



# HAWAIIAN AIRLINES

## Flight Attendant Reciprocal Cabin Seat Guidelines

Hawaiian Airlines is pleased to extend this reciprocal cabin seat agreement for Flight Attendants. The following information is provided to assist in making travel arrangements.

1. Flight Attendants requesting transportation under this agreement should check in at a Hawaiian Airlines ticket counter for placement on the standby priority list and a gate pass to present at the security checkpoint. If a Flight Attendant is in the sterile area and doesn't need to check luggage, they may use a service counter located in the boarding lobby if available. Flight Attendants must adhere to current check in time requirements that are listed in the Contract of Carriage which can be found on [www.hawaiianair.com](http://www.hawaiianair.com).
2. Flight listing can also be accomplished via phone, however, reciprocal cabin seat travelers will still need to present themselves at an airport service counter to be placed on the standby priority list. To list via phone call: 1-855-325-8948. This line is operational 24 hours, 7 days a week.
3. Upon check-in, you must produce a valid company identification displaying the word "CREW" or "FA" and an expiration date. Flight Attendants cannot check in while in uniform and must comply with the approved carry-on baggage program detailed on the Hawaiianair website.
4. At the gate, reciprocal cabin seat travelers will be accommodated in open cabin seats after all other revenue and standby passengers have been assigned. Seats in this category are assigned based on time of check in. Please wait for the gate agent to call your name and issue a boarding pass to board the aircraft.
5. While you must present your valid company ID to check in as a reciprocal cabin seat traveler, you do not need to display it on your outer wear once onboard the aircraft.
6. Once onboard, conduct must reflect a professional, business-like attitude. Cabin seat travelers are subject to all company policies and standard passenger security and safety regulations covering seat belts, carry-on bags, personal electronic equipment, congregating etc.
7. Flight Attendants traveling under the Reciprocal Cabin Seat Agreement may not consume any alcoholic beverages onboard.
8. Transportation is applicable on all Hawaiian Airlines domestic flights (US) only, on a space-available basis. Any applicable taxes or fees are the responsibility of the crewmember.
9. Transportation provided under this agreement is solely for travel that is strictly personal in nature. Transportation under this agreement is not to be used for business-related travel of a personal nature, and is not to be used in any way to facilitate a carrier's staffing or crew requirements or any employee's crew-related duties, responsibilities, plans, prospects or objectives. Flight Attendants with a scheduled deadhead on Hawaiian Airlines are deemed to be traveling on airline business and therefore not eligible to take a flight using the reciprocal cabin seat program as the program is designed for leisure travel only.

10. Flight Attendants must be on active status to utilize this agreement for personal travel. This agreement does not extend to Flight Attendants on any type of leave/furlough, nor to contract personnel. This agreement does not cover lap children, pets or family members.
11. Flight Schedules can be found on [www.hawaiianair.com](http://www.hawaiianair.com).
12. Crewmembers traveling under this agreement are subject to the Hawaiian Airlines pass travel dress code below:

### **Acceptable attire**

Although not all-inclusive, the following list of articles may be worn by Cabin Seat Agreement travelers, provided they are clean, well-maintained and in good taste:

#### First Class:

- Men should wear collared shirts, long pants and close-toed dress shoes. Jeans and clean athletic shoes are also acceptable.
- Women should wear business-appropriate long- or short-sleeve blouses, skirts, slacks and/or dresses. Sleeveless tops may be worn under sweater or blazer. Shoes must be close- or open- toed dress shoes or sandals. Jeans and clean athletic shoes are also acceptable.
- All travelers: Casual clothing including t-shirts, shorts and revealing, ripped or distressed clothing may NOT be worn. Types of clothing or footwear that is inherently casual-such as slippers and tights/leggings-will not be allowed even if they are a high-end or designer version. Cabin Seat Agreement Riders who do not meet these requirements will not be accommodated in First Class.

#### Main Cabin:

- "Business casual" city/walking shorts worn with a coordinated shirt, blouse, sweater or jacket
- Clean, pressed and well-maintained denim or colored jeans (no holes, tears, slashes or patches)
- Clean, well-maintained and coordinated sweatshirts/T-shirts, etc.

### **Unacceptable attire**

Although not all-inclusive, the following items are not acceptable attire for Cabin Seat Agreement travelers:

- Flight Attendant Uniforms
- Tank tops, exposed midriff, halter tops, low-cut, skimpy, revealing clothing
- Short shorts or gym shorts
- Outfits with offensive or sexually-oriented inscriptions or messages
- Torn, ragged, slashed jeans or slacks
- Bare feet, beach or swimwear