station exceeds four (4) hours, the Company will provide single hotel rooms for each Flight Attendant.
3. Irregular Operations: When irregular operations (e.g. weather, diversions, etc.) require Flight Attendants to layover in an unscheduled location and to stay in an unscheduled hotel, Crew Scheduling or the appropriate Company representative will be authorized to secure appropriate hotel accommodations. The Company will make every reasonable effort to ensure such accommodations meet all minimum requirements in accordance with the provisions of this section.
4. Non-US/Canada Overnight Requirements
  - a. No Flight Attendant shall transport to a layover hotel without another Company employee or stay at the hotel without another Company employee staying at the hotel excluding Canada and US territories

- b. Toll-free number provided to reach Crew Scheduling available in-room from the hotel at no charge to the Flight Attendant.
- 4. In the unlikely event that Flight Attendants must share a hotel room due to unforeseen circumstances, the Company will compensate each Flight Attendant in the amount of the business rate for the room at location. The compensation will be paid automatically.
- B. Transportation: Company shall provide dependable transportation from airport to layover point and return. When transportation is not provided within thirty five (35) minutes from block-in or within ten (10) minutes of the scheduled departure time from the hotel, Flight Attendants shall be reimbursed for the actual expenses incurred for transportation to or from the airport.
- C. Selection and Information Sharing Process
  - 1. The Company, upon request, will meet with the Association Hotel Committee at least on an annual basis at pre-determined, mutually acceptable date, location and time to discuss accommodations.
  - 2. The Company will provide the Hotel Committee or other Association-designated MEC representative with a complete hotel listing, including the complete address and phone numbers, of every hotel with which the Company has an agreement to provide lodging for Flight Attendants including all contract expiration dates, and the associated business rates paid by the Company.
  - 3. The Association Hotel Committee shall work with the Company or the hotel consulting business contracted by the Company in determining the layover/back-up hotels. The Committee shall be involved in the selection process including review of the initial list of hotels, and "requests for proposal" (RFPs) and associated room rates supplied by the hotel consulting company (if contractually allowed), and site visits.
  - 4. Non-Disclosure Agreement: AFA agrees to provide a current Non-disclosure Agreement for each MEC member and Hotel committee member. Each committee members with a Non-Disclosure Agreement on file agrees not to utilize the information provided in C.2 and C.3 to negotiate on behalf of the Company or for personal use; failing to comply with this provision may result in the information no longer being provided to that committee member.
  - 5. Site Visit:





- a. When the Company's hotel administrator goes on a review/visit of a hotel which is currently used or is being considered to be used by the Company to lodge Flight Attendants, it shall afford the Association's designated representative the opportunity to attend the final site review/visit for the purpose of renewal or selection of a new hotel.
- b. The Company shall relieve the Flight Attendant from any of her/his trip(s), as requested by the Association and will pay the affected Flight Attendant six (6) TFP for each day while on a site visit.
- c. The Flight Attendant participating in the site visit will be provided with a single-occupancy hotel room.
- d. If offline transportation is required to facilitate the hotel review/visit, the Company will request passes, if available, from the offline carrier on behalf of the Association Representative. Any charges associated with passes that are secured on the Flight Attendant's behalf will be paid for by the Company.
- e. The Company shall reimburse a Flight Attendant for any arrival and departure fees associated with the travel (e.g. international visit)
- f. All site visits must be coordinated by the Company's hotel administrator and API or successor hotel vendor.

This Agreement, except as otherwise specifically stated, shall become effective February 14<sup>th</sup>, 2014, and shall continue in full force and effect through February 14<sup>th</sup>, 2019 and shall renew itself without change until each succeeding February 14<sup>th</sup> thereafter, unless written notice of intended change is served in accordance with Section 6, Title 1 of the Railway Labor Act, as amended by either party hereto, at least sixty (60) days prior to February 14<sup>th</sup>, 2018, or any February 14<sup>th</sup> thereafter.

