Nothing contained in this Employee Handbook shall be construed as constituting a contract or as creating any contractual obligations on the part of the Company or any employee. Instead, the rules, policies, and standards of the Employee Handbook are guidelines subject to modification, deletion, or addition at any time. Employees will be informed of any such changes via communication from the Human Resources Department on the Company’s Employee Self Service (ESS) System. Employees are required to check ESS frequently for company information and are required to read revisions to the Employee Handbook. Since the Company reserves the right to make modifications to the Handbook, all employees are hereby advised that the only valid version of the Employee Handbook is the Employee Handbook located on ESS. If an Employee chooses to print a copy of the Employee Handbook, it is the Employee’s responsibility to check ESS frequently to ensure that the Employee has a copy of the valid version of the Employee Handbook.
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INTRODUCTION

A. WELCOME STATEMENT

Welcome to Spirit Airlines! You are now a member of the most exciting airline in the Americas. Our company is rapidly expanding in Latin America and The Caribbean, fueled by our Ultra Low Cost Carrier business model.

Spirit Airlines is the first Ultra Low Cost Carrier in the Americas, and we already have made significant progress in our short journey. Operating with low costs allows us to lower ticket prices, and these lower ticket prices create the excitement and volume increases that drive our growth. Spirit is a great airline but we are smaller than many of our competitors. We have to be smarter, quicker, and more nimble. And we do that by operating as efficiently as possible, maximizing use of our aircraft and facilities, and being prudent with how we manage our resources. The result is a very successful company that thrives in a very difficult industry – and it is a whole lot of fun to be a part of the most innovative company in the airline industry.

In any industry, a company’s success lies in the hands of its employees, and that is especially true in ours. Each of us must unquestionably make serving our customers our Number One priority, whether greeting them at the check-in counter, seeing to their safety and comfort in flight, assisting with their inquiries, or managing our company’s business at Spirit’s corporate headquarters. We have a simple but powerful product – and are bringing low fares to millions of people who never had those options available to them prior to Spirit's initiatives. We can all be proud of our product and what we do, and our policies have been designed to ensure that we can continue to lower fares everywhere we fly.

I and the over 2000 professional men and women of Spirit Airlines are very pleased that you are joining us for our groundbreaking journey into a very exciting future.

Ben Baldanza
President/CEO
B. DESCRIPTION OF HANDBOOK

This Spirit Airlines Employee Handbook contains information about the employment policies and practices of Spirit Airlines (the “Company”). We expect each employee to read this Handbook carefully, as it is a valuable reference for understanding the job and the Company. This Handbook supersedes all previously issued Employee Handbooks and verbal, electronic, or written policy statements which pre date this Handbook, except as otherwise noted below. The Company reserves the right to revise, delete, and otherwise modify the provisions or policies described in this Handbook, as it shall determine in its sole discretion. All such revisions, deletions, or additions must be in writing and must be approved by the President and Chief Executive Officer of the Company. No oral statements or representations can change the provisions of this Handbook. Policies in this Handbook remain in effect until revisions are made. Suggestions for new or revised policies or programs should be submitted to Human Resources for consideration by management. Where state and local laws are different from the statements in this Handbook, the language of the Handbook will be deemed modified to conform to such state and local laws so that this Handbook is compliant with legal requirements. In all other respects, the remaining language would remain the same.

Nothing contained in this Handbook shall be construed as constituting a contract or as creating any contractual obligations on the part of the Company or any employee. Instead, the rules, policies, and standards of the Handbook are guidelines subject to modification, deletion, or addition at any time. None of the Company’s personnel documents and benefit plans, including this Handbook, constitutes, or is intended to constitute, an express or implied contract guaranteeing continued employment for any employee. No supervisor has any authority to enter into a contract of employment—express or implied—that changes or alters the at-will employment relationship. The President and Chief Executive Officer are the only individuals authorized to enter into an employment agreement that alters the at-will employment relationship, and any such agreement must be in writing.

This Handbook and the information it contains are confidential. No portion of this Handbook should be disclosed, except to Company employees or persons affiliated with the Company whose knowledge of the information is required in the normal course of business.

Not all Company policies and procedures are set forth in this Handbook. We have summarized only some of the more important ones. Where there are differences between the provisions of this Handbook and more specific statements contained in the Company documents (such as insurance policies or Summary Plan Descriptions), the specific statements in those documents will prevail. Questions or concerns about this Handbook or any other policy or procedure should be directed to a supervisor or Human Resources. The most recent version of this Handbook and any updated policies will be posted electronically for reference in the Policies section of the internal Employee Self-Service website at http://ess.spiritair.com.
Important Notice - If you are represented by a labor organization, the policies, guidelines, programs, and benefits discussed in this handbook will apply to you unless they differ from an applicable provision of your collective bargaining agreement. For guidance as to the application of a specific policy, guideline, program, or benefit, please contact Human Resources.

C. PROFESSIONAL CONDUCT

The Company's image and success depend to a large degree on the conduct of each employee. In accepting the obligations of your job, you also have certain responsibilities for personally adhering to business principles and social standards, which contribute to a friendly, cooperative and productive work environment. These rules are rooted in the principle that employees must conduct themselves in a manner that reflects common sense, integrity, responsibility, honesty, efficiency and good judgment. To ensure that all employees are aware of the expected standards of conduct, we list below some of the more basic practices. In addition to these rules, all departments have standards and practices, which are necessary to accomplish their objectives. The Company must require compliance with regulations placed upon it from time to time by the United States Government, state and local authorities.

The personnel practices and corporate policies listed throughout this employee handbook should be carefully read, understood and followed as they are important to the fulfillment of your day-to-day responsibilities. Standards in each section are illustrative and do not cover every conceivable situation for which the Company may discipline or terminate an employee.

EMPLOYMENT RELATIONSHIP

A. EMPLOYMENT AT WILL

Employment at the Company may be terminated for any reason or no reason, with or without cause and with or without notice, at any time by the employee or the Company. Nothing in this Employee Handbook or in any oral or written statement shall limit the right to terminate employment at will. This policy of at-will employment controls the duration of employment and the circumstances under which employment may be terminated.

With the exception of employment at will, terms and conditions of employment with the Company may be modified at the sole discretion of the Company at any time. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice.

B. EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Company is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, religion, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, sexual orientation, citizenship, religion, and any other basis protected by federal, state, or local laws. This prohibition includes all phases of employment, including recruitment,
hiring, training, promotions, pay, transfers, and job assignments. All such discrimination is unlawful and all persons involved in the operations of the Company are prohibited from engaging in this type of conduct.

In accordance with applicable federal and state laws protecting qualified individuals with known disabilities, the Company will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship on the Company. Any qualified applicant or employee with a disability who requires an accommodation in order to perform the essential functions of the job should contact their supervisor or Human Resources and request an accommodation.

Every instance of discrimination or harassment should be reported to a supervisor, Human Resources, or the President and Chief Executive Officer of the Company, regardless of whether that employee or someone else is the subject of the discrimination. Detailed reports, including names, descriptions, and actual events or statements made, will greatly enhance the Company’s ability to investigate and employees will be expected to fully cooperate in any such investigation. Any documents supporting the allegations should also be submitted. Based on the report, the Company will conduct an investigation. The Company prohibits any and all retaliation for submitting a report of discrimination and for cooperating in any investigation. Any supervisor or employee who retaliates against the accuser, witnesses or others involved in an investigation will be disciplined, up to and including termination from employment.

If an investigation determines that discrimination or other conduct that violates Company policy has occurred, the Company will take corrective action, up to and including termination of employment, against those who engaged in the misconduct. The will also evaluate whether other employment practices should be added or modified in order to deter and prevent that conduct in the future.

C. WORKPLACE DIVERSITY

The Company emphasizes diversity in the workplace and seeks to maintain an organization that is multicultural in orientation and utilizes the full potential of its workforce. Diversity focuses on all groups and embraces the differences in race, gender, lifestyle, age, tenure, and geographic origin. Diversity not only requires individuals to adapt to existing cultures, it requires the organization to adapt as well. Our Company operates and competes in a diverse society, and as part of this society, it is imperative that all employees understand and appreciate the significance of cultural diversity.

D. AFFIRMATIVE ACTION COMPLIANCE PLAN (AACP)

Spirit Airlines is fully committed to the concept and practice of equal opportunity and affirmative action in all aspects of employment. The management of Spirit Airlines have prepared written Affirmative Action Compliance Plans (AACP) in conformity with Executive Order 11246 and the implementing regulations of OFCCP, 41 CRR Part 60-1 & 60-2 (amended December 13, 2000).
The AACP has been developed in strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission (EEOC) (29 CFR Part 1608). Copies of the plans are available with the Human Resources department, 2800 Executive Way, Miramar, FL, 33025.
EMPLOYMENT

A. BACKGROUND CHECKS

The Company recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable, and nonviolent, and do not present a risk of serious harm to their co-workers or others. For purposes of furthering these concerns and interests, the Company reserves the right to investigate an individual's prior employment history, personal references, motor vehicle and educational background, as well as other relevant information that is reasonably available to or attainable by the Company. The Company may review an applicant's or an employee's credit report and criminal background, if any. In the event that a consumer report is obtained, the Company will comply with the federal Fair Credit Reporting Act and applicable state laws, including providing the job applicant or employee with any required notices, forms, or copies of the reports, when applicable. Consistent with these practices, job applicants or employees may be asked to sign certain authorization and release forms. Consistent with legal requirements, the Company reserves the right to require job applicants or employees to sign the forms as requested as a condition of employment.

In accordance with Federal regulations and Company policy, an employment background investigation is conducted on all new employees. Background investigations are completed prior to issuing employees their Company or airport identification badges. Employees transferring to an airport location requiring Security Identification Display Area (SIDA) access must contact the Employee Compliance Department to sign updated release information for prior drug and alcohol test conducted at previous employers and ensure a Criminal History Records Check is on file. To ensure the best possible employment decision for candidates and Spirit Airlines, final offers of employment are contingent upon satisfactory completion of pre and post offer screenings and reviews. This part of the employment process may vary by job depending upon regulatory and job requirements. Customary procedures include:

- Pre-employment drug and alcohol screen
- 10-year Employment History Review with last 5-year work verification
- Criminal History Records Check (fingerprinting required) review
- Permanent Bar Check (prior employers Alcohol and Drug Testing)
- Driving Record
- Education/License verification
- Social Security number verification
- Post offer physical examination for designated job assignments
• Authorization to work in the United States

In addition, employees in certain classifications may be required to take other periodic physical, random drug and alcohol screens as a continuing job requirement. Employees may be subject to additional background check requirements, as determined by Federal Regulation. A leave of absence or separation from the company extending beyond the designated time will require reprocessing and/or a re-verification of certain background check components, prior to returning to service.

Employees have a continual obligation to disclose any disqualifying convictions, as determined by the Regulatory Federal Agencies. Providing false or misleading information, or making material omissions, in the hiring and employment process is a serious matter and may lead to immediate termination.

B. IDENTIFICATION BADGES

To ensure Company and employee safety and security you are issued a Spirit Airlines’ identification badge upon employment. It is your responsibility to review the information provided on the badge to ensure its accuracy. Please immediately notify the Human Resources Department of any errors.

Spirit Airlines’ badges are displayed by using a pouch, holder, armband, chain, removable clip or any other device enabling the holder to wear it above the waist. If using a pouch, armband or holder, the borders of the device must not obscure from view any information printed on the ID.

Spirit Airlines’ badges must be continuously displayed at all times outside of the outermost garment, regardless of weather conditions or job-related activity. Spirit Airlines’ policy is that no individual or employee may use a badge issued to another individual or employee as per regulatory intent even if that individual is authorized to enter, be present in or move through a secured or Security Identification Display Area (SIDA).

Challenging Responsibilities

All Spirit employees are responsible for ensuring that those working and training within any Spirit facility are displaying the appropriate Spirit Identification Badge and, if required, appropriate Airport Badges (SIDA) for restricted areas within the airport. Anyone not displaying proper identification must be challenged, using the following guidelines:

Approach the individual in a non-threatening, non-antagonistic manner (Are you looking for someone?" "May I help you find something?").

Ask the person to produce his/her Spirit Identification Badge and if working in airport restricted areas, the applicable Airport SIDA identification badge. If within a non-airport Spirit facility, all visitors must display a "Visitor's" badge and generally should be escorted throughout the building.
Un-badged persons must be under escort at all times while in the SIDA area. If the person has reason to be in the area, but cannot produce a badge, escort them to a supervisor. If a person has reason to be in a non-airport Spirit facility, but cannot produce a badge, escort them to a supervisor or the Human Resources Department.

Unauthorized persons must be removed from a restricted SIDA area. Keep the person under observation, if possible, and advise airport security and your supervisor. Caution: You are not expected to put yourself or others in a potentially dangerous situation. If you perceive that a verbal challenge might do so, report the incident to airport security and your supervisor immediately.

Badges must always be carried on your person (not displayed) while flying, both on-line and inter-line.

Your badge must be returned to your manager or to the Human Resources Department upon termination, resignation, suspension or leaves or when going to an inactive status. Failure to return the badge results in a $100 charge, which may be deducted from your final paycheck. If your badge is lost or stolen you must report the loss immediately to the Human Resources Department. Understanding the critical importance of airline security today, a payroll deduction of $25.00 is made for a replacement badge. Loss of your Spirit Airlines’ Identification Badge a second time results in a $100.00 payroll deduction and disciplinary action. If you’re lost or stolen badge is located, you must immediately return the lost/stolen badge to the Human Resources Department.

C. IMMIGRATION COMPLIANCE

The Company will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States. If at any time after an employee’s employment with the Company begins, his/her employment status changes so that he/she is no longer authorized to work in the United States, he/she must immediately notify Human Resources. Any Employee whose work authorization expires will be terminated. If an employee who has been terminated due to expiration of work authorization obtains renewed work authorization within 30 days of termination, he/she may be reinstated with full seniority if the position remains open. Spirit is under no obligations to hold open any position due to expiration of work authorization and will review each situation on a case by case basis and operational needs.

D. PASSPORT REQUIREMENTS

Crewmembers, Maintenance Mechanics, Maintenance Inspectors, Officers and Directors, and any other employees’ if relevant to their work responsibilities must possess at all times a valid U.S. Passport or Non U.S. Citizen equivalent document(s) that allows for unrestricted travel to/from the United States per the General Operations Manual (GOM). It is the obligation of the crewmember to maintain all such travel documents as current and valid.
For any questions or requests for more information on immigration law issues, please contact a member of the Employee Compliance Department.

E. HIRING RELATIVES/NON-FRATERNIZATION

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, the Company may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists. For the purposes of this policy, a relative includes, but is not limited to, any person who is related by blood or marriage or is a partner sharing your household.

The Company recognizes that employees may develop personal relationships in the course of their employment. However, in an effort to prevent favoritism, morale problems, disputes or misunderstandings, and potential sexual harassment claims, supervisors are not permitted to date or engage in sexual relationships with subordinate employees. Examples of relationships which may create conflict are as follows:

- Where one relative supervises or otherwise influences the terms or conditions of employment of another
- In the same or different department, where there is a responsibility and/or opportunity for auditing or investigating the work of the other, or other circumstances which may lead to a conflict of interest
- Where primary duties are of a confidential or classified nature.

In the cases described above and/or any other cases where a conflict (or the potential for conflict) arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of the Company. All employment of relatives must be pre-approved by the Human Resources Department. Violation of this policy may result in corrective action, up to and including termination from employment.

F. EMPLOYMENT STATUS

Each employee is designated as either salaried or hourly under federal and state wage and hour laws. Hourly employees are entitled to overtime pay under the specific provisions of federal and state laws. Salaried employees are excluded from specific provisions of federal and state wage and hour laws, such as overtime pay.

Full-Time

Full-Time employees work a regularly scheduled 40 hours each week or 2080 annually and are eligible for Company Benefits. An employee’s work location or business unit may determine that schedule. Flight Crews are considered to be full-time if they are available to fly 72 flight hours per month. Questions regarding work schedules should be directed to the manager/supervisor. Employees may be requested to work overtime by their supervisor, dependent upon operational needs, or sick and vacation coverage.
Part-Time
Part-Time employees work up to but less than 35 hours each week or 1820 hours annually and are not eligible for all Company benefits eligible to full-time employees.

If Part-Time employees transfer to or are subsequently employed in a Full-Time position, they are eligible to receive service credit for their past part-time service with the Company. An employee may be required to work a regular schedule in excess of 35 hours per week for a period not to exceed 26 consecutive weeks and will still be considered in a Part-Time status. Employees may be requested to work overtime by their supervisor, dependent upon operational needs, or sick and vacation coverage.

Temporary
Temporary employees normally work a few hours or a few days at a time, usually to meet temporary or unexpected staffing situations for a limited duration (e.g., filling in for illness, vacations, summer months, etc.). If they are hourly, they are paid for the actual time they have worked. If they are salaried, they are paid on a salaried basis for the duration of their job assignment. These employees can also work longer term or indefinite term assignments as long as they do not work more than 1,000 hours in any consecutive 12-month period.

Temporary employees are not eligible to participate in the Company benefit plans. If temporary employees transfer to or are subsequently employed in a Full-Time or Part-Time position, they are eligible to receive service credit for their temporary service.

Outside Services
There may be situations to use outside services (e.g., staffing agencies, third party companies, etc.) to respond to temporary or unexpected staffing situations. Individuals from outside services are not Company employees and they do not participate in the Company benefit plans. Normally, their expenses are billed to the Company and payment is made through Accounts Payable and they are responsible for payment of their own taxes, insurance, professional fees or licensing if applicable.

G. WORK-AT-HOME EMPLOYEES
Overview
A work-at-home employee is an employee who works for the Company from home or an off-site remote office for some part of the regularly scheduled workweek. The Company considers work-at-home arrangements as a viable work option for certain salaried and hourly employees that, when properly implemented and administered, benefits both the Company and the employee. Employee members must first obtain approval from their Departmental Officer and Human Resources by completing a Work-at-Home Request Form. Upon approval, the employee must sign a Work-at-Home Agreement, which is kept in their personnel file.
“Work at Home” should only be considered when it makes good business sense to do so and when it’s a “win-win” for both the Company and the employee. These alternative work arrangements should be based on a solid business need.

While work at home is intended to provide flexibility for employees without disruption of regular work routines, it is not available to all employees. Business needs will dictate the ability to offer this arrangement, therefore, all work at home arrangements require the approval of a direct report to the CEO and the Vice President, Human Resources.

If appropriate, work at home should be viewed as a tool to help balance the work and personal lives of employees. It will require adaptability and flexibility from both the manager and employee.

Working from home does not change the basic terms and conditions of employment. Work-at-home employees remain subject to the Company’s employment policies and procedures. For example, if any harassment and discrimination occurs at the employee’s work site, the Company should be notified immediately. Entering into a work-at-home arrangement does not guarantee continued employment and does not change the at-will nature of the employment relationship.

Eligibility

- Both salaried and hourly employees are eligible.
- Full time or part-time employees working at least 30 hours per week.
- At least one year of service, with the only exception being new hires hired under this arrangement.
- “MP”-rated or above (Meets Performance)
- Not on any active, formal corrective action (i.e., Written Warning or Probation)
- Ability to have a designated work area in the home.

Appropriate Jobs

Positions approved for the work-at-home arrangement include certain salaried and hourly positions. Appropriate jobs may include those that:

- have measurable deliverables with defined beginning and end points.
- Are fully portable, where extensive use of files, reference materials and equipment is not needed.
- require limited face-to-face contact.
- require reading or writing, to include reports, proposals, articles, memos and training or marketing materials.
Approval Procedure

- Review the work-at-home policy and the employee’s job duties to determine whether the work can be accomplished from home.

- Contact Human Resources to discuss the employee being considered for this arrangement and cover any issues and/or concerns.

- Secure necessary approvals from Departmental Officer and Human Resources

Scheduled Workweek

A work-at-home employee must be accessible during regular work hours while working from a home office or any other remote office. For the purposes of calculating overtime for hourly employees, the workweek begins at 12:01 a.m. Sunday and ends at midnight on Saturday.

Workplace Safety

Work-at-home employees are responsible for designating and maintaining a workplace that is free from recognized hazards and that complies with all occupational safety and health standards, rules, and regulations. This includes setting up and maintaining an ergonomically correct workstation. Employees requiring assistance in this regard should contact the Human Resources Department or their supervisor.

The Company will provide coverage for any work-related injuries under the Workers’ Compensation laws of the state in which an employee works, but this liability is limited to injuries resulting directly from his/her work and only if the injury occurs in his/her designated work area. Any work-related injury that necessitates medical treatment or results in lost work time must be reported immediately to the manager or supervisor.

To ensure safe work conditions exist and other Company policies are met, work-at-home employees must allow Company representatives to inspect their designated workplace at any time between 9:00 a.m. and 5:00 p.m. on any regularly scheduled workday.

Equipment

The Company provides work-at-home employees with the equipment to be used in their home office or remote office. This pertains to employees who work at home for their full regularly scheduled workweek or where the work-at-home arrangement is requested by the Company; equipment is not provided for employees who traditionally work in the office, but whom happen to work from home occasionally. Work-at-home employees must use Company equipment for its intended purpose, in accordance with the manufacturer's instructions, and in a safe manner.

All telecommuting equipment provided by the Company, including any software and information stored in the equipment, is the property of the Company at all times, even though located in a employee's home or at another remote location.
**Business Meetings**

Business meetings should not take place at a work-at-home employee’s home. Meetings should be held at a Company facility, at the customer’s facility, or at a public meeting place such as a restaurant. Customers should not be invited to a employee's home for any business reason.

**Evaluating the Arrangement**

Work-at-home arrangements should be evaluated after the initial three (3) months. During that time, both the supervisor and the employee will have time to adjust to the new work arrangement. If any aspect of the arrangement is considered unsatisfactory, either the supervisor or the employee may end the work-at-home arrangement. Human Resources is available to assist at any stage of the work-at-home arrangement.

**Disciplinary Procedures**

If the employee’s performance, attendance, and/or conduct drop to a level where his/her overall effectiveness is impacted, his/her participation in this arrangement should be terminated if he/she is placed on formal corrective action (i.e., Written Warning or Probation). The employee should return to his/her job at the office location. When this occurs, all Company equipment and materials at the employee’s home should be returned immediately. If performance returns to a satisfactory performance level, the work-at-home arrangement may be reconsidered, but only after the employee has sustained the satisfactory level for an acceptable period of time, for example, nine (9) to twelve (12) months.

**Ending a Work-at-Home Arrangement**

Upon termination of employment or an end to the work-at-home arrangement, the employee is responsible for returning all Company-owned or Company-leased equipment, business records, files, and supplies to his/her supervisor at the earliest, mutually convenient time.

**Other Provisions**

Company-owned data, software, equipment, facilities and supplies must not be used to create employee-owned software or personal data. Employees must comply with all Company policies and instructions regarding conflicts of interest, trade secrets, inventions, use of resources and confidentiality. The Company owns all software, products or data created on Company equipment or as a result of work-related activities.

Work-at-home arrangements are not viewed as a substitute for dependent care. The Company expects employees to make arrangements for dependent and elder care, if necessary. The Company recognizes that one advantage of working at home is the opportunity to have more time with family, but it is his/her responsibility to ensure he/she is able to complete work assignments on time.
It is an employee’s responsibility to determine any income tax implications of maintaining a home office area. The Company will not provide tax guidance nor will the Company assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

H. INTRODUCTORY PERIOD

Spirit Airlines provides you with an introductory period to allow you to become familiar with and properly execute the duties and responsibilities of your job assignment in a manner consistent with the reasonable expectations of your supervisor.

The introductory period for employees is normally six months. During this time, we encourage continuous communication between you and your supervisor in order to meet the evolving performance expectations that are outlined by your supervisor. Should performance not meet expectations during this period, the six-month period may be extended up to nine months to allow for additional training and coaching. Disciplinary and performance-based actions during the Introductory Period may not follow the four-step format described later in this handbook. Additionally, should an employee be on leave or for any reason out of service for one week or more during this period, the Introductory Period is automatically extended day for day.

In no case is completion of the Introductory Period of employment considered to mean that you are guaranteed permanent employment. Employees in their Introductory Period and employees who have completed their Introductory Period are at all times, "at will" employees, as described in the introduction of the handbook.

I. ORIENTATION

New employees should attend Company orientation within thirty (30) days of employment. New employees not local to Miramar Headquarters should participate in orientation with their immediate supervisor or manager within thirty (30) days of employment. Pilots, Flight Attendants, Customer Service Agents, and other new employees attending classroom training will attend orientation on-site at the Miramar, Florida Headquarters. Orientation is normally held at 9:00 am on Mondays or Tuesdays dependent upon the training class schedule. New employees not attending training classes who are local to the headquarters facility may attend a scheduled orientation at the Miramar, Headquarters’. Please contact the Human Resources Department for orientation schedules.

J. JOB DUTIES

As part of an employee’s initial orientation, he/she will learn the various duties and responsibilities of his/her job. The Company maintains certain expectations and standards applicable to the job position. The employee’s supervisor should review these with them.

It is expected that employees will perform additional duties and assume additional responsibilities as needed by their supervisor for the efficient operation of the Company.
In order to adjust to changes in our business, it may become necessary to modify a job description, add to or remove certain duties and responsibilities, or reassign an employee to an alternate job position.

For additional information regarding this policy, please consult with the Human Resources Department.

Reasonable Accommodation

There may be times when an employee may need a specific accommodation in order to perform the functions of his/her position. In accordance with the Americans with Disabilities Act (ADA), the Company will provide reasonable accommodations whenever necessary.

K. JOB OPPORTUNITY PROGRAM

The Company encourages its employees to assume higher-level positions or lateral transfers for which they qualify. The Company’s job posting program offers employees the opportunity to apply for certain positions within the Company. A list of open positions is posted on a daily basis on Employee Self-Service Web Site at http://ess.spiritair.com. Jobs are posted for a minimum of five (5) business days.

If interested, an employee may complete and submit an Internal Transfer Request Form available through the Employee Self-Service Website, http://ess.spiritair.com, under Internal Forms, Human Resources, Downloadable Forms.

Positions Required to Be Posted

All vacant positions will be posted with the following exceptions:

- Vacancies which are to be filled by qualified employees who are available due to staff reductions, reorganizations, unit transfers/closings, and special business projects.

- Vacancies that are to be filled by FMLA protected employees.

- Vacancies at the Director/Executive level

- Vacancies filled as part of normal progression through a job category.

- Vacancies where the exact position was posted and filled within the last 30 days.

- Vacancies subject to business needs as determined by the Company on a case by case basis.

An employee may only apply for two (2) positions at a time, and Internal Transfer Request Applications require the signature of his/her immediate supervisor. Please contact the Human Resources Department for more information regarding open positions.
Each transfer is judged on an individual basis, depending on the needs of both departments involved, and the employee’s qualifications and performance.

To apply for a change in position, an employee must normally:

- have no formal corrective action that is current,
- have a performance rating of “MP” or above,
- be in the current job for at least 12 consecutive months, and
- have a record of good attendance and punctuality.

An employee may be released from the current position with less than 12 months of service in the current position if he/she otherwise has at least 12 months of continuous service with the Company and:

- business conditions allow
- all other criteria are met, and
- advance approval has been received by the employee’s supervisor, Department Officer, and Human Resources.

Internal and external searches may be conducted simultaneously for candidates.

**Release to New Department**

Under normal business circumstances release to your new position is within two-(2) weeks up to 45 days. Transition is dependent upon the filling of the vacated position and training requirements.

The new rate of pay will be afforded the employee within two-(2) weeks of acceptance of the new position. Rate changes will be effective on the first regular payroll following a transfer. There will be no pro-ration for mid pay cycle transfers.

**L. EMPLOYMENT SERVICE CREDIT**

"Length of service" refers to the length of time that an individual is employed with the Company.

Length of service may be significant for determining certain employee benefits, such as vacation and sick leave.

**Seniority (Non Contract Employees)**

The objective of this policy is to provide our employees with a fair, equitable and consistent guideline as it relates to company seniority, departmental seniority and bidding. Contract employees should refer to their specific agreements regarding seniority.
Definitions

“Company Seniority” begins on an individual’s first day of employment with Spirit Airlines, and shall be retained throughout their continued employment for the purposes of obtaining benefits, vacation, and travel boarding priority, regardless of departmental transfers. Company seniority will be adjusted for any suspension or for personal leave of absence in excess of 30 days.

