

HAWAIIAN AIRLINES
2020 FLIGHT ATTENDANT AGREEMENT

SECTION 12: PICK UPS, DROPS, TRADES AND EXCHANGES

A. Flight Attendants Permitted to Trade

Flight Attendants are permitted to trade flight assignments and days off with any other Flight Attendant, provided they are equipment qualified for such flight assignments. However, groupings that are Extended Range (ER), Turns, Charters, or eligible for Holiday pay may only be traded with like groupings (e.g. ER with ER), unless the grouping has been posted for a drop in accordance with Section 12.O. (ETCH folder) and has not been picked up. (Note: This provision shall not apply to trades within the LAX domicile.) Bid Flight Attendants who have traded with Reserve Flight Attendants shall be considered Reserves. Trades between Bid Flight Attendants and Reserve Flight Attendants, except when they are on red circle days off, are subject to the approval of Crew Scheduling.

B. Company Non-Approval

The Company will not approve pick ups, drops, trades or exchanges that do not conform with applicable provisions of this Section 12.

C. Request Submittal

Requests for pick ups, drops or trades between Flight Attendants shall be submitted to the Crew Scheduling Office via the automated trading system.

D. Requests After Final Bids

1. After the final bids are posted, requests for pick ups, drops or trades may be submitted to Crew Scheduling until four (4) hours before scheduled departure for foreign destinations (two (2) hours) for all other destinations/groupings). Such requests will be processed immediately and results will be available via the crew scheduling system or by calling Crew Scheduling. However, until automation to process trades is present, if Crew Scheduling is working to protect the Daily Flight Schedule because of interruptions caused by weather, mechanical, or other factors beyond the control of the Company, requests submitted less than the minimum hours stated above may not be processed immediately. Every effort will be made to process such requests in a timely manner.
2. A Flight Attendant on sick leave may utilize the procedures set forth in D.1. above without limitation.
3. Reserve to Reserve Trades
Reserves with trips operating over the same days may trade trips provided that such request is made at least four (4) hours prior to departure of the earlier departing trip; does not result in a conflict with any other provision of the Agreement or FARs; and does not result in the net loss of a day or more of availability for the Company (calculated on a per trade basis). Such trades will require Crew Scheduling approval and the approval will not be unreasonably withheld.

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Example: Two Reserves with four days of availability have each been assigned groupings. One has a 3-day HND and the other has a 3-day JFK (ER rest). This trade will not result in a net loss of a day of availability to the Company.

Example: Two Reserves with two (2) days of availability have each been assigned interisland one-day groupings. One has a six-landing day and the other has an eight-landing day. This trade will not result in a net loss of a day of availability to the Company.

The provisions above will not preclude Crew Scheduling from approving other Reserve-to-Reserve trip trade requests.

E. Flight Attendant Guarantee Adjustment After Requests

If a flight time difference is involved in any pick up, drop, trade or exchange, the Flight Attendants' guarantees will be adjusted upward or downward accordingly.

F. Reserve Flight Attendants Red Circle Day Trades

Red circle days off traded by Reserve Flight Attendants will remain red circle days off.

G. Parameters

1. Inter-Island

Flight Attendants may pick up, drop, trade or exchange flight assignments as long as the provisions of Section 7 are met and, in addition, must provide a rest of twelve hours and forty-five minutes (12:45) between flight assignments. However, if a Flight Attendant is already in rest at her/his domicile, she/he may pick up or trade a flight assignment for the same day, or the next day, which provides an actual rest of twelve hours (12:00) between flight assignments.

2. International

- a. Flight Attendants may pick up, drop, trade or exchange flight assignments as long as the provisions of Section 7 are met.
- b. Flight Attendants may trade/pick-up flights to create a hub turn, if the flights in question are scheduled with a minimum of one (1) hour between block in to block out.

H. Frequency

Flight Attendants may trade or drop days that were previously picked up, traded or exchanged.

I. Printed Schedule Errors

When there has been a pick up, drop or trade between two (2) Flight Attendants and the Crew Scheduling Office erroneously prints the wrong name of the two (2)

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involved, the Flight Attendant who picked up or traded to work shall assume the schedule as intended.

J. Interdomicile/Intradomicile Grouping Pick Ups/Drops/Trades

1. A Flight Attendant may drop or trade her/his grouping to a Flight Attendant at another domicile or pick up a grouping from a Flight Attendant at another domicile. It shall be the Flight Attendant's sole responsibility to be in position to fly such grouping.
2. Flight Attendants in the Honolulu operation with an International grouping may pick up, drop, or trade a grouping(s) from, to, or with Flight Attendants with an Interisland grouping and vice versa.
 - a. Pick-ups or trades to work an International grouping will be governed by the International rest and flight time limitations.
 - b. Pick-ups or trades to work an Interisland grouping will be governed by the International rest and flight time limitations, unless the grouping is immediately preceded and/or followed by another Interisland grouping.

