



VA MEDICAL APPOINTMENT POLICY FREQUENTLY ASKED QUESTIONS

PURPOSE & QUALIFICATION

This document explains the process and entitlements applicable to a Veteran or Current Service Member Flight Attendant who requires time off for a service-connected medical appointment with the U.S. Department of Veterans Affairs (VA). It outlines the documentation required, how requests are submitted, and how approved blocked appointment days are treated for purposes of attendance recognition, minimum days off, and Minimum Monthly Guarantee.

Q. When does this policy apply?

A. This policy applies when a Veteran or Current Service Member Flight Attendant:

- Submits documentation for a service-connected VA medical appointment prior to bids closing for the affected bid period, and
- Receives approval of the request from the Company.

Q. Are all Veteran/Current Service Member Flight Attendants required to utilize this?

A. No. Participation is completely voluntary. It exists to make it easier to secure time off for service-related medical appointments. Those who choose not to use it will simply be responsible for managing their own scheduling as needed.

APPOINTMENTS OF THREE (3) DAYS OR FEWER

Q. Will approved VA appointment days disqualify a Veteran/Current Service Member from the quarterly attendance bonus or annual perfect attendance recognition?

A. No. Approved blocked days for service-connected appointments will not disqualify a Veteran Flight Attendant from the quarterly attendance bonus or annual perfect attendance recognition.

Q. Will the Veteran/Current Service Member still receive their minimum days off?

A. Yes. Blocked days of three (3) or fewer are granted in addition to the Flight Attendant's minimum days off and are not considered inactive days for proration purposes.

Q. Will the Veteran/Current Service Member still receive their full Minimum Monthly Guarantee?

A. Yes. Blocked days of three (3) or fewer will not result in proration of the Flight Attendant's Minimum Monthly Guarantee.

APPOINTMENTS EXCEEDING THREE (3) DAYS

Q. Will blocked days beyond three (3) disqualify the Veteran/Current Service Member from attendance recognition?

A. No. Approved blocked days for service-connected appointments will not disqualify a Veteran Flight Attendant from the quarterly attendance bonus or annual perfect attendance recognition, regardless of the number of days.

Q. How are days beyond the third (3rd) treated for minimum days off?

A. Days beyond the third (3rd) will be considered inactive days and will count toward the Flight Attendant's minimum days off for the affected bid period.

Q. How are days beyond the third (3rd) treated for Minimum Monthly Guarantee?

A. Days beyond the third (3rd) will be considered unpaid inactive days, and the Flight Attendant's Minimum Monthly Guarantee will be prorated accordingly.

Q. Can Flight Attendants use hours from their Sick or Vacation bank for the unpaid time off?

A. Flight Attendants may elect to be paid from their accrued but unused Sick bank, and, after the Sick bank has been exhausted, from their accrued but unused Vacation. Such request shall be made in



advance of the start of the approved time beyond the three (3) days, by submitting such request to Crew Payroll via the Company approved electronic notification system, currently JIRA.

DOCUMENTATION REQUIREMENTS

Q. What must the Flight Attendant submit as proof of appointment?

A. Documentation must include the appointment date and time on VA letterhead. For appointments outsourced to a provider contracted with the VA, a letter from the VA confirming that the appointment is service-related is acceptable.

In addition:

- Documentation shall be limited to confirmation of the appointment date(s) and verification that the appointment relates to military service or a service-connected condition.
- No medical diagnosis or other confidential medical information shall be required.
- Military orders are not required for medical appointments related to service-connected conditions or VA treatment.
- The Company may request that the Flight Attendant show proof of attendance at the service-related medical appointment to verify that the Flight Attendant attended the appointment(s).

SUBMISSION

Q. Where should documentation be submitted?

A. Documentation should be sent to CrewLOA@allegiantair.com with the subject line: "VA Appointment Request."

Q. When must documentation be submitted?

A. Documentation must be submitted prior to bids closing for the affected bid period.

SCHEDULING

Q. Can Flight Attendants pickup or trade from this pairing?

A: No. Flight Attendants will be marked as unavailable (UVL) and are unable to transact once they are blocked with this pairing.

Q: Can Flight Attendants cancel the blocked days?

A: Flight Attendants may cancel but they must do so before bids close for the month in which the appointment occurs.

EXAMPLES — APPOINTMENT DURATION

A Veteran/Current Service Member Flight Attendant submits documentation for VA medical appointments prior to bids closing for an upcoming bid period. The request is approved by the Company.

Q. What does it look like when the Veteran/Current Service Member is blocked for two (2) days?

A. Because the blocked period is three (3) days or fewer, the days will not count toward the Flight Attendant's minimum days off, the Minimum Monthly Guarantee will not be prorated, and the Flight Attendant remains eligible for the quarterly attendance bonus and annual perfect attendance recognition.

Q. What does it look like when the Veteran/Current Service Member is blocked for three (3) days?

A. Because the blocked period does not exceed three (3) days, the days are granted in addition to the Flight Attendant's minimum days off, the Minimum Monthly Guarantee is not prorated, and the Flight Attendant remains eligible for the quarterly attendance bonus and annual perfect attendance recognition.

Q. What does it look like when the Veteran is blocked for five (5) days?

A. The first three (3) days are granted in addition to the Flight Attendant's minimum days off and do not affect the Minimum Monthly Guarantee. The remaining two (2) days are considered unpaid inactive days, count toward the Flight Attendant's minimum days off, and result in proration of the Minimum Monthly Guarantee. The Flight Attendant remains eligible for the quarterly attendance bonus and annual perfect attendance recognition.