“Job Seniority” begins on an individual’s first day of work in a department. Job seniority is used to determine Work Schedule, Furlough/Recall, Step Increases, Vacation Bids and Transfers. Seniority is calculated as a comparable value as “Full Time Equivalent Hours (FTE) and gives employees credit for hours already worked when changing from Part-Time to Full-time status. Employees transferring from a Part-Time to Full-Time position will be given credit for their Part-Time service on a one (1) day full time equivalent seniority for every two (2) days worked as a Part Time employee if they have been in a Part-Time status for a period of at least one year. Employees reaching status of Lead or Supervisor will accrue job seniority in that position and will use that seniority within that job description to bid shift and days off. Temporary assignments for duration of thirty days or more will accrue seniority in that position. The Company may temporarily assign shifts and days off for a period of up to one hundred twenty (120) days for employees in their Introductory Period.

When two employees hold the same job seniority date, Company seniority will prevail. If Company seniority is the same, the last four digits of the social security number will determine seniority with the lowest number being the more senior.

Departmental Transfers

Employees transferring to a position within the same department will maintain their job seniority within the new location. Employees transferring to a position in another department will receive an adjusted Job Seniority date in the new position.

Loss of Seniority

An employee will lose seniority under the following conditions:

- Resigns or is discharged
- If the employee voluntarily reduces himself/herself from a position
- Approved Personal Leaves of Absence

Certain departments have additional seniority guidelines that pertains to bidding in and out of departmental positions. Please consult with your department head for further information.

M. ACCUMULATED SERVICE FACTOR

The Accumulated Service Factor is the number of years, months and days of employment that equate with total service.
New Hires and Rehires

The official date of employment for Full-Time, Part-Time, and Temporary new hires and rehires are the first day worked in the current period of employment. Employees can receive credit for past service with the Company if the break in service was the lesser of actual time worked or one year from the time of his/her original separation. As an example, an employee who left the organization on 9/29/05 and was rehired on 8/31/06 would receive credit for previous time employed, adjusted by the amount of time he/she was not an employee with the Company. This time will be reflected in the individual’s Seniority Date. Conversely, if an employee left the organization on 9/29/05 and was rehired on 11/4/06, he/she would not receive adjusted credit for previous time employed due to having more than a year’s break in service, thus, 11/4/06 would be his/her new hire date and seniority date.

Employees rehired with a break in service of less than 1 year will be immediately able to participate in all current benefits offered by the Company.

N. REEMPLOYMENT

Former employees may be considered for reemployment with the Company. An offer to rehire a former employee requires the approval of Human Resources. Former employees must follow the normal application process, and prior performance with the Company will be taken into consideration.

O. EMPLOYEE REFERRAL PROGRAM

The Employee Referral Program rewards employees with a monetary award for referring qualified individuals who are hired.

Participation

This program is open to all employees except:

- All Human Resources staff members
- Executives, Vice Presidents and Directors
- Managers/supervisors for which the referral resulted in a hire directly into their work group.

Employee referral awards will be paid only for persons who apply and are hired who have not previously worked at Spirit. Award payments will be subject to applicable taxes. Both the employee and his/her referral must be employed with the Company at the scheduled time of payments. The Company reserves the right to amend or cancel this program without notice.
How Referrals are Paid
Payments will be made after the referral has completed 90 calendar days of employment with the Company. Payments will be included in the next regular payroll check after the completion of this 90-day period. Referral awards are as follows:

- Customer Service Agents: $25
- All other hourly Referral: $50
- Salaried Referral: $100

Additionally, in cases of critical business need, special referral awards in excess of the above-noted denominations may be available.

The company reserves the right to reward, amend, and discontinue this policy at any time.

P. OFFICIAL PERSONNEL FILE
The Company maintains records that make up the Official Personnel File of all employees. Every precaution is taken to maintain security and to protect the confidentiality of these records.

The information recorded in personnel files is extremely important. Any change of address, phone number, name, marital status, and number of eligible dependents, emergency contact, or other information should be promptly reported to Human Resources via Employee Self Service at http://ess.spiritair.com

If any personal data has changed, it is the employee’s responsibility to notify Human Resources through Employee Self Service Online.

Location
The Official Personnel File of each employee is located in the Human Resources Department at the company headquarters'.

Access to the File
Only authorized supervisors and management personnel will have access to the personnel file. However, the Company will provide each current employee with access to his/her own personnel files to the extent required by law, and to outside persons or entities only when duly subpoenaed to do so, or as otherwise required by law. All requests to review an employee's personnel file should be referred to the Human Resources Department. An employee of the Company may review his/her own personnel file under the supervision of Human Resources. Confidential health/medical records are not included in the personnel file. The Company will safeguard them from disclosure and will divulge that information only as permitted by law and Company policy based on an employee’s written request.
Q. VERIFICATION OF EMPLOYMENT AND EMPLOYMENT REFERENCES
Organizations who wish to verify the employment of a Spirit Airline current or past employee will be required to use an automated external employment verification service designated by the Company. This automated process allows employees to have their employment and salary verified within a matter of minutes. This fast, secure service is used for mortgage applications, reference checks, loan applications, and apartment leases; anything that requires proof of employment. For more information, go to Employee Self Services at WWW.ESS.SPIRITAIR.COM under Employment and Income Verification. You will be required to provide Spirit Airlines Employer Code as well as the relevant toll free number for the type of verification you require. All employment and income verification requests must use this automated service. Spirit will provide Federal, State, and local government agencies any employee information required by law.

The Company does not permit the writing of letters of recommendation.

R. TIMEKEEPING PROCEDURES
Hourly employees are required to clock in at the start of their shift and clock out at the completion of their shift for payroll and benefit purposes. Hourly employees in other locations should comply with the timekeeping procedures established for their location. Hourly employees must record any departure from work for any non-work-related reason, as well as notify their supervisor.

Altering, falsifying, and tampering with time records, or recording time on another employee’s time record (even with their permission) is prohibited and subject to corrective action, up to and including termination of employment.

Salaried employees may also be required to record their time worked and must report full days of absence from work for reasons such as leaves of absence, vacation, or sick/personal days.

It is the responsibility of hourly employees to verify their time record to certify the accuracy of all time recorded. Any errors in the recorded time should be reported immediately to the supervisor, who will attempt to correct legitimate errors. Employees are not to begin work without clocking in, and may not clock in prior to the start of their scheduled shift without prior approval from their department head. Once employees’ do report their time in, they must begin work. If an employee forgets to clock in or out, or if the time clock is not in operation, he/she must immediately notify the supervisor so that the time may be properly reported. Failure to clock in or out, or starting a shift early or ending a shift late without prior permission is subject to disciplinary action in accordance with the Attendance Control Program.

S. OVERTIME ELIGIBILITY
All Spirit employees are subject to Title II of the Railway Labor Act. In conjunction with the Fair Labor Standards Act, Title II of the Railway Labor Act governs labor standards of employees of air carriers. Employees of air carriers subject to Title II of the Railway
Labor Act are exempt from the overtime requirements of the Fair Labor Standards Act. As such, there is no federal requirement for Spirit to pay overtime to any of its employees for work performed beyond forty hours in a workweek.*

Nevertheless, Spirit pays overtime to some employees in certain positions (typically hourly employees) as determined in light of business conditions and the criticality of their work. All overtime hours must be approved in advance by your supervisor. To the extent possible, overtime work will be distributed as equitably as possible to equalize the opportunity for overtime pay among all similarly situated employees in your department. In certain areas where technical skills play an important role, those with the necessary skills may be the determining factor used in the distribution of overtime.

Salaried employees are generally not paid overtime pay for hours worked in excess of 40 hours per week. Those employees in positions designated to receive overtime payment due to business conditions and the criticality of the position may be paid an overtime rate.

* Certain states may provide for overtime payments not required under Federal law. Also, employees who are subject to a Collective Bargaining Agreement are entitled to overtime if provided for in their agreement.

T. OVERTIME MANAGEMENT

When operating requirements or other needs cannot be met during regular working hours, an employee may be asked or scheduled to work overtime. To the extent possible, overtime work will be distributed as equitably as possible to equalize the opportunity for overtime pay among all similarly situated employees in your department. Management reserves the right to assign required overtime to employees when operational needs warrant. In certain areas where technical skills play an important role, those with the necessary skills may be the determining factor used in the distribution of overtime. Voluntary meetings, activities, training, seminars, etc. that are conducted after regular business hours would not require overtime payment. All overtime work must be authorized in advance on a daily basis by the supervisor. Working overtime without prior daily authorization may result in corrective action. Hourly employees will be paid one and one-half ("time-and-a-half") their regular rate of pay as compensation for all hours worked in excess of 40 hours in one workweek and as otherwise required by the Railway Labor Act (RLA), state, local, and federal law.

For those hourly employees who are paid a shift differential, that additional amount shall be included as part of their regular rate of pay for overtime pay calculations. For purposes of calculating a 40-hour workweek, Company-recognized holidays, vacation, sick or other paid time off do not count towards an employee's regular hours for the week; only regular work hours actually worked count towards this calculation. For the purposes of calculating overtime for hourly employees, the workweek begins at 12:01 a.m. Sunday and ends at midnight on Saturday. Where state and local laws are different with respect to payment of overtime, the Company will comply with all state and local legal requirements.
U. SHIFT DIFFERENTIAL POLICY

Shift differentials are extra pay allowances made to employees who work a shift or work schedule with hours that may represent a hardship. These work schedules are typically more difficult to attract and retain employees.

The shift must be assigned by the function involved, based on business need. Additionally, the assigned shift should be regularly scheduled and not intended to address a temporary situation. Any work assignments set up to accommodate an employee’s scheduling request are not eligible for the differential. Check with your department head to see if your shift qualifies for a shift differential.

V. PAYMENT OF WAGES

Paydays are on Friday of every other week for each pay period for hourly employees. Salaried employees, Flight Crews and those employees in the position of dispatcher are paid on a semi-monthly basis on the 15th and last day of each month. If the 15th or last day of the month falls on a Saturday, Sunday, or holiday Monday, you will be paid the Friday prior to the last day of the month. Spirit pay checks are paperless and can be securely viewed and printed 24 hours a day, 7 days a week on Employee Self Service at (http://ess.spiritair.com). Employees electing direct deposit receive a personal email each pay period notifying them that their pay is ready if an email address is on file. Email addresses can be updated on http://ess.spiritair.com. Employees on paperless direct deposit can view their pay detail online 24 hours in advance of pay date.

Effective January 12, 2007, employees not enrolled in Direct Deposit and converted to paperless may incur a check handling fee per pay period to help defray the cost of producing and mailing a paper check. This fee will be deducted from your earnings each pay period and appear separately on your pay advice as ‘Check Processing Fee’. Live checks will be mailed directly to your home address on file and will only be sent via U.S. postal mail. Since salary is a sensitive issue, employees are discouraged from discussing their salary with other employees, showing copies of pay stubs to peers, etc.

If there is an error in an employee’s pay, it should be immediately reported to his/her supervisor.

W. AUTOMATIC DEPOSIT OF PAY

Eligibility for the direct deposit benefit at the Company requires registration. Eligible employees may designate up to three (3) bank accounts for automatic deposit of their paychecks. For example, a set amount may be directed into a savings account with the balance deposited into a checking account at the financial institution of the employee’s choice. The direct deposit authorization form can be found online at http://ess.spiritair.com. If an employee does not enroll in Direct Deposit they will receive live paychecks from the payroll department each pay period via U.S. Mail and will be charged the applicable check fee.
X. WAGE GARNISHMENTS

The Company would like to avoid incurring the administrative costs of garnishments and wage assignments for employees. Accordingly, the Company encourages all employees to meet their financial obligations without involving the Company. Nonetheless, the Company will adhere to legally imposed garnishments and wage assignments, and cannot modify the terms of those legal arrangements unless ordered to do so by a court. The Company may deduct the administrative costs of complying with garnishment and wage assignment orders, up to the amount allowed by statute.

Y. PERFORMANCE REVIEWS

Performance Reviews support our strategic goals and reflects our core values by recognizing employee job contributions and demonstrated performance. It reflects and is part of our corporate philosophy to link pay decisions with our Performance Management Program. It encourages pay decisions which attract, retain, and motivate technically superior employees, rewards employees who are action and results-driven, and motivates employees to be more customer focused by exceeding the customer's expectations (as measured by our performance management system, which measures performance by assessing how well employees meet and/or exceed our customers' expectations). The performance ratings used to make these assessments are described below.

Through the Company's performance review program, an employee will receive constructive work reviews designed to address performance and skill development needs and interests.

Performance Review Ratings

Ratings are as follows:

(CEP) Consistently Exceeds Performance: Performance consistently exceeds the expected level for the position. Individual demonstrates mastery of the position and is able to initiate and perform work independently as well as propose process improvements that positively impact business outcomes.

(EP) Exceeds Performance: Performance meets and exceeds (exceeds more often than meets) the expected level for the position. Individual has extensive knowledge of the position and is able to initiate and perform most work with minimal direction.

(MP) Meets Performance: Performance meets the expected level for the position. Individual demonstrates ability to meet the overall requirements of the position on a consistent basis.

(NI) Needs Improvement: Performance does not meet the expected level for the position and needs immediate improvement, although certain components of performance may be acceptable or improving. Individual demonstrates inability to meet
the overall requirements of the position on a consistent basis. May require constant direction and follow up.

**Common Measurement Date**

Company-wide annual performance appraisals are conducted each year as determined by the Company for salaried and non-scaled employees and are based on the employee’s performance in the prior year. Employees who receive pre-determined step (scaled) increases automatically receive these increases on their anniversary date and are not part of the annual performance appraisal requirements.

Salaried employees with less than a full year of service will be eligible for a pro-rated merit increase effective on the established Common Review date based on actual months of service since the last merit review (or hire date for employees with less than a year of service).

This schedule fosters timely feedback on work performance and ensures pay decisions are linked to performance. In addition to these more formal performance evaluations, the Company encourages ongoing performance discussions between supervisors and their employees.

**Maintenance of Performance Reviews**

The *original* of the latest performance appraisal of record should be maintained in the Official Personnel File of the employee. A *copy* of the performance appraisal is given to the employee and the immediate supervisor or manager may maintain another copy.

**Performance Management**

We encourage all managers and supervisors to meet with their staff at least on a quarterly basis to review where the employee is relative to the goals established at the beginning of the year. This allows us to adjust and calibrate our actions and efforts to ensure we all achieve our individual and corporate goals. We must stay focused on the overall corporate goals and fine-tune or adjust the individual employee goals to ensure we support the achievement of our corporate goals. This is vital for us if we are to end the year exceeding our goals. Effective performance management is important to Spirit for the following reasons:

- First, it allows supervisors and employees to clarify job responsibilities and expectations.
- Second, it allows us to develop our employees’ capabilities through effective feedback and coaching.
- Third, we can use it to drive desired behaviors which are aligned with Spirit’s business plans.
- It enhances individual and group productivity.
Z. COMPENSATION POLICY

Spirit Airlines reviews employee compensation on an ongoing basis, and formally once each year. The pay structure at Spirit currently is divided into two distinct types of structures: pay scales and pay grades. These structures provide guidelines for determining the actual compensation of each employee.

Pay scales are used for some positions in the Company. The scales reflect a projected increase in pay at a particular point in time after a specific period of time in the position. For the purposes of pay, wages are calculated in hours and minutes.

Pay grades are used to determine the compensation levels for all other positions within Spirit Airlines. Each grade consists of a minimum, midpoint, and a maximum. An employee’s rate within a grade is determined by job performance, related experience and length of service, among other factors.

Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. In order to accommodate the needs of our business, it may be necessary to change individual work schedules on either a short-term or long-term basis. Some departments follow a different scheduled work week as explained by their department head.

Hourly employees will be given an unpaid meal period, to be taken approximately in the middle of the workday. The length of this meal period is determined by the employee’s work location, but should not be less than 30 minutes. Supervisors are encouraged to allow employees to take breaks as necessary.

At times, emergencies such as power failures, road closings, fires, or severe weather may interfere with the Company’s operations. In such an event, the Company may order a temporary shutdown of part or all of its operations. Depending on the circumstances, time off may or may not be paid.

On occasion, employees may work from home, subject to the Work-at-Home Employee policy noted in Chapter III of the Handbook.

Salaried employees will be paid a salary in accordance with applicable law. Although salaried employees are generally entitled to their salary for any week in which work is performed, deductions can and will be made when permitted by law. For example, an salaried employee’s salary may be reduced if the employee misses a complete day of work due to personal reasons or is absent due to any time taken off work for leaves authorized by the Family and Medical Leave Act or due to wage garnishment orders. An salaried employee may have hours/days deducted from earned time off balances, but the employee’s salary will not be reduced. Please contact a supervisor or Human Resources for more information. The Company does not permit advances on paychecks or against accrued or un-accrued vacation time or Sick/Personal Time. Payroll garnishments are limited to those that have been ordered by a court of law. The company will not accept or process any voluntary payroll deduction requests.
AA. SALARY ADJUSTMENTS

Our compensation system is designed to ensure that we recognize and reward employees on the basis of their performance and contribution to the Company’s success. It is also designed to ensure that salary administration is carried out consistently throughout the Company and that internal equity and external competitiveness are maintained.

The Company believes in establishing and maintaining pay levels which are competitive within the industry, reflect job responsibilities and qualifications, and provide opportunities for increases and advancement based upon performance and without regard to race, color, religion, age, sex, national origin, marital status, disability, or veteran’s status.

Dependent upon Company Performance at the Common Review period each year, in addition to a performance review, employees will also be considered for a merit increase based upon performance over the past year or a designated time frame.

A performance review will not automatically result in a merit increase. Merit increases are based upon a variety of factors, including, but not limited to: performance rating, point on the salary range (compa-ratio), internal and external equity, and budget. Compa-ratio is the relationship between annual salary and the midpoint of the salary range. It is calculated by dividing the annualized salary by the midpoint of the salary range.

Salary adjustments that are not related to a Common Review merit increase (i.e., promotions, equity adjustments) do not have to occur at a specific time of the year as merit increases do and do not result in the pro-rating of a subsequent merit increase.

SALARY CHANGE EFFECTIVE DATES

Semi-monthly (non-crew)
The semi-monthly salary change effective date is effective the first day of the next pay period following the date of the increase, decrease, transfer, merit or adjustment.

For example: If you receive a pay increase on 11/10, the pay increase will be effective on 11/16 (the beginning of the next pay period). The increase will show up in your paycheck on the 11/30 paycheck.

Please reference the semi-monthly pay schedule of pay periods on ESS to view the pay period date ranges.

Bi-weekly (non-crew)
The bi-weekly salary change effective date is determined by which week within the pay period it falls upon (a pay period is always equal to two weeks). If your increase, decrease, transfer, anniversary or adjustment occurs in the first week of the pay period, your increase will be effective at the beginning of that pay period. If your increase, decrease, transfer, anniversary or adjustment occurs in the second last week of the pay
period, your increase is effective at the beginning of the following pay period. In-arrears overtime would fall under the new rate when paid.

For example (valid in 2007 only): If your anniversary is on 11/14, your scale increase would be effective on 11/11 (the beginning of that current pay period). If your anniversary is on 11/20, your scale increase would be effective 11/25 (the beginning of that current pay period). The increase for the first week would show up on the 11/30 check. The increase for the second week would show up on the 12/14 check.

Please reference the bi-weekly schedule of pay periods on ESS to view the pay period date ranges.

**BB. BUSINESS EXPENSE REIMBURSEMENT**

Employees may be reimbursed for reasonable expenses incurred in the course of business, if authorized in advance by his/her supervisor. These expenses may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to the Company along with the receipts within 30 days of the date of the expenditure and explanation of business purpose of the expense.

Employees are expected to comply with Company policy on business travel which requires that they minimize their costs by selecting appropriate accommodations and transportation as authorized from time to time by the Company. Employees should contact their supervisor in advance if they have any questions about whether an expense will be reimbursed. Violations of the Company’s Business Expense Policy could result in corrective action, up to and including termination from employment.

For further information, refer to Expense Policy online at HTTP://ESS.SPIRITAIR.COM.
EMPLOYEE RELATIONS

A. OPEN DOOR POLICY
The Company fosters a spirit of open communication amongst all employees. Employees are encouraged to discuss questions or concerns with the appropriate Company representative (i.e., Manager, Officer, or Human Resources) and all discussions will remain confidential. Their role is to listen, assemble facts, inform employees of possible options within the Company, and assist in problem solving.

Sometimes an employee’s supervisor may be unaware of his/her problem. If at all possible, the supervisor should be the first contact. Of course, if the nature of the problem involves the supervisor, the supervisor’s manager or Human Resources should be contacted.

Career counseling is also available to employees through the Open Door Policy. Although it is generally advisable to first seek advice from the supervisor, employees may also wish to discuss the subject with an Employee Relations Representative or a Talent Acquisition Specialist within Human Resources if there is interest in an area outside of the present department.

B. HARASSMENT
Spirit Airlines is committed to providing a work environment with a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. The Company continues to take a “Zero Tolerance” stance against harassment and expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

Equal Employment Opportunity
It is the policy of the Company to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, age, national origin, disability or any other characteristic protected by law. The Company prohibits and will not tolerate any such discrimination or harassment.

Definitions of Harassment
Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person’s sex, color, race, religion, national origin, age, disability, sexual orientation or any other protected status. Harassment may occur in the workplace or in other work-related settings such as business trips, court appearance, and business-related social events.

Definitions of Sexual Harassment
Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances,
requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

(i) submission to such requests is made either explicitly or implicitly a term or condition of an individual's employment (i.e., sexual favors in exchange for benefits on the job or to avoid an adverse employment action, such as demotion, discipline, or termination);

(ii) such conduct creates an intimidating, hostile or offensive working environment and unreasonably interferes with an individual's work.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; offensive sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is offensive verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, national origin, disability or any other characteristic protected by law and that:

(i) creates an intimidating, hostile or offensive work environment;

(ii) unreasonably interferes with an individual's work; or

(iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

**Individuals and Conduct Covered**

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to the Company (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.
Retaliation is Prohibited

The Company prohibits retaliation against any individual who in good faith reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Complaint Procedure

Spirit Airlines has established a complaint procedure to allow employees an opportunity to report issues within the Company that they feel are based upon discrimination, harassment, and/or retaliation.

Reporting an Incident of Harassment, Discrimination, or Retaliation

Spirit Airlines strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Any employee, who believes he or she has been subjected to such conduct, should report the alleged incident immediately to one or more of the following:

Human Resources

Department-Supervisor and/or Department-Manager

Employees should not feel obligated to report their complaints to their immediate supervisor first before bringing the matter to the attention of one of the other Spirit Airlines designated representatives identified above. If you have reported the conduct and feel that your concerns have not been adequately addressed, please directly contact the Vice President, Human Resources.

The availability of this complaint procedure does not preclude individuals from politely, but firmly confronting whoever is doing the harassing. Prior to reporting, an employee may choose to advise the offender that his or her behavior is unwelcome and request that it be discontinued. Such discussion may stop the perceived harassment before it becomes more serious; however, it need not be done if it would make the employee feel uncomfortable or threatened.

Flight Crew Members Complaint Procedure

Spirit Airlines has established a complaint procedure specifically to allow Pilots and Flight Attendants an opportunity to report issues within the Company that they feel are based upon discrimination, harassment, and/or retaliation which may occur during duty hours, after flight duties end or while on layover.

Reporting an Incident of Harassment, Discrimination, or Retaliation "On Duty"

Spirit Airlines strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Any Pilot or Flight
Attendant who believes he or she has been subjected to such conduct while on duty, (On duty is defined as the period of time when you are being paid Per Diem, including working a flight, layovers, and training) should report the alleged incident immediately to one or more of the following:

Human Resources
VP Operations
Chief Pilot
Crew Coordinator

(Please see the General Operating Manual for telephone numbers for the above)

**Flight Attendants -**

Human Resources
Sr. Manager, Inflight
Crew Coordinator
Inflight Supervisor

**Reporting an Incident of Harassment, Discrimination, or Retaliation "Off Duty"**

Spirit Airlines strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Any Pilot or Flight Attendant who believes he or she has been subjected to such conduct while off duty, ("Off duty is defined as the period of time which you are not being paid Per Diem.") should report the alleged incident immediately to one or more of the following:

Human Resources (Employee Relations)
Department-Supervisor and/or Department-Manager

Employees should not feel obligated to report their complaints to their immediate supervisor first before bringing the matter to the attention of one of the other Spirit Airlines designated representatives identified above. If you have reported the conduct and feel that your concerns have not been adequately addressed, please directly contact the Vice President, Human Resources.

The availability of this complaint procedure does not preclude individuals from politely, but firmly confronting whoever is doing the harassing. Prior to reporting, an employee may choose to advise the offender that his or her behavior is unwelcome and request that it be discontinued. Such discussion may stop the perceived harassment before it becomes more serious; however, it need not be done if it would make the employee feel uncomfortable or threatened.
Prompt Reporting

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Spirit Airlines will make every effort to take prompt and appropriate action to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its employees. Therefore, employees should report any perceived violations of these policies before the conduct becomes severe or pervasive, and before any alleged harasser tries to make changes to their employment status (i.e., demotions, terminations, unfavorable reassignments, denials of promotions).

The Investigation

Complaints of alleged harassment, discrimination, or retaliation will be investigated in a timely manner. Depending on the circumstances, investigation of a complaint may include: a request for a written statement from the employee filing a complaint; individual interviews with the parties involved and/or, when necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge; and/or review of any relevant records, files or documentation. Spirit Airlines will give all employees impartial and fair consideration.

Confidentiality

The purpose of this provision is to protect the confidentiality of the employee who files a complaint; to encourage the reporting of any incidents of discriminatory treatment or harassment and to protect the reputation of any employee wrongly charged. Therefore, every effort will be made to ensure confidentiality throughout the investigation process to the extent consistent with adequate investigation and appropriate corrective action. Any employee who is interviewed in an investigation will be instructed to maintain the confidentiality of the investigation. Unless required by subpoena or otherwise required by law, information concerning a complaint generally will not be released by the Company to third parties or anyone within the Company who is not involved.

Resolution of Complaints

Conduct in violation of this Policy will be dealt with promptly and appropriately. Spirit Airlines will take steps to stop the conduct immediately and to prevent its recurrence, including, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as Spirit Airlines believes appropriate under the circumstances. Spirit Airlines may also reverse any adverse actions taken against the victim of any harassment if the alleged harasser is a manager or supervisor, and has attempted to discipline, demote, terminate, or deny employment opportunities to the victim as a result of the alleged harassment.

In investigations that lead to discipline/discharge, non-contract employees may choose to utilize the Company’s Open Door Policy and appeal a decision to a Human
Resources, Employee Relations. Employees subject to collective bargaining agreements may choose to utilize their grievance process.

**Responsibilities:**

**All Employees**

Do your part to ensure that your workplace will be business-like and free of bias, prejudice and harassment. Treat one another with respect, fairness, and dignity.

Employees who have experienced or observed conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.

**Managers**

Be aware of the goings on in areas that are under your responsibility. Ensure that any conduct, which is believed to be contrary to this policy, is ended immediately and brought to the attention of Human Resources, Employee Relations.

Supervisors and above have no authority to harass any employee or applicant, or to take any adverse actions, such as demotion, termination, or denial of employment opportunities against any Spirit Airlines employee resulting from unlawful harassment.

**Employee Relations**

Conduct investigations and provide resolutions in a prompt, fair and consistent manner while maintaining the highest possible degree of confidentiality.

In accordance with applicable law, the Company prohibits harassment, including harassment because of sex, race, color, national origin, ancestry, religion, physical or mental disability, veteran status, marital status, sexual orientation, citizenship, age, or any other basis protected by federal, state, or local law. The Company has a zero tolerance policy towards harassment and discrimination.

**C. PERFORMANCE GUIDELINES AND GENERAL PERSONNEL PRACTICES**

The following personnel practices and corporate policies should be carefully read, understood and followed as they are important to the fulfillment of your day-to-day responsibilities. Standards in this section are illustrative and do not cover every conceivable situation for which the Company may discipline or terminate an employee. The Company reserves the right to terminate employment at any time, for any reason, with or without notice.

