



#### PROCEDURES FOR F/A RECIPROCAL TRAVEL ON SKYWEST AIRLINES

SkyWest Airlines, Inc. (OO) is pleased to offer the privilege of reciprocal space available travel for Hawaiian Airlines flight attendants. The following procedures have been developed to make this process as hassle free as possible.

1. We advise you to bring a copy of the agreement with you.
2. Business Casual dress is required.
3. There is no pre-flight listing. All transactions take place at the airport.
4. Flight attendants requesting transportation under this agreement must check in at any airport ticket counter or departure gate a minimum of thirty (30) minutes before scheduled departure of the domestic flight with their current company I.D.
5. Check-in can be at the ticket counter or gates if you have carry-on luggage only. If you have checked baggage then the ticket counter must process the transaction.
6. At check-in, our agent will verify that your airline has a reciprocal agreement with SkyWest Airlines.
7. Once you have checked in you will be put on the standby waitlist. Please stay in the gate area until your name is called.
8. The Cabin Jumpseater will be boarded on a first come/first serve, space available basis. We do not provide nor do we request access to the flight deck or flight attendant jumpseats. Seating is limited to available seats in the cabin.
9. This agreement does not permit travel with children or a carry-on pet.
10. SkyWest Airlines is not responsible for lost or damage luggage.
11. Flight attendants will be required to check in again at each stop over or connecting city.
12. Each flight attendant must produce proper identification upon check-in: a valid company photo ID displaying the word "CREW".
13. Always use decorum and professional behavior when traveling with us.
14. Any crewmember utilizing transportation under this agreement while in uniform will be expected to conform to proper and complete uniform requirements.
15. Please be in uniform or neat business casual attire.

\*\*\*\*\* Our agreement with SkyWest Airlines is applicable to Delta Connection, Alaska Airlines, US Airways and American Eagle flights that are operated by SkyWest **ONLY**. The only carrier our agreement is **NOT** valid on is United Express flights that SkyWest operates at this time. \*\*\*\*\*