

**HAWAIIAN AIRLINES  
FLIGHT ATTENDANT AGREEMENT**

**SECTION 18: VACATION**

A. A full-time Flight Attendant will accrue one and one-fourth (1¼) days of vacation for each full month of continuous employment with the Company during the remainder of the calendar year after initial date of hire as a full-time Flight Attendant. As of the first of January following their date of hire as a Full-time Flight Attendant, vacation will be earned at the rate listed in the table listed below (Sec. 18.A.1.) For purposes of this Paragraph, employment over fifteen (15) days in any month will be considered as one (1) full month.

1. Full-time Flight Attendants who have completed twelve (12) months of service with the Company, in any capacity, shall receive vacation at the following rates:

<b>Completed Years of Service</b>	<b>Vacation Days</b>
1st through 2nd year	14 days
After completion of 2nd year	15 days
After completion of 3rd year	18 days
After completion of 5th year	21 days
After completion of 7th year	22 days
After completion of 10th year	24 days
After completion of 14th year	30 days
After completion of 20th year	35 days
After completion of 25th year	42 days

2. Except for the first year of employment, a Flight Attendant may take vacation as she/he earns it according to the needs of the service.
3. Should one of the following holidays fall within a Flight Attendant's bid vacation period, her/his vacation will be extended by one (1) day at the end of the vacation period for each holiday falling therein, unless the Flight Attendant otherwise notifies her/his Base Manager or Supervisor. Such notification must be provided no later than 1200 on the sixteenth (16th) of the preceding month. In all cases, a Flight Attendant who wishes to extend a bid vacation period that

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includes her/his birthday must notify her/his Base Manager or Supervisor of the extension no later than 1200 on the sixteenth (16th) of the preceding month, or such additional vacation day will be cashed out.

<b>Holidays That Qualify for Vacation Extensions</b>
Memorial Day
Admission Day
Thanksgiving Day
Flight Attendant's Birthday

- B. Except for time off due to industrial accident or industrial sickness, vacation credit shall not accrue to a Flight Attendant while on leave of absence or sick leave without pay for periods in excess of fifteen (15) days.
- C.
1.
    - a. On September 1 of each year, the Company shall post on its bulletin board a list showing Flight Attendants' names in order of their seniority, the vacation entitlement as of September first (1st), the projected entitlement as of the following January first (1st), each Flight Attendant's first bidding period, and the minimum number of Flight Attendants able to take vacation per day (slots) for the following year as provided in Paragraph C.2.a. and C.3.a. of this Section. Insofar as the requirements of the service will permit, vacation periods will be scheduled at the convenience of the Flight Attendant.
    - b. In addition, the Company will notify each Flight Attendant of her/his maximum entitlement, the minimum number of vacation days to be taken the following year, the adjusted bid months, if any, for the following year and the specific bidding period assigned to her/him.
  2. At each domicile the Company shall allow a minimum number of Flight Attendants to take vacations concurrently as outlined below.

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- a. The projected maximum vacation entitlement of Flight Attendants at a domicile for the following year, excluding any vacation in excess of a three (3) week accumulation (carry-over) shall be totaled by August thirty-first (31st). The foregoing total of vacation days shall be divided by 365 to determine the minimum number of Flight Attendants per day. Any remainder of .5 or more in the calculation above shall require an additional Flight Attendant.

$$\frac{\text{Total Vacation Days}}{365} = \text{Minimum Flight Attendants Per Day/Vacation Slots}$$

- b. The minimum number of Flight Attendants/Vacation Slots as determined in paragraph C.2.a. above shall be adjusted for seasonal needs as follows:

<b>Minimum Annual Vacation Slot Distribution</b>	
120%	January 8 - March 1; September 9 – December 15
100%	March 2 to June 30
80%	July 1 - September 8; December 16 – January 7

3. Minimum Daily Slots for Use of the Pop-Up Trip Bank.

- a. The Company will establish a separate pool of vacation slots that will be dedicated for use of the pop-up trip bank. The formula for determining the minimum number of daily pop-up trip slots shall be based on one percent (1%) of the total Flight Attendants in the domicile, except that in Honolulu one and one-half percent (1.5%) shall be used in any month where Reserves are more than eighteen percent (18%) of the total Flight Attendants in Honolulu. These slots shall be awarded in accordance with Subsection E.3.c. below. In its discretion, the Company may increase the number of slots on any given day(s).
- b. The number of vacation slots that remain open after the third bids are awarded may be reduced by the daily

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minimum pop-up trip slots required in Paragraph C.3.a., above.

