



Safety



Achievement



Flexibility



Innovation



Biased for Action



Teamwork



***Transparency and
Accountability***



Outcome-Based

**Work Rules
for the
Flight Attendants
of
Allegiant Travel Co.**

March 10, 2015

Changes from Revision 002 to Revision 003

- Minor grammatical edits throughout the document that has no bearing on the meaning/spirit/interpretation of the language.
- Added Language 2.Q – Profit Sharing / Bonus Program; Sec. 2; pg. 9



ALLEGIANT'S VISION, MISSION AND VALUES

Allegiant's mission is to provide high-value, low-cost travel experiences to our customers. We do this by driving continuous innovation, structuring the organization to ensure flexibility and nimbleness, a relentless management of costs, and maintaining a crystal clear vision of who our customers are and what they value.

Our success in this mission serves our stockholders, in the form of profitability, our customers, in the form of meeting their expectations in the leisure travel space, and our employees, in the form of a rewarding and challenging work environment. In order to create and maintain our corporate culture, we must share and enthusiastically embrace common values. Our value system serves as the foundation for our decision making at all levels of the Company. These core beliefs supply the fundamental building blocks for our success today and in the future.

Our 8 values are defined as follows:



SAFETY

We consider Safety before anything else and above all else. Safety is the first hurdle to pass in all that we do, and only when this is fully satisfied can we then move forward to consider anything else. Safety is achieved by the thoughtful adherence to our policies and procedures, and the ownership of all employees to ensure the safety of all they see and touch. We also recognize that our language around safety plays a very important role in how we serve our customers, so in addition to ensuring all our actions and products are safe, we pay attention to what we say and what we do, and how those words and actions reflect on Allegiant in providing confidence and security to customers and employees.



ACHIEVEMENT

We get a rush from what we do, and we play to win. Achievement, to us, shows up in passion, determination, perseverance, and the sense of urgency we feel and act on in our roles. We get inspired by where we are going tomorrow, next month, next year. We don't take "no" or "that'll never work" for an answer because if we had, then Allegiant would be performing just like every other airline, and we'd be just like everyone else. We believe Achievement is contagious. When we strive to meet the high expectations we set for ourselves, others can see our passion and our determination. We recognize this inspires others to have the same attitude, so we eagerly accept the responsibility to work to inspire achievement in others. There is excitement in knowing that we and everyone we work with have a tremendous impact on a larger dream and vision, and we can see that impact every day.



FLEXIBILITY

We move quickly and easily left, right or upside down. We're part of a dynamic industry which turns quickly, with fuel costs being one of the major drivers of our business. When that cost can swing dramatically overnight, we have to be just as flexible in our ability to move as well. We understand that part of being in a growing company is that change is constant. For some people, the constant change can be somewhat unsettling, and we recognize the personal growth it often takes to learn to live comfortably in the Allegiant model. We all practice embracing change, and perhaps even more importantly, we support our fellow team members in embracing change by helping them find the benefits of change when we see or hear anyone struggle. We do not get too comfortable with the status quo because, historically, companies that fail are often the ones that aren't able to respond quickly enough and adapt to change. We are ever evolving. Embracing constant change is an essential part of Allegiant culture.



INNOVATION

We innovate. We continually challenge the status quo. We differentiate ourselves, which means sometimes doing something a little unconventional, something other than what's expected. This doesn't mean that we do everything differently – change for change's sake alone isn't the standard. It means that we look at everything we do, and everything we don't do, and we consider why. There are industry standards that make a lot of sense for us to strive for, and others that do not, and we work hard to learn the difference. We question everything, and we innovate thoughtfully and strategically. We are not an average company, our business model is not average, and we don't want our people to be average. We expect all employees to be innovative in how they think about their job, their team, their department and the company. Whether internally with co-workers or externally with our customers and vendors, innovation in how we look at what we do will help us take advantage of every opportunity. Sometimes our innovation causes us to be unconventional in our solutions, because we have the freedom to think outside the box, but that's what allows us to rise above and stay profitable in an industry and environment where others fail.



BIASED FOR ACTION



We make smart, calculated decisions. We think it's important for Allegiant to be bold and daring (but not reckless) in some aspects of our business. We do not want people to be afraid to take risks and make mistakes. We believe if people aren't taking action, then making decisions doesn't continue to develop as a company-wide strength. Over time, we want everyone to develop and improve their decision-making skills. We recognize that people may occasionally make mistakes, and accept that as long as we learn from them and are accountable to them. We never want to become complacent and accept the status quo just because that's the way things have always been done. We should always be seeking opportunities and exploring new possibilities. By having the freedom to think creatively for our solutions, we approach situations and challenges with an open mind. When there is something to be done, Allegiant Team Members get it done, using the tools and resources we have. This means every one of us owns whatever we come across that needs doing, whether we do it ourselves or accept accountability for making it known to the area more appropriately responsible for it. Collectively, we get things done.

TEAMWORK



We've grown quickly at Allegiant, and recognize that growth means continual new additions to our jobs, departments, and the company overall. We understand that the fastest way to company success is to have 100% of Team Members all working toward common goals, so we take the time to bring in new people, educate them, and make them feel like valuable additions to our company.

We've all been new to a job or a team, and so we treat every individual with respect for their background, knowledge, and experience. We ask and not assume, we expect extraordinary performance and we strive to make sure every interaction is one we would be proud to share as an example to anyone. We will focus on celebrating our team and company successes. We will look at failures as team and company failures, not individual ones. If someone around us is struggling or failing, we will take it upon ourselves to help work toward a successful outcome, since no game is won or lost by an individual player.

TRANSPARENCY AND ACCOUNTABILITY



We believe in metrics to show measureable results, and we own our results through accountability up and down. Fundamentally, we believe that openness and honesty make for the best relationships, and we value strong relationships with our coworkers, managers, direct reports, vendors, and business partners. Metrics form the basis for transparency into what we are doing and how we are doing it. They are indicators of success or opportunity for improvement. We share these metrics to ensure team

members across the company have insight, and to inspire everyone to help us achieve our company goals. Transparency is about more than a report card – it's about knowledge and motivation and highlighting who we really are. It's a key to how we grow. We can only improve when we clearly own our results, whatever role we played individually in achieving them. Getting to our goals means taking steps to move from today's place to tomorrow's, so we understand and commit to taking accountability for any piece of a step along that path that we touch. Accountability isn't about who's fault something is or who's responsible for a success, it's about having all we do completely covered by the players involved, through every day and every outcome.

OUTCOME-BASED



We work hard, but recognize that it is continuous improvement and deliverable results which matter. While we may be casual in our interactions with each other, we are focused and serious about the operations of our business. We believe in working hard and putting in the extra effort to get things done – and recognize that it's the 'getting things done' part that ultimately means more than the path to getting there. We believe in operational excellence and realize that there is always room for improvement in everything we do. This means that our work is never done. In order to stay profitable in an always-changing market, we need to continuously evaluate and make incremental improvements to our operations, always striving to make ourselves more efficient, always trying to figure out how to do something better. We measure and value those outcomes. We must never lose our sense of urgency getting to deliverable results. We must never settle for "good enough." We set and exceed our own high standards, constantly raising the bar for ourselves. We value a good day's work, but we value even more a great, tangible outcome of that work





Work Rules *for the Flight Attendants of Allegiant Travel Co.*

INTRODUCTION

i – PURPOSE, AUTHORITY and RESPONSIBILITY

The Flight Attendant Work Rules are made available to each Allegiant Flight Attendant. It contains all work rules and scheduling policies and its purpose is to provide the established work rules, policies and scheduling procedures for Allegiant Flight Attendants.

The Vice President of Inflight Services has the authority and the Director of Inflight Services has the responsibility for the Flight Attendant Work Rules and all elements of policies described in this document. These policies are administered by Inflight Leadership, Crew Planning, Crew Services and Crew Payroll.

ii – GENERAL

These Work Rules are maintained by the Inflight Department of Allegiant Travel Co. Any questions relating to interpretation of these Work Rules should be directed to the Director of Inflight Services or his/her designee.

As a Flight Attendant, you are required to comply with Federal Aviation Regulations (FARs), company practices and procedures which govern your job including these Work Rules, Flight Attendant Manual (FAM), the Flight Attendant Attendance Policy and the Team Member Handbook (TMH). Depending on the nature of the situation, more than one set of rules and regulations may apply.

Any document of this nature obviously cannot be all inclusive, and employees are expected to conduct themselves in accordance with the guidelines as published. Allegiant Travel Co. reserves the right to amend these Work Rules without notice. Nothing contained in these Work Rules should be interpreted as giving rise to a contract or a promise of employment for any period of time.

iii – REVISIONS

Temporary changes may be made at any time and will be effective with the publication and distribution of the revision.

iv –RECORDING of TELEPHONE CONVERSATIONS

All telephone conversations with Crew Services are recorded.

v – LEGALITIES

In compliance with FAR 121.467, Inflight Services adheres to all FAA Duty and Rest Requirements.

In compliance with FAR 121.135, Inflight Services maintains all trip, training and schedule records for all Flight Attendants.

The FAA Duty Time Limitations and Rest Requirements and Allegiant's Duty Time Limitations and Allegiant's Rest Requirements are used in both the construction of scheduled pairings and for the rescheduling and/or rerouting of pairings. The legalities for Duty and Rest contain all applicable FAA and Allegiant duty and rest requirements.



vi – SAFETY CULTURE

Allegiant Air is committed to provide safe, secure and reliable transportation in an environment free of hazards to our employees, customers and the communities we serve. Safety is one of our core values. Senior management demonstrates continual commitment to safety by making safety excellence an integral part of all flight and ground activities through the proper establishment and support of safety policies, procedures and programs. Employees must report any information that may affect the safety or regulatory compliance of our operation.

SECTION ONE: SENIORITY

1.A – COMPANY DATE of HIRE

Your Company Date of Hire will be based on the date you joined Allegiant (as a Flight Attendant Trainee or a previous position held at Allegiant). Company benefits, perks and non-revenue travel (excluding jump seating) will be based on your Company Date of Hire.

1.B – DEPARTMENT DATE of HIRE

Seniority as an Allegiant Flight Attendant will become effective on the Flight Attendant's successful completion of their initial training and will continue to accrue during the period of employment except as otherwise provided.

1.C – SENIORITY LIST

- 1) The Allegiant Travel Co.'s Inflight Seniority List will contain all Flight Attendants' that are entitled to seniority.
- 2) The Seniority List will be updated and posted at a minimum of every six (6) months.
- 3) A Flight Attendant has thirty (30) days, from the date of posting, to dispute any errors or omissions affecting one's seniority. Disputes must be submitted in writing to the Director of Inflight Services who will render a final opinion.

