



Frequently Asked Questions

Holiday Season Reminders

Important Things to Know for the Holiday Season

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As we close out each year, it's important to remember some of the benefits associated with the last quarter of the calendar year, even more specifically, the months of November and December. These two months are directly benefited by language located in Article 21.21 (Compensation - Holiday Pay), Article 16.1 (Sick Leave), and Article 32.7 (Attendance Policy - Record Improvement). We also have language in Article 14.3 (Vacation - Floating Vacation) and Article 32.5 (Record Improvement - Personal Illness Note) that impacts the last paycheck of the year and the holidays encompassed in November and December. Let's take a moment and review important sections of our Contract that directly affect us during the last part of the year.

Holiday Pay: Additional 1x Pay

Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day, Christmas Day (December 25th), and New Year's Eve (December 31st) are all Holiday Pay days. All flying on those holidays will be paid an additional 1x pay! Holiday Pay is unique in that it includes all applicable RIGs. It's also important to note that Holiday Pay is paid above your Reserve guarantee and on top of any applicable premiums. (Article 21.21)

Holiday Pay

Article 21.21

The leg credits for these two days pay:

$$7.5 + 9.4 = \mathbf{16.9\ TFP}$$

NYE (paid Holiday) pays 9.4 TFP.

***** This FA is flying the 12/30 pairing for VJA at a rate of (1.5x). *****

The diagram illustrates the calculation of holiday pay for a flight attendant. It features three tables: a flight schedule, a code table, and a summary table. The flight schedule shows flights on Dec 29 and Dec 30. A pink box highlights the flight on Dec 30 from DEN to TPA, which includes a 9.4 credit for the holiday. The code table defines codes for HOLIDAY (9.4) and OVER TIME (1.5). The summary table calculates the total pay as 16.9 TFP, consisting of 9.4 for the holiday and 7.5 for over time.

Date	Flight	Depart	Arrive	Eg	Pax	Position	T	L	MT	Black/Ground	Meal	Wk Credits	Block/Duty	Credit
29 Dec	Rpt 0600													
29 Dec	827	DMA 0715	DEN 0930	800	150					210	153	5		750
29 Dec	869	DEN 1113	TPA 1454	778	100					341	1058	5		460
TPA 1501	1606	Duplicate	Bosky Start #812-888-6808	Tribe	Natal Shute								600	534
	Rpt 0725													
31 Dec	2380	TPA 0732	DEN 1003	700	125					211	108			385
31 Dec	690	DEN 1111	DEN 1303	700	138					242	46	5		340
31 Dec	650	DEN 1439	PSF 1724	700	96					245	1453			520
		Bls 1254											738	105

CODE	DESCRIPTION	CREDITS	RATE	TOTAL
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HD	HOLIDAY	9.40	1.0	9.40
OT	OVER TIME	16.90	1.5	25.35

Between "OVER TIME" (16.9 TFP at 1.5x) and "HOLIDAY" (9.4 TFP at 1x), this FA is being paid **34.75 TFP** for these two days of flying, which includes 2.5x for the paid Holiday.

Q1: "I sat Reserve on Christmas Day but didn't get used. Do I receive Holiday Pay?"

You do! When you sit Reserve but are not used on one of the designated paid holidays, you are compensated 6.5 TFP for your Holiday Pay. This additional pay goes in its own “bucket” on your Payroll Report and is paid above your monthly Reserve guarantee.



Q2: "On Reserve if I don't get used, I get an additional 6.5 TFP for Holiday Pay. But what happens if I get an assignment that pays less than 6.5 TFP?"

As a Reserve Flight Attendant, you will be paid the 6.5 TFP of additional Holiday Pay - or - what you work on the holiday, whichever is greater.

Q3: "If I pick up a trip for VJA that includes flying on Thanksgiving, how will I be paid for that day?"

Holiday Pay is paid on top of applicable premium pay. That means if you are flying a VJA (1.5x) trip, you will receive the 1.5x on days that are not the designated holiday and an additional 1x for flying (including RIGs) on the paid holiday itself.

Calculating Holiday Pay with VJA

1.0x - Straight Time Trip Pay +
1.0x - Holiday Premium Pay +
0.5x - VJA Premium Pay

Double Time and a Half (2.5x)

*** 2.5x pay is for the designated holiday only. ***

Keep in Mind: When you are calculating your compensation for a VJA pairing, remember that you will be paid 1.5x on leg credits - OR - RIGs, whichever is greater.

For Example: Using the trip posted below, you can see that Independence Day (July 4th) has our Duty Period Minimum (DPM) RIG applied (indicated by the “M” after the day’s credit). So, if that trip was picked up for VJA, the breakdown for that day’s pay would be:

**3.9 TFP (Straight Time Pay) +
4.0 TFP (Holiday Pay Premium) +
1.95 TFP (3.9 Leg Credits x 0.5)**

04 Jul	1166	SJC 0926	PDX 1103	700	132				137	40							190	
04 Jul	4853	PDX 1143	OAK 1321	700	129				138	0							200	
			RLs 1351											315	451	400 M		

9.85 TFP for the flying on July 4th

Q4: “Will I receive Holiday Pay if I am pulled due to FAR illegalities? What about if I am pulled for contractual illegalities?”