Performance and corrective action may be used to address the following areas: Performance, Misconduct, Attendance/Punctuality, and other General Policies, Procedures and Practices.
D. CORRECTIVE ACTION GUIDELINES

The Corrective Action Guidelines are designed to:

- Provide a framework for assisting and encouraging employees to improve performance, conduct, and/or attendance.
- Provide a communication mechanism between employees and their supervisors during the improvement process.
- Establish a mechanism that provides fair, equitable, and nondiscriminatory treatment of employees.

While employees are on Corrective Action (Written Warning or Probation), they may not be eligible for the following:

- Promotion
- Bonus Programs
- Job Opportunities Program

Employees are encouraged to utilize the Open Door process and discuss questions or concerns with the appropriate Human Resources Representative. Employees who are placed on corrective action will have an opportunity to provide their comments and/or suggestions for improvement on any corrective action documentation that they receive. If at all possible, employees should attempt to resolve their concerns with their immediate supervisor. If this proves to be unsuccessful, employees may request a meeting with their supervisor's manager and/or an Employee Relations Representative.

The Company reserves the right to take appropriate corrective action at the discretion of its management. The goal is to present the employee with the problem and, as appropriate, to give the employee time to improve in the areas in question. The Company reserves the right to deviate from these Corrective Action Steps as circumstances and the severity of the problem warrant.

The administration of Corrective Action may or may not include:

**Verbal Warning (Step One)**

During this discussion you are informed of the problem that exists and how to correct it. You are also given an opportunity to state your ideas for improvement of the situation. For less serious and corrected problems, this warning may be removed from active consideration after one year of receiving the warning.

**Written Warning (Step Two)**

During this discussion you are informed that the problem has not been satisfactorily corrected. Correction is needed immediately. You are given the opportunity to state your
reasons as to why correction has not occurred. However, you are responsible for immediate improvement in the performance area mentioned in the Written Warning issued.

For less serious and corrected problems, this warning may be removed from active consideration after one year of receiving the warning. More serious violations may require placement on the employee's permanent record such as those pertaining to safety, harassment (including sexual harassment) or workplace violence.

Final Written Warning with/without Suspension and Extended Probation (Step Three)

During this discussion you are informed that the problem still exists and you may be suspended for a minimum of three (3) days and up to five (5) days without pay and/or placed on probation. You are told what correction must be taken and informed that if the problem is not corrected the next step is termination. You may be asked to submit in writing an improvement plan before you are allowed to return to work. This is considered a “Final” Warning or sometimes referred to as “Last Chance” Warning. Final Warnings or Last Chance Warning’s should define the performance deficiency and may address expectations that must be met for retention of position with Spirit Airlines. Any subsequent violation of any Spirit policy or procedure within the next twelve (12) months will result in termination.

For less serious and corrected problems, this warning may be removed from active consideration after one year of receiving the warning. More serious violations may require placement on the employee’s permanent record such as those pertaining to safety, harassment (including sexual harassment) or workplace violence.

Termination (Step Four)

If the problem occurs again, or any other Spirit policy or procedure is violated, termination may result.

In addition, an employee may be suspended during an investigation process prior to making a decision regarding possible termination from employment.

Performance Guidelines

This category refers to any problems relating directly to work performance. The supervisor will identify performance deficiencies and work with the employee to improve and sustain performance at the Meets Performance (MP) level where the overall requirements of the position are performed on a consistent basis. Failure to demonstrate improvement in performance may result in corrective action, up to and including termination.

Serious Infractions and/or Misconduct

In order to assure orderly operations and provide the best possible work environment, the Company expects employees to follow rules of conduct that will protect the interests
and safety of the Company and its employees. In an effort to maintain a safe and secure working environment, certain serious infractions may result in the employee being removed from his/her position pending a more extensive investigation, or an immediate termination. The following is a partial list of examples of such serious infractions.

- Disruptive conduct while on duty or while on Company property
- Insubordination or refusal to follow instructions
- Fighting or workplace violence
- Destruction or defacing of either Company property, facilities or equipment
- Unlawful harassment
- Offensive remarks or language, or offensive physical contact
- Violation of security regulations or standards
- Violation of safety regulations or standards
- Abusive conduct toward customers or conduct undermining customer confidence in Spirit Airlines including but not limited to: hanging up on or walking away from a customer or otherwise ignoring customer needs
- Solicitations while on duty, solicitation of other employees while they are on duty, or solicitation at any time in working areas of the Company.
- Loss or suspension of any license or other qualification necessary to perform assigned duties and any other act detrimental to the best interest of Spirit and/or fellow employees
- Falsification of Company-related documents
- Possession of firearms or other dangerous weapons on Company property
- Possession, sale, distribution, use of or being under the influence of drugs or other controlled substances, unless prescribed by a physician, while on duty or on Company property
- Fraudulent activities
- Consumption of, use of, or being under the influence of alcoholic beverages while on duty or on Company time or while on Company property
- Refusal to fully disclose information in the course of a Company investigation.
• Theft of Company property including removal from Spirit aircraft any products boarded as part of Spirit’s catering program (including but not limited to water, other beverages, food, and related supplies) unless the product has been paid for during the normal course of on-board sales.

If you are removed from your position pending a more extensive investigation, you’re Company Identification Badge and any Airport Badges must be turned in to your manager until you are re-instated in your position. Suspensions are unpaid. However, at the conclusion of the investigation if it is found that the suspension was not warranted, the employee is compensated for any pay that would have been earned if not suspended. Employees subject to collective bargaining agreements should consult with their contracts concerning suspensions and pay.

**Attendance and Punctuality**

Our success at Spirit Airlines depends on the talent and abilities of our employees. Our mission is to provide our customers with low fares, on-time flights, and clean new aircraft with friendly service. In order to do so, Spirit depends on our employees to come to work each and every day. To support the best possible customer service, Spirit Airlines has instituted a no-fault Attendance Control Program “ACP” for its hourly employees.

**Application of the ACP**

We understand that employees must occasionally be absent from work but we fully expect every employee to minimize their time away from their job. In order to support the business, and provide the best possible customer service, the ACP will differentiate between “Planned Absence” and “Unplanned Absence.” An unplanned absence creates a significant hardship on other employees, while undermining our ability to provide first class customer service. The employees’ supervisor will be responsible to monitor individual employees’ attendance. Management must work closely with employees who demonstrate unacceptable attendance performance. The keys to success are accurate record keeping, consistent, non-discriminatory application of the program and clear concise communication from management to the employee outlining the need for immediate and lasting improvement in their attendance.

**The Attendance Record**

An employee’s attendance record is cumulative. The record should reflect all attendance entries incurred within a rolling twelve-month period. When addressing the issue with the employee, the topic for discussion is not the legitimacy of the absence or tardy occurrence, but their overall pattern of absenteeism.

**Definition of Terms**

**Absence:** When an employee is scheduled for regular work, overtime, training, shift trades, holidays or any other assignment and is not available to work. For ANY absence an employee must notify supervisor, manager, and/or designated representative every day that he or she will be absent prior to the start of the shift.
Planned Absence: Notification is made regarding the absence four (4) hours or greater prior to the start of the employee’s shift. Should departmental guidelines require a longer notification period, they will supersede the four (4) hour general notification requirement. A planned absence will result in one (1) point being charged to the employee for the purpose of this policy and any possible step discipline.

Unplanned absence: Notification is made regarding the absence less than four (4) hours prior to the start of the employee’s shift. An unplanned absence will result in two (2) points being charged to the employee for the purpose of this policy and any possible step discipline.

No-Call/No-Show: An unreported absence whereby an employee is scheduled for regular work, overtime, training, shift trades, holidays or any other assignment and does not report this absence prior to his or her shift. As a result, any No-Call/No-Show employee will be charged with eight (8) points and will immediately placed on a Written Warning.

Tardy: A tardy is defined as not being ready to work at the start of the employee’s shift or an early leave from work. Any tardy will result in two (2) points being charged to the employee for the purpose of this policy and any possible step discipline. Additionally, an employee’s failure to clock-in on the Spirit timekeeping system will be considered a tardy and will result in two (2) points being charged to the employee for the purpose of this policy and any possible step discipline.

Absence Exclusions IF the employee follows the “Planned Absence” guidelines listed above, the following absences will be excluded from consideration and no points will be assessed: FMLA, disciplinary time off, time off due to military obligations, time off for union business (if applicable), jury duty, attendance for workers compensation-related absences, employee requested and approved (e.g. vacation day) and company-offered absences.

Progressive Discipline – Rolling 12 Months
The ACP is comprised of four (4) progressive discipline steps. Progressive step movement is based on the accumulation of points assessed based on the type of attendance infraction.

Points remain on an employee’s record for twelve (12) months.

In determining a step level for an employee, add all of the points in the employee record accumulated over the previous 12 months.

During the 6-month introductory period, all point values for any attendance infraction will be tripled. (i.e. Planned Absence 3 Points, Unplanned Absence 6 Points, No Call No Show 24 Points).
An employee must call in each consecutive day they are not able to return to work using the same “Planned Absence” and “Unplanned Absence” guidelines and assessed the appropriate points. Failure to call in each day will result in a “No Call – No Show” infraction with the corresponding points assigned. An absence of five (5) consecutive days or more in which the employee calls in a “planned absence” EACH day of the absence will result in a **maximum absence assessment of five (5) points**

The Company may require a physician’s certificate to confirm any absence.

The step that an employee is on remains in force for a rolling 12 months following issuance of discipline. An employee is not dropped down as occurrences drop off over the course of the rolling 12 months.

Spirit Airlines reserves the right to deviate from the step discipline process due to undocumented patterns of occurrences (i.e. occurrences before/after employee’s days off, before, during or after weekends, vacations or holidays as well as suspected abuse, etc.).

**Step Table**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Points</th>
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<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Step</td>
<td>Documented Verbal Warning</td>
<td>Six Points</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Step</td>
<td>Written Warning</td>
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<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Step</td>
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<td>4&lt;sup&gt;th&lt;/sup&gt; Step</td>
<td>Termination</td>
<td>Nine or more Points</td>
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**Examples**

**Example 1.** Employee A is scheduled for an 8:00a – 4:30p shift. At 3:30p, Employee A decides that he will leave for the day without his supervisor’s approval. The infraction qualifies as an “Unplanned Absence” and will result in two (2) points being charged to the employee for the purpose of this policy and any possible step discipline.

**Example 2:** Employee B receives a 2<sup>nd</sup> Step (7 points) Written Warning on January 1, 2006. On December 1, 2006, Employee B called in a “Planned Absence” which will result in one (1) point being charged to the employee for the purpose of this policy. Employee B is now on 3<sup>rd</sup> Step (8 points) Final Written Warning.

**Example 3:** Employee C receives a 2<sup>nd</sup> Step (7 points) Written Warning on January 1, 2006. On January 2, 2007, Employee B is a “No Call – No Show”. The employee will be charged with eight (8) points. Since it has been over 12 months, the January 2006
points are eliminated. The January 2007 “No Call – No Show” resulted in 8 points being assessed to the employee. The employee is now on Step 3, Final Written Warning.

**Example 4:** Employee D is a probationary employee. He called his supervisor 30 minutes before the start of his shift. His absence qualifies as an “Unplanned Absence”. As a probationary employee, all points are tripled; an unplanned absence will result in six (6) points being charged to the employee for the purpose of this policy. 6 points places the employee at the 1st Step, Documented Verbal Warning.

**Example 5:** Employee E is a probationary employee. On March 7, 2006 he called his supervisor 30 minutes before the start of his shift. His absence qualifies as an “Unplanned Absence”. As a probationary employee, all points are tripled; an unplanned absence will result in six (6) points being charged to the employee for the purpose of this policy. 6 points places the employee at the 1st Step, Documented Verbal Warning. Employee E is no longer a probationary employee. On January 1, Employee E was a “No Call – No Show”. A No-Call/No-Show employee will be charged with eight (8) points. Employee E now has a total of fourteen (14) points within a rolling 12 month period. Employee E is Terminated.

**Example 6:** Employee F is scheduled to work a shift from 8:30 am to 5:30 pm. On April 20, 2006, Employee F leaves a voicemail message on his/her supervisor’s voicemail at 11:00 pm the night before his/her shift advising he/she is sick and will be unable to report to work. The absence qualifies as a “Planned Absence.” Employee F will be charged with one (1) point. On September 05, 2006, Employee F calls his supervisor 1 & ½ hours prior to their shift starting time and advises they will not be in to work. The absence qualifies as an “Unplanned Absence” resulting in two (2) points being charged to the employee for purposes of this policy. Employee F reports to work for his/her shift 10 minutes late on January 20, 2007 and January 21, 2007, resulting in four (4) points being charged. (2 point per tardy) Employee F now has accumulated seven (7) points, which places them at the 2nd Step, Written Warning.

**Example 7:** Employee G has called in sick for three consecutive days advising his supervisor 5 hours prior to the beginning of his shift each day. This is the employee’s first time being absent. This would be three (3) points.

**Example 8:** On January 4, 2007 Employee H had an unplanned absence and was assessed two (2) points. Employee H does a shift trade with Employee J and agrees to cover Employee’s J’s shift on January 12, 2007. On January 12th, Employee H does not call in and is a no show for Employee J’s shift. Employee H is now charged with a No Call – No Show and is assessed eight (8) points. Employee H is terminated. Two (2) points already in the bank, plus the new eight (8) points for the No Call – Now Show or a total of ten (10) points.

**Example 9:** Employee K has called out eight consecutive scheduled work days as unplanned absences. (S)he called in at least 4 hours prior to the beginning of each shift. Consecutive day absences have a cap of five (5) points. Therefore, Employee
K would be assessed five (5) points for his/her eight consecutive days of planned absences. However, under FMLA requirements, Employee K should have applied for FMLA. Once FMLA has been approved by our leave management vendor, the five (5) points would be rescinded. Certain absences are protected under FMLA and are excluded from the disciplinary process. If Employee K had not complied with the FMLA process, five (5) points would have remained intact.

POINTs WILL BE ASSESSED IN ACCORDANCE WITH THIS POLICY REGARDLESS OF WHETHER EMPLOYEE HAS BEEN NOTIFIED BY MANAGEMENT OF SUCH POINT ASSESSMENT.

E. GENERAL PERSONNEL PRACTICES AND POLICIES

Standards in this section are illustrative and do not cover every conceivable situation for which the Company may discipline or terminate an employee. The Company reserves the right to terminate employment at any time, for any reason, with or without notice.

- During your work shift record your time, if required, in the prescribed manner. Recording time for other co-workers is prohibited. You are required to report for work regularly and on time. During working hours you are expected to remain in your work area unless otherwise authorized.

- If you cannot report for work as scheduled, report your absence as far in advance as possible in accordance with the manner prescribed by the Attendance Control Program and your department.

- Maintain presentable appearance at all times while on duty or when in uniform and wear clothing appropriate to your duties. Attention to good grooming and neatness is mandatory.

- Throughout your employment conduct yourself in a manner that reflects common sense, integrity, responsibility, efficiency, and good judgment. Abide by all Company, state and federal regulations, wear required personal safety equipment, comply with safety regulations and procedures, and observe all smoking regulations. You are expected to only occupy the work areas related to your position and only during scheduled shift. You are expected to use only machines or equipment to which you are assigned or are authorized to operate. Intentional disregard or violation of Company security requirements constitutes grounds for immediate termination.

- Should personal injury or an accident involving an employee, passenger or anyone doing business with Spirit occur, or should Spirit property or property entrusted to Spirit be damaged, contact your supervisor immediately.
• Bringing children to a place of work or elsewhere on Company premises during working hours when such accompaniment might interfere with your own duties and responsibilities or those of co-workers is inappropriate.

• Engaging in work for another party that is detrimental to the Company’s interest or where such work is competitive or in conflict with the Company’s interest is prohibited.

• Distribution of Non-Company printed material or solicitations of any kind (including collecting funds) during the working time of the employee engaged in solicitation or distribution, or during the working time of the employee to whom such activity is directed and/or in work areas is not permitted.

• Perform no act, which is detrimental to the welfare of or reflects unfavorable on management, the Company or its employees. This includes that you avoid bringing discredit upon the Company for example by paying just debts, avoiding garnishment proceedings and that you not participate in the stealing of Company or personal property. Unauthorized possession, removal or use of Company property, property entrusted to the Company, property of fellow employees; misrepresentation in obtaining employee benefits or privileges; any threat, attempt or act of intentional damage to Company aircraft, equipment or facilities; or criminal offense, whether committed on or off duty are grounds for termination and, where the facts warrant, prosecution to the fullest extent of the law.

• Any employee convicted of a felony or misdemeanor alcohol/drug related crime must report their conviction to the Director of Security and the Manager of Background Compliance within twenty-four (24) hours of conviction. Any employee who witnesses an actual or suspected criminal act while on duty or on Company property must promptly report their observation to any available Company supervisor or manager immediately or contact the on-call security representative, or the Alcohol Misuse Prevention Program Manager.

Inappropriate Conduct

There are various behaviors, which Spirit prohibits, that may result in performance counseling up to and including immediate termination.

This list is illustrative and not all-inclusive.

• Loafing, sleeping on the job, or restriction of output.

• Violence, fighting, horseplay, threatening or interfering with other employees at any time on Company premises.

• Extended lunches, extended or excessive breaks.
• Any negligent action that may result in injury to yourself or others, or damage to Company property or property of others that is entrusted to the Company or property of fellow employees.

• Gambling on Company premises.

• Dishonesty, misrepresentation of facts or falsification of records (including employment applications).

• Refusing or failing to follow instructions or perform designated work.

• Careless or inefficient performance of duties including failure to maintain proper standards of workmanship or productivity. Improper use of Company benefits, including interline/travel privileges or misconduct while flying on Spirit or any other airline while using travel privileges.

• Possession of firearms or weapons on Company property or premises.

• Possession, dispensing, being under the influence of, consuming (except as specifically authorized) of any intoxicants on Company premises at any time, or drinking intoxicants in public while wearing Company uniform or clothing with Company identification.

• Possessing, dispensing, or using a narcotic, barbiturate, mood-altering, tranquilizing or hallucinogenic drug, either on duty or off duty, except in accordance with medical authorization.

• Unauthorized disclosure, removal or alteration of property/restricted information. Unauthorized publication of material in which a connection with Spirit Airlines is expressed or implied.

• Unauthorized entry into Company restricted files or providing copies of any Company data to any unauthorized individual.

• Excessive personal use of Company telephones or use of Company phones for personal long-distance calls.

• Providing Telephone Access Codes to unauthorized individuals or the unauthorized use of another employee’s Telephone or Reservations Sign-In Access Code.

• Unauthorized access into the Company’s computer systems and data or using Company’s computer for personal use such as running of personal business.
Unauthorized access includes for example:

- Entry into software not specifically designated for your use. All non-Company related Internet usage except when approved during breaks
- Accessing or downloading inappropriate material with a Company computer including but not limited to pornography/nudity, music, and eBay
- Access into the Company’s computer system from localities not within your work area with the exception of those approved to do so.
- Access into the Company’s computer system from equipment not installed by the Company
- Copying software or data files from or to the Company’s computer system
- Unauthorized deletion or modification of software or data files located within the Company’s computer system
- Providing system access, including, but not limited to system passwords for the Company’s computer system to any individuals
- Providing any individual with any Company software or data file on any media whatsoever

Violations of any of the above, depending on the circumstances, may result in performance counseling up to and including immediate termination. If you are a covered employee as defined by the FAA, you may also be subject to DOT/FAA consequences. If you have any questions regarding these items, please talk to your supervisor.

The Company expects all employees to abide by the rules embodied in its various policies and Code of Business Ethics and Conduct. Violation of any Company policy can result in corrective action, up to and including termination.

F. FRAUD AND PROPERTY DAMAGE

As a standard of behavior for all employees, the highest levels of honesty and integrity are expected in all Company operations. Dealing with customers, employees, and the general public will be conducted with the highest professional and personal ethical standards.

Employees having any knowledge of facts, indications, or suspicions of fraud involving Company property or operations or willful property damage are required to report this information to their immediate supervisor. If the supervisor is involved in the activities, the supervisor’s manager or Human Resources should be informed.
For the purposes of this policy, Fraud includes, but is not limited to:

- Theft, embezzlement, or unauthorized removal of Company property.
- Intentional falsification of, alteration, destruction, or substitution of Company records, documents, timekeeping system, or computer data.
- Unauthorized use of Company policies, logos, or proprietary information.
- Revenue diversion or underreporting.
- Any other illegal activities which affect the Company.
- Willful Property Damage covers property of the Company, another employee, or a guest of the Company.

All reported allegations of Fraud or Willful Property Damage will be promptly and thoroughly investigated. Employees are required to cooperate in all investigations.

The Company will terminate the employment of any employee involved in Fraud or the Willful Destruction of Property. In addition, the Company will report all instances of fraud or property destruction to the appropriate authorities and will cooperate with law enforcement officials in their criminal investigation and prosecution. The Company will also pursue civil recoveries against any individuals or organizations for losses sustained by the Company.

G. GIFTS AND GRATUITIES

Accepting gifts and gratuities from passengers and other employees is prohibited. When dealing with vendors, or other person seeking a business relationship with the company, gifts having an intrinsic value greater than $25 (twenty-five) dollars cannot be accepted. Management and supervisors are prohibited from accepting gifts from employees reporting them in return for assisting them in their normal work activities.

H. CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT

In general, the Company does not seek to interfere with employees' off-duty activities. However, the Company will not tolerate off-duty conduct that negatively impacts the Company, either in terms of an employee's individual work performance or the business interests of the Company, including its reputation. Also, the Company prohibits outside employment (including self-employment) that conflicts with employment at the Company, impacts the employee's work performance or schedule, and/or affects the business interests of the Company. Employees must contact and receive written approval from their Supervisor and the Vice President of Human Resources prior to engaging in any outside employment, if there is concern that the outside employment conflicts with the Company (i.e., employment in a related industry, with a competitor, etc.).
Employees of the Company must disclose any possible, actual, perceived, or potential conflicts so that the Company may assess and prevent potential conflicts of interests. Failure to provide this information may result in corrective action, up to and including termination.

If employees have any questions whether an action or proposed course of conduct would create a conflict of interest, they should immediately contact their Human Resources Representative for advice.

Conflicting Activities

In general, unless otherwise prohibited by law, outside work activities are not allowed when they:

- involve working for a competitor
- prevent an employee from fully performing work for which he/she is employed at the Company, including overtime assignments
- involve organizations that are doing or seeking to do business with the Company, including actual or potential vendors, suppliers, or customers, or
- violate provisions of law or of the Company's policies or rules.

I. WORK PRODUCT OWNERSHIP

The Company retains legal ownership of the work product of all employees, temporary workers, and independent contractors.

Work product includes:

- written and electronic documents
- email ownership or other electronic files stored on company network
- audio and video recordings, system code, and
- any concepts, ideas or other intellectual property developed for the Company, regardless of whether the intellectual property is actually used by the Company.
- No work product created while employees are employed by the Company can be claimed, construed or presented as the employee's property, even after his/her employment with the Company is terminated or the relevant project completed.

If appropriate, the Company:

- may take legal action against anyone violating this policy, and
• will seek repayment of all legal fees and costs.

**J. DRUGS AND ALCOHOL (SUBSTANCE ABUSE)**

The Company recognizes that substance abuse in the workplace is a serious and complex problem. Drug and alcohol abuse affects the health, safety and well being of the employee, family members and co-workers.

The Company strives to provide employees with a safe and productive working environment and to operate in a stable, efficient and cost effective manner. Drug and alcohol abuse takes an unacceptable toll in the workplace in terms of accidents, absenteeism, poor product quality and increased health care and workers' compensation claims. Employees' who positions are Safety-Sensitive and fall under the Department of Transportation (DOT) Drug and Alcohol Programs as required under 49 CFR Part 121 Appendix I and Appendix J (Flight Crewmember, Flight Attendants, Flight Instruction, Aircraft Dispatch, Aircraft Maintenance/Preventative Maintenance Duties, Ground Security Coordinator, Aviation Screening, and Air Traffic Control) are required to be familiar with all rules and regulations of the Spirit Anti-Drug and Alcohol Program. The Spirit Anti-Drug & Alcohol Program can be found in its entirety at the end of this handbook.

The Company prohibits the use, possession, transportation, promotion, distribution, purchase or sale of illegal or controlled substances or drug paraphernalia or illegal use of legal substances in the work place or while on Company business (“Illegal drugs”). This includes prescribed and over-the-counter drugs not being used for their intended or authorized purpose. Such activities are considered a criminal offense and will not be tolerated by the Company and will result in corrective action, up to and including termination from employment.

Reporting to work under the influence of illegal drugs and/or alcohol, possessing or consuming illegal drugs and/or alcoholic beverages during work hours or while on Company premises is prohibited and may result in corrective action, up to and including termination from employment.

Employees may be subject to immediate termination whether or not the violation occurs on Company premises or during business hours. Employees must, as a condition of employment, report any conviction under a criminal drug statute for violations occurring on or off Company premises during their employment by the Company. A report of a conviction must be made within five (5) days after the conviction.

**Confidentiality**

Any and all investigation, screening, diagnosis and/or treatment and any documents concerning this will be kept confidential and will not be included in the personnel file.

**Reasonable Suspicion Drug & Alcohol Testing**

An employee, whose performance or behavior causes a supervisor or manager to suspect that the employee is abusing alcohol, using illegal drugs, or misusing
prescription drugs may be required to submit to a drug or alcohol test. No employee will be asked to submit to such tests unless specific authorization has been granted by the Vice President of Human Resources and the Drug & Alcohol Program Manager. Any employee involved in an accident in the workplace or on Company business may be subject to post accident drug and alcohol testing. An employee’s failure to cooperate fully in an investigation of suspected violations may result in termination of employment.

The Company maintains an Employee Assistance Program (EAP) which provides help to employees and family members who suffer from substance abuse and other personal problems. Employees are encouraged to voluntarily seek help from the EAP by referring themselves to the EAP before such problems adversely affect job performance or lead to corrective action. The Company will treat all referrals to the EAP with respect for individual confidentiality, but consistent with safety and security issues, which may override those interests.

It will be up to the discretion of the Company whether an individual should be referred to the EAP program and the nature of the corrective action to be taken. Any employee who fails to complete a drug rehabilitation, counseling or similar program will be immediately terminated without further notice.

Safety Sensitive Employees
Safety-Sensitive employees as listed above are subject to Department of Transportation and Federal Aviation Administration programs as required under 49 CFR Part 121 Appendix I & J. All requirements safety-sensitive employees’ must adhere to can be found in the Spirit Anti-Drug and Alcohol Program located at the end of this handbook.

K. INTERNAL/EXTERNAL CUSTOMER RELATIONS
The Company’s success depends on satisfying our customers. Employees of the Company are expected to treat customers courteously and with the utmost respect at all times. Employees must attend to our customers’ questions and requests promptly and professionally. If assistance is needed, a supervisor or another employee who can assist should be contacted.

L. CONFIDENTIALITY
It is the policy of Spirit Airlines, Inc. to ensure that the operations, activities, and affairs of Spirit Airlines, Inc. and our customers and suppliers are kept confidential to the greatest possible extent. If, during your employment, you acquire confidential or proprietary information which may include, but is not limited to marketing strategies, customer lists, pricing policies, procedurals policies, system’s procedures, an issue requiring information or investigation of fraud, payments to vendors, salary, bonus or other monetary related information, such information must be kept confidential. Information related to personnel and salary, finances, business plans, securities transactions, fares, routes and customer satisfaction is confidential Such information is to be handled in strict confidence and not to be discussed with outsiders, whether verbally or in writing, unless you have obtained the prior written authorization from the
President of Spirit Airlines, Inc. You are also responsible for the internal security of such information and shall not share such information with your Spirit colleagues if the information is not required for the execution of their duties. These rules remain in effect subsequent to the termination of your employment with Spirit Airlines, Inc. Any employee found to be violating this policy will be subject to disciplinary action, up to and including termination, and may also be subject to civil and/or criminal penalties for violations of, among other things, applicable securities laws.

From time to time, employees of the Company may be involved in creating software or other intellectual property for the Company, which is also important for the Company to protect. Employees agree that all materials, information, plans, and other works of authorship created or developed during the course of employment by the Company and on behalf of the Company or its subsidiaries will be owned solely and exclusively by the Company and constitute works made for hire. In this regard, employees also assign to the Company all worldwide rights, including all copyrights, patent rights, trade secrets, confidential and proprietary information rights, moral rights, and other property rights.