1.D – PLACEMENT on the SENIORITY LIST

- 1) When two (2) or more Flight Attendants are hired on the same date, they will be placed on the Seniority List based on the last four (4) digits of their Social Security number. The Flight Attendant with the lowest number will be the most senior. The Flight Attendant with the highest number will be the most junior. If two (2) or more Flight Attendants have the same last four (4) digits, the middle two (2) digits of their Social Security number will be used. If two (2) or more Flight Attendants have the same last four (4) digits and middle two (2) digits, the first four (4) digits of their Social Security number will be used. This process is administered by People Services.
- 2) Current Allegiant employees transferring to Flight Attendant status will be assigned priority over external candidates hired on the same date. When two (2) or more current employees are transferring to Flight Attendant status, on the same date, their Company Date of Hire will determine their order. A more senior employee will take priority over a junior employee.

1.E – SENIORITY DURING LEAVES and NON-FLYING DUTY

- 1) Flight Attendants on Approved Leave of Absences will retain and continue to accrue Seniority and Longevity.
- 2) In the event United States Military personnel are voluntarily or involuntarily ordered to active military duty, they will retain and continue to accrue Seniority and Longevity as required by law.
- 3) Flight Attendants who are or have been on the Flight Attendant Seniority List and who are transferred to non-flying or supervisory duty (within the department) will retain and continue to accrue Seniority. This provision includes approved light duty assignments.



1.F – REINSTATEMENT of SENIORITY

See Team Member Handbook (TMH).

SECTION TWO: COMPENSATION

2.A – MINIMUM PAY GUARANTEE

- 1) The minimum bid period pay for all Flight Attendants shall be seventy-five (75) hours.
- 2) Flight Attendant's will receive their payroll guarantee each month except as otherwise provided. Payroll guarantee will be calculated as hours flown at a Flight Attendants hourly rate.
- 3) Should a Flight Attendant voluntarily reduce their hours the minimum pay guarantee will not apply.
- 4) Should a Flight Attendant not adhere to departmental policies, with regard to absences, the minimum pay guarantee will not apply.

2.B – HOURLY COMPENSATION

Years of Service	Hourly
0 to 1	\$20.00
1 to 2	\$25.50
2 to 3	\$26.73
3 to 4	\$28.05
4 to 5	\$29.49
5 to 6	\$30.34
6 to 7	\$31.10
7 to 8	\$31.88
8 to 9	\$33.29
9 to 10	\$34.13

- 1) Compensation rates are based on Longevity within the department as a Flight Attendant (Department Date of Hire).
- 2) Annual compensation adjustments will occur on the first day of the Flight Attendant's anniversary month.

Example: A Flight Attendant has a Department Date of Hire of June 11. Beginning June 1st of every subsequent year the Flight Attendant will receive their annual raise. Their June 15 & June 30 paycheck will have their raise effective for the minimum pay guarantee (75 hours).

2.C – BONUS FLIGHT HOURS (BFH)

A Flight Attendant's Bonus Flight Hourly Rate is a thirty (30) percent increase in their hourly compensation.

Years of Service	30% Increase	Hourly + 30%
0 to 1	\$6.000	\$26.000
1 to 2	\$7.650	\$33.150
2 to 3	\$8.019	\$34.749
3 to 4	\$8.415	\$36.465
4 to 5	\$8.847	\$38.337
5 to 6	\$9.102	\$39.442
6 to 7	\$9.330	\$40.430
7 to 8	\$9.564	\$41.444
8 to 9	\$9.987	\$43.277
9 to 10	\$10.239	\$44.369



There are four (4) circumstances in our Work Rules when Bonus Flight Hours are applied.

- 1) A Flight Attendant's ninety-eighth (98) hour and above will be credited with BFH. This does not include hours credited but not actually flown. For mixed line holders, unused reserve days will count towards the BFH calculation. Hours that meet this criteria but are pay protected through no fault of the Flight Attendant will be credited with BFH.
- 2) When a Flight Attendant, at the Company's request, gives up a scheduled day off to work and they are already above their minimum pay guarantee.
- 3) When a Regular/Mixed Line Holder is Rescheduled/Rerouted. When a Reserve Line Holder is Rescheduled/Rerouted on a previously awarded day off.
- 4) If a delay infringes upon a day previously scheduled free of duty (must arrive after 0200 domicile time on a scheduled day off). A Regular/Mixed Line Holder will be compensated as BFH for any flight time after midnight in domicile.

2.D – DEADHEAD COMPENSATION

Deadheading will be paid at a rate of \$20.00/hour for scheduled deadhead time.

2.E – COMPENSATION for a HEAVY CREW

Each Flight Attendant will be credited with the total block time for the trip.

2.F – SCHEDULED or BETTER

- 1) Flight Attendant's will be credited for the scheduled block time of the trip assigned or the actual time flown, whichever is greater.
- 2) This concept is applied to the entire duty period, not to the individual flights in the duty period.
- 3) When a part of a trip is removed and pay protected through no fault of the Flight Attendant, the total trip value is pay protected (i.e. you would not apply "scheduled or better" for actual trips flown plus pay protect portion of trip).

2.G – FLYING on SCHEDULED DAYS OFF

Flight Attendants who work due to...

- operational needs
- at the request of the company
- and/or required by the company (junior assignment)

...on their previously scheduled day off will be compensated as follows:

- 1) Flight Attendants who have not been credited up to the minimum guarantee are compensated at their hourly rate which will be added to the minimum guarantee.
- 2) Flight Attendants who have been credited above their seventy-five (75) guarantee will be compensated for the trip at their BFH rate.
- 3) Flight Attendants may request to be compensated for like days off in lieu of pay credit with Company approval.

2.H – COMMISSION / INCENTIVE

- 1) The Company will pay each Flight Attendant crew eight percent (8%) commission based on gross sales (i.e. a crew of four (4) Flight Attendants would each receive two percent (2%) commission). Flights with an augmented



crew complement shall receive a ten percent (10%) commission.

- 2) Flat rates (i.e. show tickets) are excluded from the commission and are paid per unit sold.

2.I – CHARTER DIFFERENTIAL

- 1) Each Flight Attendant working a charter, regardless of departing domicile, will earn the charter differential in addition to their hourly rate when working a charter flight that does not generate commission for the Flight Attendants.
- 2) The charter differential/revenue is paid at \$0.75/hour.
- 3) If the charter is not flown, for any reason, (i.e. PPSK) only the scheduled block time will be pay protected. The charter differential is not pay protected.

2.J – AIR TRANSPORTATION SUPERVISOR (ATS) and FIELD INSTRUCTOR

- 1) Flight Attendant's that are ATS qualified will be compensated \$100.00 monthly stipend. The stipend is paid regardless of whether or not a line check or Initial Operating Experience (IOE) / Return to Work (RTW) was performed.
- 2) ATS Flight Attendants will be compensated as follows for each line audit, IOE or RTW check ride:
 - a. Scheduled block time less than or equal to five hours and fifty-nine minutes (5:59): \$50.00.
 - b. Scheduled block time greater than or equal to six hours (6:00): \$100.00.
- 3) Field Instructors will be compensated as outlined below.
 - a. Training events less than or equal to four (4) hours will receive the greater of the following:
 - Pay Protection for a missed trip; or
 - \$100.00 Training Pay
 - b. Training events greater than or equal to four hours and one minute (4:01) will receive the greater of the following:
 - Pay Protection for a missed trip; or
 - \$200.00 Training Pay

2.K – TRAINING PAY

- a. Flight Attendants will receive \$80.00 per day for any required ground training. This does not apply to initial ground training.
- b. Flight Attendants are not compensated for computer based training (CBT).
- c. Flight Attendants in initial ground training will be compensated at \$24.00 per day for per diem. The new hire Flight Attendant will be paid at the first-year hourly rate on the first day following successful completion of initial ground training (graduation day).

2.L – PER DIEM / TIME AWAY FROM DOMICILE (TAFD)

- a. Per Diem is paid at \$1.00 per hour for TAFD.
- b. You will receive TAFD beginning at scheduled report time of your trip and ending upon release at the end of your trip.



- c. TAFD is not pay protected if you are removed from and pay protected for a trip.
- d. If you report for a trip but do not depart due to a flight cancellation or irregularity, your TAFD pay will continue until you are released from duty.
- e. TAFD pay for voluntarily out-of-base pick-ups does not apply outside of the duty period.

2.M – 401K

See Team Member Handbook (TMH)

2.N – BENEFITS

See Team Member Handbook (TMH)

2.O – PAYROLL CYCLE

- 1) Flight Attendants are paid bi-monthly: 15th and the last day of the month.
- 2) A Flight Attendant receives their total monthly compensation over the course of three (3) pay periods.
- 3) A Flight Attendant receives their Minimum Hourly Guarantee split equally among two pay periods.
- 4) A Flight Attendant receives anything above the Minimum Hourly Guarantee on the 15th check of the following month.
- 5) Pay questions and/or interpretations should be e-mailed to Crew.Payroll@allegiantair.com.

See the example below for the distribution of a Flight Attendant’s monthly compensation:

The Month of MAY	
15 th of the Month Paycheck (May 15 th)	Last Day of the Month Paycheck (May 31 st)
<i>Regular Pay</i> for half of the guarantee for May 1-15 or any portion thereof [current month]	<i>Regular Pay</i> for half of the guarantee for May 16- May 31 or any portion there of [current month]
<i>Crew Pay</i> for all hours above the monthly guarantee from April [previous month]	
<i>Incentive pay</i> (Commission) from April [previous month]	
<i>Above Hrs pay (BFH)</i> from April [previous month]	
<i>Deadhead Pay</i> from April [previous month]	
<i>Training pay</i> from April [previous month]	
<i>ATS Pay</i> from April [previous month]	
<i>Per Diem Pay</i> from April [previous month]	
<i>Charter Revenue</i> from April [previous month]	

2.P – EXTENDED PAY FOR EXTENUATING CIRCUMSTANCES

There are times when Flight Attendants may be expected to interact and provide customer service when the aircraft is not blocked out. When such events meet all the criteria below, the Flight Attendant(s) will be paid for all hours at their hourly compensation rate.

The event must be: 1) Over two (2) hours; 2) May include, but not limited too, creeping maintenance or weather delays where the customers remain on-board the aircraft, Time blocked in at the gate where customers cannot deplane (i.e. ramp closed due to weather, broken jet way, etc.); and 3) Some type of customer service must be provided (i.e. water service).



Flight Attendants must complete the Adjusted Pay Request Form. The information provided must include date of occurrence, relevant times, flight number, location, crew member names and employee numbers. It also needs to include what type of service was done and the times the event started and ended. All Flight Attendants should sign the form and turn it into your immediate supervisor within twenty-four (24) hours of the event.

