

Welcome to TWU Local 557



Southwest Flight Crew Training Instructors
Member Q&A — Collective Bargaining Agreement



Small but Essential

Bees make up only a tiny fraction of the insect world, yet without them the entire system falters. They quietly keep food production and ecosystems flying.

Southwest simulator instructors (FCTI's) are the same kind of force. We are a small group, but every pilot who steps into a Southwest flight deck carries the training, standards, and safety culture we help build. Like the bee, our numbers are modest — our impact is not.

TWU Local 557 — Flight Crew Training Instructors

Member Q&A Guide to the Collective Bargaining Agreement

Agreement: Southwest Airlines Co. and Transport Workers Union of America, AFL-CIO, covering Flight Crew Training Instructors (FCTIs)

CBA version covered by this Q&A: Effective January 1, 2023; Master Electronic Version (MEV) #2, updated February 19, 2026 (72 pages), including LOA 2026-01 (Contract Modernization) and other attached LOAs/MOUs.

Duration: Through December 31, 2026, with Section 6 notice rules in Article 18.

About this Q&A

This document is a **practical member-facing guide** to common questions under the TWU Local 557 / Southwest Airlines FCTI CBA. It is organized by CBA topic (Compensation, Scheduling, Seniority, Vacation, Holidays, Reduction in Force, Grievance, Sick Leave, Dues, Retirement, Part-Time, Leaves, Duration, Definitions, and important LOA/MOU clarifications).

Questions are written the way an instructor would ask them. Answers cite Articles/sections and quote key thresholds, dates, and rates where they matter.

Disclaimer (read once): This Q&A is a study aid for members, **not legal advice** and not a substitute for the CBA, LOAs, or Local guidance. **If anything in this Q&A conflicts with the CBA or a controlling LOA/MOU, the CBA/LOA/MOU controls.** When language is ambiguous or lives only in an LOA, that is noted. For disputes, contact your Local representative and use Articles 10–11.

Article renumbering note: LOA 2026-01 modernized the CBA (restructure/reformat only; parties agreed no substantive changes). Older LOAs still refer to pre-modernization article numbers (e.g., old Art. 6 Scheduling ≈ current **Art. 4**; old Art. 7 Seniority ≈ current **Art. 5**; old Art. 4 pay ≈ current **Art. 2**). Citations below use **current MEV #2 article numbers** unless quoting an LOA's own numbering.

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1. Recognition, Scope & Agreement Basics (Art. 1)

Who does this Agreement cover?

TWU Local 557 is the exclusive bargaining representative for **Flight Crew Training Instructors (FCTIs)** regarding pay and working conditions under the Railway Labor Act. Covered work is the FCTI classification at Southwest Airlines LEAD Operations and other assigned locations. (**Art. 1.A-B, 1.J**)

What work is in the FCTI classification?

Duties normally associated with an FCTI's job function, including training, instructing, facilitating, and teaching Company (and other companies') pilot personnel in simulators, training devices, classroom or individual settings; using standard classroom aids; and administering oral and written examinations. (**Art. 1.J**)

Can Supervisors, SWA Pilots, or other personnel do our work?

When orderly/efficient operation requires it, or when sufficient qualified personnel are not readily available, Supervisors and other qualified personnel (including SWA Pilots) may perform or assist. Examples given include Dispatch, Line ops, FDAP/Safety, and CRM. **SWA Pilots and other qualified personnel shall not be used for Instructors if any full-time FCTI is affected by a reduction in force.** (**Art. 1.B**)

Must course development include an FCTI?

Yes. Composition of course development shall include a **minimum of one (1) qualified Flight FCTI per course development project**. The Company will notify TWU 557 when other SMEs will be used. (**Art. 1.B**)

Can the Company or Union change the CBA informally?

Exceptions or modifications require **mutual written agreement** between the Company and the Union. The Company maintains a Master Electronic Version (MEV) of the CBA (including revisions) and makes a copy available to each FCTI. (**Art. 1.D**)

Is there a no-strike / no-lockout rule?

Yes. The Company will not lock out Employees; the Union and members will not strike (including sympathy strikes), sit-down, slow down, walk out, curtail work, or picket during the term until dispute procedures under the Agreement and Railway Labor Act are exhausted. (**Art. 1.B**)

2. Compensation (Art. 2)

How is my pay calculated?

Pay is from the **FCTI hourly bundled rates** progressive scale by years of service and effective date. FCTIs receive a **minimum of eight (8) hours pay per day**. (**Art. 2.A**)

What are the 2026 hourly rates?

From the Art. 2 table (Year = pay step; columns are effective dates). **1/1/2026 rates:**

Step (Year)	Hourly rate (1/1/2026)
1	\$78.94
2	\$80.93
3	\$82.96
4	\$86.16
5	\$88.38
6	\$90.72

Step (Year)	Hourly rate (1/1/2026)
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7	\$93.13
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Prior years in the table: 1/1/2023, 1/1/2024, and 1/1/2025 each reflect **3.0%** increases as shown in Art. 2. (Art. 2.A)

When do I move up a pay step?