If for any reason employment with the Company terminates, or otherwise upon the Company’s request, employees agree to return immediately to the Company all documents, property, software, materials, information and other records of the Company or its affiliates, and all copies thereof, within the employees’ possession, custody or control, including but not limited to any materials containing trade secrets or confidential information of the Company or its affiliates.

M. EMPLOYEE DRESS & PERSONAL APPEARANCE

Spirit Airlines is a great place to work. The workplace needs to contribute to a high energy and highly productive environment. To support that effort employees and managers need to work together to determine what dress code is appropriate for their work unit. Factors to consider will be client and vendor visits, work schedules, or the time of year. Your manager will always have the final say in determining what is appropriate for your department, or for a particular day or event.

The following guidelines should be considered.

- Clothing and footwear should be appropriate for a corporate office work setting. Employees are expected to dress in a tasteful, non provocative manner.

- Safety should always be considered, particularly with footwear. Be sure your footwear protects your feet.

Dress Code – Non-Headquarters Employees

Customer facing and maintenance employees have a dress code as determined by their department.
N. MEDIA INQUIRES

Inquiries from the media or other special parties should be referred to the Marketing Department. Employees are not permitted to speak to the media without Company authorization.

O. POLICIES AGAINST WORKPLACE VIOLENCE

It is the Company’s policy to promote a safe, productive work environment for all employees. The purpose of this policy is prevention. The sooner we know about any situation that concerns an employee, in any way, the sooner we can take appropriate action. If in doubt, the call should be made. We will help employees evaluate whether their concerns fall under this policy. If an investigation confirms that a threat of a violent act or violence itself has occurred, the Company will take swift and appropriate action to reduce the risk of violence in the workplace and will attempt to maintain employee safety.

The Company is committed to working with its employees, authorized visitors, or anyone on Company property to maintain a work environment free from violence, threats of violence, harassment, intimidation, and any other disruptive behavior. Employees shall adhere to this policy, like all policies. If any employee is being threatened and/or his/her personal safety is in jeopardy (whether the threat occurs inside or outside the workplace), he/she should immediately contact his/her supervisor, Security, and/or Human Resources. Although the Company does not wish to interfere with employees’ personal lives, conduct outside of the workplace can impact the work environment. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation or discipline as a result of reporting a threat in good faith under this policy. This policy is not intended as a substitute for or to discourage employees from reporting incidents of violence to the appropriate law enforcement authorities.

Definitions

Violence in the workplace includes, but is not limited to: verbal or physical threats, threatening language, or any other acts of aggression or violence made toward or by an employee. It may include physical harm or damage to property. It may also include all of the above definitions that occur outside of the workplace, but which may impact the work environment at the Company. Employees are urged not to engage in any physical confrontation with a violent or potentially violent individual. Potentially dangerous situations or inappropriate behavior may also include:

- stalking;
- actual physical violence or irresponsible, irrational, intimidating, aggressive, or otherwise inappropriate behavior directed toward fellow employees, vendors or customers;
- making verbal threats;
- harassment.
Zero Tolerance

The Company has a policy of zero tolerance for all aspects of violence. Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated. Such behavior can include, but is not limited to: talk of violence or joking, oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. All reports of possible violation of this policy will be taken seriously. Individuals who commit such acts may be removed from the premises and may be subject to corrective action, up to and including termination, criminal penalties, or both.

Weapons Prohibition

The Company does not permit employees to have weapons of any kind in Company buildings, vehicles or property, or on the job, with the exception of authorized guards or other persons specifically instructed to carry weapons. Weapons include, but are not limited to: guns, knives, explosives, mace, pepper spray and other items with the potential to inflict harm. Even though employees may have obtained legal permits to carry weapons, they are not permitted to carry them on the job or on Company property. If an employee is aware of any weapons in the workplace, this should be reported promptly to his/her supervisor or to Human Resources.

Reporting Violence in the Workplace

It is the responsibility of all Company employees to maintain a safe working environment. Violent, threatening, harassing, intimidating, or other disruptive behavior should not be ignored. Every employee is in a position to know what is happening with those around him or her. Employees can help by reporting what is seen in the workplace that may indicate that a co-worker may be in trouble. If an employee observes or experiences violence in the workplace or any potentially dangerous situation, as described in this policy, by anyone on Company premises, whether he or she is a Company employee or not, it should be reported immediately to the Supervisor, Security, and/or Human Resources. PLEASE NOTE: Threats or assaults that require immediate attention by police should be reported by calling the police at 911.

Reporting Procedure

1  **Complaints:** All employees, including managers and supervisors, shall be responsible for reporting incidents of violence in the workplace or any potentially dangerous situation to their manager or to Human Resources and where appropriate to law enforcement authorities. All managers have the responsibility of promptly reporting suspected violations of this policy to a representative from Human Resources.

2  **Investigation:** Upon notification of a complaint, the Company shall immediately make a risk assessment concerning the allegations of violence in the workplace or any potentially dangerous situation. Based upon that assessment, the Company will proceed to promptly investigate the complaint and determine an
appropriate response. The investigation shall include, but is not limited to the following steps:

The investigator will conduct an interview with the employee registering the complaint. The intent of the interview will be to develop a complete account of the complaint.

To the extent practicable, the investigator will interview all other individuals who have knowledge or may have had knowledge of the possible violation of this policy, including the person who allegedly has violated the Violence in Workplace Policy. All employees, including managers and supervisors, shall cooperate with Human Resources in the course of an investigation under this policy.

To the extent practicable, the investigating party will review any other relevant information or evidence and/or interview any other relevant witnesses.

As part of a workplace violence complaint investigation, the Company reserves the right to enter and inspect employee work areas, including, but not limited to: desks, storage areas, computers and computer storage disks, with or without notice. Additionally, the telephone, facsimile, copier, and mail systems (including electronic mail) are intended for business use. Personal business should not be conducted through these systems. Under conditions approved by management, communications by telephone, facsimile, copier, and mail systems may be monitored, and voice mail messages retrieved, in the process of monitoring customer service. Any private conversations overheard during such monitoring, or private messages retrieved, that constitute threats against other individuals can and will be used as the basis for corrective action, up to and including termination of employment, criminal penalties, or both.

Corrective Action: If it is determined after an investigation that an employee has violated this policy, the employee may be subject to corrective action, up to and including termination of employment, criminal penalties, or both.

Confidentiality and Protection from Retaliation

Consistent with the necessity of prevention and investigation of violence in the workplace, personal information obtained in the course of an investigation under this policy shall be considered confidential. Information obtained regarding workplace violence is not subject to public disclosure except as otherwise provided by law. Retaliation against a person for having made a good faith complaint or report of violence in the workplace, or for participating in or aiding in an investigation of violence in the workplace under this policy is prohibited. Any person who believes that he or she has been subject to such retaliation should bring it to the attention of Employee Relations/Human Resources.

Nothing in this policy is intended to, nor shall be construed to create any contractual or related rights or expectations.
Employee Assistance Program

The Company provides an Employee Assistance Program (EAP) that is described in more detail in the Benefits Section of this Handbook. Employees are encouraged to use the confidential services of the EAP whenever they feel the need for guidance in coping with life's difficulties.

P. POLICY REGARDING VIOLENT CRIME

Policy

The Company recognizes the unfortunate reality that violent crimes do occur in the workplace. The potential for the commission of a violent crime in the workplace may threaten the safety of employees as well as customers. Therefore, due to the Company's concern for the safety of its employees and customers, it is the Company's policy to provide guidelines to employees about the signs of potential violence and steps to take to prevent violence.

Guidelines for Protecting Team member and Customer Safety

Prevention is the threshold measure to protect employee and customer safety. Accordingly, employees should make a conscious effort to observe their surroundings and report any suspicious persons or activities to the police.

In the unfortunate event of a holdup or robbery, an employee should obey all orders issued by the perpetrator. Failure to follow the perpetrator's orders jeopardizes his/her safety as well as the safety of customers and other employees. Therefore, the employee should stay calm, move slowly, and cooperate with the perpetrator. He/she should not argue, fight, display a weapon, or offer any other form of resistance. To the extent possible, employees should attempt to concentrate on the perpetrator's physical features, dress, voice, automobile, etc. in hope of later identification.

Once the incident is over, an employee should remain where he/she is and not attempt to follow or catch the perpetrator. Once he/she is certain that the perpetrator has left the immediate area, he/she should quickly secure the area and call the police. While waiting for the police to arrive, he/she should avoid touching anything or disturbing the area. If possible, everything that can be remembered about the incident and the perpetrator should be written down. Employees are expected to cooperate fully with the enforcement authorities after the occurrence of an incident.

Q. THREAT PROCEDURES

Due to the nature of our business, employees may be subject to threats during the course of their work. The following are guidelines to follow in the event an employee receives a threat from a Passenger, co-worker, etc. and it is essential that this procedure is followed regardless of the nature of the threat (i.e., telephonic, e-mail, face-to-face, etc.). These guidelines should also be followed if an employee is made aware of any threat in general, i.e., a threat against an employee's supervisor, the employer as a whole, etc.
• Any threat received by an employee should be immediately reported to the appropriate manager.

• Reporting manager is responsible for immediately notifying their Human Resources Representative and Corporate Security on the facts of the matter.

• All threats that are deemed credible and a direct threat on someone’s safety are to be immediately reported by the manager to the appropriate law enforcement agency of where the threat was actually received (please note that for field-based employees that report to a manager in a different state/jurisdiction, the employee should contact his/her local law enforcement agency directly after consulting with Human Resources and Corporate Security).

• Police report number and agency name should be retrieved by the reporting manager and forwarded to Human Resources and Corporate Security.

• Building management of the facility involved should be immediately notified by the reporting manager regarding the threat situation and the name of the law enforcement agency that was contacted.

• Corporate Security will investigate the situation and determine with Human Resources if any other action needs to be taken to ensure the safety of any Spirit employee(s).

• Corporate Security and Human Resources will notify the appropriate Spirit executive management if it becomes necessary.

• Corporate Security will document the threat case and will follow-up with the law enforcement agency if it becomes warranted.
COMPANY PROPERTY AND FACILITIES

A. USE OF COMPANY AND PERSONAL PROPERTY

Employees are given access to or furnished property and equipment belonging to the Company. Some examples of company property include but are not limited to procedure manuals, cell phones, blackberry email devices, pagers, dictating equipment, calculators, fax machines, personal computers and software or other automated equipment and programs, as well as identification and/or security badges. This also includes Company information, such as automated or manual business records and security access codes. The Company also owns any application systems and data developed during the course of business or while using Company resources.

It is expected that employees will preserve the Company property which is in their possession and control or to which they have access and only use it for Company business. Any company property that is in an employee’s possession and control must be returned when he/she terminates, when the property is no longer needed, or when the Company requests its return.

An employee’s removal of Company property from the company premises including but not limited to offices, aircraft, hangar, or other company facilities or equipment, must have the written approval of the department manager. This approval should include a description and the serial number of the items where appropriate.

The Company reserves the right to examine packages or other items brought onto or leaving company premises and/or reserves the right to check employees’ desks, lockers, or any other company provided property at any time for general security purposes and or compliance with company policy.

Employees are expected to be responsible for the control of any personal property that is brought to the office. Spirit reserves the right to inspect personal property when appropriate for general security purposes and/or compliance with company policy.

The Company is not responsible for loss or theft of personal property. Unusual circumstances regarding missing personal property should be reported to Security, in locations where Security is available, and/or Human Resources.

B. USE OF TECHNOLOGY

E-mail Policy

The Company provides its employees with systems to send and receive electronic mail (e-mail, blackberry email devices) so that they can work more productively.

The Company's e-mail system is Company property and a valuable business asset. The messages sent and received on the e-mail system, like memos, purchase orders, letters, or other documents created by employees in the course of their workday, are the
property of the Company. This policy states the appropriate use of e-mail including the
Company's rights to access messages on the e-mail system.

**Appropriate Use of E-Mail**

Employees are given access to e-mail for business purposes only. The e-mail system is
not to be used for personal business.

We authorize the use of all features (return receipt, stationery, blind carbon copy, mood
stamps, and urgent delivery) but urge employees to make judicious use of features that
increase mail traffic (e.g., return receipts), take priority in mail queues (urgent delivery),
or require significant storage.

**Expectation of Privacy**

The Company e-mail system is Company property and a business tool. Therefore,
employees should have no expectation of privacy with respect to messages or files
sent, received or stored on the Company's e-mail system. Since e-mail is Company
property and a business tool, Company representatives have the authority to access
whatever is in the e-mail system at any time.

**Passwords**

Passwords are to be kept confidential and never disclosed. At times, a Company
technician may ask for a password to perform needed system corrections. If this is the
case, the support technician should be verified by the employee and the password
changed when the system corrections are complete. Passwords should not be given
out over the phone, included in e-mail messages, or posted and kept within public view.

**E-mail Content Filters**

The Company has implemented a two-step approach to stop unwanted and malicious e-
-mails from being delivered to employee in boxes.

- The Company will block file attachments that have traditionally housed viruses,
  worms and other executables that potentially wreak havoc on Company
  computer systems. Affected e-mails will still be received, but the attachment will
  be replaced with a message that the file was quarantined.

- The Company will block incoming Internet e-mails that contain words considered
  indecent or those that have traditionally been used in fraudulent e-mails. Company
  employees should be aware that legitimate incoming e-mail that
  contains improper language will also not be delivered to the recipient.

**Prohibited Activities**

The Company's e-mail system may not be used for:

- Engaging in illegal, fraudulent, or malicious activities;
• Engaging in activities on behalf of organizations with no professional or business affiliation with the Company;

• Sending or storing offensive, obscene, or defamatory material;

• Annoying or harassing other individuals;

• Using another individual's account or identity;

• Attempting to test, circumvent, or defeat security or auditing systems, without prior authorization;

• Permitting any unauthorized individual to access the Company's e-mail system, or

• Distributing or storing chain letters, jokes, solicitations or offers to buy or sell goods, or other non-business material of a trivial or frivolous nature.

• Any other non-business purpose

Any incidences of the above prohibited activities may result in corrective action, up to and including termination.

Confidential Information

All employees are expected and required to protect the Company's trade secrets and other confidential information. Employees should not use Internet e-mail to transmit the Company's trade secrets or other confidential information without management approval and unless encryption software is utilized. Even though the Company endeavors to maintain the security and reliability of our e-mail system, the possibility exists that unauthorized parties may break into the e-mail system.

Employees are prohibited from using the e-mail system to copy or distribute copyrighted material such as software, database files, or documentation unless approved by the copyright owner.

Storage Policy

The Company discourages the storage of a large number of e-mail messages. Retention of messages takes up a large amount of space on the e-mail server and can slow down system performance. In addition, because e-mail messages can contain the Company's confidential information, it is desirable to limit the number, distribution, and availability of such messages. As the mail file reaches maximum size the employee will receive an e-mail notification. The individual must monitor his/her mail file. Generally, if a message does not require a specific action or response, it should be deleted after it is read. Employees should review messages stored in their database at least weekly and delete those that are not needed.
E-mail Policy Violators

Employees violating the Company's e-mail policy may be disciplined and possibly terminated. Employees using the e-mail system for non-business, defamatory, illegal, or fraudulent purposes or employees who break into unauthorized areas of the Company's computer system may also be subject to civil liability and criminal prosecution.

Software Policy

As a matter of Company policy, it is our intent to adhere to the requirements of our software license agreements and to avoid any conduct by our employees that could be perceived as noncompliance with such agreements. Software copyright and licensing violations can put our Company at risk. Compliance with software license agreements usually prohibits, for example: sharing or making extra copies of software diskettes or manuals or concurrently using or installing software (whether the same or different versions) where it is not expressly allowed.

Employees are responsible for and must have proof of ownership for all software that resides on their Company personal computers. Proof of ownership can be shown by having one or more of the following: the original software diskettes, the purchase order with the vendor invoice and/or be on the list of Company supported software. When accepting PC software or PC hardware containing software for use, employees must confirm that they are receiving proof of ownership with the software or hardware.

User IDs and Passwords

A user's computer password is one of the most important security features of a computer system. The best planned security measures can be circumvented if passwords are not managed effectively. No employee should use another employee's UserID or password or allow his or her UserID or password to be used by anyone else without approval from Human Resources and IT Security. Violators of this policy will be subject to corrective action, up to and including termination.

Use of Company Computer Resources Policy

The Company's large investment in computer hardware, software, and data, including Internet access, electronic mail and voice mail, fax machines, and telephones exists solely for business purposes. Many employees are given access to these products/resources, and it is expected that they will use these corporate resources exclusively for corporate communications and to develop, implement, and operate computer programs and systems that provide services to our customers, producers, and functional users. Internet access, electronic mail and voice mail are not personal, private, or confidential communications channels and are to be used for business purposes. It is the Company's policy to monitor employees' use of Company Resources to insure these communication channels are being used appropriately. While circumstances may necessitate the use of Company Resources for personal needs, employees are expected to use proper judgment when doing so since these resources are intended for business-related usage.
Unauthorized use or misuse of these corporate resources for non-business activities is not permitted. Misuse of these resources includes, but is not limited to, the use of computers or terminals to develop or maintain non-business related information; unauthorized access or use of data; using any computer resources for the purpose of game playing; unauthorized removal of resources from Company premises; permitting the use of resources by unauthorized persons; and failure to scan software for viruses before use. The transmittal of jokes, chain letters, and personal use of Internet access is prohibited, as is any excessive, unauthorized personal use of any Company Resource.

Personal computer viruses are contagious and expensive. One virus infection can quickly infect all Company computer equipment. To protect the Company's hardware, software, and data, all personal computer systems must be checked for viruses on a daily basis. Any software or data, whether from outside or inside the Company, must be scanned with approved virus protection software before loading into a personal computer for the first time or after being used on another personal computer.

Access to or downloading from the Internet, other data networks or electronic bulletin boards through the use of Company resources must have prior approval from the supervisor or manager. Unless approved by the supervisor, use of public domain or free software, employee-owned software or accessing of any bulletin boards, including inquiries and downloading of files, is strictly prohibited.

Original diskettes and authorized copies of software and data must be kept in a secure location, especially during non-working hours. To ensure the integrity and availability of data, an employee must control access to his/her personal computer by using the appropriate hardware and software locking devices. Standard Company PC wallpaper and screensaver blank screen configurations must be used on all Company equipment.

All violations of this policy should be promptly reported to the employee’s supervisor, Human Resources, and/or IT Security. Violations of this policy will be reviewed for appropriate corrective action depending on the severity, frequency, and/or impact of the violation. Violations may result in corrective action, up to and including termination of employment and/or criminal prosecution. Misconduct related to possessing, viewing, accessing, or distributing pornographic material will be grounds for immediate termination.

Managers and supervisors of the Company are required to report all policy violations brought to their attention to Human Resources and/or IT Security, discuss appropriate corrective action with the appropriate departmental officer and Human Resources, and support any employee who, in good faith, reports any policy violation.

Employees are required to report all policy violations that they have knowledge or suspicion of to their supervisor, manager, and/or Human Resources. All employees must be aware that the Company expects its employees to conduct themselves professionally and violations of the Company Resources Policy will result in corrective action, up to and including termination of employment and/or criminal prosecution.
Wireless Communication Devices

Wireless communication devices consist of cell phones, blackberry email devices and pagers. In general, wireless communication devices are provided to certain Spirit employees that have the need to communicate while away from a landline telephone. Should a position no longer require the need to communicate from a wireless communication device, the employee may be asked to surrender the device.

The wireless communication device provided to employees is the property of the Company. The device must be surrendered at any time with or without prior notice. Devices and/or carriers may be changed to reflect the best technological advancements and/or pricing available to the Company.

Usage

Company provided wireless communication devices should be used for company business. Consistent with company telephone and computer usage polices, they should not be used for personal business. Call records may be audited at any time by management. Wireless numbers should not be distributed to external contacts unless required to conduct business with outside vendors. The number should be not be distributed carelessly.

Hardware

All wireless communication devices are the sole property of the Company. Requests for upgraded devices will not be processed. Consistent devices are used throughout the company. Wireless communication devices with cameras and/or video cameras will not be allowed on the corporate-liable account due to the liabilities associated with such devices.

Any device that is damaged will need to be replaced at a cost to either the employee or the department for which the employee works. This approval shall be made by the Vice President of that department, as the cost will be charged to that department.

Telephone Numbers

All wireless numbers are the property of the wireless carrier and are leased to Spirit exclusively. The number is not the property of the employee. Should an employee leave the company, the number that was issued to the employee shall remain with the employee’s previous position. That particular device will be delivered to the covering employee. Under no circumstance shall the number be converted to the employee’s personally liable account. There shall be no exceptions to this policy.

All numbers are tied to the position an employee fills; it is not tied to a particular person. Should an employee leave the company or a position, the number associated with that position will remain in that position, as will the device. Should an employee receive a promotion, the employee will deliver the device to the new person filling their previous position. If the employee is moving to a new, unfilled position, the employee will be issued a new number and will receive a new device.
Personal Telephone Expense

All wireless communication devices paid for by the Company will be corporate liable devices/lines/accounts, with the exception of certain corporate officers. Employees may not attach wireless bills on an expense report for reimbursement. If an employee chooses to retain their own personal account, it may not be expensed for reimbursement and all expenditures will be the sole responsibility of the employee. Personal cell numbers will not be converted into corporate liable accounts.

Telephone Safety

All wireless devices should only be used when it is safe to do so and in compliance with any local laws. Cell phones and blackberry devices must not be used while driving or operating any machinery.

C. USE OF STATIONERY & MAIL SERVICES

All engraved or printed Company stationery, envelopes, and other work materials are for Company business only. These materials may not be used for personal correspondence or non-business matters. When signing business letters on Company letterhead, the employee's name and title or position must be used.

Employees are requested not to send or receive personal mail using the Company's mail services. Employees will be required to reimburse the cost of postage for non-business-related materials that they send through the Company's mail services.

D. EMPLOYEE PROPERTY

Employees should not bring valuables to work. If he/she decides to do so, all valuables should be kept in a secure location. The Company assumes no responsibility for the loss, theft, or damage of employees' personal property unless the loss or damage clearly occurred through the negligence of the Company.

E. VISITORS/CHILDREN IN THE WORKPLACE

All visitors must register at the Security Desk (in appropriate locations) and wear the Visitor's Identification badge provided. Visitors must be accompanied by an employee at all times. Care must be taken that visits are brief and do not interfere with confidentiality or employees' ability to perform their work assignments. (Company employees from other Company locations are not considered visitors).

Visits from children during business hours should be limited. Visits to an employee's workspace after hours should be for unexpected situations, for brief time periods, and for a specific purpose. Extra care should be taken to ensure the child's safety.

While visitors are not subject to the same Dress Code as employees, employees are responsible for ensuring that their guests use proper judgment and are appropriately attired for the workplace due to the frequent presence of customers.
F. SECURITY
Employees are expected to comply with security instructions, as well as other regulations established for the protection and security of employees and Company property. Employees are required to wear their Company identification badge at all times while on Company property. Employees should be alert at all times and should immediately report the presence of any suspicious persons on Company premises to their supervisor and/or to Security personnel in that location. Employees should also maintain their Company keys and identification badge(s) in their possession at all times. These items may not be lent to anyone who is not authorized to possess them. Similarly, computer passwords, electronic door codes, and any other security access information should not be disclosed to anyone who is not authorized to have that information.

G. ENTERING AND EXITING COMPANY OFFICES
The Company requires that employees follow certain procedures when entering and exiting the building and Company offices.

Employees will be issued a picture identification card that must be visible at all times. Employees not wearing their company identification badge must be challenged using the guidelines provided in Identification Badge section under “Employment” of this handbook. All visitors must be accompanied by an employee unless the employee is performing contract work and has received permission prior to commencing the work.

H. SERVICE OF LEGAL DOCUMENTS
There are many varieties of legal documents that could be served on the Company or employees of the Company. These could include summons, subpoenas, warrants, wage garnishments and regulatory inspections. When these occur, Human Resources or the Legal Department should be contacted immediately to respond to the legal service.

I. SOLICITATION & DISTRIBUTION
Solicitation by an employee of another employee is prohibited in the workplace during the working time of either employee. Solicitation includes, but is not limited to, buying, selling, seeking contributions to charities, and offering tickets or memberships to organizations. "Working time" is any time employees are expected to be performing their job duties. Working time does not include break periods or lunch periods. Employees are expected to practice proper judgment in this area, and anyone in violation of this policy may be susceptible to corrective action, up to, and including termination.

Additionally, the distribution or posting of literature, leaflets, pamphlets, notices, cards, advertising or any other material is strictly prohibited within working areas at any time. Non-employees are not allowed to solicit Company employees, use bulletin boards or distribute anything on Company premises at any time. Management personnel are responsible for enforcing this policy.
J. BULLETIN BOARDS

Bulletin boards are reserved for the exclusive use of the Company for posting work-related notices or notices posted pursuant to local, state, and federal law. From time to time, special notices and information for employees will be posted by the Company on the bulletin boards. The boards should be checked regularly for these notices. Bulletin boards and other posting areas on Company premises are for the display of Company notices only. Any unauthorized posting will be removed.

K. HOLIDAY DECORATIONS

We are an organization rich in cultural diversity and we need to recognize individual differences and various holiday traditions throughout the year. Employees should be aware of these issues as they coordinate departmental decorating and work group celebrations.

- Live trees, and candles are prohibited throughout our facilities.
- Decorations should not interfere with the functional use of each workstation or office.
- Decorating for the end of year holidays should begin after Thanksgiving and must be removed by the first business day following New Year’s Day.

L. EMPLOYEE PARKING

The Company provides employees with parking on a first-come, first-served basis. Employees may park their vehicle in a non-reserved space. Some parking areas, however, may be reserved for disabled drivers, vendors, customers, visitors, vehicles belonging to the Company, and others. The Company will not be responsible for any damage to an employee’s vehicle or the contents of his/her vehicle while parked on Company property.

- Employees with special parking needs may contact Building Services.

M. TELEPHONES

While at work, employees are expected to perform their job duties and responsibilities. Personal calls, both incoming and outgoing (including cellular phones and pages), must be kept to a minimum and must not interfere with employees’ duties and responsibilities. Abuse of the telephone policy may result in corrective action, up to and including termination.

Spirit has a telephone monitoring system for quality assurance and training purposes. This system provides the Company with a training tool to continuously improve the quality of service provided to our customers as well as employees. Managers, supervisors, trainers, and Quality Assurance personnel may randomly monitor business calls.

Again, the purpose of this system is only to monitor business calls. Personal calls will not be tracked or documented via the telephone monitoring system. However,
employees should be aware that the Company may inadvertently monitor personal calls until they realize it is not a business call, at which time they will be instructed to promptly disconnect. Employees should keep in mind that they may be monitored for business purposes.

N. HOUSEKEEPING

All employees are expected to maintain their desks and/or work areas in an orderly fashion. Also, employees must pick up after themselves when the break room or restroom is used. Personal items must be kept to a minimum. Individual use of electrical items at desks such as televisions, coffee makers, etc. must be specifically authorized. Candles and incense are not permitted.

O. SMOKING POLICY

Smoking is prohibited in all Spirit facilities. Smoking means the carrying or holding of a lighted pipe, cigar, cigarette of any kind, or any other lighted smoking equipment or the lighting or emitting or exhaling the smoke of a pipe, cigar, or cigarette of any kind. The use of smokeless tobacco is also prohibited in all facilities.

This policy must be observed at all times by all Company employees and visitors. All Company employees must continue to observe Company policy regarding breaks. A violation of any provision of this Smoking Policy will be considered a breach of Company policy and employees will be subject to corrective action, up to and including termination of employment.

P. HEALTH & SAFETY

STATEMENT OF PURPOSE

Spirit Airlines values safety above all else. We must protect our passengers, our employees and the general public. Spirit Airlines’ safety efforts must meet and exceed the safety standards of the airline industry. The Safety Department is a focal point for Spirit Airlines. It is involved with all aspects of the operation of the airline. As such, we will provide leadership and the necessary assistance to all departments as we work together to make Spirit the safest possible airline. We are committed to meeting and exceeding all safety standards applicable to all departments in order to ensure that Spirit Airlines provides a friendly, reliable and safe work environment and air carrier service.