The supervisor will review the document and communicate with the Payroll Department and the crew about crediting the additional flight time, or a portion thereof, should it be warranted.

2.Q – PROFIT SHARING / BONUS PROGRAM

If and when the Board of Directors and Allegiant's Compensation Committee authorizes a Company Bonus Program, the Flight Attendant work group will participate.

SECTION THREE: TRAINING

For the purposes of this section, training includes Initial, Transition, Differences, Upgrade, Recurrent, Requalification and other training as required by Allegiant.

3.A – GENERAL

- 1) Flight Attendants will not be scheduled for more than nine (9) hours of ground training per day (not including initial training).
- 2) Flight Attendants will not be scheduled for more than six (6) hours of aircraft/simulator training per day (not including initial training).
- 3) Flight Attendants will be provided a minimum of nine (9) hours of rest prior to a training event (not including initial training). A Flight Attendant may voluntarily waive this requirement to attend their scheduled training. However, they must receive required rest prior to their next scheduled duty period involving flight.
- 4) Flight Attendants in training for a full month will be guaranteed a minimum of 8 days off.
- 5) When travel time is required to place a Flight Attendant in position for same day training, he or she will be scheduled so that an elapsed time of sixteen (16) hours (including travel) will not be exceeded during each day of training.

3.B – SWAP/TRADING RECURRENT DATES

- 1) Individuals involved in swaps/trades must be part of an e-mail trail indicating their approval to swap dates.
- 2) Original dates and dates of trade are to be specified for each Flight Attendant. These requests should be sent to [inflighttraining.coordinators@allegiantair.com](mailto:inflighttraining coordinators@allegiantair.com). It is the responsibility of each Flight Attendant involved in a swap to ensure that the requested swap dates meet the guidance for recurrent attendance (a Flight Attendant may attend in the actual base month, or their grace period which is one (1) month before or one (1) month after. If a Flight Attendant has a base month of October, that means they may swap into a class that is in September, October or November.).
- 3) Swaps must be provided to the Inflight Training and Records Coordinators no later than the 1st of the month prior to the month of the first recurrent. This will allow sufficient time to revise the calendars to allow Crew Planning to have a true indication of Flight Attendant staffing. Changes to a Flight Attendant's recurrent will not be made after bids have been awarded for any given month.



- Emergency or extenuating circumstances will be considered by the Inflight Training team, and determined on a case-by-case basis. Individual request to change class dates will be considered based on several criteria, such as class size, number of Flight Attendants from a given base already attending the respective class and adherence to base month requirements.

SECTION FOUR: SCHEDULING & LEGALITIES

4.A – COMPLIANCE

- It is Inflight Services and Crew Services intentions to comply with all Work Rules and all Federal Aviation Regulations (FARs).
- All Flight Attendants working under Allegiant's operating certificate must comply with FAR 121.467.
- If you become aware of an actual or a potential violation, you must immediately contact Crew Services. They will take appropriate action to resolve the situation.
- Allegiant is solely responsible for compliance to FAR 121.467. Flight Attendants are not personally liable for violations.

4.B – AIRCRAFT STAFFING REQUIREMENTS

- For all originating and terminating flights and during boarding of through flights, the FAR minimum staffing number of Flight Attendants is required to be on board.

Example: A flight crew has a scheduled duty period of 14 hours and 20 minutes working on the B757-200 aircraft operating HNL-LAS-HNL. The duty period causes the MIN crew to increase by one (6 FAs). However, the crew may still board/deplane with five (5) FAs (FAR MIN).

- The far-right column indicates the FAA minimum number of required Flight Attendants that must remain on the aircraft with passengers during deplaning, intermediate stops, through flights and between flights as crews are changed. However, it is Allegiant's policy that at least the FAR MIN Crew remain on board until all passengers deplane, unless they are performing a safety related duty (i.e. pre-flighting a new aircraft; assisting a customer with a disability).

Aircraft Type	Code	FAR MIN Crew	MAX JS	FAR Deplaning/Through-flight/Intermediate Stop
MD80 	M86	4	4	2
A319-100 	31B	4	5	2
A320-200 	32A	4	6	2
B757-200 	752	5	8	2



4.C – FAA DUTY LIMITATIONS & REST REQUIREMENT CHART

This chart outlines the duty time limitations based on staffing and the actual rest requirements, which are based on the scheduled or rescheduled duty times.

DUTY	STAFFING	REST		
Scheduled Duty Period	FAs Required	Standard Rest	Allegiant can reduce rest to no less than	If rest is reduced, <u>subsequent</u> rest must be at least
14 hours or less	FAR Min. Crew	9 hrs.	8 hrs.	10 hrs.
14:01 – 16:00 hrs.	FAR Min. Crew + 1	12 hrs.	10 hrs.	14 hrs.
16:01 – 18:00 hrs.	FAR Min. Crew + 2	12 hrs.	10 hrs.	14 hrs.
18:01 – 20:00 hrs.*	FAR Min. Crew + 3	12 hrs.	10 hrs.	14 hrs.
*Applies only to duty periods with one or more flights that land or take off outside the 48 contiguous states and the District of Columbia.				

- 1) If a duty period is scheduled or rescheduled within limitations but the actual duty period exceeds the limitations because of circumstances beyond Allegiant’s control, the requirement for standard rest remains the same.
- 2) A Flight Attendant that has an unscheduled duty period, exceeding sixteen (16) hours, will receive at least minimum rest (Crew Services will not place the Flight Attendant in reduced rest). This is Company policy.

Example: A Flight Attendant is scheduled for a 13 hour and 30 minute duty day. Due to a medical diversion during the pairing, the duty day is extended to 16 hours and 15 minutes. FAR 121.467 allows rest to be reduced to eight (8) hours before their next duty period. However, Allegiant’s policy requires at least nine (9) hours of rest.

- 3) When subsequent [compensatory] rest is required, it must be scheduled to begin no later than twenty-four (24) hours from the beginning of the previous reduced rest. The rest must occur between the completion of the duty period that follows the reduced rest and the commencement of the next duty period.

Example: If a reduced rest begins at 2200 on Monday, the following duty period must be completed in time to allow for the subsequent [compensatory] rest to begin no later than 2200 on Tuesday.

4.D – FAR 121.467 DUTY LIMITATIONS & REST REQUIREMENTS

- 1) When determining duty time limitations and rest requirements under FAR 121.467, deadheading, co-terminal movement (i.e. IWA to PHX or SFB to MCO), meetings and trainings are not considered part of duty, nor do they qualify as rest.
- 2) If a duty period is scheduled or rescheduled within limitations but the actual duty period exceeds the limitations, because of circumstances beyond Allegiant’s control, the requirement for minimum rest remains the same.

Example: A minimum staffed crew is scheduled for a twelve (12) hour duty period. An ATC delay extends the actual duty period to 14 hours and 20 minutes. Since the minimum staffed crew was delayed, but not rescheduled over 14 hours the minimum rest requirement remains nine (9) hours.



- 3) Allegiant will attempt to avoid interrupting a Flight Attendant while in rest. Yet, contact by the Company is not considered an interruption of the FAA rest period for legality purposes. A Flight Attendant is not required to contact or be available to the Company during an FAA minimum rest period.

Example: A crew on a layover has a report at 0600, with minimum rest ending at 0500. Crew Services contacts the crew at 0400 to advise of a delay. The crew should now report at 0900. The call at 0400 does not interrupt the crew's legal rest period as the crew was not required to be available for contact. For crew members who may have answered the call, this does not constitute a "resetting of the clock" for rest purposes.

- 4) Delays, diversions and equipment substitutions are not considered scheduled or rescheduled for the purposes of FAR scheduled duty time limitations.

Example: A duty period is scheduled at 12 hours and 15 minutes. After an aborted take-off, the crew returns to the gate and tail swaps to a new aircraft. The original pairing has already commenced and it has not been altered (i.e. segments added or segments swapped). The duty day is now forecasted to be 14 hours and 5 minutes. The crew is still legal to complete the duty period.

- 5) Any paid non-flying company business is not considered duty or rest by the FAA. However, if a Flight Attendant performs any such work without a minimum scheduled rest period, prior to flight duty, it is considered duty for FAA purposes.

Example: A Flight Attendant is scheduled for a three (3) hour training event mandated by the Company. Six (6) hours after the training event they have an assignment that involves flight, with a duty period of four (4) hours (i.e. SFB-GSP-SFB). The Flight Attendant did not receive minimum scheduled rest prior to the duty period involving flight. Thus, we must count from the start of training until the end of the duty period involving flight as the duty period (i.e. 3 + 6 + 4 = 13 hours).

- 6) Any paid non-flying company business immediately following flight duty is not considered continuing duty for FAA purposes. However, a Flight Attendant must receive the minimum scheduled rest prior to the next scheduled flight duty.

- 7) Management personnel who are Flight Attendant qualified and combine normal office duty with flight duty (i.e. volunteering to fly during irregular operations) must count their office duty as part of their duty period, unless they receive the minimum required rest.

Example: An Inflight Supervisor is scheduled to work in the office from 0900-1700. Due to a no-show, the supervisor volunteers to work a turn with a scheduled duty day from 1300-2200. The office time from 0900-1300 must be considered as a part of the duty day. The combined duty day length from 0900-2200 is scheduled at 13 hours, under the required 14 hour duty day limit for minimum staffed flight/crew; it is legal for the supervisor to operate the pairing.

4.E – FAA Rest – Rolling 24 in 7 Rest

- 1) You must receive twenty-four (24) hours of rest within any seven (7) consecutive days. This must be on a rolling basis (i.e. Monday to Sunday, Tuesday to Monday, etc.). Each seven (7) day period must have an actual twenty-four (24) hour rest period.
- 2) Your twenty-four (24) hour rest period can be in domicile or on a layover.
- 3) The twenty-four (24) hour rest period can be delayed by deadheading or operational delays due to circumstances beyond Allegiant's control. However, a scheduled twenty-four (24) hour rest must occur prior to your next duty period that contains a flight segment.

Example: A Flight Attendant is working on her sixth (6) day. She has not received a twenty-four (24) hour break in the last rolling seven (7) days. She has a duty day that begins at 1500 and is scheduled to end at 2200. After she reports for duty (i.e. at 1620) there is a mechanical issue with the aircraft. She is now forecasted to end duty at 0015 on her seventh (7) day. She is still legal to complete the assignment. However, she must receive a twenty-four (24) hour rest prior to her next duty period that contains a flight segment.



- 4) A twenty-four (24) hour rest period can also be delayed on a day 7, 8 etc. if due to training, meetings, office assignments and DH time. However, a scheduled twenty-four (24) hour rest must occur prior to your next duty period that contains a flight segment.