D.

1. A Flight Attendant must bid for at least one period of seven (7) or more consecutive days a year as stipulated in Paragraph E. of this Section. Flight Attendants with less than seven (7) days accrual by December 31st may bid all of such accrual and said vacation will be considered a bid vacation. A Flight Attendant who does not bid for vacation shall be assigned one (1) seven (7) day vacation bid period after the completion of the second bid to available vacation slots.

2. Vacation Carry Over

Flight Attendants may accumulate one (1) week of their annual vacation allowance up to the maximums outlined below, excluding the current year's allowance earned in the previous calendar year, as follows:

<b>Years of Service</b>	<b>Max Carry Over Accumulation</b>
1-9 years	4 weeks
10-19 years	5 weeks
20+ years	6 weeks

3. Assigning of Minimum Vacation

- a. Minimum vacation is defined as vacation in excess of the accumulation as specified in D.2. of this Section.
- b. After the fourth bid period as stipulated in E.1.d. of this Section has been completed, Flight Attendants who have not scheduled their minimum vacation in the coming year shall be assigned their minimum vacation as provided below:
  - (1) The Company must offer those periods of vacation to be assigned to Flight Attendants who are being assigned their minimum vacation in order of seniority.
  - (2) The assigning of minimum vacation must be completed by January thirtieth (30th) of that year.

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4. Before taking a leave of absence of ninety (90) days or more, a Flight Attendant shall be required to take or be compensated for all vacation accrued in the calendar years prior to the year in which she/he takes the leave of absence except as provided in Paragraphs C.3., I.3. and I.5. of Section 17 and Paragraph L. of Section 16 of this Agreement.

**E. Bidding and Awarding of Vacation**

1. At each domicile a Flight Attendant, in order to exercise her/his seniority, must bid for her/his vacation for the next calendar year by the bidding period assigned her/his. All vacation bidding shall be divided into a first, second, third and fourth bidding period. All vacation awards will be posted by November 31st. A Flight Attendant vacation committee will be available to assist in the awarding.

a. First Bid

The first vacation bid period shall be October 1 through October 15 between 0800 and 1600 (local domicile time), excluding weekends. Flight Attendants shall be allowed to bid one-half ( $\frac{1}{2}$ ) of their accrued vacation days. Such vacation days may be split into no more than two (2) periods, provided that each period is not less than seven (7) nor more than twelve (12) days. If one-half ( $\frac{1}{2}$ ) of a Flight Attendant's accrued vacation is less than seven (7) days such Flight Attendant shall be allowed to bid seven (7) days. Flight Attendants with less than a total of seven (7) days accumulated vacation may bid such vacation. Each Flight Attendant shall be given a specific date and time on which to submit her/his first bid. Bidding will be conducted by seniority. The minimum number of Flight Attendants allowed to bid first vacation concurrently shall be as stipulated in paragraph C.2. of this Section. Flight Attendants who are out on a flight, on vacation, or for some other reason are not available on the day or days they are scheduled to bid must indicate their preference before leaving. Their bids must be in by the deadline date and time. Flight Attendants who have not bid by their scheduled date and time shall be allowed to bid at any time for a period which has not already been awarded to

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another Flight Attendant. At the time the vacations are bid, approvals shall be given. The approved period(s) shall be posted at this time for the information of the remaining Flight Attendants.

b. Second Bid

(1) The second vacation bid period shall be October 16 through October 30 between 0800 and 1600 (local domicile time), excluding weekends. Flight Attendants shall be allowed to bid for any number of additional remaining vacation periods, provided each period is of at least seven (7) days duration. Each Flight Attendant shall be given a specific date and time on which to submit her/his bid in accordance with seniority. Flight Attendants who have not bid by their scheduled date and time shall be allowed to bid at any time for a period which has not already been awarded to another Flight Attendant. Flight Attendants bidding in the second period will not displace any Flight Attendant awarded vacation in the first bid period. Awards and posting shall be completed as in the first bid period.

