

#### **N. MONTHLY METHOD OF PAY**

1. Flight Attendants shall be paid semimonthly (twenty-four (24) pay checks per year) on the fifteenth (15<sup>th</sup>) and thirtieth (30<sup>th</sup>) of each month except as specified in Paragraph O.3.
2. A Flight Attendants' pay on the thirtieth (30<sup>th</sup>) of the month shall be equal to thirty-seven and one-half (37.5) hours (one-half of Reserve Guarantee). The balance of pay due will be paid on the fifteenth (15<sup>th</sup>) of the following month.
3. If the thirtieth (30<sup>th</sup>) pay date falls on a weekend or a banking holiday, the pay date will become the preceding business day. If the fifteenth (15<sup>th</sup>) falls on a weekend or banking holiday, the pay date will become the following business day.
4. Provided the Company continues to distribute Flight Attendant paychecks, pay advices and payroll summaries via the U.S. Mail, a reasonable effort will be made to place such documents into the mail system within three (3) days prior to the applicable pay date. Upon an employee's request, a stop payment will be placed for any check not received by the third business day following the pay date. A replacement check or pay card will be issued within forty-eight (48) hours of a stop payment request
5. A Flight Attendant may, upon completion of the proper forms provided by the Company, elect to receive her/his pay through pay card or direct deposit to the financial institution of her/his choice (subject to such financial institution being capable of receiving direct deposit).
6. The Company reserves the right to mandate electronic pay stubs, pay summaries, direct deposit, pay cards and W-2s in those states which allow any or all options. Should pay stubs and summaries be issued electronically, the Company will provide twelve (12) months of history provided the system allows for the retention of data for twelve (12) months.
7. The Company shall make payroll deductions consistent with the applicable law and the provisions of Paragraph P.

#### **O. PAY DISCREPANCIES**

1. When there is a shortage equivalent to two (2) hours of pay or less in a Flight Attendant's paycheck, such amount shall be added to her/his next check once the matter is resolved.
2. When there is a shortage equivalent to more than two (2) hours of pay but not exceeding five (5) hours of pay, such amount shall be issued through a special check, if requested, and mailed to the Flight Attendant by U.S. Mail, within five (5) days following resolution of the matter. Upon request, the Flight Attendant may make arrangements to pick up a payroll card at a crew base or a check at the Corporate payroll office.
3. When there is a shortage exceeding five (5) hours of pay in a Flight Attendant's paycheck, and once such matter has been resolved, a special check or pay card will be issued if requested, and forwarded to the Flight Attendant by overnight mail, except where the shortage is due to the Flight Attendant's negligence or mistake. Upon request, the Flight Attendant may make arrangements to pick up a payroll card at a crew base or a check at the Corporate payroll office.
4. Paragraph O.3 shall not apply to payroll irregularities of a system or crew base nature involving multiple employees; however, in such circumstances, the Company will make every reasonable effort to expedite the necessary corrective action.