Based on seniority date: - Seniority date **1st–15th** of a month → increase begins on the **1st** of that month; - Seniority date **16th–end** of month → increase begins on the **16th** of that month. (Art. 2.A)

Can New Hires start above Step 1? What happens to incumbents?

The Company may place a New Hire above Step 1 based on prior experience/market. If a New Hire is hired at a step **higher than an incumbent**, that incumbent below the New Hire's step **shall be bumped up to one level higher than the newly hired FCTI**. (Art. 2.A)

What is Lead pay?

Lead FCTIs appointed by the Company receive an additional **\$400.00 per month**. Lead pay is **not** subject to overtime. (Art. 2.A)

What is Course Development pay?

When assigned to a course development project: **1.25×** the rate of pay for each day(s) worked on the project. (Art. 2.A)

What is Standards FCTI pay?

When appointed: **seven (7) hours per month** override; **not** subject to overtime. (Art. 2.A)

How is e-Learning paid?

Required e-Learning is done on time off and paid separately on completion. Modules **< 1 hour** → **1 hour** pay. Modules **> 1 hour** → pay equal to course length truncated to nearest **six (6) minutes** (example: 2:31 → 2:30). Length/requirements set by Flight Operations LEAD Ops Leadership. (Art. 2.A)

What is Late Night Assignment pay?

Assignments beginning during **2130–0330** are paid **1.5×** hourly rate. (Art. 2.A)

Note: Art. 17 defines Late Night Assignment as beginning **2130–0359 (CT)**. If the end time matters for your event, confirm with Scheduling/Local which provision applies.

Are sick calls paid at premium rates?

No. All sick calls are paid at **straight time**. (Art. 2.A)

How does Reserve pay work?

Work within the Reserve Availability Period (RAP) pays **straight time**. If an assignment extends beyond the RAP, **reassignment pay rules** apply for time outside the RAP. (Art. 2.A; RAP windows in Art. 4.J)

What is Preference premium pay (device periods)?

If you are assigned device periods **outside your top two preferences**: - **4 or 5 times** a month → **4 hours** additional pay; or - **6 or more** times a month → **8 hours** additional pay. (Art. 2.A; also Art. 4.A.4)

Exclusions from premium calculations include Ground School Instruction (0800–1700), PM+ Reserve, and Late Night Assignments. (Art. 4.A.4)

What if my Preferred Days Off (PDOs) are not honored?

If you input a **minimum of four (4) PDOs**: - Only **one** PDO honored → **4 hours** straight pay for the month; - **No** PDOs honored → **8 hours** straight pay for the month; - If you do **not** input at least four PDOs, those premiums **do not apply**. (Art. 2.A; Art. 4.A.5)

What is Reassignment Pay?

Overtime at **1.5×** for reassigned hours that were **not** part of the original schedule event. If reassigned to an event that **encompasses** the original schedule, **no** additional compensation. (Art. 2.A.13)

What if I am removed from the schedule?

Any day you are removed and **not** reassigned or converted to a W-day: pay guaranteed for the day (**8 hours**). (Art. 2.A.14)

How is a W Day paid?

W Day pays a guaranteed minimum of **eight (8) hours**. New assignment within originally scheduled time → no additional pay. New assignment partially/fully outside original time → time outside paid at **1.5×** in **addition to** the guaranteed 8 hours. (Art. 2.A.15; W Day rules in Art. 4.I)

How is Voluntary Additional Assignment pay calculated?

Awarded and worked Voluntary Additional Assignments pay **1.5×**, reflected in the pay period the assignment occurred. (Art. 2.A.16; process Art. 4.L)

How is Mandatory Assignment pay calculated?

All Mandatory Assignments pay **double time (2×)**.

- Cancelled **more than 2 hours** before start → **8 hours straight** and released for the day;
- Cancelled **less than 2 hours** before start → reverts to Reserve day (AM/PM RAP) at **double time**;
- Accepting a Mandatory give-away from another FCTI → paid at **your own** double-time rate. (**Art. 2.A.17**; process **Art. 4.M**)

How is Dual Assignment pay calculated?

Daily Operations (Company-offered same-day extra): accepted additional event → **8 hours at 2×**; eligible for reassignment pay next day if schedule adjusts due to 14-hour rest.

Give-away / picked-up duals: second event pays applicable rates; may give away first or second; remaining event at original value; **not** eligible for next-day reassignment pay due to 14-hour rest. (**Art. 2**; **Art. 4.D**)

What about Retention Incentives?

FCTIs eligible under LOAs dated Sept. 17, 2021 and May 26, 2022: max **\$60,000** full-time / **\$30,000** part-time; **\$10,000** within 45 days of ratification; **\$20,000** if on seniority list through Dec. 31, 2023 (paid no later than Feb. 15, 2024). FT→PT transitions are prorated. Retention incentives under Art. 2.19.a are **pensionable (401(k) match eligible)**. (**Art. 2.19**)

These payment milestones are largely historical for this MEV; eligibility depends on those LOAs.

3. Expenses & Moves (Art. 3)

How are travel expenses handled?

Hotel and local transportation at locations with flight-crew contract rooms are paid directly by the Company. Other reasonable Company-business travel expenses are reimbursed under the Company's Business Travel Policy. (**Art. 3.A**)

When does the Company pay moving expenses?