(2) Ghost Bidding

During the second bid period, Flight Attendants may bid for three (3) seven-day vacation periods during the year. However, in no event shall such bidding exceed fifteen (15) Flight Attendants during any month.

Such bidding shall be for pay purposes only and Flight Attendants shall be paid as stipulated in Paragraph K. of this Section.

c. Third Bid

(1) The third bid period shall be November 1 through November 15 between 0800 and 1600 (local domicile time), excluding weekends. Flight Attendants shall be allowed to bid for any number of additional vacation periods. Each Flight Attendant

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shall be given a specific date and time on which to submit her/his bid in accordance with seniority. Flight Attendants who have not bid by their scheduled date and time shall be allowed to bid at any time for a period which has not already been awarded to another Flight Attendant.

(2) Flight Attendants submitting third bids shall not displace any Flight Attendant awarded or assigned vacation and all awards shall be by seniority.

d. Fourth Bid

The fourth bid period shall be November 16 through November 30. At any time during the fourth bid period Flight Attendants may designate the number of vacation days to be placed into their individual pop-up trip bank. These days will be converted into hours, using the daily vacation credit multiplied by the number of designated days. Hours from this pop-up trip bank may be utilized in accordance with Subsection E.3.c., below.

2. All remaining vacation periods after minimum assignments shall be awarded on a first-come, first-served basis after the close of all the bidding periods, except as provided in Subsection E.3.c., below.

3. Pop-Up Vacation

Pop-up vacation is a period of less than seven (7) consecutive days which has not been awarded as a result of bidding as provided for in paragraph E.1. of this Section.

a. During any calendar month, a Flight Attendant may, on request, be granted one pop-up vacation period.

(1) Pop-up vacation may be applied for not earlier than two (2) months prior to the month for which pop-up is requested and no later than the day before PBS bids close for the respective vacation month.

(2) Pay and credit for pop-up vacation shall be in accordance with paragraph K. of this Section.

b. Awarding Pop-Up Vacation

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- (1) Requests for pop-up vacation for the next month, submitted no later than the day before PBS bids close for that month, shall be granted as long as a vacation slot is available (except as provided in (2) below).
  - (2) Requests for pop-up vacation for the month of January shall be kept on file and shall be awarded after the completion of fourth bid.
- c. Pop-Up After Monthly Bid Awards (Pop-Up Trip Bank)
- (1) Flight Attendants may request to use their pop-up trip bank only after they have received their monthly bid awards. Such request must cover all days of the trip and there must be enough pop-up trip slots available before the request will be honored.
  - (2) When this provision is used to remove a Bid Flight Attendant from a trip, the full value of that trip will be deducted from the pop-up trip bank. When this provision is used to remove a reserve Flight Attendant from a day of reserve availability, four hours and ten minutes (4:10) per day will be deducted from the pop-up trip bank.
    - (a) If there are insufficient hours in the pop-up trip bank to cover the full value of a trip or reserve day, that Flight Attendant's monthly line/minimum guarantee will be adjusted downward by the difference.
    - (b) Once a Flight Attendant has exhausted her/his pop-up trip bank, she/he may not request pop-up after the monthly bid awards.
    - (c) All pop-up trip bank requests shall be awarded once each day at 0900 local domicile time. Pop-up trip bank requests received at least forty-eight (48) hours in advance of the pop-up day(s) shall be honored in seniority order. Pop-up trip bank requests submitted less than forty-eight (48) hours in advance of the pop-up day(s) shall be

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awarded on a first come, first served basis. Same day requests will not be awarded.

