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**MEMORANDUM OF UNDERSTANDING**  
**between**  
**ALASKA AIRLINES, INC.**  
**and the**  
**ASSOCIATION OF FLIGHT ATTENDANTS-CWA, AFL-CIO**

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**COVID-19 LEAVES OF ABSENCE AND RELATED MITIGATIONS**

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12 This Memorandum of Understanding (MOU) is made between Alaska Airlines, Inc.  
13 ("Company") and the Flight Attendants in the service of Alaska Airlines, Inc., as represented  
14 by the Association of Flight Attendants-CWA, AFL-CIO ("Association").

15  
16 WHEREAS, the Company and the Association (collectively "the parties") recognize that the  
17 COVID-19 virus has presented various unique and unprecedented challenges for employees  
18 and employers due to illness, quarantine, isolation and school closures;

19  
20 NOW THEREFORE, the parties agree to establish the following temporary leaves of absence  
21 and other mitigations related to COVID-19:

22  
23 1. Educational Disruption Leave of Absence (EDLOA)

- 24  
25 a. Eligibility: A Flight Attendant who cannot fulfil her/his scheduling obligations  
26 (e.g. trips, reserves days) due to closure of her/his minor child's school or  
27 childcare provider due to COVID-19.  
28 b. An eligible Flight Attendant will be granted an EDLOA upon providing  
29 substantiating documentation to Matrix (e.g. proof of school enrollment and  
30 closure, affidavit from the childcare provider of unavailability or facility  
31 closure).  
32 c. A Flight Attendant who has applied for an EDLOA must continue to follow  
33 call-in procedures set forth in Section 32 [Attendance Policy] by calling in  
34 "sick: school closure" until notified by the Company or its leave administrator  
35 (Matrix) that the EDLOA has been approved.  
36 d. A Flight Attendant granted an EDLOA will retain and continue to accrue  
37 seniority.  
38 e. A Flight Attendant may coordinate her/his accrued sick leave and/or  
39 vacation/Longevity PTO for an EDLOA in which case the leave will be  
40 administered just like other leaves with coordination as outlined in Section  
41 15.M [Leaves with Coordination...] and other related sections of the  
42 Collective Bargaining Agreement (CBA) unless specifically excluded herein.  
43 f. A Flight Attendant may choose to take an unpaid EDLOA in which case the  
44 leave will be administered just like other unpaid leaves as outlined in Section  
45 15.N [Unpaid Leaves...] and other related sections of the CBA unless  
46 specifically excluded herein.  
47 g. Absences under an approved EDLOA will not be considered occurrences or  
48 incur attendance points under Section 32.  
49 h. Travel privileges will be prohibited for the affected Flight Attendant for the  
50 duration of the EDLOA. However, a Flight Attendant who wishes to secure

- 51 online travel privileges due to extenuating circumstances may do so on a  
52 case-by-case basis by seeking pre-approval for such travel through Inflight  
53 management. Eligible dependents will maintain travel privileges.
- 54 i. Minor children for the narrow purposes of this MOU are those children under  
55 the age of 18 who have not yet graduated from high school.  
56 The Flight Attendant may purchase health insurance at active rates.  
57
- 58 2. Voluntary Quarantine Leave of Absence (VQLOA)
- 59
- 60 a. Eligibility:
- 61 i. Flight Attendants with an increased risk of contracting COVID-19 as  
62 determined by the Center for Disease Control (CDC).  
63 ii. Flight Attendants residing in the same household as increased risk  
64 individuals.  
65 iii. Flight Attendants who wish to remove themselves from the workplace  
66 under self-quarantine due to suspected exposure to COVID-19. It is  
67 not necessary to be diagnosed with COVID-19 or to be symptomatic  
68 in order to be eligible for self-quarantine under this provision.
- 69 b. An eligible Flight Attendant will be granted a VQLOA upon approval from  
70 Matrix.
- 71 c. A Flight Attendant who has applied for a VQLOA must continue to follow call-  
72 in procedures set forth in Section 32 [Attendance Policy] by calling in "sick:  
73 voluntary quarantine" until notified by the Company that the VQLOA has  
74 been approved.
- 75 d. A VQLOA will be granted for a period not in excess of thirty (30) days.
- 76 e. A Flight Attendant on a VQLOA will retain and continue to accrue seniority  
77 during such leave of absence.
- 78 f. Travel privileges will be prohibited for the affected Flight Attendant for the  
79 duration of the VQLOA. Eligible dependents will maintain travel privileges.
- 80 g. A VQLOA is unpaid. A Flight Attendant may not use her/his accrued sick  
81 leave and/or vacation/Longevity PTO during a VQLOA. Such leave will be  
82 administered just like other unpaid leaves as outlined in Section 15.N [Unpaid  
83 Leaves...] and other related sections of the CBA unless specifically excluded  
84 herein.
- 85 h. Absences under an approved VQLOA will not be considered occurrences or  
86 incur attendance points under Section 32.
- 87 i. The Flight Attendant may purchase and maintain health insurance at active  
88 employee rates if s/he chooses to take an unpaid VQLOA.  
89
- 90 3. COVID-19 Workplace Exposure Leave of Absence (CWELOA)
- 91
- 92 a. Eligibility: A Flight Attendant who is recommended or required to go into  
93 isolation/monitoring or quarantine due to work-related exposure to COVID-  
94 19. Such recommendation or requirement for isolation/monitoring or  
95 quarantine must be from the Company, the Flight Attendant's physician or  
96 other qualified healthcare provider, the CDC, the local Department of Health,  
97 or other applicable government agency.
- 98 b. A Flight Attendant will be granted a CWELOA upon recommendation by the  
99 Company for quarantine/isolation/monitoring or upon providing  
100 substantiating documentation to Matrix. Such documentation must include

