

2. In the administration of the Company Family Medical Leave policy for Flight Attendants, a Flight Attendant may designate a complete current year vacation period to run concurrently with a Family Medical Leave. Such vacation will commence on the first day of the Family Medical Leave. Use of accrued sick leave shall only be in cases of actual illness, including maternity, or injury of the Flight Attendant. The Company shall not require a Flight Attendant to use either her/his vacation or sick leave in any instance.

SECTION 24
MOVING EXPENSES

A. Qualifying for Expenses

The moving expenses set forth in this Section shall be paid to Flight Attendants who are required by the Company to change geographical location as a result of the following:

1. Involuntary transfers, which include any transfer due to the closing of a domicile, a transfer at Company request, and when a Flight Attendant is recalled to a domicile other than the one from which furloughed.
2. All transfers awarded to a newly opened domicile for a period of six (6) months following the date the domicile is opened.

B. Allowable Expenses

Moving expenses for Paragraphs A.1. and 2. above shall be in accordance with this Section and Company Regulations, Series 15, including the following:

1. Free contingent air transportation (may be substituted by any other form of transportation when air transportation is not available).
2. Shipping of personal effects and household effects:

A Flight Attendant shall be allowed moving expenses connected with the shipping of personal effects and household effects if accomplished within twelve (12) months of the effective date of the new assignment. Notwithstanding Section 22, Paragraph H.1., Flight Attendants transferred in accordance with Paragraphs A.1. and 2. above shall be allowed to use the three (3) days allowed for settling at any time during this twelve (12) month period, except that such time may be delayed by the Company for not more than seven (7) days according to the needs of the service.

3. Mileage allowance for up to two (2) cars shall be provided in accordance with Company policy.
4. Storage of household effects.
5. En route expenses.
6. House-hunting expenses.
7. Temporary living expenses.

C. Expense Claims

All such expenses shall be claimed on forms as outlined in Company Regulations, Series 15, shall be supported by receipts, and must be submitted within thirty (30) days after incurring the expenses or within thirty (30) days after the Flight Attendant receives the billing from the moving concern.

D. Informational Booklet

Any Flight Attendant so affected shall be furnished a copy of the Company's "Transfer and Moving Expense Information" booklet for non-management employees transferring at Company request.

SECTION 25
PERSONNEL FILE

A. Master File

A single master personnel file shall be maintained for each Flight Attendant in the office of the Manager of Onboard Service at the domicile where the Flight Attendant is based. At domiciles where more than one (1) airport is used, the personnel file will be made available to the Flight Attendant within a reasonable time, upon request, at the airport where she/he is currently doing the majority of flying.

B. File Contents

The personnel file which includes the Flight Attendant Information System (FAIS) shall contain all employment records, training records, inflight performance reports and reports from any source regarding said Flight Attendant.

Copies of any documents placed in the Job Performance Section of the file shall be provided to the Flight Attendant.

C. Passenger Complaint Letters

1. A passenger complaint letter shall not be placed in a Flight Attendant's personnel file unless:
 - a. The Flight Attendant is clearly identified in the letter.
 - b. The alleged misconduct or disservice was something over which the Flight Attendant had control.
 - c. The letter is reviewed with the Flight Attendant and she/he is afforded the opportunity to add her/his comments to the letter.
 - d. The name of the person writing such a report or letter is clearly identified.
2. All passenger complaint letters will be removed at the first opportunity from the employee's file after a period of twelve (12) months of active service from the date of their receipt, provided there have been no other infractions during that period. In the event other passenger complaint letters are received at any time during the said twelve (12) months, the letters will be retained in the file until such time that there is a twelve (12) month period of active service with no passenger complaint letters received.