- (d) Any unused hours that remain in the pop-up trip bank shall be paid in cash to the Flight Attendant at year end.
- F. After November 15, changes in the vacation schedule may be made by Flight Attendants with the approval of the Company and shall be posted accordingly.
- G. If a Flight Attendant requests a change from her/his bid vacation, she/he shall receive a written reply as far in advance as is practicable, but in no case less than two (2) weeks in advance of the beginning of her/his vacation period. In case of unforeseen circumstances (emergency), with the approval of the Company, the Flight Attendant may waive the above.
- H. Where, at the request of the Company, a Flight Attendant foregoes her/his vacation, she/he may reschedule such vacation period or she/he may elect to accumulate the vacation allowance without being limited by the allowable maximum set forth in Paragraph D.2 above.
- I. At termination of employment with the Company, a Flight Attendant shall be paid for accumulated vacation at her/his current hourly rate as provided in Paragraph S. of this Section. Vacation allowances for the year of termination shall be determined as set forth in Paragraph A above. Flight Attendants who do not give the Company fourteen (14) calendar days written notice of their intent to terminate will automatically forfeit accrued vacation credits earned during the year of termination unless circumstances made such prior notice impossible.
- J. Flight Attendants may, if they desire, receive vacation pay checks prior to the beginning of their vacation, providing such requests are made in writing at least seven (7) days prior to the beginning of such vacation. In the event of a Company directed change in vacation, the seven (7) day period will be waived.
- K. **Pay and Credit for Flight Attendants on Vacation**
  - 1. During the transition to PBS, pay and credit for each vacation day will be four (4.0) hours. This pay and credit provision

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shall be superseded by Paragraph K.2. below when PBS goes live or January 1, 2002, whichever is later.

2. The pay and credit for each vacation day for all Flight Attendants will be three (3.0) hours.
3. A Flight Attendant shall be eligible for First Flight Attendant premium pay on each of her/his vacation days provided she/he actually bid for the First Flight Attendant position that month and at least fifty percent (50%) of a more junior Flight Attendant's pay and credit hours in their awarded bid line are in the First Flight Attendant position. In the event a Flight Attendant is on vacation for the entire bid month, she/he shall be eligible for First Flight Attendant premium pay on each of her/his vacation days provided at least fifty percent (50%) of a more junior Flight Attendant's pay and credit hours in their awarded bid line are in the First Flight Attendant position.
4. During the interim parallel bidding process, vacations on the paper bid shall be paid and credited in accordance with the provisions of the 1996 Basic Agreement. This Paragraph shall cease to be in effect once the parallel bidding process ends.

**L. Vacation Cancellation**

1. A Flight Attendant may, at her/his option, cancel bid vacation (other than third bids of less than seven (7) days) or any vacation of seven (7) or more days provided there are vacation periods available for her/his to take her/his required minimum for the year.
2. Restoring Prorated Days Off  
Once a Flight Attendant has canceled a vacation period, her/his prorated day(s) off shall be restored on the first day(s) of the canceled vacation period, unless she/he otherwise notifies her/his Base Manager or Supervisor. In any case, the restored day(s) off will be consecutive days off and must fall within the canceled vacation period.
3. A Flight Attendant who cancels a vacation period in accordance with Paragraph L.1., above, after monthly bidding is closed for reasons other than a status change (e.g.

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sick leave, OCC) shall be available for make up for time lost due to her/his vacation cancellation as provided in Paragraph M. of this Section, except that she/he may only select trips from open time or by assignment by Crew Scheduling. Such Flight Attendant may not pick up a trip(s) from another Flight Attendant if any portion of the trip falls within the period originally covered by the vacation.