4.F – TRIP REFUSAL

Once you have an assignment by bid, pick-up, trip trade, swap, an assignment issued during time of availability reserve or reschedule/reroute, refusing the assignment is a performance failure and could result in performance development up to and including termination of employment.

Refusal to accept an assignment as directed by a representative of the Company including a segment which, following appropriate measures has been deemed safe by the Company (i.e. threat, mechanical, etc.) will result in removal from flight status.

4.G – FATIGUE RISK MANAGEMENT

Inflight is committed to establishing and promoting an open safety reporting process that allows Flight Attendants to report any condition, action, or process which adversely affects flight crew alertness. Every fatigue event will be evaluated by members of the Inflight & Safety leadership team to determine root cause utilizing an objective assessment of data. Findings and recommendations, including suggested policy/procedural changes, will be reviewed and considered by Inflight leadership.

It is the Flight Attendant's responsibility to be properly rested for each phase of any trip or reserve assignment. However, if circumstances prevent this, no Flight Attendant should feel pressured to fly when not properly rested and immediate notification to the company should follow. It is the responsibility of the company to ensure that each Flight Attendant is properly trained in managing and mitigating fatigue to improve their alertness.

- 1) When situations arise where a flight attendant becomes fatigued to the extent that alertness is a safety or flight concern, as recognized by the flight attendant or his/her peers, it is the flight attendant's responsibility to personally remove him or herself from, or refuse a duty assignment.
- 2) The Flight Attendant must contact Crew Services and their direct supervisor to notify them of their fatigue event. Within this notification, a Flight Attendant must clearly and personally state his or her intent to declare fatigue.
- 3) Crew Services will then immediately remove him/her from the trip or reserve assignment at the flight attendant's location - either at domicile or at an outstation. If at an outstation, the flight attendant will immediately be placed in crew rest and will be given a hotel accommodation. Crew Services will place the FAT code on the flight attendant's calendar.
- 4) Following provision of any required rest after the fatigue event, the flight attendant must remain available for the remainder of his/her duty day where applicable (including unscheduled reserve).
- 5) A flight attendant who declares fatigue must complete a "Fatigue Submission" using our Safety and Reporting tool within twenty-four (24) hours of the incident.
- 6) The complete Inflight Fatigue Risk Management policy can be found on our team page of G4Connect.

4.H – CALLS to CREW SERVICES

- 1) All telephone conversations with Crew Services are recorded.
- 2) Calls to Crew Services are for business purposes. Requests for Flight Attendants or other crew information, including phone numbers or schedules are not considered necessary business.



4.I – PAY INTERPRETATIONS

All pay questions should be directed to the Payroll Department at Crew.Payroll@allegiantair.com. Any pay advice provided by Crew Services should not be considered accurate or binding.

4.J – HOTELS

A suitable hotel close to the airport, when available, will be provided if the scheduled layover is less than ten (10) hours.

4.K – REPORTING for DUTY

Prior to each trip and before leaving for the airport, you should check your schedule and your report time as it may have changed.

4.L – DELAYS PRIOR to REPORTING

- 1) Crew Services will attempt to notify crews when delays are known and expected to exceed two (2) hours.
- 2) If contact is established the Flight Attendant's beginning duty time will be adjusted assuming the original start duty time had not already commenced.

4.M – FLIGHT ATTENDANTS who FAIL to STAY in CONTACT

Flight Attendants, who fail to stay in contact and/or not report for two (2) consecutive work days, unless medically incapacitated, will be considered to have voluntarily resigned.

4.N – BIDDING

Flight Attendants who do not submit a timely bid, who do not submit a sufficient bid or who are ineligible to bid will be assigned, in seniority order, trips and/or reserve as chosen by the Company.

4.O – ELIGIBILITY to BID

To be eligible to bid a Flight Attendant must be qualified by successfully completing all required training prior to the bid closing date. If a Flight Attendant misses the bid submission deadline, he or she will be assigned a line of time as outlined in 4.N of this section.

When a Flight Attendant is considered in an inactive status (Leave of Absence, FMLA, OJI, etc.) they are not eligible to bid.

If the Flight Attendant provides a complete release to work without restrictions, bringing them back to work by the 5th of the month of the affected bid period, the Flight Attendant will be allowed to bid. The release must be provided to the Company prior to the bid period closing.

A Flight Attendant returning from an extended leave of absence must contact Inflight Training to see if a return to work check ride is required before returning to active status.

Example: A Flight Attendant is marked as inactive and a non-bidder due to her block FMLA for a personal injury. She and her treating physician expect her to return to active status without restrictions by March 4. The Flight Attendant provides the Company with a complete release without restrictions prior to the March bid period closing on Sunday, February 8. She will be allowed to bid assuming she is still qualified and current with all required training.

4.P – PARTIAL CALENDAR MONTH SCHEDULE



Flight Attendants who begin or return to flying for a partial calendar month will have a schedule constructed of reserve days and will be granted a minimum of two (2) days off per seven (7) day period. For this section only, a seven (7) day period is considered from Sunday to Saturday.

4.Q – COMPANY OPEN TIME DISTRIBUTION

Once bid awards have been posted and deemed final, Company Open Time will be posted for viewing.

Once a trip is awarded/ assigned and confirmed (if needed) it becomes a part of the Flight Attendants calendar.

- 1) Company Open Time will be available for Pick-Up and/or same day Swap via the Crew Portal until forty-eight (48) hours of operation (Show-Time) or 2330 Pacific Time three (3) days out, whichever is earlier. Company Open Time that is requested and legal will be awarded on a first-come-first-serve basis.

Example: A Flight Attendant would like to pick-up a trip on their day off on Friday, March 21. The trip has a scheduled show-time of 0800. The deadline to request this trip would be 2330 Pacific Time on Tuesday, March 18.

- 2) Flight Attendants, system-wide, will have access to Company Open Time that is in domiciles other than their own once we are within three (3) calendar days of operation. Flight Attendants should request the trip by using the Schedule Change Request Form on G4Connect no later than 2330 Pacific Time three (3) days out. The Company will only approve these requests if we are below our minimum published reserve numbers. The Company will not provide transportation and lodging for Flight Attendants who choose to pick-up time out of domicile.
- 3) Remaining Company Open Time may be assigned to Reserve Flight Attendants as outlined in the Reserve section.
- 4) Crew Services may elect to bypass step three (3) and assign Company Open Time to Flight Attendants that are willing to work (WW) and/or Mission Mode. This provides additional hours to Flight Attendants seeking additional credit and to protect the reserve pool. This step will be completed unless operational needs, due to time constraints, prevent it.
- 5) During Irregular Operations and/or Staffing Shortages, Crew Services may elect to bypass step three (3) and assign Company Open Time to Flight Attendants through rescheduling and/or rerouting. Please see the Trip Adjustments section of these Work Rules for more details.
- 6) Remaining Company Open Time will be covered through the Junior Assignment process in reverse department seniority order. Please see the Junior Assignment section of these Work Rules for more details.

4.R – TRADING ASSIGNMENTS

- Pick-up – Picking up an assignment from Company Open Time on a day off.
 - Swap – Trading a currently awarded assignment with an assignment from Company Open Time.
 - Drop – The process of giving an assignment back to the Company.
 - Trip Trade – The process of picking-up, dropping and/or swapping an assignment with another Flight Attendant.
- 1) Regular Line Holders, Mixed Line Holders and Reserve Line Holders may submit trades via the Crew Portal for any bid period that has been posted and deemed final.
 - 2) The Flight Attendant will be paid only the value of the trips flown.

Example: If the trip dropped is valued at seven (7) block hours and the trip picked up is valued at five (5) block hours, the Flight Attendant will



only be paid five (5) block hours.

- 3) Trip Trades are between Flight Attendants within their own domicile.
- 4) Full-Time Flight Attendants may voluntarily drop to forty-hours (40) in each bid period. They will be paid actual hours or their credit will be reduced by the value of trips dropped, whichever is greater.
- 5) Trades with Company Open Time or between Flight Attendants must have FAR standard rest plus one (1) hour.

Example: A Flight Attendant has a scheduled duty of 10 hours and 25 minutes with an end duty time of 1900 local. The Flight Attendant attempts to pick-up an assignment on their day off the next day with a show-time of 0445 local – providing 9 hours and 45 minutes of rest. This request would be denied. The FAR standard rest following the initial duty period is 9 hours but the Company requires FAR minimum rest plus one (1) hour for all trades (i.e. 10 hours in this example).

Trading Assignments with Company Open Time			
<u>Current Trip</u>	<u>Trade For...</u>	<u>Day</u>	<u>Allowable?</u>
Reserve Day	Trips in Company Open Time	Same Day	No
Day Off	Trips in Company Open Time	Same Day	Yes
Trip	Trip in Company Open Time	Same Day	Yes
Trip	Trip in Company Open Time	Different Day	No
Trip	Day Off; Place into Company Open Time (Drop)	Same Day	Yes
Trip	Trip in Company Open Time from another domicile	Same Day	No
Day Off	Trip in Company Open Time from another domicile	Same Day	Yes

Trading Assignments between Flight Attendants			
<u>Current Trip</u>	<u>Trade For...</u>	<u>Day</u>	<u>Allowable?</u>
Trip	Trip	Same Day	Yes
Trip	Day Off	Same Day	Yes
Trip	Reserve	Same Day	Yes

Trading Assignments by Part-Time Flight Attendants			
<u>Current Trip</u>	<u>Trade For...</u>	<u>Day</u>	<u>Allowable?</u>
Day Off	Trips in Company Open Time	Same Day	Yes
Reserve Day	Trips in Company Open Time	Same Day	No
Trip	Trips in Company Open Time	Same Day	Yes
Day Off	Trip from another Flight Attendant	Same Day	Yes
Day Off	Reserve from another Flight Attendant	Same Day	Yes
Reserve Day	Day Off; Place into Company Open Time (Drop)	Same Day	No
Reserve Day	Drop to another Flight Attendant	Same Day	Yes
Trip	Drop to another Flight Attendant	Same Day	Yes

4.S – RESERVE

- 1) Reserves will receive an annual average of eleven (11) days off per bid period.
 - a. In three (3) peak months, reserves lines will be built with a minimum of ten (10) days off per bid period. In addition, during the three (3) peak months, the Company has the ability to buy down to eight (8) days off. Each day lost below ten (10) will be credited at 3.5 hours above guarantee. The three (3) peak months, will be identified by January 1 of the year.
 - b. In other months, reserve lines will be built with eleven (11) or more days off to maintain the annual average.