SAFETY DEPARTMENT MISSION STATEMENT

Provide guidance and direction for the organization in the overall safety strategy by leading through education and role modeling. We will implement a world class safety culture. Accelerating our safety initiatives will keep our Company competitive by reducing risk to people, property, and operations.
SAFETY DEPARTMENT FUNCTIONS

1. The Safety Department will help establish and maintain a culture of safety at all levels of the airline.

2. The Safety Department will respond to all employee safety concerns and will make it easy for an employee to register a concern. We will protect the confidentiality of the employee when asked to do so.

3. The Safety Department will manage the Internal Audit Program. We will assist the other departments of the company as needed to resolve problems discovered in the audit process. When we identify trends we will work with the appropriate department to devise solutions.

4. The Safety Department will maintain a library of safety related material. This library is intended to be particularly useful to the training personnel in each department.

5. Safety Department personnel will receive training in accident prevention, auditing, investigation techniques and program management.

6. The Safety Department will have easy access to the senior management of the company. We will keep them apprised of our activities and our concerns. We will keep SAFETY in Spirit’s planning process.

7. A Safety Department representative will attend a cross section of training classes on a regular basis to discuss safety issues.

CONTACTING THE SAFETY DEPARTMENT

The Safety Department’s phone numbers are published in the General Operations Manual, the Emergency and Accident Response Manual and the company phone directory. We encourage employees to call with safety related issues.

You can email the safety department at safetydept@spiritair.com

EMPLOYEE SAFETY EXPECTATIONS

You are expected to work safely, wear required safety equipment, observe all posted safety rules, and keep your work area neat and clean. All work-related injuries and vehicular accidents, no matter how small or seemingly insignificant, must be reported to your supervisor immediately.

Q. ELECTRONIC RECORDING POLICY

Employees are not permitted to record or film conversations or actions at any Company facility, area or operation with a tape recorder, video camera, or other recording device without prior approval from a senior level manager, and consent from all parties involved.
Consequences of Violation
Any violation of this policy may result in corrective action, up to and including termination.

In addition, recording a conversation without someone else's consent is a criminal act in some states. The Company will cooperate fully with authorities in prosecution of these offenses.

R. WORK STATION MONITORING POLICY
Spirit may monitor business telephone conversations, work products, workstations and all information contained on Company computers, including Internet sites visited.

S. INCLEMENT WEATHER
Rare weather related or other emergency situations may necessitate the closing/late opening of certain locations within the Company. The purpose of this policy is to provide guidance in the event these situations occur, which may have an impact on operations and accounting of employee work time.

Policy Statement:
In the event of an emergency caused by weather or other causes, the Company's Policy is to:

- Ensure the safety of our employees and customers;
- Ensure the protection of our assets;
- Minimize future operational disruption of the Company's business.

Definitions
Adverse Weather and Other Conditions of a Serious Nature – Conditions that may prohibit some employees from reporting to work but do not necessitate the closing of facilities or curtailing of operations.

Emergency Closing Conditions – Conditions that necessitate the closing of a facility or the curtailing of operations. Conditions that may be hazardous to life or safety include: catastrophic life threatening weather (snow, ice, hurricane, tornado, earthquake, flood, or other natural disaster), fire, equipment failure, and disruption of power and/or water, contamination by hazardous agents, terrorist acts, or forced evacuations from the work site.

Essential Employees – Employees who are required to work during an emergency due to their positions being designated by management as essential to the Company's operations during an emergency.
Non-Essential Employees – All other employees who have not been designated as essential by management.

Procedures

Customers - The safety of our customers is of prime concern during an emergency situation. Customers may be given the option of accelerating their transportation plans to known operating flights or postponing their travel plans until the emergency is over. Specific customer re-accommodation/compensation protocol will be communicated to all applicable personnel by Senior Management for each weather/emergency related event.

Essential Employees - It is recognized that some operations, whether during conditions of a serious nature or emergency closing, must continue to provide service. Spirit’s Departments which have some essential employees include, but are not limited to: SOCC, Flight Operations, Airport Services, and IT. It is the responsibility of each applicable Division/Department Head to determine and advise in advance those employees who are considered essential. Employees who have been designated essential must remain and report to work as determined by his/her manager, or the following may apply:

An essential employee’s failure to report to work and remain at work can result in disciplinary action.

When conditions cause an essential employee to arrive late, the Department Head (or designee) may determine that the conditions justified the late arrival. In such cases, disciplinary action will not be taken.

Non-Essential Employees – It is the responsibility of each employee to make a good faith effort to come to work during times that adverse weather or other conditions of a serious nature exist. Non – Essential Employees who anticipate problems in his/her transportation must report the problem to his/her supervisor/manager as soon as possible. In the event of emergency closing conditions and/or evacuation orders by the appropriate governmental authority, (generally the local airport or disaster planning entity), non-essential employees may be released from work by his/her manager. Employees wishing to leave work to check on their homes and/or family must check with his/her manager and receive approval before leaving the work place. This is required to ensure that all employees are accounted for and that all essential operations have been covered.

Hurricane Events – The Spirit Airlines Headquarters in Miramar is designed to withstand major hurricanes up to 120 mph winds. Every window in the building is constructed with tempered glass and equipped with hurricane shutters. Exterior glass will be protected with shutters bolted into walls if Category 2 or higher rated Hurricane.

Building Preparation

• Protect equipment, furniture and fixtures with plastic tarps and duct tape.
• Make back-up copies of data processing information, valuable papers, etc.
• Elevate all furniture, stock and equipment off the floor where possible.

The official notification of a Hurricane Watch or Warning in effect will come from the HDQ Systems Operations Control Center (SOCC). SOCC will send out email notification to the Irregular Operations distribution list which includes key department heads. SOCC will also concurrently update the Company Hotline number of 877-638-9555, option #1.

Twelve (12) hours after a Hurricane Warning is issued for the county of the work site location, all non-essential employees will be released from work to secure their families and homes, provided the Hurricane Warning is still in effect at that time.

Requests to leave prior to the twelve (12) hours or before the end of the employee shift during a Hurricane Warning will be considered on a case by case basis between the employee and their department head.

Pay Policy

Hurricanes - All nonexempt (hourly) employees released before the end of their shift during a hurricane warning will be paid through the end of their shift. If an employee’s shift is scheduled to start and the official company hotline indicates a Hurricane Warning is still in effect, the employee is not required to report to work. An employee may use accrued vacation in this circumstance. If accrued vacation is not available, up to 2 sick days may be used instead. In all cases vacation must be used before sick days. Sick days used under this circumstance will not count towards the employee’s dependability performance under the company’s Attendance Control Program.

After a Hurricane Warning has ended as announced in the company’s official hotline, employees are expected to return to work at the beginning of their normally scheduled shift. If personal circumstances require otherwise, employees must seek approval from their department head.

Non Hurricane Events - Nonexempt employees will only be paid for time that is actually worked, unless applicable state law requires otherwise. Therefore, nonexempt employees arriving late/leaving early, or not reporting to work at all, will not be paid for the hours not worked, unless applicable state law requires otherwise.

Company Assets - All reasonable efforts should be made to protect company funds/financial records, (e.g. charge card receipts, liquor documentation, etc.), and equipment. All company equipment (e.g. ground equipment, station equipment/supplies, etc.) should be protected to the greatest extent possible either by ensuring proper arrangement or tie-down if outside or obtaining covered/protected inside storage space.

Continuing Aircraft Operations - The Sr. Director SOCC, in conjunction with the Flight Operations - Director of Operations and other Corporate staff as necessary, shall determine what, if any, operations will continue during the emergency closing. Since
most disasters are somewhat local in nature, it is expected that to some degree the Spirit Airlines system will continue to operate albeit, logically not in the impacted area until the emergency has subsided.

“Go Team” Special Flights - In the event of adverse weather/emergency situations at HDQ, the decision will be made on a case by case basis whether or not the Spirit Go Team will be heading to DTW (or other designated location). A separate policy document exists and is distributed to Go Team members for operational and expense reporting requirements.

As with any emergency situation, quick and correct action is imperative to the safety of all customers and employees. However, every situation is different, and there may not always be a clear cut solution to every situation. When in doubt, ask your supervisor/manager to clarify any questions that may arise, and follow the course of action that good judgment and logic dictates.

PLEASE NOTE: The Miramar Corporate Headquarters is not an authorized shelter. The Spirit Airlines Employee Hotline# is (877) 638-9555 prompt #1, or (586) 741-8900. In the event of an emergency, please call this number for brief updates/instructions with the following exceptions:

- Flight Crews should call their respective Crew Hotline numbers.
- Employees covered under Collective Bargaining Agreements should consult their agreement for information pertaining to emergency closing requirements, pay policy, etc.
BENEFITS

A. HOLIDAYS

The Company observes the following paid holidays†:

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving *
  (Newly added Floating Holiday which is subject to change annually)
- Christmas Day
- Floating Holiday *

† See ESS for a list of dates for the current calendar year. (Section “My Company”- “Quick Links”)

If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday. A holiday cannot be used as the last or first day of employment.

* Each calendar year, Spirit will add two (2) floating holidays for full-time, non-CBA employees which will be determined at the Company’s discretion and will be communicated to employees.

Because Spirit Airlines provides service throughout the year, adequate staffing must be maintained during holidays. With the exception of pilots and flight attendants, those employees who are requested to work during these periods are paid as follows:

Full Time Hourly Employees

- If required to work on a holiday, you will receive an additional eight (8) hours off within thirty (30) days of the holiday or an extra eight (8) hours of straight time pay for the holiday worked as determined by the department Vice President dependent upon operational needs. If scheduled to work on the holiday, but are given the day off, you are paid for eight (8) hours at the regular straight time rate.

- If a holiday falls on your regularly scheduled day off, you receive an additional eight (8) hours off within thirty (30) days of the holiday or eight (8) hours of straight time pay for the holiday, as determined by the department Vice President dependent upon operational needs.
• If you are an hourly Full-Time employee and a holiday falls during your scheduled vacation, you are given one additional day of vacation to a maximum eight (8) hours, as determined by the department Vice President dependent upon operational needs.

• If you are on a leave of absence or on sick leave, either with or without pay, you do not receive holiday pay.

• You do not receive holiday pay if you fail to report to work on a scheduled workday observed as a holiday, or when absent from a scheduled workday on the day immediately preceding or following a holiday.

• You do not receive holiday pay if you are under suspension or other disciplinary action.

Part Time Hourly Employees

• If you are required to work on a holiday, you will receive additional time off equal to the time you worked on the holiday within 30 days of the holiday, or additional straight time pay equal to the time actually worked on the holiday as determined by the department Vice President dependent upon operational needs.

• If you are scheduled to work on the holiday, but are given the day off, you do not receive regular or holiday pay.

• If a holiday falls on your regularly scheduled day off you do not receive holiday pay.

Full Time Salaried and Management Employees

• If required to work on a holiday, you will receive an additional eight (8) hours off within thirty (30) days of the holiday as determined by the department Vice President dependent upon operational needs. Employees seeking additional pay or time off must seek approval from department the Vice President prior to working the holiday. It is the department head’s responsibility to track the assignment of additional eight (8) hours off or usage of additional eight (8) hours off within thirty (30) days. If Vice President approves payment of additional eight (8) hours worked on the holiday, exception reports must be submitted to payroll for payment.

• If a holiday falls on your regularly scheduled day off, you receive an additional eight (8) hours off within thirty (30) days as determined by the department head dependent upon operational needs.
• If a holiday falls during your scheduled vacation, you are given one additional day of vacation to a maximum eight (8) hours, as determined by the department manager according to operational needs.

• If you are on a leave of absence or on sick leave, either with or without pay, you do not receive holiday pay.

• You do not receive holiday pay if you fail to report to work on a scheduled workday observed as a holiday, or when absent from a scheduled workday on the day immediately preceding or following a holiday.

• You do not receive holiday pay if you are under suspension or other disciplinary action.

Temporary employees and interns

• Temporary employees and interns are not eligible for holiday pay.

B. VACATIONS

Purpose
It is important to the overall well being of both employees and the Company that employees take vacation time. Vacation should be used primarily for pre-planned time off. This policy outlines vacation accrual and guidelines for requesting and using vacation.

Scope
This policy applies to all employees, except where statutory law, provincial law, or collective bargaining agreement provides for other practices.

Definitions

“Annual Potential means” - the total amount of vacation hours expected to be accrued during the calendar year plus any carry over from previous year.

“Carry over” - means the amount of vacation hours moved forward from one calendar year to the next calendar year. Carry over will be limited to forty (40) hours 2008 to 2009 and no carry over will be allowed effective December 31, 2009.

“Allowed” (Earned) means – the amount of vacation hours accrued and available to be taken by the employee.
“**Taken**” **means** -- the amount of vacation hours that the employee has actually used.

“**Balance**” **means** – the amount of vacation hours earned minus the amount of vacation hours taken or forfeited by the employee.

**Requirements**

Vacation time is earned on the basis of your continuous full time service and is scheduled at times agreed upon by the Company and you. The vacation to which you are eligible for during the year is based upon your length of full-time active service with the Company.

All full time employees who have completed a minimum of 90 days of active employment with the Company are eligible for vacation. The number of vacation hours is determined by the schedule that follows:

---

**Accrual schedule for full-time employees**

*who work a regular shift of 40 hours per week*

<table>
<thead>
<tr>
<th>Years of service</th>
<th>Total hours per year/accrual rate</th>
<th>Equivalent days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 4 years</td>
<td>80 (6.66 hrs/mo.)</td>
<td>10 days</td>
</tr>
<tr>
<td>5 to 9 years</td>
<td>120 (10.0 hrs/mo.)</td>
<td>15 days</td>
</tr>
<tr>
<td>10 to 19 years</td>
<td>160 (13.3 hrs/mo.)</td>
<td>20 days</td>
</tr>
<tr>
<td>20+ years</td>
<td>200 (16.6 hrs/mo.)</td>
<td>25 days</td>
</tr>
</tbody>
</table>

**Those hired after January would accrue as follows:**

<table>
<thead>
<tr>
<th>Hire Date</th>
<th>Total hours per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1 - 1/15</td>
<td>60.00</td>
</tr>
<tr>
<td>1/16 - 2/15</td>
<td>53.33</td>
</tr>
<tr>
<td>2/16 - 3/15</td>
<td>46.67</td>
</tr>
<tr>
<td>3/16 – 4/15</td>
<td>40.00</td>
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<tr>
<td>4/16 - 5/15</td>
<td>33.33</td>
</tr>
<tr>
<td>5/16 – 6/15</td>
<td>26.67</td>
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<tr>
<td>6/16 – 7/15</td>
<td>20.00</td>
</tr>
<tr>
<td>7/16 – 8/15</td>
<td>13.33</td>
</tr>
<tr>
<td>8/16 – 9/15</td>
<td>6.67</td>
</tr>
<tr>
<td>9/16 – 10/15</td>
<td>0.00</td>
</tr>
<tr>
<td>10/16 -11/15</td>
<td>0.00</td>
</tr>
<tr>
<td>11/16 – 12/15</td>
<td>0.00</td>
</tr>
</tbody>
</table>

---

The following guidelines apply to your vacation accrual:

- You begin accruing vacation and are eligible to begin taking vacation once you passed your 90-day probationary period.
• Vacation accrual occurs twice per month. There are twenty four (24) accruals per calendar year.

• If you are hired into the payroll system during the first fifteen (15) days of the month, you will begin accruing based on the first day of the fourth month. If you are hired into the payroll system after the fifteenth day of the month, you will begin accruing based on the first day of the fifth month.

• You may not take vacation until you complete 90 days of service with the Company, which is calculated to the first day of the following month after the 90-day mark. Department Heads track vacation accrual and usage.

• Beginning in 2009, carry over will not be permitted unless required by law. However, in 2008, you may carry over a maximum of forty (40) hours of your vacation balance to 2009. You must use your entire vacation balance prior to 12/31/2009 or you will lose it entirely.

• If the Company notifies you in writing that the operation does not permit you to take your accrued vacation, you are then eligible to take the vacation during the first quarter of the following year. Effective January 01, 2010 any vacation carry over requires the written approval of the CEO or VP of HR.

• If you are eligible for holiday pay, and a paid holiday falls within your vacation period, your vacation is extended by one (1) day or you may be paid 8 hours of straight time pay at your Department Head’s discretion and operational needs.

• Eligible employees may borrow up to forty (40) hours of vacation before they have accrued it. The balance will show as negative until enough vacation is accrued. If you terminate with a negative vacation balance, it will be deducted from your final payment. As with all time off, borrowed time must be recorded through ESS.

• Vacation time will not be paid in advance.

Employees who voluntarily separate from the Company are required to give two weeks written notice to be eligible for vacation compensation, unless otherwise required by law. If you are terminated for gross misconduct you are not paid for vacation credits (except as required by state law). Vacations may not be granted as part of, or to satisfy, a two (2) week notice of resignation.

Vacations are scheduled within departments to avoid undue overlaps that would impair departmental efficiency. Some departments may require a vacation bid. The Company may restrict or limit vacation periods based on the needs of the Company. The Company may also limit the number of personnel that may be on vacation at any one time within a department or location.
Employees who call in sick on a scheduled work day immediately preceding or following a vacation day are not paid for that day. Spirit reserves the right to request a doctor’s note for such absences. Disciplinary action may occur when deemed appropriate.

C. SICK DAYS
Good attendance is a critical job requirement. However, the Company understands that some absences are unavoidable. Therefore, eligible employees accrue sick time based on their employment status of salaried or hourly.

SALARIED EMPLOYEES SICK DAY POLICY

Sick day accrual
Salaried employees receive ten (10) days of sick time on January 1.

Definition of an eligible employee

- You must be a current employee of Spirit Airlines working in the United States or in a US Territory who is receiving a payment from Spirit Airlines.
- You must be in a full time salaried employee who is regularly scheduled to work at least 40 hours per week.
- New hires must complete a 90 day eligibility period.

Enrollment

If you are hired into the payroll system during the first fifteen (15) days of the month, you will receive a sick day allotment based on the first day of the fourth month. If you are hired into the payroll system after the fifteenth day of the month, you will receive a sick day allotment based the first day of the fifth month.

Allotment

If you are an eligible employee on January 1 of the calendar year, you will receive all 80 sick hours on January 1. If you are hired after January 1, you will receive a pro-rated amount of sick days based on your date of hire.

Carry Over

Carry over of sick days from year to year is not permitted.

Conditions of use
Sick days may be used for illness or injury of the employee and illness or injury of child(ren) or spouse/domestic partner. You may receive sick day pay only when your absence occurs on a regularly scheduled workday and during regularly scheduled work hours. Sick days must be used in whole increments (you cannot break sick days down into “hours”) due to exemption rules.

**Getting paid**

You will be paid under the sick day policy up to the number of days for which you are eligible. Sick days are reported by you or your manager into the Ultipro HRIS (ESS) system and are paid out to you as sick time on your pay statement. The amount of pay you receive for sick day absences will be equal to your base pay for regularly scheduled work hours. If you have exhausted your available sick days, you will not be paid for sick leave.

**Reporting sick days**

In order for your absence to be approved and qualified for pay under this policy, you are required to call in to your manager or supervisor each day as soon as you are aware that you will be absent from work and no later than your regular start time. In the event of an emergency or urgent situation, you should call in as soon as reasonable. You are responsible for advising your immediate supervisor of the reason for your absence.

You may be required to submit proof of illness from a licensed physician treating you when you are out of work for three or more days due to your illness, the care of a minor child or spouse/domestic partner or if you have a consistent pattern of being absent one day a month or more. If you fail to provide reasonable and necessary proof, you may lose pay and/or be subject to disciplinary action.

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**If you are out sick for at least seven (7) consecutive days, you are required to file a short-term disability claim with Aetna. This will prevent gaps in your pay when you reach the 14th calendar days of absence.**

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**Returning from sick days**

You may be required to present a physician’s statement substantiating that you can return to work following an illness.*

* Your proof of illness does not need to include symptoms, diagnosis, ICD codes, the nature of any treatment or CPT codes for treatment by a physician, unless such injury is shown to be job-related and consistent with business necessity.

**Separation from the Company**
Sick days are not compensable upon separation of employment from the Company. You may not use sick days during your last two weeks with the Company.

**Prorated accruals based on hire date:**

<table>
<thead>
<tr>
<th>Hire Date</th>
<th>Date Accrual Begins</th>
<th>Accrual Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/16 - 10/15</td>
<td>1/1</td>
<td>80.00</td>
</tr>
<tr>
<td>10/16 - 11/15</td>
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<td>73.33</td>
</tr>
<tr>
<td>11/16 – 12/15</td>
<td>3/1</td>
<td>66.67</td>
</tr>
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<td>12/16 – 1/15</td>
<td>4/1</td>
<td>60.00</td>
</tr>
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<td>53.33</td>
</tr>
<tr>
<td>2/16 - 3/15</td>
<td>6/1</td>
<td>46.67</td>
</tr>
<tr>
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**HOURLY EMPLOYEES SICK DAY POLICY**

**Sick day pay accrual**

Hourly employees accrue four (4) hours of sick time per continuous month of service. There is a maximum accrual of 80 hours.

**Definition of an eligible employee**

- You must be a current employee of Spirit Airlines working in the United States or in a US Territory who is receiving a payment from Spirit Airlines.
- You must be in a full time hourly position and regularly scheduled to work at least 40 hours per week.
- New hires must complete a 90 day eligibility period.

**Enrollment**
If you are an eligible employee, you automatically begin accruing sick time hours. If you are hired into the payroll system during the first fifteen (15) days of the month, you will accrue sick time from the first day of the fourth month. If you are hired into the payroll system after the fifteenth day of the month, you will accrue sick time from the first day of the fifth month.

**Accrual**

You automatically accrue 4 hours of sick time per month if you are an eligible employee. The accrual for sick time is 48 hours per year up to 80 hours maximum.

Sick time continues to accrue during authorized absences (vacation, paid sick leave, etc) but does not accrue during unpaid absences (suspensions, unpaid sick leave, family leave, etc.).

The maximum amount of primary sick bank hours you can possess at any time is 80 hours.*

* This excludes grandfathered primary sick bank hours carried forward from previous years.

**Carry over**

You may carry over sick time from year to year up to the maximum balance of 80 hours. The maximum amount of primary sick bank hours you can possess at any time is 80 hours (excluding grandfathered hours from 2007 and before).

**Conditions of use**

Sick time may be used for illness or injury of the employee and illness or injury of child(ren) or spouse/domestic partner. You may receive sick time pay only when your absence occurs on a regularly scheduled workday and during regularly scheduled work hours.

**Getting paid**

You will be paid under the sick day policy up to your accrued time. Sick days are reported by you or your manager into the Ultipro HRIS (ESS) system and is paid out to you as sick time on your pay statement. The amount of pay you receive for sick time absences will be equal to your base pay for regularly scheduled work hours. If you have exhausted your available sick time, you will not be paid for sick leave.

If you terminate employment, any negative balance will be offset by your final payment (where permitted by law).

**Reporting sick days**
In order for your absence to be approved and qualified for pay under this policy, you are required to call in to your manager or supervisor each day as soon as you are aware that you will be absent from work and no later than your regular start time. In the event of an emergency or urgent situation, you should call in as soon as practicable. You are responsible for advising your immediate supervisor of the reason for your absence. See the Attendance Control Policy for information about planned and unplanned absences.

You may be required to submit proof of illness from a licensed physician treating you when you are out of work for three or more days due to your illness, the care of a minor child or spouse/domestic partner, or if you have a consistent pattern of being absent one day a month or more. If you fail to provide reasonable and necessary proof, you may lose pay and/or be subject to disciplinary action.

All employees under this policy are subject to the attendance control policy (ACP) as outlined in the Employee Handbook located on ESS.

Returning from sick time

You may be required to present a physician’s statement substantiating that you can return to work following an illness.*

* Your proof of illness does not need to include symptoms, diagnosis, ICD codes, the nature of any treatment or CPT codes for treatment by a physician, unless such injury is shown to be job-related and consistent with business necessity.

Separation from the Company

Accrued sick time is not compensable upon separation of employment from the Company. You may not use sick time during your last two weeks with the Company.

D. SHORT- AND LONG-TERM DISABILITY POLICY

Short Term Disability (STD) Policy

Eligibility for coverage

- You must complete a 90-day waiting period from your hire date.
- You must be a full-time employee (salaried or hourly).
- You must be based in the United States or in a US Territory.

Enrollment procedure
If you meet the eligibility for coverage criteria, you are automatically covered. There is nothing you need to do to enroll.

**Eligibility for benefit payments**

In order to apply for STD, you must meet ALL of the following conditions:

1) You are limited in performing the material and substantial duties of your regular occupation due to your sickness or injury.
2) You must be under the regular care of a physician.
3) Your disability is a result of a non-occupational bodily injury, disease, or a pregnancy-related condition.
4) You exhausted a 14- calendar day elimination period (sick days).
5) You must be approved for disability with Aetna Disability Management.

**Benefit information**

STD is paid at 66.67% of your annual base salary. Base salary excludes commissions and bonuses.

**Length of STD**

The maximum STD period is 76 calendar days. For coverage after 90 days, your claim is reviewed for long-term disability eligibility by Aetna Disability.

You may or may not be paid for the entire length of disability if you are hourly (it depends on your STD balance).

**STD payments**

STD payments are made by Spirit Airlines however Aetna Disability manages your entire claim.

**Getting paid for STD: salaried employees**

If you are salaried, you can be paid for STD after meeting the elimination period of 14 calendar days (2 weeks). Call Aetna Disability at 1.800.552.5506 to begin the disability application process.
• Approved STD is paid at 66.67% of salary for up to 76 days. There is no “primary/secondary sick bank” for STD for salaried employees.

• Salaried new hires are eligible for STD after 90 days of employment.

• FMLA runs concurrent with STD. It’s possible to be qualified for FMLA but not STD. For more information about FMLA, see the FMLA section of the Employee Handbook.

• You may opt to use vacation (accrued only) against STD time. If you wish to opt-in, you must call the HR Hotline at 954-447-7888 otherwise you will be paid at 66.67% during an approved STD absence.

Getting paid for STD: hourly employees

If you are hourly, you may receive up to 450 hours of STD time by accruing at 4 hours per month (“secondary sick bank”). Hourly employees are eligible to apply for STD time after meeting the elimination period of 14 calendar days (2 weeks). Call Aetna Disability at 1.800.552.5506 to begin the disability application process.

• Approved STD is paid at 66.67% of salary for up to 76 days.

• Previously accrued secondary sick bank (SSB) hours will be grandfathered into this plan.

• You may carryover STD time from year-to-year up to a maximum of 450 hours.

• FMLA runs concurrent with STD. It’s possible to be qualified for STD but not FMLA, and vice-versa. For more information about FMLA, see the FMLA section of the Employee Handbook.

• STD hours (secondary sick bank) are not compensable upon termination of employment.

• You may opt to use vacation (accrued only) against STD time. If you wish to opt-in, you must call the HR Hotline at 954-447-7888 otherwise you will be paid at 66.67% out of your STD time balance.

Returning from disability

Aetna Disability will advise you and the Company when you are eligible to return to work. Your supervisor may also require you to have a return-to-work notice from your physician. Your proof of illness does not need to include symptoms, diagnosis, ICD codes, the nature of any treatment or CPT codes for treatment by
a physician, unless such injury is shown to be job-related and consistent with business necessity.

Long Term Disability (LTD)
You are eligible to apply for long-term disability after 87 days (13 weeks) of short-term disability. The first 87 days of long-term disability will be paid by Spirit. After 180 days, Aetna will begin making payments to you. At that point, your employment will automatically terminate with Spirit. Long-term disability is paid at 60% of your salary. Please see LTD summary plan description for details about the plan, including limitations and exclusions.

E. PROFIT SHARING PROGRAM
Spirit Airlines believes that the most critical key issue to operating a successful airline is superior employee performance and attitude. As a successful and profitable airline, a portion of the Company’s profit may be distributed to those that make the airline successful – the Spirit employees. To this end we have set up the Spirit Profit Sharing Program.

The Board of Directors will establish a profit sharing program. The amount will be determined by two factors:

- The Profit generated by Spirit during the year
- Spirit’s needs for capital improvements during the following year

Although it is Spirit’s intention to remain profitable, conditions could exist where Profit Sharing will not be distributed.