The parties agree to engage in Section 6 negotiations for a period of twelve (12) months; if no tentative agreement has been reached at the end of twelve (12) months, the parties will jointly request mediation under the auspices of the National Mediation Board.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

WITNESS:

FOR ASSOCIATION OF FLIGHT  
ATTENDANTS-CWA, AFL-CIO

\_\_\_\_\_  
Veda Shook  
International President

\_\_\_\_\_  
Jeffrey Peterson  
MEC President

\_\_\_\_\_  
Karina Cameron-Fetters  
Negotiating Committee

\_\_\_\_\_  
Brian Tracy  
Negotiating Committee

\_\_\_\_\_  
Paula Mastrangelo  
Senior Staff Negotiator

\_\_\_\_\_  
Jake Jones  
Negotiating Committee

WITNESS:

FOR ALASKA AIRLINES, INC

\_\_\_\_\_  
Andy Schneider  
VP, Inflight Services

\_\_\_\_\_  
Shane Tackett  
VP, Labor Relations

\_\_\_\_\_  
Elizabeth Ryan  
Managing Director, Labor Relations

**Letter of Agreement  
Between  
ALASKA AIR GROUP, INC.  
ALASKA AIRLINES, INC.  
and  
THE FLIGHT ATTENDANTS  
In the service of  
ALASKA AIRLINES, INC.  
as represented by  
THE ASSOCIATION OF FLIGHT ATTENDANTS-CWA**

Alaska Air Group, Inc. ("AAG"), Alaska Airlines, Inc. ("Alaska"), and the Association of Flight Attendants-CWA, International ("AFA"), as representative of the Flight Attendants employed by Alaska (the "Flight Attendants"), agree as follows:

- A. AAG, as parent of Alaska, wishes to join with Alaska and AFA in protecting and preserving the flying and related work of the Flight Attendants, because doing so enhances the value of AAG's investment in Alaska by providing additional protection to the ongoing stability in the relationship between Alaska and the Flight Attendants and providing greater financial strength to Alaska.
- B. AAG has reviewed and is familiar with the terms of Section 3.A [Recognition], 3.D [Scope], 3.H [Information Sharing] and 3.J [Remedies], Section 4 [Status of Agreement] and Section 5 [Definitions] of the 201X Collective Bargaining Agreement between Alaska and AFA (the "Agreement"). Terms used in this AAG Letter of Agreement, unless otherwise defined in this AAG Letter of Agreement, have the meaning given them in Section 4 and Section 5 of the Agreement.
- C. AAG will comply with, and will require Alaska and any Successor to comply with-Section 3.D [Scope], 3.H [Information Sharing], 3.J [Remedies], and Section 4 [Status of Agreement].
- D. An Acquisition is defined as a single transaction or multi-step transaction by which AAG acquires Control (as described in Section 4.B) of an air carrier (the "Acquired Air Carrier") without a resulting Merger Transaction. In the case of an Acquisition of an air carrier that operates any aircraft other than Small Aircraft, AAG will comply with and cause Alaska to comply with the provisions of Letter of Agreement XX-XX [Job Protection Letter of Agreement].
- E. Small Aircraft: means aircraft certificated for operation in the United States with a maximum gross takeoff weight of seventy-seven thousand (77,000) pounds or less and operated with seventy-six (76) or fewer passenger seats.

- F. A Merger Transaction is defined as a single transaction or multi-step transaction by which the operations of the Company and another operating air carrier are merged (whether or not under one FAA operating certificate) in accordance with paragraph 4.B of the Agreement.
- G. When AAG intends to acquire Control of an air carrier, whether in a Merger Transaction or an Acquisition, or when AAG learns that another entity intends to acquire Control of AAG, then AAG will:
1. Provide the Association with reasonable advance notice of the proposed transaction;
  2. Meet to discuss the impact of the proposed transaction upon the Flight Attendants;
  3. Disclose the details of any material agreements related to such transaction in a timely manner to allow the AFA to prepare for those discussions, provided that no financial or other confidential business information needs to be disclosed unless suitable arrangements for confidentiality are established.
- H. This AAG Letter of Agreement becomes effective on the effective date of the Agreement and will remain in effect concurrent with the Agreement and any status quo period applicable to the Agreement under the Railway Labor Act (RLA). A dispute between AFA and either AAG or Alaska, or both, concerning interpretation or application of this AAG Letter of Agreement may be heard and determined by the Alaska Flight Attendants' System Board of Adjustment in accordance with the procedures of Section 4.D [Remedies] of the Agreement, and AAG consents to the jurisdiction of such System Board for such purpose.

