



## **General Guidelines for Reciprocal Hawaiian Airlines Cabin Seat Program**

Hawaiian Airlines is pleased to extend this reciprocal cabin seat agreement for flight attendants. The following procedures are set to make this process as smooth as possible.

1. There is no pre-flight listing. All transactions take place at the airport.
2. Flight attendants (user) requesting transportation under this agreement should check in with the Hawaiian Airlines representative no sooner than two (2) hours prior and no later than thirty (30) minutes prior to scheduled departure.
3. If the user is connecting from another flight, they may check-in at the gate if they have only carry-on luggage. Otherwise, users proceed to the ticket counter to check luggage and obtain a security document. User must then proceed through security to the gate to complete the check-in process. Compliance with the Hawaiian Airlines carry-on baggage program applies.
4. Upon check-in, user must produce a valid company ID displaying the word "CREW" or "FA" and an expiration date. At the gate, a Hawaiian Airlines representative will complete a Cabin Seat Form for the user.
5. After all revenue customers are processed, standby passenger processing begins. Users must wait for the Hawaiian Airlines representative to call their name and issue the user a boarding pass to board the aircraft.
6. Once onboard, conduct must reflect a professional, business-like attitude in accordance with all passenger regulations (seat belts, carry-on baggage, safety information, etc.).
7. Users must be in possession of their company, crew photo identification, but are not required to display their identification once onboard the aircraft.
8. Users under this agreement may not consume alcoholic beverages onboard the aircraft at any time.
9. This agreement does not cover children, pets, or family members. Users must be on active status to take advantage of this program. Users on sick, maternity, medical, or military leave are not eligible to travel under this agreement.
10. Transportation is applicable on all Hawaiian Airlines operated flights on a space-available basis. Any applicable taxes or fees are the responsibility of the user. Priority will be given to Hawaiian Airlines employees and all non-revenue passengers. Thereafter, users under this program will be boarded on a first-come, first-serve basis.

11. 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 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. Users with a scheduled deadhead on Hawaiian Airlines are deemed to be traveling on airline business and therefore are not eligible to take a flight using the reciprocal cabin seat program as the program is designed for leisure travel only.
  
12. Flight schedules can be found on [www.hawaiianair.com](http://www.hawaiianair.com). To check flight loads, please call 1-888-899-9875 between 3:00AM and 9:30PM HST.

Any user utilizing transportation under this agreement will be expected to conform to proper and complete dress code requirements which are of conservative casual dress and grooming. Clothing and shoes should be consistent with a business casual look and should not be extreme, torn, faded, or garish.

**Acceptable Attire:**

Although not all-inclusive, the following list of articles – provided the articles are clean, well-maintained and in good taste – may be worn by users under this agreement:

- Business casual city/walking shorts worn with 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 under this agreement:

- Tank-tops, outfits with offensive or sexually oriented inscriptions or messages
- Low-cut or revealing clothing; short-shorts or gym shorts
- Torn, ragged, slashed jeans or slacks
- Exposed midriff or halter tops
- Bare feet, beach/swimwear
- Crew member uniforms