



**ASSOCIATION OF FLIGHT ATTENDANTS – CWA, AFL - CIO**  
**HAWAIIAN AIRLINES MASTER EXECUTIVE COUNCIL**

---

WEBSITE: HAWAIIANAF.A.ORG \*FACEBOOK: HAWAIIANAF.A \*

July 7, 2021

Dear Flight Attendants,

**Processing Open Time vs. General Request**

We want to remind everyone of the different timelines for the processing of Open Time and General Request. There have been several Scheduling Clarifications filed in regard to this issue, and we want to clarify the difference between the two as follows:

**Section 12.N.2.a. – Picking Up and Exchanging with Open Time**

Each day at 1800 (HST), Crew Scheduling will process all Bid and Reserve on Red Circle Day Off Flight Attendant requests for picking up and exchanging groupings with open time from the automated trading system and award these requests in order of seniority. Requests must be submitted at least thirty (30) hours prior to the date of departure.

(Example: A request for a grouping departing on Thursday must be received in the automated trading system by 1800 on Tuesday.) All requests that cannot be awarded (e.g. grouping not available, trade not legal, etc.) will be discarded.

**Section 12.N.3.a. Trip Requests**

Each day at 1030 (LDT), Crew Scheduling will begin assigning open groupings to Bid Flight Attendants and Reserve Flight Attendants on Red Circle Day(s) Off, in seniority order, who have a specific request for a grouping, extra flying, or same day of departure grouping exchanges prior to assigning a Reserve Flight Attendant. Such requests must be submitted to Crew Scheduling via the automated trading system. A request may be changed or rescinded by the Flight Attendant by 1030 LDT the day prior to the date of departure. Requests shall remain in effect until the bid/GDO trip request award process is complete. The Flight Attendant shall be notified via the automated trading system on the day before departure that her/his request has been awarded.

**Layover Policy Reminder**

We'd like to remind everyone that the company's Layover Policy is still in place and being enforced. AFA has seen an increase in investigations of crew members violating the Layover Policy that has resulted in discipline up to termination. AFA will, of course, represent you through the investigation process; however, it is up to you, the Flight Attendant, to follow the company rules.

All the most up-to-date company guidelines, policies, and procedures for layovers and COVID-19 are found on their websites. The guidelines outline the layover rules for all North American cities as well as destination-specific guidelines for layovers in Japan (including charters) and Incheon, South Korea. Most recently, the Layover Policy for all neighbor island layovers was updated after all inter-island travel restrictions were eased by the State of Hawaii. There is also information available in the lounge and at check-in briefings. If you have any questions, please clarify them directly with inflight management.

Over the course of the pandemic, we understand the requirements and regulations have constantly changed, and it has been difficult to keep up especially if you were out on any kind of leave. While we are getting closer

**INFLIGHT SAFETY PROFESSIONALS**

---

to the other side of the pandemic, the crew layover quarantine rules outlined in Hawaiian Airlines Policy still apply and must be followed until we have been notified, they are no longer in place and being enforced.

### **AFA-CWA Survey on Pumping**



**AFA Pumping Survey**  
Association of Flight Attendants-CWA, AFL-CIO | [afacwa.org](http://afacwa.org)

Flight Attendants face a number of challenges in the workplace as they return to work after the birth of a child, especially returning to work as a nursing Flight Attendant mom.

Often nursing Flight Attendants have to choose between continuing to nurse newborns or returning to work in order to support their families. Flight Attendants face unique challenges to pump our physical workplace (aircraft configuration), sufficient time to pump during the duty day, and finding a private place to express milk—

meaning Flight Attendants may have to stop breastfeeding before they had planned.

There are currently no federal protections for nursing flight attendants. Legislation introduced this year in Congress hopes to change that by requiring that employers, including air carriers, provide reasonable break time as well as a private place to express milk. This would be a monumental step in the right direction. Right now, the bill includes airline employees, but airline management is pushing to exclude Flight Attendants and airline workers. There is no reason to exclude us. We know it can be done.

**[Please complete this short survey about your experience to help AFA advocate for ways to support and accommodate nursing Flight Attendants.](#)**

As always, please send any questions to the Questions Form link: [TinyUrl.com/AFAQuestionForm](https://tinyurl.com/AFAQuestionForm)

In Unity,  
Joni, Scott, Chasity, Jaci-Ann, Josh  
and the entire AFA Leadership  
[AFA-CWA Mutual Respect Policy](#)