

Frequently Asked Questions

Time Away Program (TAP) - September 2025

Important Things to Know about the September 2025 TAP

Emailed on 07/14/2025 by the Education Committee

As was announced last week, our TWU Local 556 Executive Board and Southwest Airlines signed a Letter of Agreement (LOA) which enhances our contractual language in Article 10.4. While it always takes time to implement any agreed upon language, our Union worked diligently to protect current contractual language and ensure the implementation of the LOA was applied as intended. The implementation process is not quick... but our TWU Local 556 Executive Board takes issues such as this very seriously and will always do a thorough job at ensuring protections are firmly in place.

Per our Pink Contract Article 10.4, Inflight Crew Planning has the contractual right to offer TAP as a voluntary and unpaid time-off option for two (2) or three (3) consecutive bid months. The TAP Letter of Agreement (LOA) also offers the option of Time Away for one (1) month duration for the bid periods September 2025–February 2026.

September 2025 TAP bidding has already opened and will close Thursday, July 17 at Noon CT. This TAP offering will be for the singular bid month of September 2025. Other months and durations (up to three consecutive months) are being considered by Crew Planning but have not been decided upon or announced. Please note that the option of offering Time Away for a single month is only an option for the duration agreed upon in the LOA (September 2025-February 2026).

PAYCHECK & DEDUCTIONS

Q1: "I know that September 2025 TAP is unpaid... but what will that look like for my paycheck purposes?"

As Flight Attendants, we are paid for our months work the following month on the 20th. With September 2025 TAP, that means you would not receive a paycheck (unless you had scheduled vacation, recurrent training or an overlapping trip from August to September) on October 20, 2025 because you have taken the month of September off.

September 20th Paycheck = August TFP (and other associated pay) - August 5th Advance (if applicable) - Deductions and Withholdings

October 20th Paycheck = September TFP - September 5th Advance (if applicable) - Deductions and Withholdings

Q2: "Since I will have 0 TFP for September, does that mean I will owe SWA money?"

If you do not have the TFP to cover your deductions (i.e., insurance premiums), you will owe SWA that money. Your November 20th paycheck will see deductions to cover both your owed deductions and the current month's deductions as well.

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Q3: "Do I need to turn off my advance check to make sure that I won't receive the September 5th advance (which is an advance on September flying)?"

Per the Crew Advance resource published on SWALife by SWA Payroll, a Flight Attendant who does not have 50 TFP on their board by the 17th of the current month will not receive a full advance for the following month. Also, Flight Attendants who have an outstanding balance (of any amount) or no TFP on their board in the upcoming month are ineligible. This means that those of you who do receive an advance could end up owing for an advance paid on September 5th... and not receive an advance on October 5th.

If you would like to reduce the risk of owing for an advance payment during TAP, you should consider turning off your advance for the meantime. In order to not be paid an advance on September 5th, you would need to make necessary adjustments to your advance amount and submit the change on Workday no later than August 11, 2025, at 2359 CT.

SWALife > Life & Career > Employee Services > Launch Workday > FA Payroll Requests > Change of Advance

Q4: "If I owe money to SWA for my deductions, will I get my October 5th advance check?"

No. If you owe any amount of money to the Company, you will not receive an advance until that debt is paid.

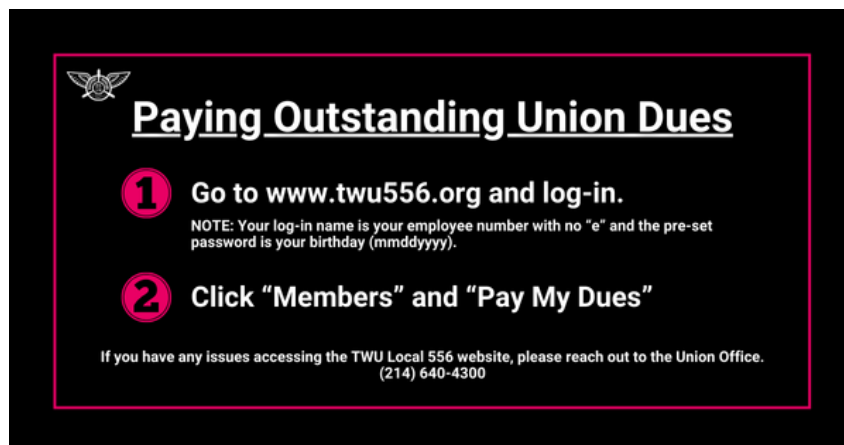
Q5: "How do I turn off or adjust my advance?"

You can adjust (including, return to the original amount, or completely halt) your advance on Workday. It's important to remember that the 5th advance check is optional and whether you receive it is a decision between yourself and your pocketbook.

SWALife > Life & Career > Employee Services > Launch Workday > FA Payroll Requests > Change of Advance

Q6: "If awarded TAP, will I owe for the missed month of paid Union dues?"

If your \$61 of Union dues cannot be deducted automatically from your paycheck, you will owe TWU Local 556 that amount. Unlike insurance premiums, unpaid Union dues cannot be deducted from future paychecks. You will need to pay the owed \$61 via the TWU Local 556 website.



 **Paying Outstanding Union Dues**

- 1** Go to www.twu556.org and log-in.
NOTE: Your log-in name is your employee number with no "e" and the pre-set password is your birthday (mmddyyyy).
- 2** Click "Members" and "Pay My Dues"

If you have any issues accessing the TWU Local 556 website, please reach out to the Union Office.
(214) 640-4300

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BIDDING & AWARDS

Q1: "I know that MRT and Job Share can only be awarded three (3) times in a calendar year. Is it the same with TAP?"

No. There is not an annual limit of TAP slots you can bid for and be awarded during a calendar year.

Q2: "How will TAP be awarded?"

TAP will be awarded in base seniority order for those Flight Attendants who have submitted a valid bid.

OVERLAP

Q1: "If I have a trip on August 31-September 2 and am awarded September 2025 TAP, will Crew Scheduling pull my trip?"

No. You will check-in for your pairing as scheduled. The TFP associated with flying on September 1-2 will be paid on your October 20th paycheck, like usual.

Q2: "Will I be able to pick up or trade into a pairing or B2/B3 Reserve block from August to September if I am awarded TAP?"

Yes. There are no restrictions on your ability to pick up or trade from August into September during the overlap period, even if you have been awarded TAP for September 2025.

Keep in Mind: Labor Day is now a paid Holiday (Article 21.21). This year Labor Day falls on September 1. If you are able to VJA for a multi-day pairing starting on August 31, Labor Day (September 1, 2025) will pay the additional Holiday Pay (1x) on top of the VJA pay (1.5x on leg credits).