In order to qualify for Spirit Profit Sharing Program, you must:

- Have been employed by Spirit since the beginning (each January 01) of the calendar year; and
- Have averaged at least twenty (20) hours of work each week throughout the year; and
- Have had no suspension during the year or Final Warning disciplinary action during the year; and
- Not be covered by a collective bargaining agreement.

The Spirit Profit Sharing Program is in place at the discretion of the Board of Directors and may not be modified or withdrawn without notice.
F. BENEFITS OVERVIEW

Health and Wellness Benefits

Employees of the Company are eligible for certain benefits provided by the Company. Full-time employees are eligible for coverage upon completion of 90 days after their date of hire. The majority of the costs associated with these benefits are paid by the Company on the employee’s behalf. As such, these benefits are considered part of the overall compensation package.

The sections below are a general summary of the health and wellness benefits available to employees. These summaries are not intended to address the details involved with the specific plans. An employee’s work location and employment classification will determine which benefits he/she is eligible for and the effective date of his/her benefits. Employees will receive detailed information on the specific benefits available to them and the effective dates of coverage from the Human Resources Department. Complete descriptions of the group health insurance programs and various summary plan documents can be found on HTTP://ESS.SPIRITAIR.COM. In the event of a contradiction between the summary information appearing in this Handbook or any of the various employee benefits materials, the plan document and contract between the Company and the carrier shall govern in all cases. The Company reserves the right to modify, amend, or terminate any portion of the benefits package at any time. Questions regarding benefits or concerning the benefit deductions on a check should be directed to your supervisor, Human Resources Benefits Team.

Medical/Dental Insurance

The Company provides all eligible employees with the option to purchase medical and/or dental insurance, plus the option to purchase dependent coverage. Visit HTTP://ESS.SPIRITAIR.COM to find insurance information for your classification as a full time or part time employee.

Basic Life Insurance/Basic Accidental Death and Dismemberment (AD&D) Insurance

The Company provides Basic Life Insurance and Basic AD&D insurance for all full time employees having met current eligibility periods. Please go to HTTP://ESS.SPIRITAIR.COM for up to date information pertaining to this benefit. Questions regarding this benefit should be directed to your supervisor or the Human Resources Benefits Team.

Optional Life Insurance

All employees also have the option to purchase additional life insurance for themselves, their spouse or dependent children. Refer to Plan materials for more information on HTTP://ESS.SPIRITAIR.COM.
Long-term Disability (LTD) Insurance

You are eligible to apply for long-term disability after 87 days (13 weeks) of short-term disability. The first 87 days of long-term disability will be paid by Spirit. After 180 days, Aetna will begin making payments to you. At that point, your employment will automatically terminate with Spirit. Long-term disability is paid at 60% of your salary. Please see LTD summary plan description for details about the plan, including limitations and exclusions. Refer to Plan materials for more information on HTTP://ESS.SPIRITAIR.COM.

Flexible Spending Accounts

Eligible employees have the opportunity to participate in Health Care and Dependant Care Flexible Spending Accounts.

401(K) Plan

The Company is pleased to offer eligible employees an opportunity to participate in the Spirit Airlines 401(K) Retirement Plan, which is administered by T. Rowe Price after meeting the eligibility period. (Currently 60 days) The Plan is a defined contribution plan that will allow employees to make voluntary salary deferrals. Employees can allocate their contributions among the available plan investment options (i.e., mutual funds, bond funds, etc.). Employees have the option to contribute pre-tax dollars to the plan, up to IRS limitations. In addition to an employee’s contributions, the Company will add a matching contribution.

The Summary Plan Description should be reviewed for more complete information about eligibility and the details of the Company's plan. Copies of the Summary Plan Description are available from Human Resources Department.

Employee Assistance Program (EAP)

Recognizing that difficulties in an employee’s personal life may adversely affect his/her well-being and job performance, the Company maintains a voluntary and confidential Employee Assistance Program (“EAP”) to assist employees and their eligible family members in resolving a variety of issues. These issues may include drug and alcohol dependence, family or marital discord, emotional problems, and legal or financial difficulties.

Employees may contact the Company’s EAP to obtain additional information and schedule confidential appointments. Generally, employees should schedule appointments during non-working hours, including meal periods and before or after completion of their work schedule, if possible. All discussions, meetings, and records of employees' EAP counseling will be kept confidential to the extent allowed by law. Administered by The Wellness Corporation, the EAP can be reached 24-hours a day, seven (7) days a week by calling 1-800 828-6025.
Plan Administration

The Plan Administrator may make any rules, interpretations, and computations (and take any other actions to administer the Health and Welfare Plan) that it considers appropriate, as long as it does not abuse its authority or discretion. These rules, interpretations, computations, and actions of the Plan Administrator are binding and conclusive on all persons. The address for the Plan Administrator is as follows:

Spirit Airlines, Inc.
2800 Executive Way
Miramar, FL 33025

Future of the Plans

Although the Company expects to continue the Plan indefinitely, the Company reserves the right to change, suspend, or end the Plan at any time. Any decision to change, suspend, or end the Plan may be due to changes in federal or state laws governing welfare benefits, the requirements of the Internal Revenue Code or the Employee Retirement Income Security Act of 1974 (ERISA), the provisions of a contract or a policy involving an insurance company, or any other reason. The Company reserves the right to terminate the Plan for the entire Company, or a particular business unit, facility, or operational unit. If the Company terminates the Plan for any reason, employees will be notified. If the Company decides to end the Plan, it may decide to set up a different program providing similar or identical benefits.

It also can be necessary to amend the Plan to meet legal requirements. However, no amendment can deprive any person of a vested interest in benefits or cause any part to revert to the Company, except to adjust errors or to cover administrative expenses.

Injured Worker Policy and Procedure (workers compensation)

Spirit Airlines has a legal and moral responsibility to provide an employee, who has suffered an on-the-job injury, with the necessary medical services to treat the injury if needed. U.S. employees who sustain an injury during the performance of their job (an on-the-job-injury or OJI) must immediately report the injury. Please use the following procedure for every OJI incident:
### Employee Responsibilities

1. Notify your supervisor of the injury immediately. Your supervisor must call AIG in order to generate a claim for your treatment to be authorized (a reference number).

2. Seek medical treatment from an approved facility (see attached list). If it’s an emergency, go to the nearest hospital.

3. Notify Corporate Safety at 954-447-7953 by the end of your shift on the day of the injury.

4. The attending physician must provide for you, in writing, any work limitations that may exist as a result of the injury. You are required to give the written info to your supervisor.

### Supervisor Responsibilities

1. Call AIG Early Notice immediately to file a claim (877 399-6442). They are open 24 per day, 7 days a week. Verify the nearest treatment facility. After providing the necessary information to AIG, a reference number will be assigned. The injured employee should be provided with this number and in turn give the reference number to the local medical facility for processing the claim and billing.

2. Complete the Injured Worker Notification Form on ESS > My Company. Fax the completed form to Corporate Safety (954 447-8079).

3. Ensure Corporate Safety has been notified (954-447-7953).

If the accident or injury is serious or results in death, notify HR and the Safety Department IMMEDIATELY.

Medical attention could be on-site first aid, treatment with our designated medical provider, a combination of on-site first aid and medical treatment with our designated medical provider or emergency medical treatment.

Your supervisor may assist you with obtaining transportation to and from the medical facility if such treatment is required and transportation is necessary on the date of the injury.

Also, please note:

- It is Spirit Airlines policy for any lost time due to an on-the-job injury to run concurrently with leave available pursuant to the FMLA. Please refer to the appropriate section of the Employee Handbook relating to FMLA for specifies on the application of this policy.

- Employees may not seek non-emergency treatment for work-related injuries without first providing notification to their supervisor or Spirit Airlines Corporate Safety Department.

- An employee may not use accrued sick time or vacation time during workers compensation leave without prior authorization from HR, even if under FMLA.
• All non-revenue travel (including your authorized travelers), vouchers and buddy pass travel privileges are suspended while on workers compensation leave.

• Any applicable workers compensation state law supersedes this policy.

Spirit Airlines and Corporate Safety will work with the employee and the workers compensation insurance carrier to assist the employee with obtaining the appropriate benefits from the insurance carrier as governed by the applicable state law. If you wish to view the entire Spirit Airlines workers compensation policy, please contact HR at 954-447-7888.

**Light Duty Program**

Spirit Airlines is working on a Light Duty Program. Program details will be made available in once completed in future revisions of this employee handbook.

**G. POST-TERMINATION CONTINUATION OF MEDICAL INSURANCE**

The Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") provides eligible individuals with the option to continue health insurance coverage under Company policy, at their own expense and for a certain period of time, upon the termination of employment as well as in other circumstances. This information will be provided to an employee in greater detail in the event of his/her termination from employment or a dependent qualifying event. For more information please contact the Human Resources Department.

**H. LEAVES OF ABSENCE**

**General Provisions**

The Company may grant a leave of absence in certain circumstances. An employee should notify his/her supervisor and Spirit’s Leave Management Vendor as soon as he/she becomes aware that he/she may need a leave of absence. The Company will consider the request in accordance with applicable law and the Company’s leave policies. He/she will be notified whether his/her leave request is granted or denied. If the employee is granted leave, he/she must comply with the terms and conditions of the leave, including keeping in touch with the Supervisor during the leave, and giving prompt notice if there is any change in the return date.

An employee must not accept other employment or apply for unemployment insurance while on a leave of absence. Acceptance of other employment while on leave will be treated as a voluntary resignation from employment at the Company. Upon return from a leave of absence, an employee will be credited with the full employment status that existed prior to the start of the leave.
The Company may hold in abeyance or proceed with any counseling, performance review, or corrective action, including termination, that was contemplated prior to any employee’s request for or receipt of a leave of absence or that has come to the Company’s attention during the leave. If any action is held in abeyance during the leave of absence, the Company reserves the right to proceed with the action upon the employee's return. Requesting or receiving a leave of absence in no way relieves employees of their obligation while on the job to perform their job responsibilities capably and up to the Company’s expectations and to observe all Company policies, rules, and procedures.

FAMILY AND MEDICAL LEAVE POLICY

The Company provides leave to its employees in keeping with the Family and Medical Leave Act of 1993 (FMLA). The purpose of the FMLA and its implementation in 1993 is to allow employees to take reasonable unpaid leave for certain family and medical reasons. This outline is intended to provide a basic overview of the Company’s leave policy as well as rights afforded under prevailing law. In addition to the FMLA, employees may have additional leave rights available under state law. If an employee resides in a state that has additional leave rights, he/she will be advised of those rights when the leave is requested.

Eligibility

Eligible employees are those who have been employed by the Company at least 12 months prior to the commencement of the leave (need not be consecutive) and have worked at least 1,250 hours during the 12-month period prior to the leave.

An employee who worked as a temporary employee for the Company and then was subsequently hired as a regular employee MAY be eligible to have the time worked as a temporary employee to be counted in determining eligibility for FMLA benefits, if the FMLA leave request is made within the first 12 months of the permanent hire date.

Qualifying Situations

Family medical leave can be taken for any of the following reasons:

- For the birth of the employee's child and/or to care for his/her newborn child;
- For the placement of a child for adoption or foster care with the employee and/or to care for the newly placed child;
- For the care of a family member with a serious health condition;
- For an employee's own serious health condition.
Family members are defined as a spouse or domestic partner as listed on your Spirit Airlines Dependent Form, a child (including biological, adopted or foster, step, legal ward or a child for whom the employee stands or stood in place of a parent), and a parent (including biological, adoptive, step or foster, guardian or someone who stands or stood in place of a parent).

**Serious Health Condition**

A serious health condition is an illness, injury, impairment or physical or mental condition that involves one (1) or more of the following:

- Inpatient care in a hospital, hospice, residential medical care facility or mental health/chemical dependency facility.

- Continuing treatment by a health care provider. To qualify, a condition must involve a period of incapacity of more than three (3) consecutive calendar days and the continuing treatment must include either:
  - Treatment two (2) or more times by a health care provider; or
  - Treatment by a health care provider on at least one (1) occasion that results in a regimen of continuing treatment. A regimen of continuing treatment includes a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition.

- Any period of incapacity due to pregnancy, or prenatal care.

- Any period of incapacity due to an ongoing chronic condition such as asthma, diabetes or a mental disorder.

- Any period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective, e.g., Alzheimer's, a severe stroke, terminal stages of a disease.

- Any period of absence to receive multiple treatment by a health care provider which, if not received, would result in an absence of three (3) or more days, such as restorative surgery after an accident or medical intervention or treatment such as chemotherapy or dialysis.

"Incapacity" means inability to work, attend school, or perform other regular daily activities due to the serious health condition or due to the treatment of, recovery from, or subsequent treatment of the serious health condition.

Unless hospitalization occurs, complications arise, or the criteria above are satisfied, the common cold, the flu, ear aches, upset stomach, minor ulcers, cosmetic treatments, and routine dental or orthodontic problems are generally not considered serious health conditions.
Use of Family Medical Leave

Family medical leave can be taken in a number of ways:

- Leave can be taken as a block of consecutive days.

- Leave can be taken on an intermittent basis and requires re-certification every thirty (30) days. This includes time taken for illness associated with a serious health condition or for planned or unanticipated medical treatment of a serious health condition or recovery from such treatment.

When family medical leave is for the birth and/or care of the employee's newborn child, or for the placement of a child for adoption or foster care with him/her and/or to care for the newly placed child, he/she must conclude the leave within the first 12 months of the event. Family medical leave cannot be taken on an intermittent or reduced, part-time leave schedule basis to care for a healthy child; however, the employee may work with the manager/supervisor to change his/her scheduled workweek.

An employee may take a total of 12 weeks of family and medical leave during any 12-month period. The Company uses a 12-month rolling period, which measures backward from the date he/she uses any Family Medical Leave.

Job Protection

If an employee has one (1) or more years of credited service and has worked 1,250 hours during the 12 months immediately preceding the date leave will begin, the Company will hold his/her job or an equivalent job for the first 12 weeks in a 12-month period. After those first 12 weeks under FMLA, the Company is not required to protect his/her job.

An exception regarding protection of an employee's job or an equivalent job would occur if business circumstances would require organizational changes, such as workforce reductions and his/her job or the equivalent job is eliminated.

In certain cases, other federal or state statutes require longer periods of job protection. In those cases, the Company's policy will provide the extended periods of job protection.

Equivalent Position

Under the FMLA, an equivalent position is one that is virtually identical to the employee's former position in terms of qualifications, pay, benefits and working conditions. It involves the same or substantially similar duties and responsibilities, and requires substantially equivalent skill, effort, responsibility, and authority.
Compensation during a Family Medical Leave

Family medical leave is unpaid. However, the reasons for the leave may mean that certain benefits are payable during the leave (i.e., long-term disability benefits). The Company requires that employees use any available accrued time in the following order during the leave: accrued Vacation time, Sick time, and Secondary Sick time. In those states where there is a provision for paid family medical leave, employees should apply to the state for this benefit.

Notification Requirement

When an employee knows that he/she is going to need family medical leave, he/she should give the manager/supervisor and the Leave Management Vendor as much advance notice as possible, and at least 14 days advance notice is preferred. To apply for a medical related leave, you will need to call the dedicated toll-free number, 1-800-552-5506 and speak with a leave specialist. The Company would appreciate 30 days advance notice whenever possible. For unplanned situations, he/she should contact the FMLA toll-free number on the third consecutive business day's absence, while notifying the manager/supervisor daily for the initial three (3) days of the unplanned absence. The current FMLA reporting number can be found on Employee Self Service at http://ess.spiritair.com.

When an employee requests planned intermittent leave or a reduced, part-time leave schedule, (subject to the approval of a health care provider), he/she should consult with the manager/supervisor to the extent practical, to work out the dates and schedule that meets his/her needs without unduly disrupting the unit's business operation. During the intermittent or reduced leave, the Company may assign the employee to an alternative job with equivalent pay and benefits that better accommodates the intermittent leave or reduced, part-time leave schedule.

Medical Certification

The Company reserves the right to request medical certification to support the need for any family & medical leave. A request for a planned intermittent leave or a reduced, part-time leave schedule for a serious health condition requires medical certification as well. Medical certification includes obtaining certain limited information from the attending health care provider and is coordinated by the Leave Management Vendor. An employee must contact them so that certification can be processed. The Leave Management Vendor maintains this confidential information and will notify the manager/supervisor once the certification process is completed.

If an employee does not provide medical certification as requested, the family medical leave request may be denied until certification is provided. Family medical leave may be instituted retroactively to the date of the first absence from work related to the leave.
Intermittent FMLA Recertification

If the employee's FMLA certification supports their absence but there is no frequency or duration given by the provider, employees may be approved for up to 90 days. The recertification process begins two weeks prior to the end of the approval period.

If your FMLA certification supports the absence and frequency and duration is given by the provider, employees may be approved for up to 90 days. Aetna will review the claim two weeks prior to the end of the approval period and may approve for up to another 90 days. Recertification will be done two weeks prior to the end of the 2nd approval period.

If your FMLA certification supports and frequency and duration are given by the provider AND the provider indicates a life-long issue, you may be approved for up to six months. Aetna will review the file two weeks prior to the end of the approval period and may approve for up to another six months. Recertification will be done two weeks prior to the end of the 2nd approval period.

Spirit Airlines reserves the right to require recertification every 30 days if needed. Other exceptions to the recertification process provided above must be made in writing to the Director of Human Resources at Spirit Airlines.

Benefits During Family Medical Leave

Most benefits continue while on family medical leave, provided the employee pays the appropriate employee contributions as required; otherwise, benefit coverage's cease. The following chart summarizes what happens to benefit eligibility and program participation while on family medical leave.

<table>
<thead>
<tr>
<th>BENEFIT/PROGRAM</th>
<th>DURING FAMILY &amp; MEDICAL LEAVE</th>
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<tbody>
<tr>
<td>Medical, Dental, and Vision</td>
<td>Employee may continue coverage for himself/herself and his/her dependents subject to plan limits.</td>
</tr>
<tr>
<td>Health care account</td>
<td>May continue participation subject to plan limits</td>
</tr>
<tr>
<td>Long-term disability</td>
<td>May continue coverage subject to plan limits.</td>
</tr>
<tr>
<td>Dependent care account</td>
<td>Contributions are suspended after salary ceases to be paid.</td>
</tr>
<tr>
<td>Basic Life</td>
<td>May continue coverage subject to plan limits.</td>
</tr>
<tr>
<td>BENEFIT/PROGRAM</td>
<td>DURING FAMILY &amp; MEDICAL LEAVE</td>
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<td>------------------------------------------</td>
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</tr>
<tr>
<td>Vacation</td>
<td>Vacation time does not continue to accrue while on a leave of absence.</td>
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<tr>
<td>Sick</td>
<td>Remains available but does not continue to accrue while on a leave of absence.</td>
</tr>
<tr>
<td>Seniority</td>
<td>Seniority continues.</td>
</tr>
<tr>
<td>Employee Assistance Program</td>
<td>Availability continues.</td>
</tr>
<tr>
<td>401(K)</td>
<td>Participation continues; contributions suspended (except during periods when salary continuation benefits are being paid). Contributions resume automatically upon returning to work, unless the employee initiated changes directly with T. Rowe Price. Employees will continue to receive deductions for 401k Loans while on a paid leave of absence. An Unpaid Leave of Absence will require any Employee with a 401k Loan to contact T. Rowe Price directly at 1-800-922-9945 to discuss repayment options.</td>
</tr>
<tr>
<td>Non Revenue Travel and Buddy Passes</td>
<td>Spirit Airlines’ Non-Revenue Travel Benefits, are continued for dependents only, including buddy passes for a maximum of 12 weeks under the provisions of the Family and Medical Leave Act of 1993. Your Spirit Identification Badge and Airport SIDA Badge (if applicable) must be turned into your supervisor/manager prior to the beginning of your leave.</td>
</tr>
</tbody>
</table>
Processing of a Family Medical Leave Request

An employee must contact the Leave Management Vendor and advise them of the reason(s) for the leave, providing enough information so that a determination can be made as to whether the request meets the provisions of the Family and Medical Leave Policy. If he/she does not complete this process or provide medical certification as required so a determination can be made, the leave request may be denied.

Once the need for FMLA has been identified, the Leave Management Vendor will determine whether the leave meets the provisions of the Family and Medical Leave policy. If the leave qualifies, the leave period will be designated as leave under FMLA and count towards the employee’s 12 weeks of job protection. If he/she receives a "Denial of FMLA" letter, the absence from work will not qualify as FMLA. In such case, the time off work would not be job protected under FMLA.

Periods during which long-term disability benefits are paid may count toward a family medical leave period, provided a serious health condition exists.

Periods of family medical leave that have been designated as such, including intermittent leaves and reduced, part-time leave schedules, are excluded from the Attendance Policy.

Return to Work

If an employee is absent for a family medical leave reason, and during the time off or after he/she returns to work the Company learns that the absence was for a family medical leave reason, the time off may be retroactively designated as family medical leave. While on leave, he/she must periodically report his/her status and intent to return to work to the supervisor and the Leave Management Vendor. The Company may also initiate periodic contact with the employee. If he/she needs to take more or less time than originally planned, he/she must provide reasonable notice, when possible, to the supervisor and the Leave Management Vendor (two (2) business days is requested).

Those benefits for which the employee made contributions will continue with no break in coverage. If he/she did not pay contributions while on leave, benefits will be reinstated on a forward basis. For more information on pre-existing condition provisions and proof of good health requirements that may apply when reinstating health benefits, contact the Human Resources Department.

Contributions to the 401(K) plan will resume after the return to work.

Impact of Termination

If an employee terminates employment directly from a family medical leave, he/she may be eligible to continue coverage under COBRA from the end of the family medical leave. This is true even if he/she does not continue paying
contributions for medical, dental, and health care account coverage while on leave. Human Resources should be contacted for more information.

**Long-term Disability Plan**

If the illness, injury, or disability period lasts longer than 90 days, long-term disability benefits may be available. The Company pays the full cost of this plan.

If an employee works in a state that offers State/Temporary Disability Insurance (SDI or TDI) benefits (California, New York, New Jersey, Rhode Island, or Hawaii), Disability benefits will be reduced by any benefits received through the state plan. All determinations relating to eligibility to receive Disability benefits are made by the insurance carrier and/or the applicable state agency or commission. Disability benefit payments are paid directly by Spirit for the first ninety (90) days of Disability, then the insurance carrier and/or state.

**Applying for State Disability Benefits**

Employees working in California, New Jersey, or Rhode Island must apply for state disability insurance benefits. Filing information specific to each state can be obtained at:

- California: [WWW.EDD.CA.GOV/DIREP/DICFP.HTM](http://WWW.EDD.CA.GOV/DIREP/DICFP.HTM), 1-800-480-3287, or TDD at 1-800-563-2441.
- New Jersey: [WWW.NJ.GOV/LABOR/TDI/HOWAPPLY.HTML](http://WWW.NJ.GOV/LABOR/TDI/HOWAPPLY.HTML), 1-609-292-7060, or TDD at 1-609-292-8319.
- New York: [WWW.WCB.STATE.NY.US](http://WWW.WCB.STATE.NY.US) (No phone calls)
- Rhode Island: [WWW.DLT.RI.GOV/TDI/TDIHOME.HTM](http://WWW.DLT.RI.GOV/TDI/TDIHOME.HTM) or 1-401-462-8420.

**Long-term Disability**

An employee's long-term disability (LTD) benefit is equal to 60% of his/her monthly base salary, up to a maximum monthly benefit of $5,000. Benefits start after being disabled for 90 consecutive calendar days. The Company pays the full cost of LTD insurance.

Any employee, who begins a leave of absence, is unable to return to work, and remains on a leave of absence for more than 26 weeks will be terminated from employment with the Company.

Please note that this same policy is followed for leaves of absence pertaining to workers' comp illnesses or injuries as well.
Military Leave (Active and Reserve Service)

The Company has established a military leave policy that incorporates and is consistent with the guidelines of the "Uniformed Services Employment and Re-employment Rights Act" of 1994 (USERRA) and individual state laws.

Qualifying Circumstances

Employees who perform service, whether voluntary or involuntary, in one of the uniformed services for the federal or state governments are eligible for military leave. "Uniformed Services" are defined as the Armed Forces (Army, Air Force, Navy, Marines, Coast Guard, including Reserves), National Guards, commissioned corps of the Public Health Service and other persons designated by the President of the United States of America in the time of war or emergency.

"Service" in one of the above uniformed services is defined as active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and a period for which an individual is away from their employment for a physical examination to determine fitness for duty.

Duration of Military Leave

Military leave is available up to six (6) months during military service. After six (6) months, employment is terminated; however, an employee may be eligible for re-employment upon completion of military service. The cumulative period of absence generally cannot exceed five (5) years.

Notification Process

Advance written or verbal notice is required unless giving notice is impossible or unreasonable. Failure to provide written or verbal notice, unless impossible or unreasonable due to military necessity or other legitimate reasons, could affect eligibility for reinstatement or re-employment rights when returning from military service.

Job Protection

As long as the appropriate notice of the intent to return to work is given, and there are no situations affecting reinstatement or re-employment, the following will apply:

If an employee reports to or notifies the Company of the intent to return during the first 90 days of military leave, he/she will be returned to his/her position. If he/she reports to or notifies the Company after the first 90 days of military leave, efforts will be made to hold the position or a position of like seniority, status and salary for which he/she qualifies.
Reinstatement/Re-employment

Reinstatement or re-employment will be handled within the guidelines of USERRA and individual state laws. In general, reinstatement or re-employment is not protected by USERRA if one of the following occurs:

- The employee did not meet the specific requirements for providing notice of the leave.
- The period of service in the uniformed services exceeded five (5) years.
- He/she did not give notice of the intent to return to work within the time frame provided by law.
- He/she receives less than an honorable discharge from military service.
- Business circumstances have so changed as to make re-employment impossible or unreasonable.
- He/she is no longer qualified for a position despite efforts to re-qualify him/her and his/her reinstatement or re-employment would cause an undue hardship on the Company.
- His/her employment before military leave was for a brief, non-recurrent period and there was no reasonable expectation that employment would continue indefinitely or for a significant period. (This may apply to employees with a temporary status.)

Benefits Availability

Most benefits continue while on military leave provided the employee pays the appropriate employee contributions as required; otherwise, coverage ceases. Benefits, other than those required by law will cease thirty (30) days from the beginning date of your military leave.

Requirements Upon Return From Military Leave

When military service is complete, an employee must notify the supervisor of the intent to return to work. Notice of the intent to return to work is required as follows:

- If the absence was 30 days or less, notice of the intent to return to work must be received no later than the beginning of the first full calendar work day following the completion of service plus eight (8) hours to permit safe travel from his/her place of service to his/her residence.
- If the absence was greater than 30 days but less than 181 days, he/she must make request for reinstatement no later than 14 days after completion of service.
• If the absence was 181 days or greater, he/she must make request for reinstatement no later than 90 days after completion of service.

If he/she is injured or ill as a result of his/her service, these time frames for providing notice of intent to return to work begin at the end of the period that is necessary for the employee to recover from such injury or illness. If he/she does not report to work within the above time frames, the absence will be subject to the Company's Attendance Policy.

The Company may ask that an employee periodically report to his/her supervisor on his/her status and the intent to return to work. The Company may also initiate contact with him/her.

Other Time Off

Personal Leave of Absence (PLOA)

Eligibility

Full-time employees are eligible to apply for a personal leave of absence (PLOA). New hires and rehires are eligible to apply for a PLOA after they have completed 180 days of employment. Employees on formal corrective action (Written Warning or Probation) are not eligible to take a PLOA.

Definition

The PLOA is for personal reasons and is not to be used for related absences covered by long-term disability, or family medical leave absences. The maximum period of time for which a PLOA can be approved is thirty (30) calendar days.

Earned and accrued vacation must be used while on leave. The leave will be unpaid once the vacation time has been exhausted.

PLOA Requests and Approval Process

All PLOA requests must be pre-planned and pre-approved. Requests should be submitted at least 15 days in advance. When the need is not foreseeable, requests should be submitted no later than two (2) business days before the leave.

PLOA requests require the approval of the immediate supervisor, department head and Human Resources. Approval depends on Operational Needs.

