

March 26, 2020

Liz Geiss, National Vice President
Association of Professional
Flight Attendants
1004 West Eules Boulevard
Eules, TX 76040-5018

RE: COVID-19 Company Policy

Dear Liz:

The purpose of this letter is to confirm the Company's commitment to take care of our Flight Attendants during these uncertain times we are facing with the COVID-19 pandemic. We have created the following Company policy to assist all team members, including Flight Attendants:

Flight Attendants are eligible for two weeks of paid time off if a medical doctor, the Centers for Disease Control and Prevention (CDC), and/or a local public health department professional requires the Flight Attendant to be quarantined due to exposure to a confirmed case of COVID-19, or if they have a confirmed diagnosis of COVID-19.

Under this type of leave, the Flight Attendant will not be required to file for Family Medical Leave Act (FMLA) leave or use other accrued sick time. Additionally, the Flight Attendant will not receive attendance points or occurrences, or be progressed through any discipline processes due to absences related to the quarantine.

Impacted Flight Attendants will need to provide written documentation from their doctor, the Centers for Disease Control and Prevention (CDC), and/or a local public health department professional that states they are required to be quarantined or they have a confirmed diagnosis of COVID-19.

If the Flight Attendant doesn't have documentation readily available, the Flight Attendant can still submit a leave request and the case manager assigned to the Flight Attendant's leave will reach out to discuss next steps.

This type of leave of absence does not apply to other situations, such as:

- School closures and child care issues
- Returning from a country with Level 3 Travel Health Notice in the past 14 days when not experiencing any COVID-19 symptoms
- Self-isolation out of an abundance of caution based on age or a pre-existing health condition with or without medical providers guidance
- Any Illness other than COVID-19

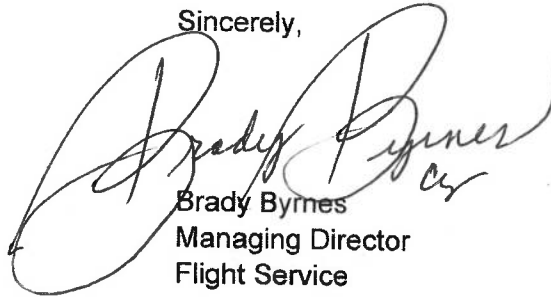


However, Flight Attendants may be eligible for a Family Medical Leave Act (FMLA) or medical leave of absence, if the Flight Attendant has a qualifying need. In addition, we are committed to working with Flight Attendants impacted by COVID-19 by permitting the use of accrued vacation and accrued sick.

Flight Attendants should check with their FSM for more information or discuss individual circumstances that may require additional consideration.


Should the policy as described in this letter change, those changes will apply to Flight Attendants.

Sincerely,



Brady Byrnes
Managing Director
Flight Service

Agreed to by:



Date 3-27-20
Liz Geiss, National Vice President
Association of Professional Flight Attendants

cc: Jill Surdek
JC Gulbranson
Cindi Simone
Lori Bassani
Vince Heyer

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