K. Picking Up Understaffed Flight Segments

A Flight Attendant may pick up an understaffed flight segment only at a non-domicile location under the following conditions:

1. Crew Scheduling has been unable to assign the grouping and that segment will leave understaffed.
2. Crew Scheduling shall assign the flight segment to the most senior Flight Attendant requesting the segment at the time of crew check-in.
3. A Flight Attendant picking up the flight segment must sign in and ensure that the Captain's log/ACARS has been updated.
4. A Flight Attendant picking up the flight segment must be legal to do so. It will be the individual Flight Attendant's responsibility to ascertain that the flight segment picked up and her/his own grouping, if applicable, will be in compliance with all duty time/flight time limitations as outlined in this Agreement and the F.A.R.s.
5. Duty time and per diem shall begin at report time for the Flight Attendant who is picking up the flight segment.

L. Segment Pick Ups/Drops/Trades

A Flight Attendant may pick up another Flight Attendant's "segment" provided all parties adhere to the following:

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1. A Flight Attendant picking up the flight segment(s) must sign in and ensure that the Captain's log/ACARS has been updated.
2. A Flight Attendant picking up the flight segment(s) must be legal to do so. It will be the individual Flight Attendant's responsibility to ascertain that the flight segment(s) picked up and her/his own grouping, if applicable, will be in compliance with all duty time/flight time limitations as outlined in this Agreement and the F.A.R.s.
3. Duty time and per diem shall terminate fifteen (15) minutes after block-in of the last flight worked for the Flight Attendant who is dropping her/his segment(s) to another Flight Attendant or thirty (30) minutes when customs clearance upon arrival is required.
4. Duty time and per diem shall begin at report time for the Flight Attendant who is picking up the flight segment(s).
5. If the Company would have otherwise provided a hotel room, only one (1) of the Flight Attendants shall receive the hotel room in the layover city. The Flight Attendants shall determine between themselves who shall be eligible for the room. In the event they cannot determine, the person who works in shall get the room.
6. A Flight Attendant may not use pop-up vacation for any individual segment created under this provision (12.L.). Neither Flight Attendant involved in a pick up, drop or trade under this Section 12.L. may use pop-up vacation for the resulting segments.
7. A Flight Attendant may not drop or trade an individual segment created under this Section 12.L. into open time.
8. A Flight Attendant who has picked up or traded to obtain a segment of an Extended Range or foreign destination pairing may not trade or pick up to obtain another segment of the original pairing.

M. Reserve Flight Attendants Picking Up Groupings on Red Circle Days Off

Reserve Flight Attendants on a red-circle day(s) off may pick-up a grouping(s) from Open Time or a Bid Flight Attendant at her/his domicile, in accordance with the parameters set forth in Section 8, Paragraph B.1.b. or in accordance with N.2. below.

N. Available Open Flying Procedures

1. The Company shall keep all open flying current in its computer systems. This information will be accessible to Flight Attendants through the Company's automated systems (e.g., Crew Trac, Crew Menu/Voice System) on a twenty-four

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(24) hour basis. All known open time will be released at noon HST three (3) days prior to the beginning of the new PBS month. This date will be indicated on the monthly bid packet.

2. Picking Up and Exchanging with Open Time

- a. Each day at 1800 (HST) Crew Scheduling will process all Bid and Reserve on Red Circle Day Off Flight Attendant requests for picking up and exchanging groupings with open time from the automated trading system and award these requests in order of seniority. Requests must be submitted at least thirty (30) hours prior to the date of departure. (Example: A request for a grouping departing on Thursday must be received in the automated trading system by 1800 on Tuesday.) All requests that cannot be awarded (e.g. grouping not available, trade not legal, etc.) will be discarded.
- b. A Flight Attendant's request to exchange a grouping with an open time grouping that covers the same or more calendar days shall be awarded in accordance with Paragraph a., above, without respect to Reserve coverage.
- c. For the purpose of exchanging groupings with open time on different calendar days, Crew Scheduling will determine if there is adequate Reserve coverage on the day(s) of the grouping that is to be given up in the exchange. Adequate Reserve coverage for the purpose of this provision shall be defined as ten percent (10%) of the total number of Flight Attendants needed to staff the flight schedule that day(s) plus the contractual number of Standbys plus the number of Flight Attendants needed to cover any known open flying. In the event the number of Flight Attendants requesting to "give up" a grouping via an exchange with open time exceeds the number of drops that can be awarded on any day(s) of the grouping to be given up, the give ups/drops shall be awarded in seniority order.

3. Trip Requests

- a. Each day at 1030 (LDT) Crew Scheduling will begin assigning open groupings to Bid Flight Attendants and Reserve Flight Attendants on Red Circle Day(s) Off, in seniority order, who have a specific request for a grouping, extra flying or same day of departure grouping exchanges prior to assigning a Reserve Flight Attendant. Such requests must be submitted to Crew Scheduling via the automated trading system. A request may be changed or rescinded by the Flight Attendant by 1030 LDT the day prior to the date of departure. Requests shall remain in effect until the bid/GDO trip request award process is complete. The Flight Attendant shall be notified via the automated trading system on the day before departure that her/his request has been awarded.