- 101 proof of work-related COVID-19 exposure, diagnosis, the recommendation or  
102 requirement for quarantine/isolation/monitoring and the duration of such  
103 self-care or treatment.
- 104 c. A Flight Attendant granted a CWELOA will retain and continue to accrue  
105 seniority.
- 106 d. A Flight Attendant granted a CWELOA will be pay protected for any  
107 scheduling obligations (e.g. sequences, reserve days, or any other scheduled  
108 work assignment) on his/her line from the time the CWELOA is approved  
109 through the duration of the quarantine/isolation/monitoring period.
- 110 e. Flight Attendants who have applied for a CWELOA must continue to follow  
111 call-in procedures set forth in Section 32 until notified by the Company or  
112 Matrix that the CWELOA has been approved.
- 113 f. Absences under an approved CWELOA will not be considered occurrences or  
114 incur attendance points under Section 32.
- 115 g. Travel privileges will be prohibited for the affected Flight Attendant for the  
116 duration of the CWELOA. Eligible dependents will maintain travel privileges.  
117
- 118 4. Flight Attendants may purchase and maintain health insurance at active employee  
119 rates even if the Flight Attendant does not have enough sick leave and/or  
120 vacation/Longevity PTO to coordinate with an approved Medical Leave of Absence or  
121 other leave described herein provided that such leave is directly related to COVID-  
122 19.
- 123
- 124 5. Probationary Flight Attendants may access the above leaves of absence provided  
125 they are otherwise eligible for such leaves. Probationary Flight Attendants will be  
126 allowed to use sick leave for EDLOAs and MLOAs directly related to COVID-19 as  
127 soon as sick leave is accrued as an exception to Section 16.A.3 [Sick Leave Accrual].  
128 Absences under the above leaves will not result in occurrences for probationary  
129 Flight Attendants.  
130

131 The following processes and procedures will be implemented immediately and will be in  
132 effect for thirty (30) calendar days from the date of this MOU unless extended by mutual  
133 agreement. Leaves of Absence established in this MOU may be retroactively approved to  
134 March 12, 2020. The parties agree to review the provisions outlined herein prior to the  
135 termination of the effective period of this MOU.  
136

137 This agreement is without precedent. The circumstances described herein cannot be used by  
138 either party in any other forum.  
139

140 IN WITNESS WHEREOF, the parties hereto have signed this Memorandum of Understanding  
141 this 13<sup>th</sup> day of March 2020.  
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143 FOR:  
144 ASSOCIATION OF FLIGHT  
145 ATTENDANTS-CWA, AFL-CIO  
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FOR:  
ALASKA AIRLINES, INC.  
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147  
148 /s/ \_\_\_\_\_  
149 Jeffrey Peterson  
150 Alaska MEC President

147  
148 /s/ \_\_\_\_\_  
149 Carmen Williams  
150 Managing Director, Labor Relations