



## GENERAL GUIDELINES FOR RECIPROCAL CABIN SEAT AGREEMENT TRAVEL ON SOUTHWEST AIRLINES

Please be advised, as of May 9, 2017, Southwest will discontinue accepting OA Reciprocal Cabin Seat listings at the airport. All OA nonrevenue commuter listings will be entirely self-managed through their new myIDTravel Commuter Listing Tool. **IMPORTANT:** any listings that have been created before May 9, 2017 for travel May 9, 2017 or after will need to be relisted in the myIDTravel Commuter Listing Tool. Please use the following generic login listing specific to Hawaiian:

Login Page : <https://www.myidtravel.com/myidlisting>

Employing Airline: Hawaiian Airlines (HA)

User: HASTAFF

Password: 173

As an added convenience, Travelers will have the ability to make listings via their mobile device. Keep in mind, a Customer Service Agent will be able to modify the listing accordingly as long as the travel is for the same date the listing was for. Below you will find step by step instructions on how to successfully create a listing for commuter travel on Southwest Airlines.

Southwest is pleased to extend this reciprocal cabin seat agreement for flight attendants. The following procedures have been developed to make this process as hassle-free as possible.

1. Flight attendants requesting transportation under this agreement should check in with the Southwest gate agent no sooner than one hour prior and no later than 30 minutes prior to scheduled departure.
2. Check-in can occur at the gate if you have carry-on luggage only. Otherwise, you may stop at the ticket counter to check your luggage and obtain a security document. You must then proceed to the gate to complete the check-in process. Compliance with the approved carry-on baggage program applies. To maintain exemption from the one bag plus one personal item rule, you must be in uniform during security screening and remain in uniform until reaching your final destination.
3. Upon check-in, you must produce a valid company ID displaying the word "c1rnw" or "FA" and an expiration date. At the gate, a Customer Service Employee will complete a Cabin Seat Notification Form for you.
4. After all revenue customers are processed, standby processing begins. Please wait for the gate agent to call your name and issue a boarding pass to board the aircraft. All seating on Southwest is open seating.
5. Once onboard, conduct must reflect a professional, businesslike attitude in accordance with all standard passenger regulations (seat belts, carry-on bags, safety information signs, etc.).

6. While you must have your valid company ID with a "CREW" or "FA" designator to sign-up as a Cabin Reciprocal Agreement rider, you do not need to display it on your outer wear once onboard the aircraft.
7. Flight Attendants using the Reciprocal Cabin Agreement may not consume any alcoholic beverages onboard.
8. This agreement does not cover children or family members. Carry-on pets are allowed for a fee of \$75 each way and as long as all pet carry-on policies and procedures are met. Flight attendants must be of active status to take advantage of the agreement. If you are on sick, maternity, medical, or military leave, you are **not** eligible to travel under this agreement.
9. Transportation is applicable on Southwest flights within the continental United States on a space-available basis. (Any applicable taxes or fees are the responsibility of the crewmember.) Flights operated by code share partners are excluded from this agreement. Priority will be given to Southwest employees and all NRSA passengers (retirees, buddy pass holders, ID90, etc.). Thereafter, crewmembers from other airlines that have entered into similar agreements with Southwest will be accorded such transportation on a "first come, first served" basis.
10. Transportation provided under this agreement is solely for travel that is strictly personal in nature. Transportation under this agreement is not to be used for business-related travel of a personal nature, and is not to be used in any way to facilitate a carrier's staffing or crew requirements or any employee's crew-related duties, responsibilities, plans, prospects, or objectives.

Any crewmember utilizing transportation under this agreement while in uniform will be expected to conform to proper and complete uniform requirements. Crewmembers who are not in uniform must conform to Southwest's non-revenue travel dress code standards of conservative casual dress and grooming. Clothing and shoes should be consistent with a business casual look and should not be outlandish, torn, faded, or garish. Sandals are appropriate footwear.

#### **Acceptable attire**

Although not all-inclusive, the following list of articles-provided they are clean, well-maintained and in good taste-may be worn by Cabin Seat Agreement Riders:

- "Business casual" city/walking shorts worn with a coordinated shirt, blouse, sweater, or jacket
- Clean, pressed, and well-maintained denim or colored jeans (no holes, tears, slashes, or patches)
- Clean, well-maintained and coordinated jogging suits/sweatshirts/T-shirts, etc.

#### **Unacceptable attire**

Although not all-inclusive, the following items are not acceptable attire for Cabin Seat Agreement Riders:

- Tank tops, outfits with offensive or sexually oriented inscriptions or messages
- Low-cut, skimpy, revealing clothing; short shorts or gym shorts
- Torn, ragged, slashed jeans or slacks; exposed midriff or halter tops
- Bare feet, beach, or swimwear