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- b. A Reserve Flight Attendant may request open time via the Reserve Self Assignment Process using the automated system in accordance with Section 8. The Company shall make its best effort to grant Reserve Flight Attendants' requests in order of seniority, after the assignment of Bid Flight Attendants, as provided in this Section.
- 4. For purposes of this Paragraph N., a Flight Attendant may only pick-up and exchange groupings within her/his domicile (i.e. LAX or HNL).
- 5. If a grouping is canceled, the Flight Attendant picking up the grouping shall be assignable for make up, as provided in Section 3.
- 6. A Flight Attendant who picks up a grouping(s) may not drop below six (6) minimum days off.

O. Dropping Groupings

- 1. A Bid Flight Attendant shall be allowed to “drop” a grouping as long as it is “picked up” by another Flight Attendant who is available, willing, and legal to fly the grouping.

 - a. Procedures for Trip Groupings eligible for Holiday Pay
Groupings eligible for Holiday Pay must be posted for a period of twelve (12) hours beginning at 6 a.m. local domicile time and will then be awarded in seniority order among those flight attendants requesting the grouping. Flight Attendants must be legal and available for the entire grouping in order for it to be awarded. If the grouping is not awarded via this process the grouping may be dropped directly to another flight attendant.
 - b. Procedures for Dropping Groupings with Extended Range Flights, Turns or Charters.
Groupings with Extended Range Flights, Turns or Charters must be posted for a period of twelve (12) hours beginning at 6 a.m. local domicile time and will then be awarded in seniority order among those flight attendants requesting the grouping. Flight Attendants must be legal and available for the entire grouping in order for it to be awarded. If the grouping is not awarded via this process the grouping may be dropped directly to another flight attendant.
 - c. “Turns” as used in paragraph b. above means a one duty period grouping with a maximum of two segments which begin and end in domicile, excluding an interisland grouping that would meet these criteria.
 - d. The procedures specified in b. above shall not apply to the LAX domicile.
 - e. At 1800 local domicile time, the Extended Range, Turns, Charter or Holiday (ETCH) Drop Folder will be frozen and a Flight Attendant may not remove a

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posted grouping from the ETCH Drop folder prior to the awards being completed. If the grouping is not awarded during this process, all trading restrictions will be removed and the grouping will be deemed to have satisfied the required posting period and will be moved to the cleared ETCH folder.

2. Crew Scheduling will begin processing drops and pick up awards per O.1., above, at 1800 HST. The processing of Open Time awards will begin immediately following the completion of the awards in O.1.
3. Additionally, a Bid Flight Attendant shall be allowed to drop a grouping to open time provided there is adequate Reserve coverage. Adequate Reserve coverage for the purpose of this provision shall be defined as ten percent (10%) of the total number of Flight Attendants needed to staff the flight schedule that day(s) plus the contractual number of Standbys plus the number of Flight Attendants needed to cover any known open flying. In the event the number of Flight Attendants requesting to drop a grouping exceeds the number of drops that can be awarded on any day(s) of the grouping to be dropped, the drops shall be awarded in the order the requests were received.
4. A Flight Attendant whose desire to drop a grouping to open time cannot be accommodated in accordance with Paragraph O.2. above, shall notify Crew Scheduling to post the grouping she/he wishes to drop with available open time by leaving a request in the designated voice mailbox at least thirty (30) hours (local domicile time) prior to the date the grouping originates. Additionally, such Flight Attendant may request to drop a grouping in accordance with the procedures in N.2.d. above. If the grouping can be awarded to a Flight Attendant who has requested to pick up additional flying, the request to drop will be granted.

P. Alternative Scheduling System

The Company and the Association have agreed to explore an alternative electronic scheduling system that can accommodate grouping pick ups, drops, trades and exchanges. In the event a mutually acceptable alternative system is identified, the Company and the Association shall proceed in good faith to identify the provisions of this Agreement that must be modified to accommodate such a system. The provisions of this Agreement shall continue to apply unless and until mutually acceptable provisions are agreed upon.

Q. Compensation and Benefits Guidelines for Flight Attendants Ending a Month with fewer than Thirty-Five (35) Credited Hours Due to Dropping/Trading/Exchanging

1. Flight Attendants shall accrue for that month:

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- a. Sick leave and vacation at one-half (1/2) the rates for regular Flight Attendants.
 - b. Full seniority and one-half (1/2) longevity.
2. A Flight Attendant who ends the month with fewer than thirty- five (35) credited hours shall be responsible for paying fifty percent (50%) of all group insurance premiums for benefits provided in Section 32. If, due to this provision, a Flight Attendant is in arrears for three (3) or more months, the Company may request such Flight Attendant to submit payment for the amount due. If payment is not received, or arrangement for payment has not been made, in a reasonable amount of time, coverage for the benefits provided in Section 32 may be suspended until such time as the Flight Attendant has provided full payment.