4. Third

Flight Attendants shall be allowed to cancel bid vacations of less than seven (7) days no later than 1200 LDT on the sixteenth (16th) of the month preceding the respective vacation month and shall have the option to (1) reschedule or (2) carry-over if within limits. Flight Attendants may cancel such vacation after this deadline when she/he has a change of status or an emergency at Company discretion.

5. Pop-up

A Flight Attendant may cancel a pop-up vacation period no later 1200 LDT on the sixteenth (16th) of the month preceding the respective vacation month. A Flight Attendant may cancel pop-up vacation after this deadline when she/he has a change of status or an emergency at Company discretion.

6.

a. If due to operational demands it becomes necessary for the Company to cancel a Flight Attendant's vacation, she/he will be paid and credited at the rate of one and one-half hours (1:30) for each credited hour received during the canceled vacation. The above-mentioned Flight Attendant shall be allowed to reschedule her/his vacation at another time. However, the Company cannot cancel a Flight Attendant's bid vacation less than two (2) weeks prior to her/his vacation. If the Company cancels the Flight Attendant's vacation, it shall restore vacation pass credits and refund to the Flight Attendant all deposits lost due to cancellation upon presentation of evidence of loss.

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- b. In the event a vacation must be canceled and more than one (1) Flight Attendant has been awarded the same vacation period, the vacation awarded first will be given preference.

**M. Vacation Make-Up for Bid Flight Attendants**

A Flight Attendant who cancels a vacation period of seven (7) or more days after the bids are awarded shall make up time as follows:

1. If such Flight Attendant has not picked up trips to make up time from the canceled vacation, she/he must be available for open flight assignment to make up the time during that canceled vacation period. The Flight Attendant is required to contact crew scheduling to make herself/himself available. Once she/he has made up to within three (3) hours (either above or below) her/his original published line value, she/he will be relieved of the requirement to remain available. In either case the Flight Attendant's line value will not be adjusted downward.
2. If a Flight Attendant makes herself/himself available in accordance with Paragraph M.1. above, but she/he does not reach the three (3) hour make up window, her/his line value will not be adjusted.

**N. Additional Days Off (Supplemental Vacation Days)**

At her/his option, a Flight Attendant shall be given one (1) or two (2) days free from all duty immediately prior to and immediately following each vacation period of one (1) week or more. Such days off shall be in addition to the required minimum number of scheduled days off and they shall be without pay and credit. The Flight Attendant shall notify her/his Base Manager or Supervisor where she/he wishes to place her/his supplemental vacation day(s) no later than 1200 LDT on the sixteenth (16th) of the month preceding the respective vacation month.

- O. Flight Attendants shall not be required to keep the Company informed of their whereabouts while on vacation.

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- P. In the event of her/his death or retirement, vacation time earned but not received shall be paid to the Flight Attendant or her/his estate.
- Q. A part-time Flight Attendant shall accrue one and one-fourth (1¼) days of vacation for each sixty-eight (68) hours she/he flies as defined in Paragraph A.2. of this Section. A part-time Flight Attendant may take accrued vacation regardless of her/his status.
- R. Flight Attendants shall not be required to attend any training during their vacation.

S. **Vacation Cash Out**

A Flight Attendant who is scheduled for vacation may opt to cash out that vacation the values stipulated in Paragraph K. of this Section for each day of the scheduled vacation. The Flight Attendant must notify the Company of such cash out no later than 1200 LDT on the sixth (6th) of the month preceding the respective vacation month, unless such notice is waived by the Company. Such cash out shall be for pay purposes only.

T. **Transferring Flight Attendants**

1. Flight Attendants who transfer domiciles in accordance with Section 14, Paragraphs B.4. and D. shall be allowed to take their awarded bid vacation at the new domicile.
2. Flight Attendants who voluntarily transfer domiciles shall be allowed to take their awarded bid vacation at the new domicile providing those periods are available.
3. Flight Attendants transferring to a new domicile shall not displace Flight Attendants who have been awarded a vacation period.

U. **Vacation Donation Program**

Flight Attendants may contribute vacation days to critically ill colleagues in accordance with the established program.

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