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## SECTION 16: Time Off Without Pay (TOWOP)

- A. The purpose of time off without pay is to balance the workforce during short periods of over-staffing at a specific domicile or throughout the system and to minimize Flight Attendant furloughs.
- B. When the requirements of service permit, the Company may offer time off without pay. Time off will be offered in seniority order within the domicile where such time exists.
- C. A Flight Attendant awarded time off without pay will retain and accrue seniority, and all Company-provided benefits including, but not limited to, medical insurance, dental insurance, and pass privileges, in the same manner as any other current active Flight Attendant.
- D. The Company will offer TOWOP in increments of five (5) or more days. No more than one (1) period of TOWOP will be permitted in the month unless two (2) separate periods are requested in connection with a period of vacation that would permit a continuous period off. In any case, the minimum period must remain five (5) days. A period of fewer than five (5) days is only permitted in the case of a second period in the month that would complete a continuous period off, such as the end of the month. Any TOWOP offered that encompasses an entire bid month will be offered as a Zero-Time Line per Para. G., below. Should the Company offer successive TOWOP periods in increments of fewer days than a full bid month, and multiple TOWOP awards are secured by one (1) Flight Attendant, that Flight Attendant will be considered to be on a Zero-Time Line if the TOWOP awarded spans an entire bid month.
- E. When known far enough in advance, time off without pay will be included in the PBS “info tab” stating in which base(s) TOWOP is being offered. Such time will be awarded in the final bid.
- F. When it is not known far enough in advance, the offer of time off without pay will be listed in the PBS “info tab” for no less than seven (7) days in the 1) HI6 (or its equivalent) and 2) in the daily open time recordings currently referred to as AVRS – or its equivalent.

### **G. ZERO-TIME LINES**

- 1. The purpose of Zero-Time Lines is to balance the workforce during periods of overstaffing at a specific domicile or throughout the system. Zero-Time Lines offer no pay for the bid month in which they are awarded.



2. When the requirements of the service permit, the Company may offer Zero-Time Lines. Zero-Time Lines will be offered in seniority order within the domicile where such staffing overage exists.
3. A Flight Attendant awarded a Zero-Time Line will retain and accrue seniority, and all Company-provided benefits including, but not limited to, medical insurance, dental insurance, 75-hour credit towards the benefit cliff, and pass privileges, in the same manner as any other current active Flight Attendant.
4. A Flight Attendant who is scheduled for vacation and is awarded a bid for a Zero-Time Line will have the vacation hours paid out on the following end of the month's pay period.