



GENERAL GUIDELINES FOR RECIPROCAL CABIN SEAT AGREEMENT TRAVEL ON U.S. AIRWAYS

SkyWest is pleased to extend this reciprocal cabin seat agreement for flight attendants. The following procedures have been developed to make this process as hassle-free as possible.

1. List at least twenty-four (24) hours in advance if possible. For Delta call 1-800-221-1212 and identify yourself as a NRSA and ask to be "listed" on the flight. For United call their automated listint number at 1-800-UAL-LIST and follow the voice prompts to be listed for a flight..
2. Flight attendants requesting transportation under this agreement should check in with the Delta or United gate agent no sooner than one hour prior and no later than 30 minutes prior to scheduled departure.
3. Check-in can occur at the gate if you have carry-on luggage only. Otherwise, you may stop at the ticket counter to check your luggage and obtain a security document. You must then proceed to the gate to complete the check-in process. Compliance with the approved carryon baggage program applies. To maintain exemption from the one bag plus one personal item rule, you must be in uniform during security screening and remain in uniform until reaching your final destination.
4. Upon check-in, you must produce a valid company ID displaying the word "CREW" and an expiration date. At the tickety counter or gate, you will complete a jumpseat/cockpit authorization form, even though you **will not** be given a jumpseat.
5. After all revenue customers are processed, standby processing begins. Please wait for the gate agent to call your name and issue a boarding pass to board the aircraft.
6. Once onboard, conduct must reflect a professional, businesslike attitude in accordance with all standard passenger regulations (seat belts, carry-on bags, safety information signs, etc.).
7. While you must have your valid company ID with a "CREW" designator to sign-up as a Cabin Reciprocal Agreement rider, you do not need to display it on your outer wear once onboard the aircraft.
8. Flight Attendants using the Reciprocal Cabin Agreement may not consume any alcoholic beverages onboard.
9. This agreement does not permit travel with children, family members, or a carry-on pet. Flight attendants must be of active status to take advantage of the agreement. If you are on sick, maternity, medical, or military leave, you are **not** eligible to travel under this agreement.



10. Transportation is applicable on SkyWest flights operated as Delta Connection or United Express. On a space-available basis. (Any applicable taxes or fees are the responsibility of the crewmember.) Flights operated as Midwest Connect are excluded from this agreement. Priority will be given to SkyWest employees and all NRSA passengers (retirees, buddy pass holders, ID90, etc.). Thereafter, crewmembers from other airlines that have entered into similar agreements with SkyWest will be accorded such transportation on a "first come first served" basis.

11. Transportation provided under this agreement is solely for travel that is strictly personal nature. Transportation under this agreement is not to be used for business-related travel 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, objectives.

Any crewmember utilizing transportation under this agreement while in uniform will be expected to conform to proper and complete uniform requirements. Crewmembers who are not in uniform must conform to SkyWest's non-revenue travel dress code standards of conservative casual dress and grooming. Clothing and shoes should be consistent with a business casual look and should not be outlandish, torn, faded, or garish.

Acceptable attire :

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

- 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 jogging suits/sweatshirts/T-shirts, etc.

Unacceptable attire:

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

- Tank tops, outfits with offensive or sexually oriented inscriptions or messages
- Low-cut, skimpy, revealing clothing; short shorts or gym shorts
- Tom, ragged, slashed jeans or slacks; exposed midriff or halter tops
- Bare feet, beach, or swim wear
- Shorts and sandals are not permitted in First Class