The parties have attested to their agreement to all of the foregoing terms by entering into this AAG Letter of Agreement effective this XX day of [month], XXXX.

**Letter of Agreement  
Between  
ALASKA AIR GROUP, INC.  
ALASKA AIRLINES, INC.  
and  
THE FLIGHT ATTENDANTS  
In the service of  
ALASKA AIRLINES, INC.  
as represented by  
THE ASSOCIATION OF FLIGHT ATTENDANTS-CWA**

Alaska Air Group, Inc. ("AAG"), Alaska Airlines, Inc. ("Alaska"), and the Association of Flight Attendants-CWA ("AFA"), as representative of the flight attendants employed by Alaska, agree as follows:

- A. AAG, as parent of Alaska, wishes to join with Alaska and AFA in protecting and preserving the work of the Flight Attendants, because doing so enhances the value of AAG's investment in Alaska by providing additional protection to the ongoing stability in the relationship between Alaska and the Flight Attendants and providing greater financial strength to Alaska.
- B. Alaska has placed an order with the Boeing Company for Boeing 737 Aircraft, which includes fixed and optional positions. For the purpose of this document the order shall be referred to as the "2012 Order;" however, the 2012 Order shall include all aircraft whether fixed positions or options not yet in possession of Alaska but which have been ordered from the Boeing Company any time prior to the effective date of this Agreement.
- C. All Flight Attendant work performed on current aircraft and aircraft acquired under the 2012 Order shall be performed by the Flight Attendants, so long as those aircraft are operated by an entity under the Control of AAG. None of the current aircraft or aircraft acquired under the 2012 Order shall be flown by airlines not controlled by AAG under a capacity purchase agreement with AAG or an entity under the Control of AAG.
- D. This shall not be construed so as to preclude AAG and/or Alaska from merging with another airline, but in that case the provisions of paragraph C of this Boeing Aircraft Letter of Agreement and of Section 4 [Status of Agreement] of the collective bargaining agreement between AFA and Alaska ratified on XX, 2014 (the "Agreement") shall apply, including, without limitation, the requirement in Section 4.C.1.c. that "the aircraft (including all orders and options to purchase aircraft) and operations of each pre- transaction airline shall remain separated until such time as both the Flight Attendant seniority lists are integrated and the Flight Attendant collective bargaining agreements are combined in accordance with paragraphs C.1.a and C.1.b [of the Agreement]."
- E. Terms used in this Boeing Aircraft Letter of Agreement, unless otherwise defined in Boeing Aircraft Letter of Agreement, have the meaning given them in Section 4 [Status of Agreement] and Section 5 [Definitions] of

the Agreement.

- F. A dispute between AFA and either AAG or Alaska, or both, concerning interpretation or application of this Boeing Aircraft Letter of Agreement may be heard and determined by the Alaska Pilots' System Board of Adjustment in accordance with the procedures of Section 4.D. [Remedies] of the Agreement, and AAG consents to the jurisdiction of such System Board for such purpose.
- G. This Boeing Aircraft Letter of Agreement becomes effective on the effective date of the Agreement and will remain in effect concurrent with the Agreement and any status quo period applicable to the Agreement under the RLA.

The parties have attested to their agreement to all of the foregoing terms by entering into this AAG Letter of Agreement effective this **XX day of XX, 2014**.

**Letter of Agreement  
Between  
ALASKA AIR GROUP, INC.  
ALASKA AIRLINES, INC.  
and  
THE FLIGHT ATTENDANTS  
In the service of  
ALASKA AIRLINES, INC.  
as represented by  
THE ASSOCIATION OF FLIGHT ATTENDANTS-CWA**

THIS JOB PROTECTION LETTER OF AGREEMENT is made and entered into in accordance with the provisions of Title II of the Railway Labor Act, as amended, by and between ALASKA AIR GROUP, INC. ("AAG"), ALASKA AIRLINES, INC. ("Alaska") and the FLIGHT ATTENDANTS in the service of ALASKA AIRLINES, INC., as represented by the ASSOCIATIONS OF FLIGHT ATTENDANTS-CWA ("AFA").