Examples include: transfer during a "new domicile" window (first **6 consecutive months**); recall from furlough into a base other than last assigned; assignment during a vacancy bid to domiciles that are **not** new domiciles. **Successful bidders on a vacancy bid pay their own moving expenses**. Original-employment training-period moves are borne by the individual. (**Art. 3.B**)

What does a Company-paid move include?

Among other items: actual moving expenses for household effects up to **14,000 pounds** including up to **60 days** storage; self-move not exceeding commercial limits (receipts); mileage (**\$.24/mile** or Company policy,

whichever greater, first vehicle; **\$.18/mile** second) or shipping vehicles up to allowable mileage; reasonable meals/lodging enroute with receipts; travel time at **1 day per 350 miles** (or fraction) **plus one day on each end**, at regular straight-time pay. Move must be to within **50 highway miles** of the new domicile; Company obligation ends if unused within **24 months**. (Art. 3.B.5)

4. Scheduling (Art. 4)

How many days off do I get per month?

FCTIs shall be scheduled for a **minimum of ten (10) days off per month (plus Company holidays)**, except may be scheduled for less during initial qualification (e.g., IN, UG, IIQ or equivalent). (Art. 4.A.1)

What is the minimum rest between assignments?

At least **ten (10) hours** rest between assignments (including associated travel). Late-Night Assignments are originally scheduled with at least **fourteen (14) hours** off between assignments. The Company will **not** schedule/assign a Late-Night Assignment **prior to a day off**. (Art. 4.A)

What are GDOs vs PDOs?

- **Golden Days Off (GDO)**: for important life events; considered at **higher importance** than PDOs.
- **Preferred Days Off (PDO)**: indicate days you would like off; premium rules if you input at least four and they are not honored (see Compensation). (Art. 4.A.5)

What is the monthly scheduling timeline?

- **4th** of each month: Master Schedule for next month posted.
- **11th @ noon CT**: Preferences for that next month **close**.
- **12th @ noon CT**: Preferences open for the **future** month (example: May 12 open prefs for July).
- **23rd @ 1800 CT**: Final results posted for next month.

Once final: LEAD Ops Scheduling needs your concurrence to change assignment to a **different date**; same-date changes follow Reassignment Process. (Art. 4.B)

What are Flexible Schedule Options?

Awarded in seniority order the month prior. Minimum percentages of full-time FCTIs (rounded up): - 15 days off — variable by demand

- 14 days off — min 5%
- 13 days off — min 7.5%
- 12 days off — min 7.5%
- 11 days off — min 10%

- 10 days off — variable by demand

A full-time FCTI receives a **minimum guarantee of sixteen (16) days** unless the FCTI bids and is awarded less than sixteen (16) days. In context (Flex options are stated as **days off**), this guarantee is best read as a **minimum of sixteen scheduled work days**, reducible only if you bid/are awarded a Flex line with fewer work days (more days off). Confirm application with Scheduling/Local if needed. (**Art. 4.C**)

(Flex percentage phase-in was set in LOA 2022-02; Art. 4.C states the ongoing minimums.)

What is a Dual Assignment?

Daily Operations: voluntary same-calendar-day additional assignment; if accepted → **8 hours at 2×**; requires **14 hours rest** if the day is 14+ hours (including briefing/debriefing); may be eligible for next-day reassignment pay due to that rest. Double-time assignments may be offered same day or in advance.

Picked-up duals: may pick up from other instructors/Open Time; dual day may not exceed **14 hours**; must be legal and qualified; second event pays applicable rates; not eligible for next-day reassignment pay due to 14-hour rest. (**Art. 4.D**)

Can I trade or give away assignments?

Must be legal and qualified; **no** limit on number of trades.

Give-aways: Full-time may not give away resulting in **less than 12 days scheduled** per month; Part-time may not give away resulting in **less than 10 days** without management approval. (**Art. 4.E**)

What happens if my assignment is removed the day of the event?

Paid guaranteed **8 hours** straight and may be reassigned with mutual agreement (then W Day pay rules). If removed **after you report** to Lead Center, options: (1) released with 8 hours straight, or (2) placed on Reserve for duration of removed event and remain on property for **16 hours** straight pay. Removals the day prior or more → see W Day (**Art. 4.I**). (**Art. 4.F**)

What is the Order of Assignment for uncovered events?

In order: (1) Monthly Open Time (MOT), (2) W Days, (3) Daily Open Time (DOT), (4) Reserves, (5) Reassignments, (6) Voluntary Additional Assignment, (7) FCTI Supervisor/Manager if qualified, (8) Mandatory assignment on day off. (**Art. 4.G**)

How does Monthly Open Time (MOT) work?

Company offers uncovered events for the following month at straight, 1.5×, or 2×; awards in seniority order.

- Opens **1200 CT on the 25th** of the month prior
- Closes **1200 CT on the 27th**
- Awarded by **1200 CT on the 28th**
- Protests to LOS no later than **1800 CT on the 28th** (**Art. 4.H.1**)

How does Daily Open Time (DOT) work?

Base Art. 4.H.2 text (MEV #2 body): Company offers uncovered events for the following day and beyond; may be straight/1.5×/2×; seniority awards; opens **1200 CT**, closes **1500 CT**, awarded no later than **1800 CT**; protests case-by-case.

