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

**SECTION 32 ATTENDANCE POLICY POINTS RELATED TO COVID-19**

This MEMORANDUM OF UNDERSTANDING is made between ALASKA AIRLINES, INC. ("Company") and the ASSOCIATION OF FLIGHT ATTENDANTS-CWA, AFL-CIO ("Association").

WHEREAS, the Company and the Association (collectively "the parties") recognize that absences related to COVID-19 that are not otherwise handled under the Company's workplace exposure procedures neither meet the standards for leave approval in all circumstances, nor are such absences universally covered under the Joint Collective Bargaining Agreement (JCBA) and various standalone COVID-19 agreements; and

WHEREAS, the parties wish to mitigate Section 32 Attendance Policy points received by Flight Attendants for absences related to COVID-19 from February 29, 2020, to September 30, 2021;

NOW THEREFORE, the parties agree:

1. The Company will issue a required bulletin regarding the terms and conditions of this Memorandum of Understanding (MOU).
2. Flight Attendants seeking points forgiveness for absences related to COVID-19 may fill out an electronic COVID-19 Absence Reporting Form, which will be accessible on the Inflight Webpage.
  - a. A Flight Attendant must submit a completed COVID-19 Absence Reporting Form for each 'Single Continuous Occurrence' ('SCO') absence related to COVID-19 that they wish to have mitigated pursuant to this MOU.
  - b. In order to seek points forgiveness for absences related to COVID-19 that occurred prior to the issuance date of the bulletin referenced in 1 above, a Flight Attendant must submit a completed form for each 'SCO' absence no later than April 28, 2021, following issuance of the bulletin.



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- c. In order to seek points forgiveness for absences related to COVID-19 that occur on or after the issuance date of the bulletin referenced in 1 above, a Flight Attendant must submit a completed COVID-19 Absence Reporting Form for each 'SCO' absence no later than the end of a Flight Attendant's next scheduled sequence.
  - d. In addition to a completed COVID-19 Absence Reporting Form requesting points forgiveness, the Company will also require documentation to substantiate applicable absences related to COVID-19 that occur on or after the publication date of the bulletin referenced in Paragraph 1 above. The following documentation must be submitted to the Company at a confidential email address no later than the end of a Flight Attendant's next scheduled sequence:
    - i. A positive COVID-19 test result from either the Flight Attendant or someone in the Flight Attendant's immediate household; or
    - ii. Proof of the Flight Attendant's COVID-19 vaccination via an official record of vaccination (e.g., lifetime immunization record; CDC COVID-19 vaccination card; state immunization information system printout; MyIR or equivalent online or mobile immunization record printout, screenshot, certificate of immunization status, or certificate of COVID-19 vaccination; or a verified electronic medical record printout from the medical provider).
  - e. For Flight Attendants returning from a leave of absence, the COVID-19 Absence Reporting Form and the associated substantiating documentation (if required) must be submitted by the end of the fourteenth (14<sup>th</sup>) calendar day (Pacific Time), with first day back being "day 1."
3. The COVID-19 Absence Reporting Form will solicit the following information:
- a. Identifying data (Flight Attendant's name, current domicile, Peoplesoft number and Arctic number);
  - b. Date(s) of the absence related to COVID-19; and
  - c. A narrative of the reason(s) for such absence.
4. The Company will make a good faith effort to process each form submitted by identifying the Flight Attendant and acting on the mitigation request even if the submitted form contains any combination of minor errors, formatting mistakes or omissions.



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5. The Company may request a Flight Attendant to provide additional information about the absence prior to making a final determination whether to mitigate points. The Company will copy in the Local Executive Council (LEC) President or designee into such requests.
6. The parties agree to automatically remand all form denials to the parties' Alternate Dispute Resolution (ADR) process.
7. A Flight Attendant with an approved form will have the applicable Section 32 Attendance Policy points and any associated occurrences removed, applicable bank points restored, and applicable record improvement debits recalculated accordingly.
8. Should any part or provision of this MOU be rendered invalid by existing or subsequently enacted applicable legislation, then the balance of the agreement will remain in full force and effect for the duration of its term.

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The provisions herein will be effective immediately upon execution of this MEMORANDUM OF UNDERSTANDING and will remain in effect through September 30, 2021, unless extended by mutual agreement. This agreement is without precedent, and the circumstances described herein cannot be used by either party in any other forum.

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All other provisions of the collective-bargaining agreement remain in full force and effect.

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IN WITNESS WHEREOF, the parties hereto have signed this MEMORANDUM OF UNDERSTANDING this 28<sup>th</sup> day of May 2021.

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FOR:  
ASSOCIATION OF FLIGHT  
ATTENDANTS-CWA, AFL-CIO

FOR:  
ALASKA AIRLINES, INC.

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Jeffrey Peterson  
Master Executive Council President

Carmen Williams  
Managing Director, Labor Relations