- 2) When on reserve, you are required to be accessible for immediate contact.
- 3) It is your responsibility to ensure your contact information is updated in your Crew Portal. You can add, change or delete numbers in the Crew Portal. You may also set-up notification priorities and preferences in the Crew Portal. Crew Services will make every effort to follow your preferences as permitted within these work rules.
- 4) The Company will attempt to avoid interrupting the FAA minimum rest period, excluding your documented contact preferences (i.e. ASAP), but contact by either the Flight Attendant or the Company does not interrupt the FAA rest period for legality purposes. However, a Flight Attendant is never required to contact the Company or be available to the Company during an FAA minimum rest period.
- 5) If fail to be contactable or contact Crew Services as a result of a phone malfunction, you can be charged with a performance failure as outlined in departmental policies.
- 6) Each Flight Attendant will be allowed a maximum of two (2) phone contacts to be used by Crew Services. A Reserve Flight Attendant will be notified on their primary contact number. If necessary, the secondary number will be used. A message will be left if voice messaging services are available. Any message will state the date and time of the call.
- 7) You are encouraged to check your Crew Portal prior to each reserve day to confirm assignments. Once you are confirmed for an assignment via the Crew Portal, you will not receive a phone call from Crew Services to confirm the assignment.
- 8) For all same-day assignments you will receive a call from Crew Services, unless you confirm the assignment via the Crew Portal prior to notification.
- 9) A Reserve Flight Attendant's call-out period will begin at the time designated and continue for fourteen (14) hours. If a Reserve Flight Attendant has not been contacted by Crew Services at the conclusion of their call-out period, they automatically begin their rest period.
- 10) Flight Attendants on reserve must be physically located in their domicile and available to arrive at the domicile airport within ninety (90) minutes from the first attempted contact by Crew Services.
- 11) Reporting for duty later than ninety (90) minutes from the first attempted contact by Crew Services will be subject to performance management as outlined in departmental policies.
- 12) The Company recognizes traffic at some domiciles may affect the Flight Attendant's ability to respond within the ninety (90) minutes. In those cases, the Company expects the Flight Attendant to use best efforts to respond to the call out in a safe and expeditious manner. The Flight Attendant should notify their immediate Supervisor and Crew Services when their best efforts might fall short of the call-out. The Company has the right to address patterns and performance and manage consistent failures to respond within the ninety (90) minutes.
- 13) If required to report for duty with less than ninety (90) minutes' notice, every attempt should be made to report by the scheduled departure time of the flight. Failure to report in less than ninety (90) minutes will not be subject to disciplinary action.
- 14) While on reserve a Flight Attendant is expected to be immediately available for contact. Should they not be immediately available, they must respond to the call within ten (10) minutes from the first call from Crew Services. While on reserve a Flight Attendant who does not call Crew Services back within ten (10) minutes will be assessed an Unable to Contact (UTC) or a No-Show (NS) as outlined below. A UTC and/or NS are performance failures and will be managed as outlined in departmental policies.



Minutes from Initial Call	Code
0 – 10 minutes	N/A
11 – 30 minutes	UTC
31 minutes or more	NS

- 15) A Flight Attendant who returns a call within the parameters above will either be issued the original assignment, another assignment or placed back on reserve. The performance failure code remains regardless of action taken.
- 16) When a Reserve Flight Attendant returns from an assignment on a previous reserve day, they must call Crew Services to see if they have additional assignments or are released. A Reserve Flight Attendant that picks-up a trip on their day off is not required to call Crew Services at the conclusion of the duty period.
- 17) The Company will build a maximum of five (5) consecutive reserve days for each line except in the three (3) peak months. At any time, a Flight Attendant can voluntarily adjust their schedule to sit six (6) consecutive reserve days per month.
- 18) Flight Attendants who, at the time of award, are awarded a schedule comprised entirely of reserve may designate six (6) immovable Golden Days every calendar month on awarded days off. Reserve Flight Attendants will be able to request a change in Golden Days provided they do so a minimum of forty-eight (48) hours in advance. Unused golden days cannot be carried over or banked. Golden days are prorated for a partial calendar month of reserve. They are accrued at 1.5 per full week, rounded up to nearest whole number.

Week(s) Active	Gold Days
1 full week	2
2 full weeks	3
3 full weeks	5
4 full weeks	6

- 19) The remainder of a reserve line holders schedule is comprised of moveable days. Crew Services may change a flight attendant's moveable days with twenty-four (24) hours' notice.
- 20) A reserve Flight Attendant will be paid above guarantee for any trip picked up on a scheduled day off. A reserve may pick-up a trip from Company open time or from a line holder/mixed line holder/part-time Flight Attendant. They must adhere to all scheduling parameters provided in the Trading Assignments section of these work rules.
- 21) Except as provided in part 22 of this section, a Reserve Flight Attendant is not permitted to pick-up a trip from Company open time on their reserve days.
- 22) A Reserve Flight Attendant may request a trip from Company Open Time, by 2330 Pacific Time three (3) days prior to the assignment, on their reserve day. If the Flight Attendant is forecasted to receive an assignment, their request will be awarded if possible.

Example: A Flight Attendant is an R10 on March 20 and see a trip in open time that they would like to be assigned. They must request that trip, in writing, to Crew Services by 2330 Pacific Time on March 17. If they are forecasted to receive an assignment, their request will be considered.

- 23) Reserves will be assigned with regard to availability, legality and in order of least time to most time forecasted for the bid period. Trips will be assigned as outlined in 4Q – Company Open Time Distribution of these work rules. When all factors are equal, the most senior reserve will be called out first.
- 24) Reserve periods that must be adjusted due to rest requirements will move the start time but not the original end time.



Example: A Flight Attendant on an R4 call-out period is adjusted to R7 due to rest. The Flight Attendant's call-out period will still end at 1800 as originally scheduled.

25) A regular/mixed line holder who is placed on time of availability as outlined in 4.V– Trip Adjustments section of these work rules and will sit a fourteen (14) hour call-out period. They will be assigned the most appropriate standard reserve call-out for their base so that the unscheduled reserve Flight Attendant falls in line with other reserves.

Example: A Flight Attendant is removed from their trip due to rest. Even though the FA at a 0930 show-time, they will be assigned an R10 reserve period so they fall in line with other R10s in the base.

4.T – DROP TRIPS

- 1) Regular Line Holders, Mixed Line Holders and Reserve Line Holders may submit drop requests for any bid period that has been posted and deemed final.
- 2) Requests will be processed on a first come first serve basis.
- 3) If a trip is dropped it will be placed into Company Open Time. The trip will be re-awarded/assigned as outlined in 4.Q Company Open Time Distribution.
- 4) Flight Attendants may voluntarily drop to forty-hours (40) in each bid period. They will be paid actual hours or their credit will be reduced by the value of trips dropped, whichever is greater.
- 5) Flight Attendants may opt to PTO a drop trip. They should indicate their desire to PTO the trip in their request. You must PTO the full value of the trip. Partial PTO of a trip (i.e. only the first half) is not allowed.
- 6) Trip drops are approved or denied based on the number of reserves available on the date of the request. To allow a trip to be dropped, an excess of the minimum compliment of reserves is required.

Example: The MIN Reserve number is 20 Reserves. At the time of consideration, we have 22 Reserves with one open trip (22-1=20). This request would be approved. [Reserves <minus> Open Trips <minus> Your Trip (1) <must be greater than or equal too> MIN Reserves].

- 7) If a trip covers multiple days, the Company must be in excess of the minimum compliment of reserves on all days of the trip. In addition, half of that reserve compliment must be available for all of the days covering the multiple day trip.
- 8) When a Reserve or Mixed Line Holder requests PTO for a reserve day and the request is granted, 3.5 hours will be deducted from the Flight Attendant's PTO balance to preserve the guarantee.

4.U – TEMPORARY DUTY (TDY) ASSIGNMENTS

Planned TDY Assignments – A pre-identified need to have Flight Attendants work in another base for a communicated period of time. These assignments are offered to base specific locations, based on staffing, and bid on and awarded in department seniority order.

Unplanned TDY Assignments – An identified need after bids have been awarded. These assignments are issued to base specific locations based on staffing. Volunteers will be sought if time allows.

- 1) A Flight Attendant who TDYs will fall to the bottom of the domicile seniority list for bidding purposes.
- 2) A Flight Attendant will be positioned on previously scheduled work days. If positioned on a day off, best efforts will be made to replace the day off within the same month.



- 3) The Company will provide single room and transportation to and from the airport during the TDY duty period.

TDYs Under Seven (7) Days in Duration
A roundtrip ticket from the Flight Attendant's domicile to the TDY location – OR – reimbursement for mileage, if the Flight Attendant elects to drive to the TDY location.
Accommodations with a hotel/airport shuttle. If not available, one rental car will be provided for up to four (4) crewmembers.
If a rental car is provided, the Company will pay for any parking charges at the hotel. In addition, the Company will pay for any airport parking charges if the hotel does not offer an airport shuttle.
Work-related fuel expense reimbursement for the rental car.

TDYs Seven (7) or More Days in Duration
The Company shall provide all of the items listed for TDYs under seven (7) days in duration. However, the below are additions or changes.
A rental car will be provided. One rental car will be provided for every two (2) crewmembers.
Internet access in the hotel room will be provided and paid for by the Company (if not complimentary).
A Fridge and Microwave will be provided.

- 4) Hotel Option – A Flight Attendant assigned to a planned TDY may elect to receive fifty percent (50%) of the anticipated hotel cost. If a Flight Attendant elects this option he/she will be responsible for accommodations and transportation during the TDY assignment. Requests for the Hotel Option must be made as outlined in your TDY award letter.
- 5) If operational needs require a TDY Flight Attendant to return early to their domicile, the option to return will be offered in seniority order taking into consideration the least detrimental impact to the operation.
- a. A Flight Attendant brought back to domicile will be guaranteed the greater of the total scheduled trips missed on TDY or actual trips flown upon return.
 - b. The number of remaining days off in the TDY location will remain constant when returning to their home domicile. However, trips or reserve days may change based on operational needs.
- 6) All receipts must be submitted within thirty (30) days of month end for consideration of reimbursement.
- 7) Flying vs. Driving – Flight Attendants assigned a full month planned TDY may elect to drive to the TDY assignment rather than fly. Requests for the Driving TDY option must be made as outlined in your TDY award letter. Reimbursement for driving will not exceed the cost of the company purchase price of the roundtrip ticket for flying.

4.V – TRIP ADJUSTMENTS

- 1) Notification – Crew Services will make every attempt to provide timely notification by e-mail or telephone when Trips are changed and known in advance.



2) Flight Attendant's Responsibility After Departure – Flight Attendants should contact Crew Services in the event of any deviations to their scheduled trip. This requirement is necessary for crew rest verification, reroutes or duty time limitations.