LOA 2024-01 amends DOT (old Art. 6.H.2 numbering) to, among other things: offer events for the **next three (3) calendar days**; open **0900 CT** / close **1200 CT**; events posted not removed prior to closing unless canceled (awarded or paid); awarded-then-removed events get a W Day **only with FCTI consent** (else return to original schedule with no pay for removed event; dual: paid for completed event).

Practical note: Use **LOA 2024-01** for current DOT practice unless Local/Company publish that it was superseded. The modernized Art. 4.H.2 body still shows the pre-LOA times—flag this inconsistency. (**Art. 4.H.2; LOA 2024-01**)

What is a W Day?

If an assignment is removed from your schedule by **1830 CT the day prior**, the day is designated a **W Day**. LEAD Ops Scheduling may assign a new event. If no new event is assigned by **1830 CT the day prior**, you are **released** from duty on the W Day. Paid per Art. 2.A.15. (**Art. 4.I; Art. 17**)

What are the Reserve Availability Periods (RAPs)?

Number of Reserve days is variable by qualifications and demand. You must be available during your RAP: -

- AM RAP:** 0400–1730 (1330 release if not called prior)
- **PM RAP:** 1030–2330 (2000 release if not called prior)
- **PM+ RAP:** 1600–0330 (2330 release if not called prior)

Return LOS calls within **15 minutes**; report within max **90 minutes** of notification (or ASAP if less notice). Reserve may not be reassigned to a different RAP without mutual consent. Assignments should complete within RAP unless mutually agreed; time beyond RAP → reassignment pay. (**Art. 4.J**)

How does Reassignment work?

When mandated by operational necessity, LOS may reassign report time and/or event. If you have a conflict, contact your Manager. If reassigned from **A** period to **D** or Late-Night, you may ask to pass; Scheduling allows the pass if they can cover via normal/Order of Assignment process. Pay per Art. 2.A.13. (**Art. 4.K**)

How do Voluntary Additional Assignments work?

LOS calls qualified/legal FCTIs in **seniority order**. After all legal/qualified are called, may offer to someone whose contractual rest is reduced or consecutive days exceed seven; FCTI may waive and accept. Pay **1.5×** (Art. 2.A.16). (**Art. 4.L**)

How does Mandatory Assignment work?

For unexpected operational demands / last-minute open events; **inverse seniority** (includes part-time). Normally no more than **once per month**; if a second is needed, those not previously Mandatoried that month are called first. Someone who traded/gave away an event is **not** subject to Mandatory for that particular day. Pay 2× (Art. 2.A.17). (Art. 4.M)

How will Scheduling notify me of changes?

Same-day: call primary number and Company email; return calls timely. Next-day after days off: call primary; **no reassignment prior to noon CT without mutual consent**. After hours: call with designated contact number; may also email. Changes **more than two days** prior: Company email—you must check email before returning after consecutive days off. (Art. 4.N)

What if I call in sick for my own training or fail my own training?

Reassignments to accommodate rescheduling your own training are at **straight time** (no OT). Company-convenience cancellations/reassignments pay reassignment/OT rates. If unable to complete own training in grace month due to illness, LOS schedules per AQPM prior to teaching.

Disqualification after unsuccessful completion in **90-day** eligibility: removed from events **without pay** until successful; required training at straight time only (including days off); no OT for extra days due to your culpability. (Art. 4.O)

What is a Professional Development Day?

One per quarter; may **not** be converted to an assignment; intended for professional development; **not** required to come to the LEAD center. (Art. 4.P)

Will I have to hold more than one aircraft qualification?

FCTIs will not be required to maintain Flight FCTI qualification on **more than one aircraft** at a time. Aircraft requiring a new type rating counts as a new aircraft. (Art. 4.A)

5. Seniority & Probation (Art. 5)

How is seniority established and posted?

Company posts a seniority list (including Members) and keeps it current. Same-day entrants ordered by age —**oldest receives the lower number**. Resign or discharge for cause → forfeit all seniority. (Art. 5.A)

How long is probation?

New FCTIs are on probation for **one (1) calendar year** and may be terminated **without cause and without a hearing** during probation. (Art. 5.A)

Can probation be extended for leave?

Yes — per LOA 2024-02 (references old Art. 7 Seniority ≈ current Art. 5): If on Leave of Absence for more than **45 consecutive days** or **60 days cumulatively** during probation, probation **may be extended for a like period**. This language is in the LOA; it is not fully restated in the Art. 5 body of MEV #2. (LOA 2024-02)

What is classification seniority used for?

Bidding FT/PT opportunities; MOT and DOT; Variable/Flexible Schedule; Voluntary and Mandatory Assignments; bidding new aircraft type; Reduction in Force; recall; vacation bidding; domicile vacancies. Lead FCTI appointments are by the Company **without regard to seniority**. (Art. 5.B)

If I go to SWA line flying and become medically disqualified, do I keep FCTI seniority?

Yes, for **two (2) years** from transition (bidding rights and pay step at departure). After two years, seniority rights forfeited. Return subject to vacancy and Flight Instruction Management approval. Note: retroactive two years from Date of Ratification. (Art. 5.A)

What if I transfer to management/supervisory duty related to Flight Crew Training?