WHEREAS, it is the desire of AAG, Alaska and AFA to enter into a Letter of Agreement protecting the work for Flight Attendants in the event AAG completes an Acquisition as defined in paragraph D of Letter of Agreement XXX [AAG Letter of Agreement] between AAG, the Company, and AFA (the "AAG Letter of Agreement").

NOW, THEREFORE, it is mutually agreed and understood by and between the parties that Alaska will not furlough Flight Attendants during a Work Protection Period due to the transfer of flying as a result of an Acquisition. In the event of a furlough during a Work Protection Period, and in the event of a disagreement over the cause of the furlough, it shall be Alaska and AAG's burden of proof to establish that the furlough was not due to the transfer of flying to the Acquired Air Carrier, as defined in paragraph D of the AAG Letter of Agreement.

- A. A Work Protection Period commences on the date that AAG announces an intent to engage in an Acquisition and it continues for a period measured as the total length of the duration of the then current Collective Bargaining Agreement between AFA and the Company ("Agreement") (XX/XX/2014 – XX/XX/2019) plus one year.
- B. Except as otherwise provided in this Job Protection Letter of Agreement, a furlough shall be subject to all terms and conditions of the Agreement.

- C. Terms used in this Job Protection Letter of Agreement, unless otherwise defined in this Job Protection Letter of Agreement, have the meaning given them in Section 4 [Status of Agreement] and Section 5 [Definitions] of the Agreement, and in the AAG Side Letter.
- D. A dispute between AFA and either AAG or Alaska, or both, concerning interpretation or application of this Job Protection Letter of Agreement may be heard and determined by the Alaska Flight Attendant's System Board of Adjustment in accordance with the procedures of Section 4.D. [Remedies] of the Agreement, and AAG consents to the jurisdiction of such System Board for such purpose.
- E. This Job Protection Letter of Agreement becomes effective on the effective date of the Agreement and will remain in effect:
1. Concurrent with the Agreement and any status quo period applicable to the Agreement under the RLA; plus
  2. any additional period of time included within a Work Protection Period if one is activated during the time described in paragraph E.1 above.

The parties have attested to their agreement to all of the foregoing terms by entering into this AAG Letter of Agreement effective this XX day of XX, 2014.



**Letter of Agreement  
by and Between  
ASSOCIATION OF FLIGHT ATTENDANTS-CWA, AFL-CIO  
and  
ALASKA AIRLINES, INC.**

THIS LETTER OF AGREEMENT is made and entered into in accordance with the provisions of Title II of the Railway Labor Act, as amended, and pursuant to Agreements reached by and between ALASKA AIRLINES, INC. (the "Company") and the Flight Attendants in the service of ALASKA AIRLINES, INC., as represented by the ASSOCIATION OF FLIGHT ATTENDANTS-CWA, AFL-CIO (the "Association").

**Continuation of Medical Health Insurance Upon Separation for Flight  
Attendants Aged 62-65 Years Using Sick Leave**

Alaska Airlines (Company) and the Flight Attendants in the service of the Company as represented by the Association of Flight Attendants-CWA (Association) agree, in order to accommodate the transition from exchange of accrued sick leave for health care to a cash out program for accrued sick , on a one-time basis without expectation of renewal or extension, that the following shall apply to Flight Attendants and run concurrent with and be in force for the duration of the Flight Attendant Collective Bargaining Agreement [term] (Agreement) and any amendable period.

1. During the period that this Sideletter of Agreement is in force, Flight Attendants may elect the following option upon separation from the Company provided that they meet the below qualifications.
2. Qualifications: Upon separating from the Company, a Flight Attendant who is at least sixty-two (62) years with a minimum of ten (10) years of employment will qualify for this provision.
3. Pursuant to the Agreement, unused sick leave may accumulate up to a maximum of one thousand seven hundred (1,700) TFP combined between the primary and secondary sick leave banks. A qualified Flight Attendant may utilize accrued sick leave for continued medical coverage effective at the time of separation (e.g. Employee only, employee+ spouse/domestic partner, employee + family). For each month of coverage, twenty (20) TFP will be deducted until the sick leave bank accrual(s) are exhausted or until age sixty-five (65), whichever occurs first.
4. A Flight Attendant choosing this option is not eligible to have her/his sick leave paid out in accordance with Section 16.I.3. (Sick Leave Conversions) of the



**Retiree Health Insurance LOA  
DRAFT**

Agreement.