There is no guarantee of job protection while out on PLOA.
Status of Benefits during PLOA

Most benefits continue while employees are on a personal leave provided they pay the appropriate employee contributions, otherwise, benefit coverage ceases. The table below summarizes what happens to their benefit eligibility and program participation while they are on PLOA:

**Benefit Programs During PLOA**

<table>
<thead>
<tr>
<th>Program</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Coverage continues subject to plan terms</td>
</tr>
<tr>
<td>Dental</td>
<td>Coverage continues subject to plan terms</td>
</tr>
<tr>
<td>Vision</td>
<td>Coverage continues subject to plan terms</td>
</tr>
<tr>
<td>Health care account</td>
<td>Participation continues subject to plan terms</td>
</tr>
<tr>
<td>Long-term disability</td>
<td>Participation continues subject to plan terms</td>
</tr>
<tr>
<td>Dependent care account</td>
<td>Participation continues subject to plan terms</td>
</tr>
<tr>
<td>Basic Life</td>
<td>Coverage continues subject to plan terms</td>
</tr>
<tr>
<td>Vacation</td>
<td>Does not continue to accrue</td>
</tr>
<tr>
<td>Adjusted service</td>
<td>Service credit continues</td>
</tr>
<tr>
<td>Employee Assistance Program</td>
<td>Availability continues</td>
</tr>
<tr>
<td>401(K)</td>
<td>Participation continues; contributions suspended if PLOA is unpaid. If contributions were suspended due to the PLOA being unpaid, they would resume automatically upon returning to work unless the employee initiated changes directly with T. Rowe Price.</td>
</tr>
<tr>
<td>Flight Benefits</td>
<td>No flight benefits until return to active status</td>
</tr>
</tbody>
</table>

Upon return to work, those benefits for which an employee paid contributions will continue with no break in coverage. If an employee did not pay contributions while on leave, benefits will not be reinstated and employee will have to meet new eligibility requirements.

**Reporting Requirement during PLOA**

While on leave, employees must report every week their status and intent to return to work to their managers or supervisors. If they need more personal leave, they need to immediately notify their supervisors or managers of this
change and obtain approval from both the department head and Human Resources. However, PLOA's cannot exceed thirty (30) days.

A supervisor or manager may also initiate periodic contact with his or her employees.

**Continuance Service versus Termination**

Employees who return to work following a leave will be considered as having continuous service. If Employees give notice of intent not to return to work during their PLOA’s, employment status will terminate immediately. Employees who fail to report to work as of the first work day following the end of their approved personal leaves will be considered to have voluntarily resigned as of that date.

Employees who terminate employment directly from personal leaves may be eligible to continue coverage under COBRA.

**Personal Day Off**

All full-time employees that do not call in sick for a period of six (6) consecutive rolling months are entitled to a personal day off with pay. Your supervisor or manager tracks eligibility for this benefit for each complete month. Once a Personal Day is earned employees must use it within 6 months of earning. Unused Personal Days have no monetary value upon termination or resignation.

**Funeral or Bereavement Time Off**

- **Immediate Family**

In the event of a death in the immediate family, full-time employees with at least six (6) months of continuous service may take off up to three (3) days with pay. It is expected that the time off will be taken beginning with the notification of death. Any further time off may be requested as vacation, or unpaid personal leave. If unpaid personal leave is being utilized, a maximum of five (5) unpaid days may be taken.

For the purposes of receiving Funeral or Bereavement Time Off, an employee’s immediate family includes: a spouse, domestic partner, (as listed on your dependent travel profile) child, step-child, adopted child, parent, brother, sister, grandchild, parents-in-law, and employee’s grandparents.

Employees are responsible for notifying their supervisor in a timely manner of the need for funeral and/or bereavement leave. Employees will be required to show proof of the death (e.g., death certificate, newspaper obituary, funeral home notice).

Abuse of this Funeral or Bereavement Time Off policy will result in disciplinary action up to and including termination.
Jury Duty

The Company recognizes the importance of jury duty and encourages those who are selected to fulfill their civic obligations. An employee must notify his/her Supervisor of the need for time off for jury duty as soon as notice or summons from the courts or a subpoena is received. Active full-time and regular part-time employees are eligible for pay at their regular salary while serving on jury duty. An employee is required to provide verification from the court clerk (copy of the notice, summons, or subpoena) confirming service as a juror to his/her supervisor. In the event an employee is released from jury duty early, he/she is expected to return to work for the remainder of their work schedule. Inaccurate reporting by an employee about jury duty may result in disciplinary action, up to and including termination. Voluntary requests for jury duty service (i.e., where the employee is not required to appear) will be subject to approval based on business need.

Witness in Court

Spirit recognizes an employee may be called upon to serve as a witness on behalf of the Company as a part of his/her regular job duties. An employee must notify his/her Supervisor of the need for time off to serve as a Witness in Court as soon as the summons or subpoena from the courts is received. Active full-time and regular part-time employees are eligible for pay at their regular salary while serving as a witness related to Company business. If an employee is released from serving as a witness early, he/she is expected to return to work for the remainder of their work schedule.

In the event an active employee receives a subpoena to serve as a witness in court that is unrelated to Company business (i.e., personal litigation) the time off must be covered through the use of his/her vacation. Spirit will not provide any legal advice for personal matters. An employee is required to provide documentation (summons or subpoena) confirming the presence in court is required. Inaccurate reporting by an employee may result in disciplinary action, up to and including termination.

Time Off to Vote

No employee of the Company will be penalized or subject to retaliation for requesting time off to vote in any election for public office. If an employee cannot vote before or after working hours, then he/she will be allowed with department Vice President approval sufficient time off, without pay for hourly employees, to go to the polls. However, employees should provide advance notice to their supervisor so that adjustments in schedules can be made.

On days when elections for public office are scheduled in the state, county, city or town in which employees live, they must inform their supervisor in advance if there is expected to be any conflict between the work schedule and the exercise of voting rights in any election for any public office.
I. NON REVENUE AND INTERLINE TRAVEL BENEFITS

PASS AND FREE TRAVEL

Non-revenue and discounted travel privileges are one of the most exciting advantages available to airline employees. Spirit Airlines is happy to be able to offer this benefit to you. The Travel Department is committed to continual process improvement to help make your travel planning efficient, easy, and user friendly.

Along with travel benefits, there is travel responsibility. Our company exists because of our Customers. We provide them safe, reliable, and friendly air transportation at an affordable price. When traveling, all employees, their family members and buddies, are expected to conduct themselves in a manner that reflects the courtesy and good judgment for which Spirit employees are known. It is important to keep in mind at all times that our goal is to provide a totally pleasant atmosphere so revenue passengers will choose to fly with us again – and again. Even when we are traveling for personal reasons, it is our responsibility to keep the perceptions of the revenue Customer in mind.

Travel Policy Definitions

Non-Revenue

A non-revenue passenger is an employee, qualified parent or dependent, or buddy pass traveler on any type of free, reduced rate or service charge pass/ticket. In addition, it could be another airline or qualified employee of the industry and their dependents on any type of free, reduced rate or service charge pass/ticket.

Positive Space

Positive Space transportation on Spirit is only valid for executives and company business travel. Positive Space transportation can only be authorized by the Travel Department, Directors and Vice Presidents.

Space Available

Space available travel enables a non-revenue pass holder to standby for any Spirit flight. Boarding of space available pass holders will be made only after all revenue passengers, standby revenue passengers, and positive space non-revenue passengers have been accommodated. Priority boarding classifications are listed in Section E.

Dependent

A dependent is an employee’s spouse, significant other, or an individual under the age of 23 years who is a son, daughter or step-child as listed on the employee’s “Dependent Travel Authorization Form” on file in the Travel Department.
Parent/In-Laws

An employee designates two persons from the following list as “parents”: father, mother, step-father, step-mother, or in-laws.

You may request travel authorization for one set of parent(s) on your “Dependent Travel Authorization Form.” In other words, if you have parent(s), step-parent(s) and in-law(s) you may choose any two people to designate as your “parents” eligible for travel on Spirit Airlines.

The parties designated as “parents” may be changed once in a rolling twelve month period by completing a new “Dependent Travel Authorization Form” and submitting it to the Travel Department.

Significant Other

For an unmarried employee, you may name an individual 18 years or older in lieu of a spouse. A “significant other” may only be changed once in a rolling twelve month period by completing a new “Dependent Travel Authorization Form” and submitting it to the Travel Department. Married couples working for Spirit Airlines can not list a significant other in lieu of spouse. Pets can not be designated as a “significant other.”

Travel on Spirit Airlines

1. Effective 90 days from date of hire, all Spirit employees who work at least 20 hours per week, their dependents, and parents are eligible for unlimited space available travel on Spirit Airlines, free of charge, with the exception of International taxes.

2. Company business travel in the “Big Front Seat” is free of charge if space is available. For personal travel, the “Big Front Seat” service can be purchased (via cash or credit card) for a reduced rate of $25 per person per segment if space is available on day of departure. Priority boarding classifications are listed in Section E.

3. To travel space available on Spirit Airlines the following procedures are to be followed:

   a) Employees of Spirit must present their company ID card at any Spirit Airlines ticket counter to obtain a non-revenue boarding pass. Non-revenue passengers must be at the ticket counter a minimum of 1 1/2 hours (more if peak season or due to operational needs) prior to departure and at the gate a minimum of 1/2 hour prior to departure. Non-revenue employees who fail to present their company ID card or fail to meet these report times are likely to be refused boarding. Space available travel will be awarded according to the priority boarding classifications listed in section E.
b) Dependents and parents of employees must present their own photo identification along with the employee’s identification number at any Spirit ticket counter to obtain a non-revenue boarding pass. A “Dependent Travel Authorization Form” listing your dependents and parents must be on file in the Travel Department, along with proper documentation, in order for your dependents to be eligible to travel. The information from your “Dependent Travel Authorization Form” is on file in Spirit’s reservation system database.

c) Upgrading to Spirit “big seat” will be done by Customer Service Agents at the gate prior to boarding. If you are required to pay the $25 upgrade service charge, be ready to pay cash or credit card to the agent if there is space available. Upgrade opportunity will be awarded according to the priority boarding classifications listed in section E. (Some stations will not be able to take credit cards at the gate.)

d) Dependents, parents, and buddy pass riders flying without the employee and standing by for Spirit “big seat” must pay by cash or credit card at the gate (see above).

e) Spirit Airline’s passes are space available and confirmed reservations cannot be made. See listing procedures below.

4. Eligible Spirit Airlines employees and their dependents may list themselves on a flight by calling Reservations at 1-800-772-7117 and following the tips below:

   a) Have your employee number, desired travel dates, and flights ready before calling.

   b) Ask the agent if they have time to list a non-revenue passenger. If not, thank them and call back later. If yes, proceed with your request.

   c) Reservations Agents are not permitted to disclose the exact amount of seats left available on any flight. They can answer your availability questions using Good (25+ seats), Fair (11-24 seats), or Poor (10 or less seats).

   d) Whenever possible, it is preferred that you list on a round-trip basis. If required, the reservation can be modified by reservations or by the airport.

   e) You are permitted to list within one week of your desired outbound departure date.
f) Roundtrip taxes for international destinations must be paid at time of listing using a credit card. In the event travel is not completed, a refund may be requested.

g) If your travel plans change please cancel your listing by calling 800-772-7117 and providing your Record Locator.

h) At this time Buddy Pass travelers and other airline employees may not be listed in advance. They will continue to be processed at the airport.

i) Non-revenue POSITIVE SPACE travelers should continue to contact the Travel Department for arrangements.

Non-Revenue Rules and Personal Conduct

It is a privilege to receive non-revenue travel benefits on Spirit Airlines. Therefore, certain rules of behavior/conduct are expected of every non-revenue passenger. It is the responsibility of the employee to ensure their eligible dependents and buddy pass riders are aware of and comply with the following basic rules:

1) Revenue passengers are always to be given first consideration. Every effort will be made to seat all non-revenue passengers but only after revenue passengers have been checked-in. Non-revenue passengers are expected to be considerate to all fare-paying passengers in every respect.

2) Non-revenue passengers (employees, dependents, parents, and buddy pass riders) are not entitled to service recovery compensation, baggage liability, denied boarding compensation, or amenities. A report may be filed on lost baggage but the company is not liable for claims.

3) Non-revenue passengers may be expected to occupy the least desirable seats. These locations include confined seating areas, locations at which seat reclining may be restricted and areas at the rear of the aircraft. Non-revenue passengers should not request the bulkhead seats or the emergency exit rows unless there is no able bodied passenger who desires to occupy those seats.

4) Non-revenue passengers must always cooperate fully with airline personnel serving them. Should you or your dependents not be boarded due to unavailability of seats, or be asked to relinquish your seat, you must accept the inconvenience graciously. Complaints of unfair treatment should be made at a later time to your supervisor. If your supervisor feels the problem needs further investigation, they will follow-up.

5) Non-revenue passengers should refrain from mentioning to revenue passengers that they are traveling on a non-revenue or discounted basis.
6) An employee may not reserve a confirmed seat in advance and/or use a pass on that flight and/or use a pass on a flight for which a ticket has been purchased. Employees must not reserve positive space for themselves; the Travel Department must reserve it for you.

7) Non-revenue transportation is provided with the understanding that it will be used for personal travel only. Passes and reduced rate tickets are not to be used in connection with any business venture (except for Spirit Airlines company business).

8) All non-revenue passengers including employees, buddy pass holders and an employee’s eligible dependents must comply with all airport security screening requirements as well as carry-on baggage rules.

9) All non-revenue passengers are prohibited from consuming a quantity of alcohol on board or prior to boarding any Spirit flight that would cause or indicate impairment. Alcoholic beverages will not be provided on a complimentary basis to any non-revenue passenger. Positive space passengers on business travel can not drink alcoholic beverages before or during business hours.

10) It is the employee’s responsibility to ensure ample travel time when traveling space available. Failure to report for your scheduled work duties can result in attendance occurrences, which will be handled by your Manager in accordance with the attendance control policy.

11) Non-revenue passengers (including but not limited to employees traveling for pleasure, business or commuting, dependants, parents, retirees, buddy pass riders and other airline employees) traveling on Spirit Airlines may purchase food and beverage items at the same prices offered to our customers. Non-revenue passengers are not entitled to receive complimentary food or beverages.

12) While on board the aircraft, please refrain from:

- Occupying the Flight Attendant’s time excessively with conversations/requests, loitering in the galley area or serving yourself beverages/food.
- Talking about the company in a manner that may be perceived as negative or about company matters which may be confidential.
- Allowing children traveling with you to freely roam around the cabin, galley, lavatory or aisles.
- Complaining or expressing dissatisfaction over the service, lack of meal, or seat you have been assigned.
- Moving to the "big seats" without having paid or been issued a boarding pass in that cabin. Flight Attendants may not upgrade
non-revenue travelers onboard and all requests for such should be addressed to Airport Services personnel.

- Employees, vendors, and contractors may not consume or remove from Spirit Aircraft any products boarded as part of Spirit’s catering program (including but not limited to water, other beverages, food and related supplies) unless the product has been paid for during the normal course of on-board sales.

**Exception:** On-duty crewmembers (Flight Attendants and Pilots) are allowed to consume food and non-alcoholic beverages on-board Spirit aircraft without charge when actively working an assigned flight. Other than water, any portion of such food or beverage product not consumed during a flight must be properly disposed of in an aircraft trash container before leaving the aircraft. Deadheading crewmembers traveling on assigned flights are considered on-duty under this policy.

Free and reduced rate travel benefits are a privilege not a right. Federal regulations provide that a person may be fined for willful misrepresentation in order to obtain reduced rate transportation or misuse of these travel privileges. In addition, Spirit Airlines may take appropriate disciplinary action for improper conduct aboard an aircraft whether by the employee, dependents, parents, or buddy pass riders. Any abuse of pass policies by a Spirit Airlines employee or an individual traveling on an employee’s pass (whether or not accompanying the individual traveling) may result in the loss of pass privileges including the use of buddy passes, passes normally available as a dependent of an employee or passes obtained through station agreements. Further disciplinary action up to and including discharge from Spirit Airlines may occur depending upon the seriousness of the violation.

**Dress Code**

Spirit Airlines’ Customer Service Agents have the right to deny boarding to non-revenue passengers whose dress or behavior might be objectionable to revenue passengers. Proper attire is important and the following guidelines should be followed for the “Big Front Seat” and Spirit Coach:

**Male Adult:**
- Suits, casual slacks and shirts are appropriate.
- Jeans are acceptable if neat, clean, hemmed, and pressed (must be free of rips, stains, frays, patches, and holes).
- Clean, laced sneakers or sandals are acceptable.
Polo shirts, plain smart casual T-shirts (not undershirts) are acceptable. (Small logos are okay).

Tank tops, midriff tops, shorts and flip-flop beach sandals and sweat suits are not acceptable.

**Female Adult:**
- Dresses, suits, or casual slacks are appropriate.
- Jeans and Capri’s are acceptable if neat, clean, hemmed, and pressed (must be free of rips, stains, frays, patches, and holes).
- Split skirts or sport skirts are acceptable if the length comes to just above the knee.
- Blouses or plain smart, casual T-shirts, are acceptable
- Clean, laced sneakers or sandals are acceptable.
- Spaghetti straps, midriff tops, tube tops, shorts, mini-skirts, flip flop beach sandals, and sweat suits are not acceptable.

**Children over the age of 12:** Please follow the Adult Male and Female dress code.

Children **under** the age of 12: Please follow the above dress code; however, shorts are acceptable.

**Boarding Priorities**

Note: Any “Must Ride” status, regardless of pass priority, is booked positive space on a flight. The pass priority classification is used only to identify seating in the “Big Front Seat”. Crew scheduling, SOC, or a Vice President authorizes “Must Ride” status. Commuting between your home and your domicile is not designated as a “must ride.”

**Positive Space Classifications** – all positive space bookings for business or personal travel must be booked into coach. At the ticket counter, on day of departure, PS1, and PS2 may be seated in the “Big Front Seat” positive space without waiting for all passengers to check-in. PS1 and PS2 may use the the “Big Front Seat” line for check-in. All positive space business upgrades to the “Big Front Seat” are free of charge. All positive space personal travel upgrades for PS1 and PS2 are free of charge.
Pass Priority Position

PS1- Spirit Airlines Chief Executive Officer/President/Chairman/Vice Chairman/Executive Vice Presidents and their spouses (significant other) and dependents on company business or personal travel are allowed to book positive space in Spirit Coach and can upgrade to the “Big Front Seat” free of charge upon check-in if space is available.

PS2- Spirit Airlines and SAS Senior Vice Presidents, Vice Presidents, their spouses (significant other) and dependents on company business or personal travel are allowed to book positive space in Spirit Coach and can upgrade to the “Big Front Seat” free of charge upon check-in if space is available.

Chairman and Senior Executive Officers of other airlines on company business are allowed to book positive space Spirit Coach or the “Big Front Seat” if approved by a Vice President or the Travel Department. Employee spouse (significant other) traveling with employee to attend company business function may travel at this classification.

PS3- Senior Directors, Regional Directors, Directors, Regional Managers, Senior Managers and General Managers on company business are allowed to book positive space in Spirit Coach and may be upgraded by gate personnel to the “Big Front Seat” if seats are available after PS1, PS2, and revenue upgrades. Employee spouse (significant other) traveling with employee to attend company business function may travel at this classification.

PS4- Must Ride Captain or First Officer flying deadhead outbound and return flight are booked positive space Spirit Coach only, and may be upgraded by gate personnel to the “Big Front Seat” if seats available after PS1-PS3, and revenue upgrades. [Reference ALPA CBA – Section 8-B2.]

PS5- Managers and other management personnel on company business are allowed to book positive space Spirit Coach only, and may be upgraded by gate personnel to the “Big Front Seat” if seats are available after PS1-PS4, and revenue upgrades. Employee spouse (significant other) traveling with employee to attend company business function may travel at this classification.

PS6- Must Ride Maintenance personnel when traveling to protect a trip. Also, instructors when attendance is mandatory to conduct training are booked positive space Spirit Coach only, and may be upgraded by gate personnel to the “Big Front Seat” if seats available after PS1-PS5, and revenue upgrades.

PS7- Must Ride Flight Attendant flying deadhead outbound and return flight are booked positive space Spirit Coach only, and may be upgraded by gate personnel to the “Big Front Seat” if seats available after PS1-PS6, and revenue upgrades.

PS8- Other persons (interviewees, consultants, travel agents, and trainees) and other airline personnel traveling with authorization from Spirit managers, for
business purposes only, are booked positive space Spirit Coach only. They may be upgraded to the “Big Front Seat” by gate personnel if seats available after PS1-PS7 and revenue upgrades, unless authorized a higher classification in writing by a Vice President.

**Space Available Classifications** – all space available upgrades to the “Big Front Seat” for personal travel are $25 per person (per takeoff and landing), payable via cash or credit card. When there is ONLY the “Big Front Seat” space available (no coach space), the non-revenue employee or dependent can be placed in the “Big Front Seat” at no charge. The classifications listed below determine priority boarding order.

SA1- Senior Directors, Regional Directors, Directors, Regional Managers, Senior Managers and General Managers, spouse or significant other, and eligible family members traveling with the employee for personal travel on stand-by for the “Big Front Seat” and/or Spirit Coach.

SA2- Chairman and Senior Executive Officers of other airlines and their spouses traveling with them for personal travel on stand-by for the “Big Front Seat” and/or Spirit Coach.

SA3- Managers and Assistant Managers, their spouse or significant other and eligible family members traveling with the employee for personal travel on stand-by for the “Big Front Seat” and/or Spirit Coach.

SA4- All other employees, their spouse or significant other, and eligible family members traveling with the employee for personal travel on stand-by for the “Big Front Seat” and/or Spirit Coach.

SA5- All Spouses or significant others and eligible family members of employees traveling without employee on stand-by for the “Big Front Seat” and/or Spirit Coach.

SA6- All qualified Spirit Retirees with pass privilege benefits and their spouse on stand-by for Spirit Coach.

SA7- All buddy pass riders on stand-by for the “Big Front Seat” and/or Spirit Coach.

SA8- All other airline and industry personnel on stand-by for travel in the “Big Front Seat” and/or Spirit Coach.
Pass Priority Information

- Employee boarding priorities will be handled in order of classification and then seniority by year of hire, then month of hire (i.e., SA4-94/10, SA4-99/4, SA4-01/2).

- Non-revenue children must be six (6) or older to be seated in the “Big Front Seat”.

- Positive Space (PS) employees booked on an oversold flight should be asked at the ticket counter if they “MUST RIDE” on that flight even if it displaces a revenue passenger. The employee will be expected to make a good business decision based on their schedule/responsibility.

Unaccompanied Children

Unaccompanied children are accepted for transportation as follows:

- Children at least five years of age up to eleven years old are accepted for unaccompanied travel on Spirit Airlines flights which do not involve a scheduled change of aircraft (i.e., connecting flights or change-of-gauge flights). Children under five years of age cannot be accepted for unaccompanied travel.

- The unaccompanied minor must be brought to the airport by a parent or other responsible adult who must furnish Spirit Airlines with the name and phone number of the parent or other responsible adult who will meet the child upon deplaning at the destination point.

- The adult dropping off the unaccompanied minor must present a driver’s license or other type of photo ID for verification and documentation.

- The adult MUST obtain a guest pass at the ticket counter, escort the child to the gate, and remain in the gate area until the flight is airborne for 15 minutes.

- The adult picking up the unaccompanied minor must obtain a gate pass at the ticket counter and proceed to the gate for the arrival of the flight.

- Spirit Airlines requires a photo ID from the person(s) designated to meet the unaccompanied minor at the destination and WILL NOT RELEASE THE CHILD TO ANYONE ELSE.

- Spirit Airlines reserves the right to refuse transportation to an unaccompanied minor for a flight that is known, in advance, to be
terminated at an airport other than the child’s intended destination due to operational need (fuel stops, etc.)

- Unaccompanied minors are NOT ACCEPTED FOR TRAVEL on Spirit Airlines FOR TRAVEL TO ANY INTERNATIONAL DESTINATIONS.

- No fees will be charged for unaccompanied minors of Spirit Airlines employees.

- Note: Spirit Airlines will not assume any financial or guardianship responsibility for unaccompanied children beyond those applicable to an adult passenger.

Buddy Pass

Buddy passes will not be replaced if the list of numbers are lost or stolen. Lost or stolen numbers should be reported immediately to the Travel Department.

The Travel Department will send your buddy pass numbers to your home when you are eligible.

Employees, with six (6) months of service, are eligible for buddy passes.

- Full-time personnel are eligible for (6) round trip buddy passes per 13-month period (January through January).

- Part-time personnel who are regularly scheduled to work at least twenty (20) hours each week are eligible for three (3) round trip buddy passes per 13-month period (January through January).

- As a full-time employee, once you have six (6) months of service, you will be provided buddy passes equal to $\frac{1}{2}$ of the number of full months remaining in the calendar year (January through December). If you are a part-time employee, once you have six (6) months of service, you will be sent a number of buddy passes equal to $\frac{1}{4}$ of the number of full months remaining in the calendar year (January through December). If your date of hire falls after the 15th of the month you will not accrue towards a buddy pass for that month. Your accrual will begin the following month. Buddy passes will be issued each December and will be valid from January 1st through January 31st of the following year.
BUDDY PASS ELIGIBILITY

<table>
<thead>
<tr>
<th>Employee Status</th>
<th>Full-Time</th>
<th>Part-Time</th>
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</thead>
<tbody>
<tr>
<td>Month</td>
<td>RT – OW</td>
<td>RT – OW</td>
</tr>
<tr>
<td>January</td>
<td>6 – 12</td>
<td>3 – 6</td>
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<tr>
<td>February</td>
<td>5 – 10</td>
<td>2 – 4</td>
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<tr>
<td>March</td>
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<tr>
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<td>1 – 2</td>
<td>0</td>
</tr>
<tr>
<td>December</td>
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<td>0</td>
</tr>
</tbody>
</table>

1. A buddy pass can be given to anyone other than another Spirit Airlines employee (unless approved by department head) and is good only for travel on Spirit Airlines.

2. A buddy pass number is good for one-way travel (including scheduled connecting flights). Therefore, a buddy pass rider traveling on an itinerary with a connection more than four hours will be required to use two buddy passes.

3. Buddy pass numbers are only issued by the Travel Department. They cannot be issued at the ticket counter. (Your supervisor cannot waive this requirement.)

4. Travel is on a space available basis only and all buddy passengers will be boarded according to boarding priorities listed in section E. Buddy passengers are classification SA7.

5. Buddy pass riders must have $25 cash or credit card to stand by for the “Big Front Seat”. This form authorizes employee payroll deduction.

6. All regulations and restrictions, which apply to other categories of free and reduced rate travel, apply to passengers traveling on buddy passes. Employees are responsible for the actions of buddy pass riders and will be held responsible for any indiscretions.

7. Buddy passengers will be expected to abide by the employee travel dress code and rules of conduct.
8. Buddy passengers, like all space available passengers, will be deplaned at intermediate points if space is required for revenue passengers.

9. Non-revenue pass riders traveling on a direct flight (same flight number) have priority over non-revs (even with a higher boarding priority) at an intermediate stop. **This does not apply to buddy pass riders.**

   For example, non-revs flying ORD/SJU that stops in MCO have priority over the non-revenue and buddy pass riders trying to get on in MCO to SJU.

   Non-revs flying on a connecting flight (two or more separate flight numbers) and buddy pass riders flying on a connecting or direct flight follow the standard boarding procedure. The non-rev is to get off the aircraft at the stop and wait for the next flight in priority order.

10. Buddy passengers will not be provided compensation for denied boarding or a delayed flight, baggage liabilities, or amenities.

11. The employee is responsible for informing buddy passengers of the conditions, dress code requirements, restrictions and rules of conduct.

12. Buddy passes are a privilege and can be revoked at any time. Inappropriate behavior by Buddy Passengers may result in disciplinary action against the employee. Thus, employees should ensure that Buddy passengers are aware of and abide by Spirit’s Buddy Pass regulations.

13. If you sell a Buddy Pass, you will be subject to discharge from Spirit Airlines as well as criminal prosecution and financial liability for the value of the ticket.

**Identification and Documentation**

Spirit Airline’s employees must carry their company identification badge at all times and have it ready for presentation when requested. Please do not wear employee ID visibly while pass riding on the aircraft. (Should you lose your ID or have it stolen while traveling, you will not be denied travel, but will be expected to present another form of photo ID along with your employee number for verification upon check-in.) Dependents of employees must have the Employee ID number and positive photographic identification, such as a driver’s license, school ID, or passport.