3) Rescheduled/Rerouted

- a. A Flight Attendant who is rescheduled or rerouted will be available for Trip Assignments and/or unscheduled reserve on all days that his/her original trip was scheduled. Availability for Trip Assignments will be from two (2) hours prior to the original report time until ten (10) hours after the original release time or 2359 in domicile, whichever is earlier.
- b. Crew Services will contact the Flight Attendant, and prior to the Assignment, offer the Flight Attendant a choice of trip(s) that meet the above criteria. If no trip is available within the criteria, the Flight Attendant will be offered unscheduled reserve status. If the Flight Attendant is placed on unscheduled reserve, the Company will only schedule a Flight Attendant for a maximum of fourteen (14) hours. The reserve time will be determined by assigning the most appropriate standard reserve shift for that base so that the unscheduled reserve Flight Attendant falls in line with other reserves.
- c. Flight Attendants, at their discretion, may accept trips that do not meet the criteria above.
- d. When a Flight Attendant accepts another trip or unscheduled reserve, he/she will be credited for the original time or hours flown, whichever is greater.
- e. If operational needs allow a Flight Attendant to decline all offers from the Company, he/she will forfeit all pay credit under this provision and will only receive credit for the actual time flown on the original trip.
- f. Management reserve the right to displace a Flight Attendant assigned to a trip at any time. The Flight Attendant will then be available for reassignment, including reserve. The Flight Attendant will be paid the greater of their original trip or the reassigned trip.
- g. Regular Line Holders will be compensated bonus flight time for any additional flight segments added to their regular duty day.

4) Weather/Mechanical Delay

- a. If a delay infringes upon a day previously scheduled free of duty (arrives after 0200 on a scheduled day off in domicile), the Flight Attendant will be credited with the time flown after 0000, in domicile, which will be paid according to "Flying on Scheduled Day Off" language in Section 2 of these Work Rules.
- b. The affected Flight Attendant may request a replacement day off, in lieu of the compensation, which may be granted at the Company's discretion, based on operational needs. The replacement day off will not be pay protected. The replacement day off will be given in the current or following month based on reserve coverage.
- c. When a Flight Attendant is scheduled for, or it appears there will be an anticipated break in flying of six (6) hours or more at a location other than their domicile, the Flight Attendant will be provided with a hotel room if requested and available.
- d. When a decision is made to merge flights the senior Flight Attendant will have the choice of whether to continue or be removed from the trip with pay protection. Consideration of the least impact to our customers and legalities will be considered. A Flight Attendant who is removed will be processed under



Rescheduled/Rerouted in this section of these Work Rules.

5) Legality Restrictions

- a. A Flight Attendant who lost time due to a legality restriction will be guaranteed the original credit (pay protected), excluding month-to-month transition conflicts.
- b. Flight Attendants must check-in with Crew Services and can be assigned a substitute trip during that calendar day.

6) Crew Services Errors

- a. It is Crew Services intention to comply with all Work Rules. When an error is discovered it will be corrected promptly. Every attempt will be made to correct the error to reflect schedules as if the error had not been made. Trips awarded in error and removed from a Flight Attendant's schedule are not pay protected.

7) No Double Payment

- a. A Flight Attendant may not be double paid (i.e. be credited for additional time during a period when they are on a pay guarantee) except to meet operational requirements as approved by the Director of Inflight Services.

8) Schedule or Better

- a. A Flight Attendant will be credited for the scheduled block time of the trip assigned or the actual time flown, whichever is greater. For clarification, the scheduled or better concept will be applied to the entire trip, not to the individual flights of the trip.

4.W – DEADHEADING

Deadhead is considered transportation not local in nature.

All Deadheading Flight Attendants will be provided positive space seats, if available. If a cabin seat is not available the Flight Attendant may be seated in the jump seat.

4.X – MISSION MODE

Mission Mode is an internet based alerting system that provides selected individuals push notification about events that are occurring in the operation. This system allows us to disseminate information on a more real-time basis to the people who need to know. The system can communicate to an individual via e-mail, text and/or voice services.

The Company will use this system to seek volunteers for open trips and/or reserve within the parameters described below.

- 1) Each Flight Attendant is enrolled for Mission Modes for their domicile. It is mandatory that Flight Attendants receive Mission Modes via their company e-mail. However, the system allows Flight Attendants to be notified by a number of different mediums. Notifications can be made by phone call, e-mail and/or text message. You may opt-in to be notified by phone call and/or text message, in addition to your work e-mail. To add phone and/or text to your Mission Mode profile please e-mail Crew Services at triptrades-flightattendants@allegiantair.com. The contact list will be updated periodically for Flight Attendants wishing to change their method(s) of contact.
- 2) Flight Attendants must be free from Company duty (i.e. day off, VA, etc.) to be eligible for the assignment. The system is not setup to manage trading.



- 3) Flight Attendants are not obligated to accept or even acknowledge the alert.
- 4) Flight Attendants should follow instructions in the message if he/she would like to respond to the Mission Mode. Typically, the Flight Attendant will enter a "1" in the subject line of an e-mail or reply with a "1" in a text message to accept the Mission Mode request.
- 5) Mission Modes are considered a request from the Company to work on crewmember's scheduled day off. The system will advertise the credit offering for the assignment. If no credit is listed in the Mission Mode, the standard pay (scheduled block or 3.5 hours for reserve) for *Flying on a Scheduled Day Off* applies.
- 6) The system will grant awards based on seniority and legality from a list of Flight Attendants that accept the assignment within the allotted time frame described below.
- 7) Mission Modes may be utilized at any time for advertised reserve periods.
- 8) Mission Mode may be used at any time less than forty-eight (48) hours out for a trip in Company Open Time.
- 9) Advance day requests for open assignment/reserve period.
 - a. A Flight Attendant will have two (2) hours to respond to a Mission Mode in order to be eligible for the advertised assignment.
 - b. After the two hour window, the assignment will be immediately awarded and placed on the appropriate Flight Attendant's schedule.
 - c. The Flight Attendant will be notified of the award by telephone.
- 10) Requests on the same calendar day as the open assignment/reserve period.
 - a. A Flight Attendant will have thirty (30) minutes to respond to a Mission Mode event in order to be eligible for the advertised assignment.
 - b. After the thirty minute window, the assignment will be immediately awarded and placed on the appropriate Flight Attendant's schedule.
 - c. The Flight Attendant will be notified of the award by telephone.
- 11) A Flight Attendant may opt out of a previously accepted mission mode before it is confirmed. Once a mission mode assignment is confirmed it becomes a part of the crew member's schedule.

4.Y – DOMICILES

- 1) Flight Attendant vacancies at domiciles will be bid on and awarded in department seniority order.
 - a. Full-Time Flight Attendants will be offered transfers prior to Part-Time Flight Attendants.
 - b. Flight Attendants who voluntarily transfer must do so at their own expense. Trips dropped to accommodate a domicile transfer will not be pay protected.
- 2) Involuntary domicile assignments are awarded in reverse department seniority order.



- 3) Parking will be provided at the Flight Attendant's domicile. Parking will not be provided, by the Company, at more than one location.
- 4) Move days will be provided to new hire Flight Attendants and current Flight Attendants who are transferring to another base (voluntary and involuntary). Previously awarded days off count towards the Move day total in the chart below.

Distance (Miles)	Move Days
1 – 500	3
501 – 1,000	4
1,001 – 1,500	5
1,501 – 2, 000	6
2,000 – 2,500	7
2,500+	8

4.Z – LATE FLIGHT ATTENDANT

When a Flight Attendant is going to be late, he or she must notify Crew Services and their immediate supervisor. At five (5) minutes past show-time, the Company will immediately attempt to fill the open trip. Once the trip is re-assigned, neither the trip nor its credit remains protected for the late Flight Attendant.

The Flight Attendant who arrives first (the late Flight Attendant originally assigned the trip or the newly assigned Flight Attendant) will operate the trip to ensure the least negative impact to our Customers.

In the event that the newly assigned Flight Attendant gets to the airport and is not used, they will be credited with the scheduled block time of the first flight in the duty period. If the newly assigned Flight Attendant was a reserve, he or she will revert back to reserve status.

4.AA – JUNIOR ASSIGNMENT

- 1) Junior Assignment is a mandatory assignment.
- 2) Junior Assignment will begin with the most junior Flight Attendant available and legal in the assigned Domicile. The process will continue in reverse seniority order until the assignment is covered.
- 3) Junior Assignment will not begin more than one (1) calendar day before the assignment's report time.
- 4) Flight Attendants who are removed from a trip or series of trips due to a Junior Assignment will be paid and credited with the trip flown or the original trip(s), whichever is greater.
- 5) Flight Attendants who are Junior Assigned will be compensated for trips that are assigned under this section by applying 2.G Flying on Scheduled Days Off.

4.AB – LINE TYPES

- 1) A Flight Attendant's line type is determined at the time of bid awards.
- 2) A Regular Line Holder – A work schedule produced by the Company, with planned sequences of trips and intervening days off.



- a. Regular Line Holders are not eligible for above guarantee payments for trips picked-up on their day off.
- 3) A Reserve Line Holder – A work schedule produced by the Company, with planned reserve periods and intervening days off.
- a. Reserve Line Holders are eligible for above guarantee payments for trips picked-up on their day off.
- 4) A Mixed Line Holder – A work schedule produced by the Company, with planned sequences of trip(s) and reserve period(s) with intervening days off.
- a. If at the time of award, a Mixed Line Holder was built above the guarantee, they are not eligible for above guarantee payments for trips picked-up on their day off.
 - b. If at the time of award, a Mixed Line Holder was built below the guarantee, they are eligible for above guarantee payments for trips picked-up on their day off.

SECTION FIVE: VACATION (VA) & PAID TIME OFF (PTO)

- 1) Vacation (VA) and Paid Time Off (PTO) is accrued based on your Company Date of Hire. Accrual rates are outlined in the chart below.

LENGTH of EMPLOYMENT*	ACCRUAL PTO per Pay Period	ANNUAL PTO ACCRUAL	MAXIMUM PTO BALANCE
0 months – 6 months	0.00	0.00	0.00
7 months – 12 months	1.44	17.31	17.31
1 st Year Anniversary		17.31	34.62
Year 2 & Year 3	1.44	34.62	51.93
Year 4 thru Year 6	1.88	45.00	62.31
Year 7 & Beyond	2.16	51.92	69.24

- 2) A vacation day is worth 2.47 hours of credit for pay purposes and line value. A vacation week is worth 17.29 hours.
- 3) Vacation weeks can be awarded during the Annual VA Bids and/or through mid-year VA requests.
- 4) Awarded vacation weeks will be retained for voluntary or involuntary base transfers.
- 5) A PTO day is worth the equivalent to the scheduled hours of the trip(s) removed from your schedule. A reserve pairing is worth 3.5 hours for PTO purposes.
- 6) A Flight Attendant may PTO any trip or reserve pairing that is dropped (to the Company or another Flight Attendant), traded, and/or removed due to sick leave.
- 7) In addition to using PTO for vacation or for personal time off, a Flight Attendant may be paid out their PTO time up to fifteen (15) hours per month by submitting their request before the deadline. PTO Payout will always be paid out on the mid-month check.