5. This provision shall expire with either the effective date of the subsequent Agreement or the end of the current Agreement's amendable period, whichever is earlier.

All other provisions of the collective-bargaining agreement remain in full force and effect. The parties understand and agree that the provisions of this Sideletter of Agreement will terminate on the dates stated herein, and will not be applied to any future agreements.

IN WITNESS WHEREOF, the parties hereto have signed this Letter of Agreement this \_\_\_\_ day of \_\_\_\_\_, 2013.

FOR:  
ALASKA AIRLINES, INC.

FOR:  
ASSOCIATION OF FLIGHT  
ATTENDANTS-CWA, AFL-CIO.

\_\_\_\_\_  
Shane Tackett  
Vice President Labor Relations

\_\_\_\_\_  
Veda Shook  
AFA International President

\_\_\_\_\_  
Elizabeth Ryan  
Managing Director, Labor-Air

\_\_\_\_\_  
Jeffrey Peterson  
MEC President

\_\_\_\_\_  
Andy Schneider  
Vice President Inflight

\_\_\_\_\_  
Paula Mastrangelo  
Staff Negotiator, AFA

S33 Duration:	5 years from DOS
S21 Compensation	<ul style="list-style-type: none"> <li>• <del>DOS</del>- Pay Rates per attached tables</li> <li>• 1.5% increase at DOS +1, DOS +2, DOS + 3, DOS +4</li> <li>• Embed RSV premium per attached scales</li> <li>• Add longevity pay of \$1/TFP flown (UB &amp; CB) at year 20; add \$1 every 5 years thereafter eliminate TOS profitability bonus. (<i>Initiate program for 2014 and pay out 2013 profitability bonus</i>)</li> <li>• Minimum Pay Rules per TA 12/10/13</li> <li>• Pay raises retroactively effective (scales only) <del>date TA is reached</del> to DEC 1 upon ratification</li> <li>• New Year's Day (2X rate of pay)</li> </ul>
Preamble	<ul style="list-style-type: none"> <li>• TBD</li> </ul>
DOS	<ul style="list-style-type: none"> <li>• Defined as "Date of Ratification"</li> </ul>
S 3 Scope of Agreement	<ul style="list-style-type: none"> <li>• Mgmt Flying (per AFA proposal 12/11/13)</li> </ul>
S 4 Status of Agreement	<ul style="list-style-type: none"> <li>• Company S4 October 28; Boeing Letter March 18 (match pilots); AAG Letter per company proposal October 28, Job Protection Letter (based on Pilot's LOA)</li> </ul>
S22 Expenses	<ul style="list-style-type: none"> <li>• \$2.50 per diem, static; eliminate crew snacks</li> </ul>
S 23 Insurance	<ul style="list-style-type: none"> <li>• Cost sharing:               <ul style="list-style-type: none"> <li>○ 2014=18% --no annual caps</li> <li>○ 2015=19% -- no annual caps</li> <li>○ 2016=20%-- no annual caps</li> <li>○ 20 % thereafter, no annual caps,</li> </ul> </li> <li>• Status Quo --no increase to rates during amendable period of Agreement</li> <li>• No change in 480 application for insurance.</li> </ul>
S29 Retirement	<ul style="list-style-type: none"> <li>• Eliminate \$7k maximum company contribution.</li> </ul>
S 5-Definitions	<ul style="list-style-type: none"> <li>• TBD during TA language</li> </ul>
LOA-- Full Time Association Scheduling Chairperson	<ul style="list-style-type: none"> <li>• Company-funded position (100 TFP/bid mo)</li> <li>• Work collaboratively to enhance Flight Attendant productivity and quality of life and company productivity</li> <li>• Chairperson participates in: Scheduling Review Committee, Sequence Analysis, PBS, OT Trading, scheduling efficiencies, <b>Reserve reposition calendar</b> and other related issues.</li> </ul>