For FAR adjustments, you will be paid the additional 1x Holiday Pay for the “portion of the pairing/pairing pulled.” If you are pulled due to contractual illegality, you will not receive Holiday Pay for the portion of the pairing/pairing pulled. (Contract Q&A 21.21)

Important Note: Contract Q&As and Letters of Agreement (LOAs) are agreed upon clarification of our Contract and have the same enforcement as Contract language. Please familiarize yourself with this very important supplemental document.

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December: Perfect Attendance and Additional Sick Bank Accrual

During the month of December, if we have perfect attendance, we can accrue sick leave at 1.5x the normal rate. It's like VJA but for sick bank accrual!

*"A Flight Attendant with perfect attendance during the month of December will accrue sick leave at 1.5 times the normal rate for that month.
(e.g., If a Flight Attendant flies 100 trips during December (they) will be credited with 15 trips.)"*
(Article 16.1.B)

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***** Estimated Sick Bank Summary for APR25 *****
Estimated Beginning Sick Balance of Schedule Period : 333.4
Estimated Sick Bank Accrual : 10.4
Estimated Sick Bank Used : 0.0
Estimated Beginning Balance for Next Sched Period : 343.8
END OF REPORT
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You can find your sick bank accrual on the bottom of your Payroll Report in CWA.

Calculating the December Sick Bank Accrual

CODE	DESCRIPTION	QUANTITY	RATE	TOTAL
01	STRAIGHT TIME	15.20	1.00	15.20
02	REGULAR	0.00	1.00	0.00
03	SICK LEAVE	0.00	1.00	0.00
04	ON-HOURLY	15.20	1.00	15.20
Total Pay Trips				30.40
05	ON-BOARD	1.00	0.15	0.15
06	ON-BOARD	1.00	0.15	0.15
07	ON-BOARD	15.20	0.15	2.28
08	ON-BOARD	15.20	0.15	2.28
09	ON-BOARD	15.20	0.15	2.28
10	ON-BOARD	15.20	0.15	2.28
Total Pay				35.21

During every month other than December, we accrue 0.1x TFP of sick bank for each straight-time TFP worked.

158.82 TFP x 0.1 = 15.9 TFP

In December, we accrue 0.15x TFP of sick bank for each straight-time TFP worked. If this Payroll Report was in December, the accrual would be:

158.82 TFP x 0.15 = 23.8 TFP

***** SICK BANK SUMMARY FOR APR25 *****

Estimated Beginning Sick Balance of Schedule Period : 333.4

Sick Bank Accrual : 23.8

Estimated Sick Bank Used : 0.0

Estimated Beginning Balance for Next Sched Period : 357.2

END OF REPORT

This information can easily be found on the bottom of your Payroll Report.

Another important part of our Contract which pertains specifically to the month of December, is the December Record Improvement Bonus! Did you know that if you have perfect attendance for the month of December, your point total will be reduced (or points bank increased) by 1 point?! This Bonus is another way to reduce your point total (or build your points bank) in a short timeframe.

"Attendance Points Bank: The maximum points that a Flight Attendant may "bank" is six (6.0) points. Exception: The maximum will be seven (7.0) points to include the December Bonus Point, if applicable." (Article 32.7.B)

Important Note: The December Record Improvement Bonus is the only way to go from -6 to -7 in your attendance points bank.

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Holiday Season Reminders

Personal Illness Note (PIN) Black Out Dates (Article 32.5)

Our Contract allows us to submit a quarterly PIN (or a quarterly Doctor’s note) to excuse an absence of up to seven (7) consecutive days. It’s important to remember that if a pairing or Reserve block falls on or overlaps a PIN Black Out Date, it will not be accepted. The last two (2) months of the year have five (5) PIN Black Out Dates.

- Thanksgiving
- The Friday after Thanksgiving
- Christmas Day
- New Year’s Eve
- New Year’s Day

Reminder: PIN Black Out Dates do not affect the use of a quarterly Doctor’s statement, leaves of absence (including FMLA), and applicable State Leaves.

4th Quarter Record Improvement Bonus (Article 32.7.A.3)

The months of October, November, and December, otherwise known as the Fourth Quarter, have an additional record improvement option. If you meet the requirements, it is a very quick way to reduce your point total to zero (0) and have a “fresh start.”

“Fourth Quarter Record Improvement Bonus (only available in the Fourth Quarter): A Flight Attendant who has four (4) or fewer points at the end of the Fourth Quarter and who did not accumulate more than one (1) point since October 1st will have her/his record reduced to zero (0) points. An MBL for which no points are charged will not count against the Fourth Quarter Record Improvement Bonus.