Continue to accrue FCTI seniority; Supervisors/Managers are Members with voting rights if **1% of base salary** is deducted each pay period; if not, removed from seniority list and Membership revoked. (Art. 5.C)

6. Vacation (Art. 6)

How does vacation bidding work?

Bid posted **no later than August 15** each year for the following year; awards in seniority order; at least **one** FCTI permitted on vacation any given week. Up to **five** rounds: first/second close no later than **14 days** after posting; later rounds no later than **10 days**; results within **5 calendar days** after closing. Failure to bid after final round → Company assigns remaining vacation. Post-close date changes need Flight Instruction Management approval. (Art. 6.A)

How are vacation blocks structured?

Normally bid in blocks of **five consecutive days**, with at least **two consecutive days off** scheduled at the start and end of the block (those days off are part of Art. 4.A.1 scheduled days off). (Art. 6.A)

How much vacation do I accrue?

Calendar-year accrual, taken the following year: - Less than 1 year as of Jan 1 → **5/6 day** per month of service

- Beginning year after **1st** anniversary → **2 weeks**
- After **5th** anniversary → **3 weeks**
- After **10th** → **4 weeks**
- After **18th** → **5 weeks**

Vacations are **not cumulative**; unused days are lost (unless Company requests deferral and you agree—then defer to next year or pay in lieu). Monthly accrued-vacation update provided. (**Art. 6.B**)

Can I cash out vacation?

Subject to Management approval: - Entitled to **3 weeks** → may be paid for **5 days**

- Entitled to **4 or 5 weeks** → option for **5 or 10 days**

Request at least **two months** prior to vacation month (per scheduling timeline). Pay must occur in the award year. Process details are in the Vacation Cash-Out MOU. (**Art. 6.C; MOU Vacation Cash-Out**)

What happens to vacation if I resign or am terminated?

Voluntary resignation with at least **2 weeks' notice**, or involuntary termination → paid for all vacation accrued up to termination. Terminate with **less than 2 weeks' notice** → forfeit compensation for vacation accrued in year of termination, but paid for prior calendar year accrued but not taken. (**Art. 6.C**)

How do I request a vacation cash-out (process)?

Per MOU: bid vacation normally; email FLIGHTINSTManagementDG@wnco.com with subject "**Vacation Cash Out**"; submit no later than **two months** prior to awarded vacation month (example in MOU: June vacation → no later than April 6 at 1700c); awards in seniority order; results on monthly schedule; pay no later than second pay period of the following month after approved request. Company may prohibit/restrict based on financial or unplanned operational changes. Open weeks may go first-come/first-served; trades via same inbox with subject "**VACATION TRADE**". (**MOU Guidelines for Vacation Cash-Out**; cites older article numbers in places)

7. Holidays (Art. 7)

Which days are paid holidays?

Art. 7 designates these paid holidays (as printed in MEV #2): **New Year's Day; Good Friday; Memorial Day; Independence Day; Labor Day; Thanksgiving; Christmas; Floating Holiday (2 days).**

Layout ambiguity: The printed page centers the list so that “Labor Day” and “Thanksgiving” share a line, and “(2 days)” appears on the line above “Christmas,” while **Floating Holiday (2 days)** is explicit. The CBA does **not** clearly label whether Thanksgiving or Christmas is the two-day holiday. Treat Floating Holiday as two days; ask Local/Company which of Thanksgiving/Christmas is two days before relying on that point. (**Art. 7.A**)

What if I am scheduled to work a holiday?

You will be assigned **one day off** prior to the end of the following quarter but no later than **December 31**, or may elect **additional 8 hours** straight pay. You **must work the Holiday** before the day off is honored. Election must be made before Preferences close for that holiday’s month (**Art. 4.B.2**). If you make no election → **8 hours** straight pay. (**Art. 7.A**)

What if I am not scheduled to work a holiday?

Receive **8 hours** at straight time. (**Art. 7.A**)

What if a holiday falls in my vacation?

Elect extra day’s pay at straight time **or** an additional day off; election before Preferences close for that month; default if no election → **8 hours** straight within that month. (**Art. 7.A**)

8. Reduction in Force / Furlough & Recall (Art. 8)

How are furloughs done?

Inverse seniority; minimum **14 days’ notice or pay** in lieu. Notice posted in work area, emailed, and certified mail; Union copied. Before involuntary furlough, Company offers **voluntary furloughs** awarded in seniority order; you must notify within **seven (7) days** of posting. (**Art. 8.A**)

How much furlough pay do I get?

If you have **1+ year** of Company service as an FCTI (table in Art. 8.A.6), examples: 1 year → 1 month; 5 years → 3 months; **8 years and thereafter → 4.5 months**. Pay rate is rate at time of RIF. Part-time furlough pay is **50%** of Art. 8 amounts (**Art. 15**). (**Art. 8.A.6**)

What do I keep while furloughed?

Accrued sick leave (no further accrual); longevity for pay and vacation accrual; all seniority accrued prior to furlough for **10 continuous years**; SWALife access **24 months**; space-available Jumpseat (subject to TSA) and pass privileges **24 months**. Active insurance rates **5 months**, then COBRA up to **18 months** or return, whichever first. File/update address with Director of Training by certified mail. (**Art. 8.A**)

How does recall work?