- 8) The Team Member Handbook (TMH) outlines certain instances when a Flight Attendants PTO will be used and/or exhausted during certain leaves of absences. Please see the TMH for details.
- 9) Advancements in PTO (receipt of payment for PTO prior to it being earned) are not allowed. Flight Attendants should monitor their PTO balance to ensure they are only requesting time they have earned.
- 10) Minimum days off during any bid period in which there is a scheduled vacation will be awarded based on the chart below:

VA Days	Credit	Days Off in VA	Days Off Outside VA	VA Days	Credit	Days Off in VA	Days Off Outside VA
1	2.47	0	11	17	41.99	5	6
2	4.94	0	11	18	44.46	6	5
3	7.41	1	10	19	46.93	6	5
4	9.88	1	10	20	49.40	6	5
5	12.35	1	10	21	51.87	7	4
6	14.82	2	9	22	54.34	7	4
7	17.29	2	9	23	56.81	7	4
8	19.76	2	9	24	59.28	8	3
9	22.23	3	8	25	61.75	8	3
10	24.70	3	8	26	64.22	8	3
11	27.17	3	8	27	66.69	9	2
12	29.64	4	7	28	69.16	9	2
13	32.11	4	7	29	71.63	9	2
14	34.58	4	7	30	74.10	10	1
15	37.05	5	6	31	76.57	10	1
16	39.52	5	6				

- 11) Employees who are separated from the Company will be paid for unused PTO that has been accrued through the last day of work as outlined in the Team Member Handbook.
- 12) Vacations slides of a maximum of two (2) days in either direction are allowed to reduce the impact of lost time.

Annual VA Bidding

- 1) Annual vacation bidding will occur in the fourth quarter of the prior year (i.e. 2015 Annual VA bidding will occur in the 4Q of 2014).
- 2) Annual vacation bidding will be broken into two different rounds. Each round will have an open and close date and time.
- 3) A Flight Attendant must have accrued sufficient PTO hours as of December 31 of the current year to bid during the annual vacation bidding.
- 4) All Flight Attendants with sufficient time accrued should participate in the annual vacation bidding process.
- 5) One vacation award consisting of one (1) week or two (2) consecutive weeks can be awarded per round.
- 6) Awards will be based on your Department Date of Hire and meeting all other eligibility requirements.
- 7) Vacation weeks run seven (7) days – from Sunday to the following Saturday.
- 8) The number of vacation weeks available for bid is determined by the Company.



9) The year is broken down into fifty-two (52) calendar weeks.

Mid-Year VA Requests

- 1) Remaining vacation weeks, not awarded during the annual vacation bidding, will remain available for award.
- 2) Mid-year vacation requests are awarded on a first-come-first-serve basis.
- 3) You must have enough PTO hours at the time of the request to be approved.
- 4) Mid-year requests must be submitted by the end of the month prior to the bid period bid opening.

Example: VA for May must be submitted by March 31 at 2359 Pacific Standard Time since May bids come out in April.

SECTION SIX: LEAVES OF ABSENCES

- Family Medical Leave Act – Please reference the Allegiant Team Member Handbook.
- Parental Leave (Baby) – Please reference the Allegiant Team Member Handbook.
- Bereavement Leave – Please reference the Allegiant Team Member Handbook.
- Personal Leave of Absence – Please reference the Allegiant Team Member Handbook.
- Military Leave – Please reference the Allegiant Team Member Handbook.
- Jury Duty – Please reference the Allegiant Team Member Handbook. If you are required to serve jury duty, you will be protected the guarantee. The paid leave will continue as long as you are required to serve on the jury. Compensation received for jury duty may be retained by the employee.
- On the Job Injury (OJI) – Please reference the Allegiant Team Member Handbook. Flight Attendants who are on approved work-related injury will now be pay protected for each individual trip missed. Flight Attendants will be paid the greater of actual trips on his/her schedule or their seventy-five (75) hour guarantee. If an OJI is extended into future months, when the bid has yet to take place, a Flight Attendant will continue to receive their seventy-five (75) hour guarantee assuming all requirements are met.
- Company Convenience Leave (CCL) – When the Company is in an overstaffed situation, CCLs may be offered to reduce the number of active Flight Attendants. These leaves may vary in duration based on the Company's staffing requirements. Leaves will be determined by base and awarded in department seniority order. Seniority will continue to accrue throughout the CCL. Flight Attendants awarded a CCL will be required to sign an agreement acknowledging the CCL policy.

Contact Information – A Flight Attendant must keep the Company updated with a current mailing address and phone number while on a leave of absence.

SECTION SEVEN: PERSONAL ILLNESS

The seventy-five (75) hour guarantee is to provide the Flight Attendant's with 100% salary continuance during a period of personal illness. Time off for personal illness is available on a demonstrated need basis and should not be considered an entitlement.

Flight Attendants who are medically disqualified from flight duties but are able to perform light duty assignments may be provided work assignments by Inflight Management.



Flight Attendants who are sick must notify Crew Services at least two (2) hours prior to their show-time. Flight Attendants who miss trips due to sickness will be paid their seventy-five (75) hour line guarantee or actual flown block time, whichever is greater.

Verification from a doctor is required for absences of three (3) days or longer. The Company retains the right, as needed, to request at any time that the Flight Attendant provide a physician's statement confirming the Flight Attendant's illness and inability to perform his/her duties, as well as an estimated return to work date. The Company may require periodic updates as deemed necessary by the Company, as allowed by law. An unexplained absence of three (3) consecutive days or more may be considered a voluntary resignation and may result in termination of employment.

Failure to provide such a physician's statement could result in a loss of the pay guarantee.

In the event a crew member is ill, the Company does not want him or her to work. The Company will work with the Flight Attendant to minimize the impact to their compensation and/or reduction of their PTO on a case-by-case basis.

Note: Please refer to the Inflight Attendance Policy for tracking of attendance.

SECTION EIGHT: OPEN DOOR POLICY

Flight Attendants are strongly encouraged to utilize our Company's open door policy in order to resolve any disputes.

In the event that a Flight Attendant has attempted to use the Open Door Policy, but does not believe that his/her concerns have been adequately addressed, the Flight Attendant may request a formal review of a suspected work rule violation to the Director of Inflight Services.

All disputes should be submitted to the Director of Inflight Services or his/her designee with date and time annotated when the dispute is filed. Disputes must include a thorough description of the problem and supporting documentation such as schedule, memos and work rule references. The Director of Inflight Services or his/her designee will use reasonable efforts to investigate the circumstances and gather statements in writing from all parties involved. After the investigation and review, the Director of Inflight Services will render a decision in writing to the Flight Attendant.

SECTION NINE: CORRECTIVE ACTION

Allegiant and Inflight Services views the termination of an employee as one of the most serious actions that could be taken by the Company. Accordingly, the termination of any Flight Attendant must be approved by each direct report up to and including the Chairman of Allegiant. In the event of an occurrence requiring fact finding by the Company, the Flight Attendant may be suspended with pay during the investigation. If the Company determines corrective action is appropriate, follow-on disciplinary actions may include, but are not limited to, a letter of reprimand, suspension without pay or termination.

In the event any Flight Attendant is named as a defendant in any civil action for damages (including such action initiated by a fellow employee) arising out of a Flight Attendant's performance of assigned duties, upon written request by the Flight Attendant or his/her estate, the Company will indemnify and save harmless such Flight Attendant from any money judgment or awarded rendered against the Flight Attendant or the estate, excluding any judgment for damages based on such Flight Attendant's willful misconduct or gross negligence. In such cases, the Company will control all aspects of the case.

SECTION TEN: UNIFORMS

Flight Attendants must at all times maintain a professional uniform appearance. The uniform must be clean, pressed and well maintained.

New hire Flight Attendant uniform pieces will be supplied by the Company.



Each annual anniversary, the Company will provide each Flight Attendant with a \$200.00 clothing allowance for Full-Time Flight Attendants.

DEFINITIONS

-A-

Abort – To terminate or discontinue an operation or procedure before its completion, such as take-off or landing.

Actual Flight Time – Period of time beginning when the aircraft first moves for purposes of flight and ending when the aircraft comes to rest at the next point of landing.

Actual Rest – Period of time between pairings, between duty periods, or between trip and non-flying status.

Airport Check-in – Notification to the Company that a Flight Attendant is physically present at the scheduled show time in the designated airport and is prepared for duty as outlined in the Flight Attendant Manual.

Air Return – A flight that returns for any reason to its takeoff point. This time is considered as flight time for pay purposes.

Assignment – A notification from Crew Services to a Flight Attendant of a change in status.

Augmentation – Additional staffing, above FAA minimum crew dispatch required on each flight segment in a duty period.

-B-

Base Transfers – Transfers, when possible, are awarded based on flight attendant department seniority. Considerations include, but are not limited to, the number of flight attendants on active duty in a base; the minimum number of flight attendants required for a base and forecasted staffing changes in a base.

Bid Period – The period of time designated by Crew Planning for bidding monthly schedules. The bid period will usually be a 30-31 day period which may or may not be a calendar month.

Block-to-Block – Period of time beginning when the aircraft first moves for the purpose of flight, until the time the aircraft comes to a rest at an unloading point.

-C-

Calendar Day – A day from 0000 to 2359 local base time.

Crew Portal – Your Crew Portal is web based. Flight Attendants log into the Crew Portal to bid, view and manage their schedule, confirm assignments, perform trading and review reports. The web address is <https://merlotportal.allegiantair.com>.

Crew Services – This is the group in the OCC responsible for monitoring all operating pilot and flight attendant pairings for illegalities and operational disruptions. If a disruption occurs (i.e. cancellation, delay, connection, illegal rest break, etc.), it is their primary responsibility to repair all disrupted rotations through rerouting affected and unaffected crews, and/or the creation of originations.

Company Open Time – Pairings that involve a flight duty period and/or reserve that remains all or partially uncovered.

-D-

Deadheading – Transportation required by the Company that is not local in nature.



Differences – Training provided by the Company to train Flight Attendants on unique differences within a fleet type (i.e. A319 versus A320).

Diversion – Unscheduled landing at an airport other than the original take off point or destination due to situations occurring once enroute such as weather, maintenance, medical emergency, need for fuel, etc.