	<ul style="list-style-type: none"> <li>• Access to sequence optimizer, administrator access to Navtech's PBS and full (scheduler level) access to Maestro Crew Management System (or successor system). Dedicated desk in Scheduling Department.</li> <li>• 24 hour access to Flight Attendant Crew Scheduling.</li> </ul>
Communication from Andy re: Buy on Board	Communication to Flight Attendants prior to Road Shows outlining Company's position and why committee was unable to achieve a LOA.
Letter of Agreement	Add Technology Implementation letter Delete LOA 1 and 2 Update LOA 3 and 4
Communication	No Company communication to FAs prior to 7pm. No details released by AFA or Company prior to MEC vote Company may release press release (no details on provisions) after AFA's press release Friday morning (12/13/13)
TA's	Section 1--Non-discrimination Section 2-- Purpose of Agreement Section 6--Seniority Section 7--Probation Period Section 8--Hours of Service Section 9--Junior Available rules Section 10--Scheduling Section 11--Reserve Section 12--Exchange of Sequences Section 13--Uniforms Section 14--Vacations Section 15--Leave of Absence Section 16--Sick Leave/On the Job Injury Section 17--medical examinations Section 18--Reduction In Force Section 19--Grievance procedures Section 20--Board of Adjustment Section 24--General and Miscellaneous Section 25--Safety, health and security Section 26--Association Security Section 27--General-Association Information Section 28--Domiciles Section 30--Training Section 31-- Savings Clause Section 32 --Attendance Policy



	Section XX--Hotels Section XX2--Charters
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**Memorandum of Agreement  
by and Between  
ASSOCIATION OF FLIGHT ATTENDANTS-CWA, AFL-CIO  
and  
ALASKA AIRLINES, INC.**

THIS MEMORANDUM OF UNDERSTANDING is made and entered into in accordance with the provisions of Title II of the Railway Labor Act, as amended, and pursuant to Agreements reached by and between ALASKA AIRLINES, INC. (the "Company") and the Flight Attendants in the service of ALASKA AIRLINES, INC., as represented by the ASSOCIATION OF FLIGHT ATTENDANTS-CWA, AFL-CIO (the "Association").

**Open Time Process Implementation**

WHEREAS, the Company and the Association desire to create a better, more equitable trading system that increases Flight Attendants' flexibility in modifying their schedule; and to desire to improve predictability of staffing and limit the impact of trip drops on reserve coverage.

THEREFORE, Alaska Airlines, Inc. ["Company"], and AFA, as representative of the Flight Attendants employed by Alaska [the "Association"] agree as follows:

**Quartile System:**

The Association will monitor the Flight Attendant satisfaction with the Quartile System. The System will remain in place for a minimum of 6 months; however, the Association and the Company may mutually agree to alter the System at any time. The MEC may decide after six (6) months to terminate the Quartile System and Open Time trading will commence for all Flight Attendants at the same time. The change will be implemented as soon as practical, given IT constraints.

**Confirmation Ballot:**

If the Quartile System is still in place after twelve (12) months, all Association members in good standing who are employed by the Company will have the opportunity to vote by secret ballot whether to maintain the Quartile System. The Association will conduct the election and certify the results. A simple majority vote (50% +1) of ballots cast will be required to maintain the quartile system.

If the majority of ballots cast reject the Quartile System, then Open Time Trading will commence for all Flight Attendants at the same time. The change will be implemented as soon as practical, given IT constraints.

[AFA and Co split cost of vote]



*Alaska Airlines*

## Open Time Process Implementation

---

**Association Scheduling Chairperson:**

- Company-funded position (100 TFP/bid mo)
- Chairperson Oversees: Scheduling Review Committee, Sequence Analysis, PBS, OT Trading and Related Issues
- Access to sequence optimizer, administrator access to Navtech's PBS and full (scheduler level) access to Maestro Crew Management System (or successor system). Dedicated desk in Scheduling Department.
- 24 hour access to Flight Attendant Crew Scheduling.