Notice by email and certified mail; **14 calendar days** to answer; **30 calendar days** to return or removed from seniority list. Recall by seniority (most senior first); all furloughed offered before New Hires. May decline recall and remain on furlough if a more junior FCTI remains on furlough. FT furloughed also have recall to PT (declining PT does not lose FT recall rights, but must request future PT openings in writing). After all offered and vacancy remains, Company may offer remaining recall list in **reverse** seniority—rejection then loses recall rights and seniority. May not decline if Company has sent notice to **all** furloughed FCTIs. (**Art. 8.B**)

When is there no furlough pay?

E.g., you exercise seniority to remain employed; accept other Company employment or refuse comparable-compensation job; furlough caused by act of God, war emergency, certificate revocation, grounding of substantial number of aircraft; or strike/picketing/work stoppage interfering with operations. (**Art. 8**)

9. General Benefits & Workplace Rules (Art. 9)

Do I get bereavement leave?

Four (4) days paid personal bereavement for death in the immediate family (parents, spouse, child, step-parents/children, grandchild, sister, brother, in-laws, grandparents, eligible partner and partner's eligible children/parents). (**Art. 9.C**)

What about jury duty or Company witness duty?

Jury duty: regular straight time when removed from schedule; submit summons/validation; reasonable rest prior. Company witness: regular straight time when removed; if on a day off → **8 hours** straight; **10 hours** rest prior. (**Art. 9.B**)

What medical benefits apply?

During the Agreement term, Company continues Regular Plan Medical, Dental, Basic Life; alternative personal option plans (e.g., Benefits Plus) on same terms as other Company employees; if Company pays future cost increases for non-covered employees, same for covered Employees. (**Art. 9.D**)

Can I be required to take a fitness-for-duty exam?

Yes, if Management has reason to believe you cannot perform essential job functions; Company may require exam by Company-chosen doctor at Company expense. (**Art. 9.E**)

What travel benefits apply for Union business?

Nonrevenue travel for active Employees per Company policy; Employees on official Union business get **nonrevenue must-ride (NRMR)**. (Art. 9.A)

10. Grievance Procedure (Art. 10)

What counts as a “day” for grievance timelines?

Monday through Friday, excluding recognized Holidays in this Agreement. (Art. 10.A)

How do I file a contractual / non-pay-loss discipline grievance?

1. Present complaint to Manager and next-level Manager by email within **10 days** of when you/your rep reasonably knew of the incident; discussion may include Union rep (Step 1 decisions generally not precedent).
2. If unresolved, written grievance by email within **10 days**; Senior Leader of Flight Operations Training (or designee) answers in writing within **10 days**.
3. Appeal to VP Flight Operations within **10 days** (email attachment; CC Senior Leader and General Counsel); answer within **14 days**.
4. Union may appeal to System Board within **14 days** of VP decision. (Art. 10.B)

What if I am discharged or disciplined with loss of pay?

Fact-finding meeting (Manager, Instructor, Union rep) before imposing on non-probationary FCTI; within **5 days** of Company's written notice of intent (Company may still suspend pending meeting). Written decision within **7 days** after meeting. Union may appeal to System Board within **14 days**. Board: **2 Union + 2 Company** members; convenes within **21 days** at city where action occurred (or mutually agreed). Deadlock → may appeal to arbitration within **14 days**; if no Board decision in 14 days, considered deadlocked. Options to go to 5-member Board with arbitrator (Art. 11). (Art. 10.C)

How long do discipline letters stay in my file?

Removed after **twenty-four (24) months** from issuance. (Art. 10.A)

What if someone misses a time limit?

Failure by Company to decide, or by FCTI/Union to appeal, within stipulated limits **waives that party's position**, unless written extension agreed. (Art. 10.D)

11. Arbitration (Art. 11)

How is an arbitrator selected?

Within **10 days** of notice to arbitrate, parties try to mutually select. If not, request FMCS list of **five**; meet within **5 days** of list; alternately strike two names each (first strike by lot); last name is arbitrator. (**Art. 11.A**)

What can the arbitrator decide?

Decision in writing no later than **90 calendar days** after hearing conclusion. Arbitrator has **no authority** to modify, amend, revise, add to, or subtract from the Agreement. Expenses of arbitration shared; each party pays its own witnesses; Employee witnesses and grievant suffer no loss of pay; positive-space travel if needed. (**Art. 11.A**)

12. Sick Leave (Art. 12)

How do I accrue sick leave?

Eight (8) hours per calendar month worked; must be paid for at least **50%** of scheduled days in the month to accrue. Max accrual **1,648 hours**. Monthly balance update provided. (**Art. 12.B**)

Can the Company require a doctor's note?

Yes—may request nature/extent/duration. After written notice that abuse is suspected, may require doctor's statement for any illness period for up to the succeeding **120 days**. Company pays for that required doctor visit. (**Art. 12.A**)

Is unused sick leave paid out when I leave?

