

General Guidelines for Reciprocal Cabin Seat Agreement



Eligibility

- Flight attendants must be on active status
- Travel with children, family members or carry-on pet is not permitted
- Business related travel is not permitted
- Boarding is limited to economy seats only

Listing/Check-In

- Listing is completed online. The listing tool shows jumpseat travel even though you will be sitting in a regular customer seat. To log into the jumpseat listing system:
 - Go to travelagent.spirit.com/employeetravel.aspx and click on the Other Airline Tab to access the listing tool.
 - *To list for cabin seat agreement:* select job position (flight attendant), select your airline (United Airlines), enter employee number, enter date of hire, enter *verification code: nklist14*
 - From the booking screen enter your city and date information, select your flights, enter your personal information and follow the steps to complete your booking. Once all information has been entered and confirmed you will receive a confirmation page and an email will automatically be sent to you.
- Listings can be made from 72 hours before departure up to 30 minutes before departure
- Check-in is available online 24 hours before scheduled time of departure or at the self-service kiosk at the airport
- Seat assignments will be issued generally 20 minutes before departure time
- You will be required to check-in again at each stopover or connecting city
- You may be subject to secondary screening procedures

Boarding

- Space available basis
- Priority is given to Spirit Airlines employees and all NRSA passengers
- UA flight attendants will be accorded transportation on a “first come, first served” basis
- Once onboard, introduce yourself to the crew

Identification

- Upon check-in, you must produce a valid company ID displaying the word “CREW” with an expiration date and you may be required to provide an additional government issued photo ID

Dress Code/ Conduct

- If traveling in uniform, flight attendants are expected to conform to proper and complete uniform requirements
- Flight attendants not in uniform must conform to non-revenue dress code standards of conservative casual business dress and grooming
- Once onboard, your conduct must reflect a professional, businesslike attitude in accordance with all standard passenger regulations and must comply with all directions from the Captain

Baggage

- Compliance with all approved Spirit Airlines carry-on baggage policies
- You are allowed one carry-on bag and one checked bag that meet size and weight requirements at no additional charge

Alcohol

- Flight attendants in uniform may not consume alcoholic beverages onboard when utilizing the Reciprocal Cabin Seat Agreement

Embargoes

- Spirit Airlines may impose its own embargoes on periods of travel and routings, as it deems necessary

Destinations

- All flights within the continental United States or to/from the U.S., Hawaii and Alaska
- Flight attendants are responsible for payment of any applicable taxes or fees