**Monitoring OT:**

- Monitoring and implementation process will include sharing of a standard set of documentation/data/reports.
- Access to all relevant data, reports and materials associated with Crew Planning and Scheduling.
- Company manager and supervisor(s) of Crew Scheduling, or designee(s), and Crew Planners would work collaboratively with the Association Scheduling Chairperson

**Metrics/ Benchmarks:**

Including, but not exclusive of (and adjusted for population changes where appropriate):

- Full-time employee equivalent (FTE) of premium flying (Jr-available and premium OT)
- Tagging of reserves adjusted.
- Percentage of Reserves for overall coverage
- Sick Leave Utilization
- Survey of FA population satisfaction with OT on a monthly basis, conducted by AFA
- Number of lineholder reassignments.
- Reserves credited in excess of 110 TFP.
- Several years' look-back on above metrics adjusting for seasonal variations.

**Overview**

Trial of the new Open Time process [12.D] as follows:

- a. Methodology for counting of sequences toward the "threshold sequence number" will be only the first day of the sequence (day of sequence departure).
- b. Based on the analysis of the metrics, the Association and the Company will mutually agree to test different Minimum Daily Sequence Departure numbers and/or the formula for the Threshold Sequence Number in 12.D.4.b. Flight Attendants will be notified of the change(s) and the reasons for the changes(s).
- c. If analysis of the metrics indicates that an increase in the Minimum Daily Sequence Departure number and/or the Threshold Sequence Number





formula is sustainable by the operation, the parties will agree to test an increase.

- d. If trip drop liability under this methodology is too great, and increasing and reducing the values in b. and c. above have not sufficiently reduced the liability, an alternative counting methodology where each day of the sequence counts towards the "threshold sequence number" will be tested. The values shall be those in 12.D.4.b.
- e. If the methodology is changed to that in d. above, then the Association and the Company will immediately begin negotiations on Section 12.D.2.-4. and 12.D. 6.-8 of the Agreement.

In Sec 12 – formula and minimum are "minimums" and can be raised independently at each domicile.

### **Trial Period**

Trial period as follows:

- a. Minimum trial period of 12 months from the month of initial implementation which will be determined in the Technology Implementation LOA.
- b. If MOU is canceled by either party, Open Time will revert to the process outlined in d. and e. above, unless the parties mutually agree to an alternative process.
- c. If reverting to current book, timeline for rolling back to that process will be dictated by IT limitations.
- d. Initial trial period of 24 months unless mutually extended.
- e. Parties to document mutually agreed to final process prior to trial ending. This MOU will be extended to accomplish the final process document, if required.

### **Commitments:**

- 1. This MOU will be implemented and monitored, and the Open Time process will be implemented, monitored and revised (per this MOU) exclusively by the AFA MEC and the Vice President of In-flight and the Vice President of Labor Relations or their respective designees.
- 2. Monitoring and implementation process will include sharing of a standard set of documentation/data/reports (TBD and specified in the final MOU).
- 3. The parties will endeavor to communicate on the implementation and trial of the new Open Time process jointly and in a manner that reflects positively on the process and partnership while the new process is evaluated.

### **Liberalization Commitment:**

The Company and AFA will review on a monthly basis and will make adjustments to expand or tighten the open time rules based on the impact to the operation and Flight



*Alaska Airlines*

## Open Time Process Implementation

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Attendant satisfaction. The AFA MEC President and the Vice President of Inflight and the Vice President of Labor or their respective designees will resolve any unintended consequences of this agreement.

This Letter of Agreement shall remain in full force and effect concurrently with the basic Agreement, provided, however, that this Memorandum of Understanding may be canceled no earlier than [12 months] by either party giving the other party thirty (30) days written notice of its intent to cancel and accordingly, if such notice is given, shall expire at the end of said thirty (30) day period subject to IT roll back limitations.

Tentative Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

FOR ASSOCIATION OF FLIGHT  
ATTENDANTS-CWA, AFL-CIO

Jeffrey Peterson  
MEC President

FOR ALASKA AIRLINES, INC

Elizabeth Ryan  
Managing Director, Labor Relations - Air