No upon termination. At retirement, may trade for continued medical coverage under age/service rules (e.g., age **61½** with **10** years, or age **60** with **12** years) at **1 month coverage per 20 hours** accrued sick leave, until age **65** or hours exhausted; spouse/dependent continuation rules if FCTI dies before 65. (**Art. 12.C**)

Does length of service keep accruing while I am out sick?

For pay purposes, length of service continues to accrue for up to **30 days** for any period of absence due to illness/injury (including probationary). (**Art. 12.B**)

13. Dues, Check-Off & Union Security (Art. 13)

Do I have to join the Union or pay a fee?

Voluntary dues check-off is available via the agreed form. Employees who do not acquire/maintain membership must, as a condition of employment beginning **60 days** after Agreement effective date or **60 days** after probation ends (whichever later), pay a monthly **agency shop / service charge**. Delinquency process includes certified-mail notice and **15-day** cure; failure can lead to discharge “for cause.” Specific grievance path for Art. 13 disputes. (**Art. 13.A-B**)

How do I revoke dues check-off?

In writing, signed, by certified mail to Manager-Payroll with copy to TWU 557 Secretary/Treasurer; generally revocable after **one year** from authorization date or upon termination of the check-off agreement, whichever sooner (see form language). Stamp date is date **received**, not mailed. (**Art. 13.C-D**)

14. Retirement / 401(k) / Profit Sharing (Art. 14)

Am I in Profit Sharing?

Yes—Employees covered hereunder are included in the Southwest Airlines Profit Sharing Plan (effective Jan. 1, 1973, as amended). (**Art. 14.A**)

What is the 401(k) match?

Eligible for matching Company contributions. Effective Jan. 1, 2012: Company contributes **\$1 for each \$1** of Employee contribution up to **9.3%** of salary. (**Art. 14.B**)

How does 401(k) match vesting work?

Less than 1 year: 0%; 1 year: 20%; 2: 40%; 3: 60%; 4: 80%; **5 years: 100%**. Accelerated full vesting if medically disabled or retire at/after age **60**. (**Art. 14.B**)

Can the Union reopen retirement if others get a better 401(k)?

If any **non-pilot** Employee group receives an improvement to Company 401(k) contribution before the amendable date, Union may reopen this article for negotiations on the 401(k) contribution. (**Art. 14.A**)

15. Part-Time Employees (Art. 15)

Can the Company use part-time FCTIs?

Yes, at its option. No full-time FCTI shall be furloughed or displaced with a part-time FCTI. Part-time count (excluding Pilots on the SWA Pilots Seniority List) shall not exceed **40%** of full-time FCTIs. (Art. 15.A)

How are part-timers scheduled and paid?

Scheduled to Company needs but **no less than 10 days per month**; pay based on **actual days worked**. (Art. 15)

What benefits do part-timers get?

Profit sharing and 401(k) on same basis as full-time. Individual (not spouse/dependent) Benefits Plus coverage as if full-time; after **6 months** seniority may buy family coverage at **100% actuarial cost** (special sick-leave trade rules if entering PT after age 60 / 61½ under Art. 12). **Two weeks** vacation per year; bid vacation **after** all full-time awards. Holidays per Art. 7 except **no** pay for holidays on days not scheduled. Sick: **4 hours/month** if work ≤11 days; **8 hours** if work more than 11 days. Furlough pay **50%** of Art. 8 amounts. (Art. 15)

Were part-time positions phased in?

LOA 2022-02 set implementation: 6 PT positions by March 1, 2023; +6 on Jan 1, 2024; +6 on Jan 1, 2025; maintain filled levels through amendable date; and a 3:1 FT offer ratio rule if New Hires offered PT beginning Jan 1, 2025. Historical phase-in—confirm current headcount practice with Local. (LOA 2022-02)

16. Leaves of Absence (Art. 16)

Can I get a personal leave?

With Company approval, up to **90 calendar days** for reasons other than illness, injury, temporary disability, or military. Accrue seniority for pay/sick/vacation for **30 days**, then retain but do not accrue. Gainful employment without prior written permission may result in termination. Approval/refusal of leave is **not** System Board reviewable. (Art. 16.A-B)

How does Medical Leave (including maternity) work?

Granted on doctor verification of disability; extensions need doctor support. May use accrued sick pay at your option. Health insurance continued up to **120 days** from last paid day (you pay active premiums); then COBRA. Accrue seniority for pay/sick/vacation for **180 days** from last day paid (cannot take sick/vacation accrued during leave until return); thereafter no such accrual. Automatic termination and seniority forfeiture

if not returned by end of **36 months**. Company may require its own doctor exam at its expense. (**Art. 16.C**)

What about Military Leave?

Granted per **USERRA** (CBA text says “USSERRA”—same statute as commonly abbreviated USERRA). (**Art. 16.D; Art. 17**)

What if I take Union employment?

Full-time Union/International employment: leave for term of elected office/employment; continue to accrue seniority in last classification; pass privileges per Company policy while TWU remains exclusive agent. (**Art. 16.E**)

What about occupational illness/injury (workers’ comp)?

