

## SECTION 25 - LEAVES OF ABSENCE/APPROVED TIME OFF

### A. PERSONAL LEAVE

1. A Flight Attendant may be granted a personal leave of absence without pay for a period not to exceed one hundred and eighty (180) days. Requests for personal leave and mutually agreed upon start and end dates shall be in writing. Once granted, a personal leave may only be canceled by mutual agreement between the Company and the Flight Attendant. A personal leave may be extended for additional periods not to exceed one hundred and eighty (180) days when approved in writing by the Company.
2. The chart in Paragraph N contains additional rules and benefits that apply to a Personal Leave.

### B. VOLUNTARY LEAVE OF ABSENCE (VLOA)

1. When the requirements of the service permit, a Flight Attendant may be granted a Voluntary Leave of Absence (VLOA) without pay for one (1) bid period. A VLOA shall be offered on a crew base basis. A VLOA will be available for bid at a crew base and will be awarded in seniority order as far in advance as possible. The award shall be completed prior to the bid process or, if not possible, the bid and award may be made part of the monthly bid process.
2. In the event the Company determines that it is overstaffed for a portion of a bid period the Company may offer VLOAs for less than one (1) bid period. These leaves shall be communicated electronically to Flight Attendants and open for a minimum of seventy-two (72) hours and shall be granted in seniority order after the seventy-two (72) hour posting period has elapsed. If there are remaining leaves available, they shall be granted on a first-come, first-serve basis until the staffing has been reduced by the necessary number of Flight Attendants provided such request is received prior to the opening of PBS.
3. At her/his option, a Flight Attendant on a VLOA may attend her/his scheduled training in her/his base month. A Flight Attendant on a VLOA will be required to attend her/his training in her/his grace month.
4. A VLOA shall be unpaid but the Flight Attendant shall be treated as if on active status for all purposes. Once awarded, a VLOA cannot be canceled except by mutual agreement between the Flight Attendant and the Company.
5. The Company shall either offer all VLOAs in a bid period that release Flight Attendants with carry over trips on the first day of the new bid period or all VLOAs that obligate Flight Attendants to be responsible for the carry over trip into the new bid period unless otherwise relieved of the obligation pursuant to the terms of this Agreement. If the Company makes the decision to release a Lineholder with carry-over trips on the first day of a bid period, a Lineholder will have the option of splitting the carry-over trip, if possible, completing the carry-over trip, or dropping the trip without pay. In such instance, a Reserve will have her/his days of availability in the oncoming bid period removed and for purposes of splitting only such days will be treated as Golden Days.
6. The chart in Paragraph N contains additional rules and benefits that apply to a VLOA.

### C. LEAVE IN LIEU OF FURLOUGH

1. A Leave in Lieu of Furlough without pay will be available to bid at a crew base in lieu of a reduction of personnel at that crew base in accordance with Reduction in Force, Section 23.