NOTE: At the end of the Fourth Quarter, a Flight Attendant’s record will be reviewed and if the Fourth Quarter Record Improvement Bonus applies, the Flight Attendant will be accorded the greater points benefit from among the alternative methods of record improvement for which the Flight Attendant qualifies for that Quarter.” (Article 32.7.A.3)

REMEMBER: You can find out your attendance points total by either speaking to any Inflight Supervisor -or- contacting Inflight Attendance and Leave.

InflightAandL@wnco.com

Quarter 1	Quarter 2	Quarter 3	Quarter 4
January February March	April May June	July August September	October November December

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December Record Improvement Bonus (Article 32.7.B)

When a Flight Attendant is active the entire month and has perfect attendance in December, an additional 1 point will be deducted from their attendance points bank. This additional December bonus is applied on top of any other record improvement for the quarter and can be banked up to the maximum of -7.

"December Record Improvement Bonus: A Flight Attendant's point accumulation will be reduced by one (1.0) point (or the Flight Attendant's Attendance Points Bank increased by one (1.0) point, whichever is applicable) if the Flight Attendant has perfect attendance in the month of December. Time on leave of absence other than bereavement leave or jury duty will not permit the Flight Attendant to receive the December Record Improvement Bonus. An M.B.L. for which no points are charged will not count against the December Record Improvement Bonus. The December Record Improvement Bonus will be in addition to any Record Improvement earned under Sections A. 1-3."

Floating Vacation (Article 14.3)

If you had a Floating Vacation that did not result in an awarded slot, you will be paid for those unused Floating Vacation days on your December 20th paycheck in the amount of 3.75 TFP per day, or 26.25 TFP for a 7-day slot.

Q1: "I have one 7-day Floating Vacation slot that I didn't use this year! Do I need to do something to ensure that it will be paid out on the last paycheck of the year?"

No. The pay out for unused Floating Vacation days will happen automatically. You will see compensation equal to 3.75 TFP per day (26.25 TFP for a 7-day slot) on your December 20th paycheck.

Holiday Accessories

As Southwest Airlines Flight Attendants, we are allowed to be fun and unique... within parameters. One of the ways we can showcase our festive-selves is by accessorizing our uniforms during the holidays. But when can we start wearing our holiday accessories?

-  **Valentine's Day:** February 1-14
-  **St. Patrick's Day:** March 15-17
-  **Easter:** Monday before through Easter Sunday
-  **Memorial Day:** Friday before through Memorial Day
-  **Southwest Airlines' Birthday:** June 18

-  **Independence Day:** July 1-4
-  **Halloween:** October 15-31
-  **Veterans Day:** November 11
-  **Thanksgiving:** November 15-30
-  **Winter holidays:** December 1 - January 6

Please reference the Southwest Airlines Uniform Appearance Standards for additional information.

IMPORTANT NOTE: TWU Local 556 does not dictate our uniform appearance standards. However, if you have been spoken to by a Supervisor about a potential uniform infraction, please contact the Union Office for assistance.

Holiday 2024

Frequently Asked Questions

Single Continuous Occurrence and Max Point Accrual (Article 32.6)

Winter months are often referred to as the cold/flu season for a reason. Flight Attendants may have to call in sick multiple times in a calendar quarter. Unfortunately, this can lead to a rapid accumulation of points. We have language in our Contract that protects us when we have prolonged illness by allowing a PIN to be extended with a Doctor's statement. **Please Note: A Doctor's statement cannot be extended with a PIN.**

"Single Continuous Occurrence of Illness: When a Flight Attendant is continuously ill or disabled due to a single illness or occurrence. Separate sick calls relating to a Single Continuous Occurrence of Illness must be made within fourteen (14) days after the ending of the last day of absence due to the initial report of illness. Such separate sick calls must be linked by a written Doctor's statement verifying that the sick call is related to a Single Continuous Occurrence." (Article 32.3.J)

Single Continuous Occurrence



You may link two separate sick calls **from the same illness or injury**, regardless if you've stayed home resting or returned to work. To designate these two separate sick calls as one single continuous occurrence, **you must indicate** your intent to attach the note to the previously submitted PIN. To calculate the maximum number of days a **Single Continuous Occurrence** can be linked **count 14 days** from the first day after the completion of your first sick call.

Additionally, if you have already used a PIN and/or Doctor's statement and need to call in sick again, the Max Point Accrual with a second Doctor's statement (14 consecutive days) is 2.5 points.

Keep in Mind: All requirements of submitting a timely Doctor's statement apply.

"Reported Illness (including Recurrent Training) - No Personal Illness of Doctor's statement or after utilizing one in the Quarter: ½ point per day on the sick list, with a maximum of 2 ½ points per single continuous occurrence of illness. See section 3(j) for Doctor's statement requirement." (Article 32.6)