First **60 workdays**: no less than difference between base pay (after tax withholding) and Workers’ Comp. After that, may use sick leave to make up the difference. Exclusive benefits for absences from same illness/injury. Pending compensability determination, paid from sick leave at normal base; sick replenished when approved. Full-time eligibility for the 60-day make-up may require Company physician exam and OJI RTW program participation as applicable. (**Art. 16.F**)

What is Restricted Duty?

Voluntary program; individual review per doctor orders. May perform work within job title or non-CBA work; not other CBA work or outside job title. Ineligible for voluntary/mandatory OT and pickups/trades; eligible for giveaways. Reduced hours possible with doctor notice; may use sick for affected hours. Remain active for bidding schedules/vacations. Failure to return from authorized leave → deemed quit; forfeit seniority. (**Art. 16.G**)

17. Key Definitions (Art. 17)

What is an Assignment vs an Event?

Assignment — a work period that could include multiple events.

Event — specific training activity (e.g., TGS, MO, CPT). (**Art. 17.B**)

What is a Late Night Assignment?

Assignments beginning during **2130–0359 (CT)** per Definitions. (**Art. 17**) Compensation Art. 2 uses **2130–0330** for the 1.5× premium window—see Compensation note.

What is a W Day (definition)?

A designated work day any time an event is removed from an FCTI's schedule by **1830 (CT)** the day prior to the assignment. (**Art. 17**; process **Art. 4.I**)

What is LEAD Ops Scheduling (LOS)?

The department that conducts scheduling for Instructors (previously Training Scheduling). (**Art. 17**)

What is a Facility?

Each site within **fifty (50) miles** of Dallas Love Field where instruction is performed in classroom, cockpit-like environment, simulators, mock-up, briefing room, or aircraft. (**Art. 17**)

18. Duration & Section 6 (Art. 18)

How long does this CBA last?

Effective as of Date of Ratification (signed effective **January 1, 2023**), through **December 31, 2026**, renewing without change each succeeding January 1 unless written notice of intended change is served by either party at least **60 days prior to July 1, 2026**, or any December 31 thereafter, under Section 6, Title I of the Railway Labor Act. (**Art. 18**)

Is there an earlier Section 6 option for the Union?

Alternatively, TWU 557 may give written notice at least **60 days prior to March 15, 2025** to begin Section 6 negotiations. **If TWU 557 exercises that option, the scheduled pay rate increase on January 1, 2026 is forfeited.** (**Art. 18**)

As of this MEV #2 (updated Feb 19, 2026), members should confirm with Local whether that early-opener option was used and whether the 1/1/2026 raise applies.

19. LOAs & MOUs (Clarifications)

What did LOA 2026-01 (Contract Modernization) do?

Completed restructuring/reformatting. Parties agreed: **no substantive changes**; no language intentionally added/deleted/omitted; only limited sub-headers for clarity; no changes to practices, intent, or application. Upon signature, the updated CBA is the active governing Agreement. (**LOA 2026-01**)

What does LOA 2024-01 change about Daily Open Time?

Amends DOT (see Scheduling Q&A): next **three calendar days; 0900–1200 CT** open/close; award by 1800; cannot remove posted events before close unless canceled (award or pay); post-award removal → W Day only with consent. (LOA 2024-01)

What does LOA 2024-02 say about probation?

Probation may be extended for a like period if LOA leave thresholds are met (**45 consecutive** or **60 cumulative** days during probation). (LOA 2024-02)

What is MOU 2024-01 Amendment #2 (Additional Training)?

For Additional Training (AT) events, specified FCTIs may be used **outside seniority / Order of Assignment** under guidelines: identify qualified individuals by name; assignments treated as **W days** for pay; on a day off with mutual agreement → paid as **Voluntary Additional Assignment**. May be rescinded by either party with **30 days' notice**. (MOU 2024-01 Amd. #2)

What was LOA 2022-02 for?

Implementation schedule after ratification (pay effective 1/1/2023; preference/MOT/W day/Reserve/Order of Assignment/Flex phase-in; part-time position offerings). Largely historical phase-in; Flex minimums now appear in Art. 4.C. (LOA 2022-02)

Where are Retention Incentive LOAs?

Referenced in **Art. 2.19** (dated Sept. 17, 2021 and May 26, 2022) but **not attached** in full in this MEV #2 extract. Ask Local for those LOA texts if eligibility questions remain.

Quick Reference — Monthly Scheduling Dates (Art. 4.B / 4.H)

When	What
4th	Master Schedule posted (next month)
11th noon CT	Preferences close (next month)
12th noon CT	Preferences open (month after next)
23rd 1800 CT	Final schedule results posted
25th 1200 CT	MOT opens

When	What
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27th 1200 CT	MOT closes
28th 1200 CT	MOT awarded; protests by 1800 CT
Daily (Art. 4 body)	DOT 1200–1500 CT
Daily (LOA 2024-01)	DOT 0900–1200 CT; next 3 calendar days

Document control

Item	Detail
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Source CBA	TWU 557 / SWA FCTI Agreement, MEV #2, updated Feb 19, 2026
Effective	Jan 1, 2023 through Dec 31, 2026 (Art. 18)
Q&A purpose	Member education / quick reference
Controls on conflict	CBA and controlling LOA/MOU language

Prepared as a member aid from the CBA text extract. Always verify against the current MEV and Local guidance.