



2025 CBA New Process Quick Reference Guide

03/12/2025

Alaska Airlines Master Executive Council
Association of Flight Attendants-CWA, AFL-CIO

New Process Quick Reference Guide

3/12/2025

Requesting a wifi code for a DHD

Inflight Website > Schedule & Bidding > Deadhead Wifi Code Request

Requesting release from contactability after self-assignment on Reserve

Inflight Website > Schedule & Bidding > Release from Contactability

Submitting for reimbursement

- less than 3-hour call out on Reserve
- training hotel/transportation
- hotel self-help
- passport services
- arctic boots
- inoculations covered in §25 Air Safety, Health and Security
- *state bank sick leave verification once implemented*

Inflight Website > Administration > Pay & Benefits > Expense Report > Payroll > Expense Reimbursement

- turn the completed form and receipt(s) in to a base supervisor

Trading Premium Open Time sequences

- Flight Attendant to Flight Attendant

Call CS before the *earliest departure* of both sequences to have trips annotated and paid correctly

Reserve opt-out of personal drop after RAP commences

Email CS at CrewSked.FADesk@AlaskaAir.com to notify of this preference after submitting for a personal drop