

Frequently Asked Questions

Time Away Program (TAP) - January/February 2026

Important Things to Know about the January/February 2026 TAP

Updated for January/February TAP on 11/14/2025 by the Education Committee

Originally constructed for September 2025 TAP

Our TWU Local 556 Executive Board and Southwest Airlines signed a Letter of Agreement (LOA) in July 2025, which enhances our contractual language in Article 10.4. 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.

ILOTG 11-13-25 announced that Southwest Airlines is going to offer two more single month TAP opportunities which fall within the LOAs timeframe. They will be awarding one month TAP slots for both January and February.

IMPORTANT NOTE: These slots are for the single month duration, and not available as a two consecutive month Time Away slots. Flight Attendants can bid for Time Away in January and/or February. However, to be awarded Time Away in both months, the Flight Attendant would need to submit a bid and be awarded both one-month slots.

JAN 2026 TAP Bidding & Awards Timeline:

Opens: 11/14 at Noon CT

Closes: 11/20 at Noon CT

Awards Posted: 11/21 by Noon CT

FEB 2026 TAP Bidding & Awards Timeline:

Opens: 12/5 at Noon CT

Closes: 12/11 at Noon CT

Awards Posted: 12/12 by Noon CT

PAYCHECK & DEDUCTIONS

Q1: "I know that JAN/FEB 2026 TAP is unpaid... but what will that look like for my paycheck purposes?"

As Flight Attendants, we are paid for our work the following month on the 20th. With JAN 2026 TAP, that means you would not receive a paycheck (unless you had scheduled vacation, recurrent training or an overlapping trip from December to January) on February 20, 2026, because you have taken the month of January off. For FEB 2026 TAP, that means you would not receive a paycheck (unless you had scheduled vacation, recurrent training or an overlapping trip from January to February) the affected paycheck would be on March 20, 2026, because you have taken February off.

January 20th Paycheck = December TFP - December 5th Advance (if applicable) - Deductions and Withholdings

February 20th Paycheck = January TFP - January 5th Advance (if applicable) - Deductions and Withholdings

March 20th Paycheck = February TFP - February 5th Advance (if applicable) - Deductions and Withholdings

Q2: "Since I will have 0 TFP for January/February, 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 February/March 20th paycheck will reflect 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 January/February 5th advance (which is an advance on my January/February 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 January/February 5th... and not receive an advance on February/March 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 January 5th, you would need to make necessary adjustments to your advance amount and submit the change on Workday no later than December 11, 2025, at 2359 CT. You must submit to turn off your February 5th advance no later than January 11, 2026.

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 February/March 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.

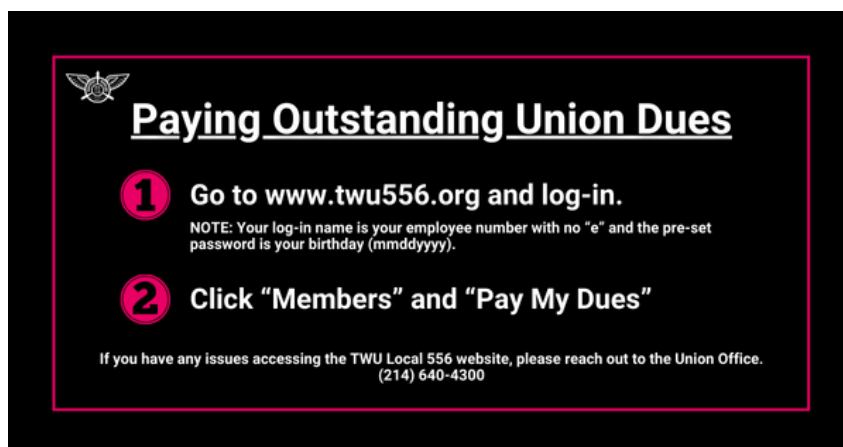
Q5: "How do I turn off or adjust my advance?"

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: "Does this mean I can bid for and be awarded both JAN 2026 and FEB 2026 TAP?"

Yes. While the Time Away is not being offered for two consecutive months (i.e., you bid for and are awarded both January and February off), you can submit bids for both JAN and FEB TAP slots, individually.

Q3: "How will TAP be awarded?"

TAP will be awarded in base seniority order for those Flight Attendants who have submitted a valid bid and who are active at the time of the awards.

Q4: "I bid for JAN/FEB 2026 TAP but decided that I don't want to take the month off without pay. Can I cancel my bid?"

Absolutely! To cancel your bid simply return to the TAP Bid Link and select the "rescind bid" option. After successfully rescinding your JAN/FEB 2026 TAP, you will receive an email confirmation.

Q5: "Can I be awarded TAP if I'm on probation?"

Unfortunately, no. (Article 10.4.A.3)

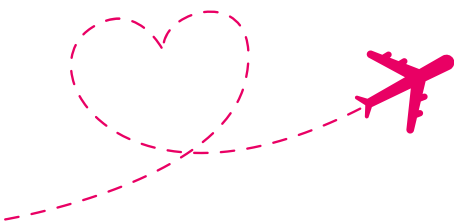
OVERLAP

Q1: "If I have a trip on December 31-January 2 and am awarded JAN 2026 TAP, will Crew Scheduling pull my trip?"

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

Q2: "Will I be able to pick up or trade into a pairing or B2/B3 Reserve block originating at the end of December which overlaps into January if I am awarded JAN 2026 TAP?"

Yes. There are no restrictions on your ability to pick up or trade from December into January during the overlap period, even if you have been awarded TAP for JAN 2026.



In short, you are responsible for any assignment which overlaps into an awarded TAP month. Also, a TAP award does not impact your contractual additional flying opportunities in the month preceding your TAP award.