Domicile – The airport that a flight attendant is assigned and normally begins trip pairings from.

Drop – The process of giving an assignment back to the Company.

-E-

-F-

Federal Aviation Regulations (FARs) – The federal code that governs commercial aviation for United States carriers.

-G-

Gate Return – A flight that returns to its takeoff point for any reason without taking off. This time is considered as flight time for pay purposes.

-H-

-I-

Initial Training –

-J-

-K-

-L-

-M-

Mission Mode – Mission Mode is an internet based alerting system that alerts selected individuals to events that are occurring in the operation. This system allows us to disseminate information on a more real-time basis to the people who need to know. The system can communicate to an individual via e-mail, text and/or voice services.

Mixed Line Holder – A work schedule produced by the Company, with planned sequences of trip(s) and reserve period(s) with intervening days off.

-N-

-O-

-P-

Paid Time Off (PTO) – A personal day off awarded by using paid time off.



Pick-Up – Picking up an assignment from Company Open Time on a day off.

-Q-

-R-

Recurrent Training – Training provided by the Company on an annual basis or as required to maintain currency.

Reduced Rest – A legal rest period as set forth in FAR 121.467 which is less than the prescribed minimum rest for a specified scheduled duty period length. The reduced rest period can be scheduled in advance or can be a result of change(s) during daily operations. Whenever reduced rest is received, the next subsequent rest period has a greater (compensatory) minimum rest requirement.

Regular Line Holder – A work schedule produced by the Company, with planned sequences of trips and intervening days off.

Report Time – The time a flight attendant must be present at the airport either for sign in or from a layover.

Requalification Training – Training provided by the Company to requalification a Flight Attendant who has fallen out of currency.

Requests in PBS – A bid for a specific trip or duty type or for a category of flying, reserve or time off from duty.

Reserve Line Holder – A work schedule produced by the Company, with planned reserve periods and intervening days off.

-S-

Swap – Trading your currently awarded assignment with an assignment from Company Open Time.

-T-

Transition Training – Training provided by the company to qualify Flight Attendants on an additional fleet type.

Trip Trade – The process of picking-up, dropping and/or swapping an assignment with another Flight Attendant.

-U-

Upgrade Training – Training provided by the Company to provide Flight Attendants with an additional skill set and/or responsibilities (i.e. ATS Training).

-V-

Vacation – Vacations are awarded in seven (7) day increments. A vacation day is worth 2.47 hours for pay purposes.

-W-

-X-

-Y-

-Z-



LIST OF PAIRING CODES

Pairing Label	Description
BABY	Approved FMLA for the Birth/Adoption of a Child
DTG	Trip Given Back to the Company which Reduces Total Hours Paid
FAT	Fatigue Call
F-COMP	Approved Comp day. Not pay protected.
F-FMLA	Approved FMLA Day
F-LDTY	Light Duty Day
F-MTLV	Approved Military Day
F-CCL	Company Convenience Leave
F-RFSU	Removed from Service Unpaid
F-PERS	Approved Personal Leave
F-JURY	Approved Jury Duty
F-BRV	Approved Bereavement Leave
F-OJI-C	Approved OJI – Company
F-OJI-I	Approved OJI – Insurance
F-SICK-P	FA Requests PTO for a Sick Call
DH_E; DH_L	DH Early & DH Late; Placeholders for pending DH assignment.
GOLD	A Pure Reserve FA's Immoveable Day Off
IOE	Initial Operating Experience
LATE	Reported Late for Assignment
MOVE	Granted Day Offs for Purposes of Moving
MM	A FA who Desires to Work an Assignment that Involves March Madness
NS	No Show
PPSK	Removed and Pay Protected for an Assignment
PTO	Paid Time Off
SICK	Removal from an Assignment due to an illness
SUSP	Suspended (Paid or Unpaid)

DRIVE TIMES BETWEEN BASES

City Pair	One-Way Miles	One-Way DH	City Pair	One-Way Miles	One-Way DH
BLI-SEA	107	2 hrs. 5 mins. 2.08	MYR-CLT	177	3 hrs. 47 mins 3.78
IWA-PHX	29	0 hrs. 45 mins. 0.75	PIE-TPA	15	0 hrs. 30 mins. 0.50
IWA-IFP	276	4 hrs. 40 mins. 4.67	PIE-FLL	259	4 hrs. 15 mins 4.25
IWA-LAS	419	6 hrs. 15 mins 6.25	PIE-MCO	102	2 hrs. 0 mins. 2.00
IWA-LAX	419	6 hrs. 7 mins 6.12	PIE-MIA	275	5 hrs. 0 mins 5.00
LAS-LAX	283	4 hrs. 30 mins. 4.50	PGD-FLL	161	2 hrs. 20 mins. 2.33
ENV-SLC	118	2 hrs. 0 mins 2.00	PGD-MCO	177	2 hrs. 40 mins 2.67
ENV-LAS	410	6 hrs. 0 mins 6.00	PGD-PIE	102	1 hr. 36 mins. 1.60
FLL-MIA	28	0 hrs. 45 mins. 0.75	PGD-SFB	203	3 hrs. 15 mins 3.25
FLL-MCO	217	3 hrs. 45 mins 3.75	RFD-ORD	86	1 hr. 50 mins 1.83



MYR-SFB	489	7 hrs. 15 mins. 7.25	SFB-MCO	36	0 hrs. 45 mins 0.75
MYR-PIE	571	8 hrs. 53 mins 8.88	SFB-PIE	126	2 hr. 30 mins 2.50
MYR-PGD	626	10 hrs. 6 mins 10.10	SFB-FLL	236	4 hrs. 0 mins 4.00
MYR-FLL	660	10 hrs. 17 mins 10.28			

If drive times are not listed above, we will use google maps to calculate drive times between airports. Mileage will be rounded up to nearest number.

MINUTES TO DECIMALS

Minute	Decimal	Minute	Decimal	Minute	Decimal	Minute	Decimal
0	0.00	15	0.25	30	0.50	45	0.75
1	0.02	16	0.27	31	0.52	46	0.77
2	0.03	17	0.28	32	0.53	47	0.78
3	0.05	18	0.30	33	0.55	48	0.80
4	0.07	19	0.32	34	0.57	49	0.82
5	0.08	20	0.33	35	0.58	50	0.83
6	0.10	21	0.35	36	0.60	51	0.85
7	0.12	22	0.37	37	0.62	52	0.87
8	0.13	23	0.38	38	0.63	53	0.88
9	0.15	24	0.40	39	0.65	54	0.90
10	0.17	25	0.42	40	0.67	55	0.92
11	0.18	26	0.43	41	0.68	56	0.93
12	0.20	27	0.45	42	0.70	57	0.95
13	0.22	28	0.47	43	0.72	58	0.97
14	0.23	29	0.48	44	0.73	59	0.98

PART-TIME WORK RULES

The Part-Time Flight Attendant Section is meant to point uniqueness in the program. If it is not addressed in this section, the Work Rules apply.

PT.1 – ELIGIBILITY, SENIORITY & TRANFERRING of STATUS

- 1) A Full-Time Flight Attendant may post for a part-time position after a minimum of six (6) months of full-time status and if there is an opening in the domicile.
- 2) A Part-Time Flight Attendant will retain and accrue Seniority during their first year in part-time status.
- 3) Should a Part-Time Flight Attendant decide to remain part-time after their first year in part-time status or return to full-time status after the one (1) year mark, they will have forfeited their department seniority earned to that point. The Flight Attendant will fall to the bottom of the seniority list should they return.
- 4) A Part-Time Flight Attendant who has submitted a request to return to Full-Time prior to their one (1) year mark as part-time, but has not been granted a full-time position due to a lack of openings or because of insufficient seniority to be awarded an opening, they will not lose their department seniority as outlined above. This extension is applicable nine (9) months past the Part-Time Flight Attendant's one (1) year mark as part-time.



- 5) A Flight Attendant interested in changing status should make their desire known to the Company through established processes. Once you have put in your intent to transfer and it has been awarded, you may not change your mind.
- 6) A Flight Attendant may only transfer one time out and back to their original status. Once the limit has been reached, you will not be eligible to change your status again.

Example: Full-Time to Part-Time back to Full-Time.

PT.2 – COMPENSATION

- 1) A Part-Time Flight Attendant will be paid \$25.00 for each reserve day.
- 2) A Part-Time Flight Attendant will receive pay for flying a trip at their applicable rate based on their longevity within the department as a flight attendant (Department Date of Hire).
- 3) If A Part-Time Flight Attendant is assigned a trip, but then placed back on reserve prior to reporting for duty, they will revert back to reserve status and not pay protected. If the Part-Time Flight Attendant is removed from a trip after report-time, they will be paid as a Full-Time Flight Attendant would be.

PT.3 – POLICIES

- 1) A Part-Time Flight Attendant must adhere to all Company policies and procedures found in the Flight Attendant Work Rules with regard to sitting reserve and contact information.
- 2) A Part-Time Flight Attendant must keep a current and up-to-date manual. They are expected to insert their revision and follow established procedures regardless of whether or not they have flown.
- 3) A Part-Time Flight Attendant must be current with all memos and University coursework.
- 4) A Part-Time Flight Attendant should remain current with Company e-mails and check their V-File at the domicile at least once a month.
- 5) If a Part-Time Flight Attendant fails to keep their company and/or airport badge current, they may be responsible for the renewal cost and finger printing.
- 6) A Part-Time Flight Attendant will receive \$100.00 annual allowance to purchase uniform pieces during their re-current window.
- 7) A Part-Time Flight Attendant will follow the same attendance policy as Full-Time Flight Attendants with the following exceptions:
 - a. A Part-Time Flight Attendant does not earn quarterly bonus points.
 - b. A Part-Time Flight Attendant cannot accrue more than six (6) points. If a Part-Time Flight Attendant has accrued more than six (6) points he or she will be terminated.
- 8) A Part-Time Flight Attendant must fly at least one (1) trip every six (6) months to be considered current. It is the responsibility of the Part-Time Flight Attendant to inform Crew Services if they are in jeopardy of falling out of currency. If a Part-Time Flight Attendant falls out of currency they will need a return to work check ride. Failure to remain current may result in corrective action.



- 9) A Part-Time Flight Attendant will have all travel benefits that are extended to Full-Time employees. In addition, Part-Time Flight Attendants may participate in Allegiant's 401K plan. No other benefits (wellness or optional coverages) will be provided unless mandated by law.

PT.4 – SCHEDULE

- 1) A Part-Time Flight Attendant must commit to work between two (2) and six (6) days each month.
- 2) The requests for days are requested by the Company and are submitted monthly by the employee.