**Baggage/Pets**

Employees traveling on a non-revenue basis are subject to the same baggage limitation as full revenue passengers. Because of our limited stowage space, non-revenue passengers are encouraged to minimize luggage and are not allowed excess baggage. Your checked bags will be tagged as space available at the ticket counter. They will get stowed if you get boarded. Non-revenue
travelers have no insurance nor liability against the air carrier in the event of damaged or lost baggage.

Pet fees will **NOT** be waived for active Spirit employees traveling with pets. Pets are space available (standby travel) in the cabin or belly of the aircraft and boarded only after revenue/confirmed pets. The non-revenue customer must travel on the same flight(s) as the pet(s). An employee on standby travel status with a pet should have someone at the airport in case Spirit can accommodate the employee, but cannot accommodate the pet on the flight.

Spirit Airlines accepts certain domestic pets for transport as either checked or carry-on baggage provided the following conditions are met:

- If traveling in cargo, the customer must provide a health certificate from a qualified veterinarian dated within 10 days of the date of originating travel validating the animal's fitness for travel.

- The animal is not offensive or dangerous in any way.

- Domestic pets are defined as dogs, cats, and small birds **ONLY**.

- Exotic animals including, but not limited to, snakes, spiders, rodents, ferrets, lizards, etc. are not accepted.

Spirit Airlines will transport a maximum of two (2) pet containers in the **aircraft cargo compartment**. Please note that pets in the cargo compartment are restricted for some aircraft types and locations. The following provisions apply:

- A maximum of one (1) pet per container is allowed. The only exception to this regulation is littermates of puppies or kittens less than 8 weeks old may be transported together in one container.

- Pets less than 6 months of age can only be transported together in the same container if they each weigh under 20lbs.

- The animal(s) must be able to stand upright and move about freely in the container.

- The kennel must be inspected and approved by Spirit Airlines for suitability of transport. All applicable DOT/USDA rules apply.

- The kennel may not exceed a height of 80” in a single dimension or have combined dimensions exceeding 160”.

- The combined weight of the kennel and pet may not exceed 100 lbs.

- Spirit Airlines does not accept animals for travel in cargo into and out of San Juan or any international destinations.
NOTE: Spirit Airlines may impose embargoes on certain dates and destinations during certain times of the year where weather conditions would make transporting the animal hazardous to its general health.

Spirit Airlines will also accept small pets (domestic dogs, cats and small household birds ONLY) for transportation in the passenger cabin under the following conditions:

- The container must be able to fit beneath the seat directly in front of the passenger traveling with the animal.
- Pet containers must be stowed for taxi, takeoff and landing and are not allowed in the overhead compartment at any time.
- In addition to standard carry-on kennels, Spirit Airlines permits soft-sided animal carriers (i.e., Sherpa Bags) for pets being carried onboard.
- The pet(s) cannot be removed from the container at any time during the flight.
- A maximum of four (4) pet containers is allowed per aircraft.
- In the event the animal becomes offensive or causes a disturbance during transit; the pet will be removed at the first en route stop.

Please see the “PET / ANIMAL ACCEPTANCE” section of the Customer Service Policy Manual for more details on requirements for this service.

J. RETIRED EMPLOYEE POLICY AND BENEFITS

- To express appreciation to those who provide years of dedicated service, certain flight privileges may be available to employees who retire from Spirit.

- The policy for retiree travel benefits is based on a sixty-five (65) point system: the sum of the number of years of service and the age of the employee at the time of retirement must be equal to or greater than sixty-five (65). There is a ten (10) year (date of hire to date of separation) minimum service requirement to obtain retiree pass privileges.

- Part-time service years accrue at the same rate as full-time service as applied toward retiree flight privileges.

- Previous years of service may be aggregated with current years of service in determining eligibility for retiree flight privileges if the break in service was no longer than the previous service period. In addition, only service periods of one year or longer will be considered. An employee who retires with flight privileges and then returns to the workplace does not have to
again satisfy the ten (10) years of service requirement when he or she again retires from Spirit.

- Eligible family members include spouse, significant other, and dependent children. Non-dependent children and parents are not eligible under retiree travel.

- Retired employees and their eligible dependents are able to travel on Spirit and other approved carriers (subject to the other carrier’s policy). The employee will be issued a courtesy Retired Employee ID badge for identification purposes. Please refer to full Retired Employee Policy and Benefits procedure on HTTP://ESS.SPIRITAIR.COM.

K. BETTER SPIRIT FUND

The “Better Spirits” Fund allows employees to assist fellow co-workers in times of need. The fund provides monetary assistance to Spirit Airlines’ employees who may be experiencing an unusual financial crisis. An unusual financial crisis is defined as an unplanned expense such as loss of basic living necessities due to weather, flood, fire, court mandated change in custody of a child, medical emergency not covered by medical insurance. The parameters of this fund are:

- Any employee interested in providing a voluntary donation to the Better Spirits Fund should complete the donation form and submit to Human Resources at HDQ. Employees may elect a voluntary payroll deduction at a designated amount each pay period and/or make a lump sum donation

- Any employee requesting relief from the fund should send a completed request form and documentation attesting the legitimacy of the unusual financial crisis in a confidential envelope to the Committee Chair at HDQ

- A committee, made up of members from different departments, reviews each request, notifies the requesting employee of the final outcome and upon approval, disburses funds
TERMINATION

A. VOLUNTARY TERMINATIONS

If an employee decides to discontinue his/her employment with the Company, we ask that he/she provide at least two (2) weeks written notice to his/her supervisor. This will give the Company the opportunity to make the necessary adjustments in the operation. Employees are required to return all property owned by the Company (e.g., computers, keys, identification badges, laptops, pagers, credit cards, etc.) prior to their departure. The Company retains the right to accept a resignation immediately and pay an employee the amount of straight time compensation for two (2) weeks base salary pay (pay in-lieu-of-notice).

B. INVOLUNTARY TERMINATIONS

While the decision to commence employment is consensual, the same is not always true when the time comes to end the employment relationship. As an at-will employer, the Company reserves the right to end the employment relationship at any time, with or without cause or notice. In the event an employee’s employment with the Company is terminated, he/she is required to return all property owned by the Company (as noted above) to his/her supervisor prior to departure.

The Company may, at the discretion of management, terminate employees involuntarily for a broad range of reasons which may include, but are not limited to: work performance deficiencies; attendance deficiencies; misconduct; and business conditions (including, but not limited to the elimination of a position, the need to reduce staff, consolidate operations, or the relocation of Company operations).

C. REDUCTIONS IN FORCE

While the Company hopes to continue growing and providing employment opportunities, business conditions, customer demand, and other factors are unpredictable. The Company reserves its right to restructure and reorganize the Company and to reduce employee headcount, as it shall solely determine.

In the event that the Company determines to reduce the workforce, the Company will make such decisions in accordance with the business needs of the organization and will consider the following factors based on operational requirements: individual skill sets, productivity, ability, versatility, seniority, overall job experience and expertise, job performance, qualifications, and relative contributions of those involved. These decisions will be reviewed by senior management and Human Resources for equal opportunity considerations that appropriate job-related criteria was used in making these decisions without regard to race, religion, age, sex, sexual orientation, marital or veteran status, handicap or disability, national origin or ancestry, and all other appropriate legally protected categories based on federal, state and local laws.
Furloughs

The Company makes every effort not to furlough employees. When economic conditions require a reduction in force, our objective is to obtain our most senior, productive and versatile employees. It is the Company’s intent to provide employees with as much notice of furlough as possible. The Company will attempt to provide at least a two-week notification of the furlough, or more time as required by law.

A list of full-time employees and a separate list of part-time employees will be used to determine selection for furlough within a city/department. Part-time employees are furloughed prior to full-time employees. In instances where employees share the same hire date, the last four digits of the social security number will be used, with the lowest number having the highest seniority.

Employees in a sick/occupational injury status (paid or unpaid) or long term disability status are subject to furlough in accordance with this policy.

If you are furloughed, you are eligible for recalls for a period of time equal to your active service with the company, not to exceed six (6) months. The order of recall is based on your seniority at the date of furlough. If you are recalled and you reject an offer of employment at the same grade level and/or the same or similar salary level or if you fail to report for a selected vacancy within 15 days of notice, you are considered to have refused recall and all rights of recall cease. Recalls to full time status are handled in the same manner in which the furlough occurred. Longevity accruals for pay purposes are adjusted for the period of time an employee was on inactive status. Sick and Vacation accruals are suspended.

If the duration of the furlough is less than 30 days, there will be no adjustment to Company Seniority, bid seniority, or pay seniority. Furloughs 31 days or more will have all seniority adjusted to reflect time on furlough.

If you are on a Company designated furlough, you may continue your group insurance coverage by assuming payment of the current COBRA rates for at least 18 months. You receive separate COBRA notification and information from the Human Resources Department.

Company Sponsored Voluntary Leaves

During slow periods, the Company may offer unpaid leaves up to a maximum of thirty (30) days. These unpaid Company Sponsored Leaves will be awarded by Company seniority. While on Company Sponsored Leave, all applicable insurance, and flight benefits remain in place. Spirit ID Badges and Airport Badges must be turned into your manager during a Company Sponsored leave. You will be provided with a Travel Letter for travel purposes. Company seniority, vacation and sick hours continue to accrue while on a Company Sponsored Leave.
Exit Interviews

Before leaving, an employee will be asked to participate in an Exit Interview with Human Resources. This will provide closure to employment with the Company and will allow the Company to ensure that it has resolved various administrative matters, answered any questions about continuation of benefits, and listened to any comments or ideas about improving the Company's operations. Confidential Exit Interview Questionnaires may be found on the Employee Self Service website at HTTP://ESS.SPIRITAIR.COM. All Company property should be returned directly to your manager unless located at the corporate headquarters facility.
DOT (FAA) DRUG & ALCOHOL PROGRAMS

A. ALCOHOL MISUSE PREVENTION PROGRAM (AMPP)

(As required by 49 CFR Part 121 Appendix J)

**Summary:**

The Federal Aviation Administration (FAA) Alcohol Misuse Prevention Program (AMPP) prohibits certain conduct by, and requires testing of; persons who perform safety-sensitive functions. Alcohol tests must be conducted by qualified technicians on evidential breath testing devices (EBT). Persons who violate the regulation will be subject to consequences, including removal from safety-sensitive functions. In addition, Spirit Airlines has established its own policies with respect to employees who misuse alcohol.

**Categories of Employees Subject to Testing (Covered):**

All persons performing the following safety-sensitive functions for Spirit Airlines are subject to the Department of Transportation (DOT/FAA) alcohol testing:

B. Flight Crewmember
C. Flight Attendant
D. Flight Instruction
E. Aircraft Dispatch
F. Aircraft Maintenance/Preventative Maintenance Duties
G. Ground Security Coordinator
H. Aviation Screening
I. Air Traffic Control

**Periods of work day that covered employees are required to be in compliance:**

Any employee performing the above listed safety-sensitive functions are subject to alcohol testing and must refrain from consuming **ANY ALCOHOL** (not just alcoholic beverages) whenever they are performing, ready to perform, or immediately available to perform these functions.

**Prohibited Conduct:**

Covered employees may not report for duty or remain on duty in a position requiring the performance of safety-sensitive functions while having consumed alcohol.
“ALCOHOL” is defined as the intoxicating agent in beverage alcohol, ethyl alcohol, or other low-molecular weight alcohols, including methyl or isopropyl alcohol.

“ALCOHOL USE” is defined as the consumption of any beverage, mixture, or preparation, including any medication (prescribed or over-the-counter, intentional or unintentional), containing alcohol.

Pre-Duty Use:
Employees may not perform flight crewmember, flight attendant, or air traffic controller duties within 8 hours after consuming alcohol.

Employees may not perform flight instruction, aircraft dispatch, aircraft maintenance, preventative maintenance, ground security coordination or aviation screening within 4 hours after consuming alcohol.

(Spirit Airlines company policy is that no employee may report to work within 8 hours of consuming alcohol.)

On-call employees who are not at work, but could be called to perform safety-sensitive functions, are subject to the pre-duty alcohol prohibition (i.e., they would have to decline a call to work if acceptance would result in performing safety-sensitive duties within the 8 or 4 hours, whichever is applicable.)

On-Duty Use:
Covered employees may not consume alcohol in any form while performing safety-sensitive functions.

This prohibition also applies to covered employees who are at work and immediately available to perform safety-sensitive functions.

“On-duty is considered to be any time an employee is:

- Being provided hotel or other accommodations by Spirit Airlines, including, but not limited to, layovers and company business (at or in excess of state limits of intoxication.)

- On reserve (on or off the work site)]

- Use After an Accident

Covered employees with knowledge of an accident involving an aircraft for which they performed a safety-sensitive function at or near the time of the accident may not use alcohol for 8 hours after the accident unless they have been given a post-accident test, or Spirit Airlines has determined that their performance could not have contributed to the accident.
An “accident” is defined as an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and the time that all such persons have disembarked and in which any person suffers death of serious injury or in which the aircraft receives substantial damage.

B. CIRCUMSTANCES THAT REQUIRE TESTING:
Covered employees are subject to the following federally mandated alcohol tests:

**Post-Accident:**
As soon as practicable after an accident, each covered employee must be alcohol tested if that employee’s performance either contributed to the accident or cannot be discounted as a contributing factor to the accident.

A covered employee who is subject to post-accident alcohol testing will remain readily available for testing or may be deemed by Spirit Airlines to have refused to submit to testing.

Attempts to conduct post-accident alcohol testing will cease 8 hours after the accident, even if no alcohol test has been conducted.

**Random:**
Random tests may be conducted just before, during, or just after the employee has performed a safety-sensitive function, or was available to perform a safety-sensitive function. Covered employees will be selected for random alcohol testing through a scientifically valid method. We will use a random number generator to select employees. Random tests will be conducted throughout the year and will be unannounced.

**Reasonable Suspicion:**
A covered employee must submit to an alcohol test if Spirit Airlines has determined that reasonable suspicion exists that the employee has violated the alcohol misuse prohibitions.

This determination must be based on a trained supervisor’s specific, contemporaneous, articulate observations concerning the appearance, behavior, speech or body odors of the employee.

*If no trained supervisor is available, Spirit Airlines may conduct a Non-DOT breath alcohol test under management’s discretion. Additionally, Spirit Airlines may require an employee to submit to a Non-DOT breath alcohol test even if the above criteria for reasonable suspicion is not met (i.e., a passenger makes a comment during a flight delay about the crew being seen in the bar drinking.) These types of tests will be conducted under management’s discretion.*

In the event an alcohol test cannot be administered, no employee who is under the influence of or impaired by alcohol, as shown by behavioral, speech or performance indicators of alcohol misuse, should report for duty or remain on duty requiring the performance of safety-sensitive functions until a test can be
administered and the result is below .020 or until the commencement of the employee’s next duty period if at least 8 hours have elapsed.

Similarly, even if an alcohol test cannot be administered, Spirit Airlines will not permit any employee who is under the influence of or impaired by alcohol, as shown by behavioral, speech, or performance indicators of alcohol misuse, to report for duty or remain on duty requiring the performance of safety-sensitive functions until a test can be administered and the result is below .020 or until the commencement of the employee’s next duty period if at least 8 hours have elapsed.

A supervisor who identifies an employee for a reasonable suspicion test cannot conduct the alcohol test as the breath alcohol technician for that employee.

**Return to Duty:**
Return to duty testing will be given to a covered employee before the employee returns to duty of a safety sensitive function after engaging in prohibited conduct.

The employee cannot perform a safety-sensitive function until a result indicating an alcohol concentration of less than .020 is obtained and after the SAP has determined that the employee has successfully complied with the prescribed education and/or treatment.

**Follow-Up:**
Follow up testing is given to employees that have been identified by a substance abuse professional (SAP) as needing assistance in resolving a problem with alcohol misuse and who has returned to duty performing a safety-sensitive function.

Follow-up tests will be unannounced and at least 6 tests must be conducted in the first 12 months after the employee is back on the job. Follow-up testing may continue for up to 60 months. The schedule for follow-up alcohol testing is established by the Substance Abuse Professional (SAP).

**Retests:**
If Spirit Airlines desires to permit an employee to perform a safety-sensitive function within 8 hours following administration of an FAA-mandated alcohol test indicating an alcohol concentration of .020 or greater but less than .040, Spirit Airlines will first retest the employee.

The employee may return to the safety-sensitive function if the retest result indicates an alcohol concentration of less than .020.

**PROCEDURES USED TO TEST FOR ALCOHOL; PROTECT THE EMPLOYEE AND THE INTEGRITY OF THE BREATH TEST PROCESS; SAFEGUARD THE VALIDITY OF THE TEST RESULTS; AND ENSURE THE RESULTS ARE ATTRIBUTED TO THE CORRECT EMPLOYEE.**
Spirit Airlines will be use certified Spirit personnel, or certified contract collection personnel to conduct breath alcohol testing. All tests will use the following procedures:

**Preparation for Breath Alcohol Testing:**

All testing will be conducted by breath alcohol technicians (BAT) (although DOT allows “screening test technicians” to be used for screening tests, Spirit Airlines will only be use BATs).

Upon entering the alcohol testing location, the breath alcohol technician (BAT) will require the employee to provide positive identification (photo ID or identification by a Spirit Airlines Management representative). On request, the BAT will provide positive identification to the employee. The BAT will explain the testing procedure to the employee.

**Screening Tests:**

The BAT will complete Step 1 on the breath alcohol testing form, and the employee will then complete Step 2 on the form, signing the certification. Refusal by the employee to sign this certification will be regarded as a refusal to take the test.

An individually sealed mouthpiece will be opened in view of the employee and BAT and attached to the evidential breath testing device (EBT) in accordance with the manufacturer’s instructions.

The BAT will instruct the employee to blow forcefully into the mouthpiece for at least 6 seconds or until the EBT indicates that an adequate amount of breath has been obtained.

If the EBT does not have a printer capable of generating a printed result, a sequential test number, the manufacturer’s name for the device, the device’s serial number, the time and date of the test; the BAT will show the employee the result displayed on the EBT. The BAT will record the displayed result, test number, testing device, serial number of the testing device, date, time, and quantified result in Step 3 of the form.

If the EBT provides a printed result, but does not print the results directly onto the form, the BAT will show the employee the result displayed on the EBT. The BAT will then affix the test result printout to the breath alcohol test form in the designated space, using a method that will provide clear evidence of removal, (i.e., tamper-evident tape). It is not required by DOT that the BAT utilize the printer for a screening test. If the BAT does not choose to use the printer, the BAT will show the employee the displayed result, and the BAT will record the manufacturer’s name for the device, the device’s serial number, the time and date of the test, and the result on the form.

If the EBT prints the test results directly onto the form, the BAT will show the employee the result displayed on the EBT.
In any case in which the result of the screening test is a breath alcohol concentration of less than .020, the BAT will date the form and sign the certification in Step 3 of the form. The employee will sign the certification and fill in the date in Step 4 of the form.

If the employee does not sign the certification in Step 4 of the form, it will not be considered a refusal to be tested. In this event, the BAT will note the failure to sign and initial in the “remarks” section of the form.

If a test result printed by the EBT does not match the displayed result, the BAT will note the disparity in the “remarks” section. Both the employee and the BAT will initial or sign the notation. The test is then invalid and Spirit Airlines and the employee will be so advised. Spirit Airlines will retest the employee as soon as practicable.

No further testing is authorized. The BAT will transmit the result of less than .020 to Spirit Airlines in a confidential manner and Spirit Airlines will receive and store the information so as to ensure that confidentiality is maintained, as required.

**Confirmation Tests:**

If the result of the screening test is an alcohol concentration of .020 or greater, a confirmation test will be performed. If the confirmation test will be conducted by a different BAT, the BAT who conducts the screening test will complete and sign the form. The BAT will provide the employee with Copy 2 of the form.

The BAT will conduct an “air blank” to ensure that the device is working correctly. The air blank result must be .000. If the reading is greater than .000, the BAT will conduct one more air blank. If the reading is greater than .000, testing will not proceed using that instrument. However, testing may proceed on another instrument.

The BAT will instruct the employee not to eat, drink, or put anything at all in his or her mouth and to the extent possible, not belch during the waiting period before the confirmation test. The BAT will ask the employee not to leave the room, and will closely supervise the employee during the entire 15 minutes. This time period begins with the completion of the screening test and will not be less than 15 minutes, but not more than 30 minutes. The BAT will also explain to the employee the reason for this requirement (i.e., to prevent any accumulation of mouth alcohol leading to an artificially high reading,) and the fact that it is for the employee’s benefit. The BAT will also explain that the test will be conducted at the end of the waiting period, even if the employee has disregarded the instruction. If the BAT becomes aware that the employee has not complied with this instruction, the BAT will so note in the “Remarks” section of the form.

If a BAT other than the one whom conducted the screening test is conducting the confirmation test; the new BAT will initiate a new Breath Alcohol Testing form. The BAT will complete Step 1 on the form. The employee will then complete Step 2 on the form signing the certification. Refusal by the employee
to sign this certification will be regarded as a refusal to take the test. The BAT will note in the “Remarks” section of the form that a different BAT conducted the screening test.

A breath alcohol test is invalid under the following circumstances:

- The EBT does not pass its next external calibration check (invalidates all test results of .020 or greater on tests conducted since the last valid external calibration check; does not invalidate negative tests).

- The breath alcohol technician does not observe the minimum 15-minute waiting period prior to the confirmation test.

- The BAT does not sign the form.

- The BAT fails to note in the “Remarks” section of the form that the employee has failed or refused to sign the form after the test has been conducted.

- The EBT fails to print a confirmation test result.

- The sequential test number of alcohol concentration displayed on the EBT is not the same as the sequential test number or alcohol concentration on the printed result.

Employee records pertaining to alcohol testing will be maintained in a secure location with controlled access.

These records will be promptly released to the employee, or a person identified by the employee (including subsequent employers), upon written request of the employee. This release of information will not be contingent upon payment for records other than those specifically requested.

These records will be released to the Secretary of Transportation upon request of the DOT or FAA.

These records will be released to the National Transportation Safety Board when requested as part of an accident investigation.

These records will be released to the employee or a decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual and arising out of a determination that the employee engaged in prohibited conduct.

If an employee is required to undergo substance abuse evaluation during their employment with Spirit Airlines, the employee will allow Spirit Airlines access to all such records as a condition of their employment.
C. REFUSAL TO SUBMIT TO TESTING:

As an employee, you are considered to have refused to take an alcohol test if you:

- Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by C/TPA.

- Fail to remain at the testing site until the testing process is complete; provided, that an employee who leaves the testing site before the testing process commences for pre-employment test is not deemed to have refused a test.

- Fail to provide an adequate amount of saliva or breath for any alcohol test required by this part or DOT agency regulations; provided, that an employee who does not provide an adequate amount of breath or saliva because he or she has left the testing site before the testing process commences, for a pre-employment test, is not deemed to have refused to test.

- Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.

- Fail to undergo a medical examination or evaluation, as directed by the employer as part of the insufficient breath procedures outlined at 49 CFR Part 40.265.

- Fail to sign the certification at step 2 of the ATF.

- Fail to cooperate with any part of the testing process.

As a BAT or an STT, or as the physician evaluating a “shy lung” situation, when an employee refuses to test as provided in paragraph (A) of this section, you must terminate the portion of the testing process in which you are involved, document the refusal on the ATF (or in a separate document which you cause to be attached to the form), immediately notify the DER by any means (e.g., telephone or secure fax machine) that ensures the refusal notification is immediately received. You must make this notification directly to the DER (not using a C/TPA as an intermediary).

Refusal to submit to a pre-employment or return to duty test (drug) is not a violation of the FAA - AMPP rule, but a refusal will prevent any person from performing safety-sensitive functions.
D. CONSEQUENCES FOR VIOLATING THE RULES OF THE AMPP:

Removal from Safety-Sensitive Functions:

Covered employees are prohibited from performing safety-sensitive functions if they have engaged in prohibited conduct under the FAA rule or another DOT agency’s alcohol misuse rule (including refusal to submit to random, reasonable suspicion, post accident, or follow-up testing).

Spirit Airlines’ Company policy calls for “ZERO TOLERANCE”. Spirit Airlines considers “zero” to be any alcohol concentration less than .020. Any employee who reports to work with an alcohol concentration of .020 or greater shall be immediately removed from duty, and the following specific actions shall be taken:

IF NON-PROBATIONARY/NON-INTRODUCTORY EMPLOYEE (as defined by each respective CBA or Spirit Company Policy if non-CBA)

Alcohol Concentration between .020 and .039:

1st Offense – suspension, referral to EAP and SAP evaluation/follow-up program, and return to duty, provided the following conditions have been satisfied:

• Employee has been evaluated by a SAP to determine whether the employee is in need of assistance in resolving problems related to alcohol use;

• Employee has completed any treatment recommended by the SAP;

• Employee has been evaluated by a SAP to ensure that the employee has properly followed the treatment program; and

• Employee has undergone required return to duty testing, and obtained an alcohol concentration of less than .020.

2nd Offense – immediate termination

Alcohol Concentration of .040 or greater:

• Immediate termination

IF PROBATIONARY/INTRODUCTORY EMPLOYEE (as defined by each respective CBA or Spirit Company Policy if non-CBA)

Alcohol Concentration of .020 or greater:

• Immediate termination
Permanent Disqualification From Service:
If a covered employee is determined to have violated the on-duty use of alcohol prohibition, he or she is permanently precluded from performing the safety-sensitive duties he or she performed before such a violation.

If a covered employee is determined to have violated the prohibited alcohol-related conduct provisions, other than the on-duty use, two times after the employee becomes subject to the prohibitions, he or she is permanently precluded from performing the safety-sensitive duties he or she performed before such a violation.

The bar on two-time violators will apply both to persons who go through rehabilitation and to those who, after evaluation by a SAP, are determined not to need treatment.

Notice to the Federal Air Surgeon:
Any covered employee who holds an airman medical certificate issued under 14 CFR Part 67 and violates the provisions of the rule will be reported to the Federal Air Surgeon.

No covered employee who holds a Part 67 airman medical certificate will perform a safety-sensitive function after a violation unless and until, in addition to other required return to duty steps, the Federal Air Surgeon has recommended that the employee be permitted to perform such duties.

Notice of Refusals:
Any covered employee who holds an airman certificate issued under 14 CFR Part 61, Part 63, Part 65 and Part 67 and refuses to submit to required random, post accident, reasonable suspicion, or follow-up alcohol testing will be reported to the FAA within (2) business days Such a refusal could result in suspension or revocation of their certificate.

(Spirit Airlines company policy is to terminate any covered or non-covered employee who refuses any alcohol test, regardless of his or her length of service.)

Required Evaluations and Testing:
No covered employee who has violated the rules on alcohol misuse or refusal to submit to testing can perform any safety-sensitive function unless and until that employee has:

- Been evaluated by a SAP to determine whether the employee is in need of assistance in resolving problems related to alcohol use;
- Completed any treatment recommended by the SAP;
• Been evaluated by a SAP to ensure that the employee has properly followed the treatment program; and

• Undergone required return to duty testing and obtained a concentration of less than .020.

(Note: Federal Air Surgeon action may also be required for certain employees)

Spirit Airlines will only use a SAP who is a licensed physician (medical doctor or doctor of osteopathy) or a licensed certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of disorders related to drug use and abuse

CONSEQUENCES FOR HAVING AN ALCOHOL CONCENTRATION OF .020 OR GREATER BUT LESS THAN .040

If a covered employee is found to have an alcohol concentration of .020 or greater but less than .040, that employee will be immediately removed from performing safety-sensitive functions, until the employee is re-tested with a result of .020, or until the start of the employee’s next regularly scheduled duty period, if it occurs at least 8 hours following administration of the test.

_Spirit Airlines’ Company policy calls for “ZERO TOLERANCE”. Spirit Airlines considers “zero” to be any alcohol concentration less than .020. Any employee who reports to work with an alcohol concentration of .020 or greater shall be immediately removed from duty, and the following specific actions shall be taken:_

IF NON-PROBATIONARY/NON-INTRODUCTORY EMPLOYEE (as defined by each respective CBA or Spirit Company Policy if non-CBA)

Alcohol Concentration between .020 and .039:

1st Offense – suspension, referral to EAP and SAP evaluation/follow-up program, and return to duty, provided the following conditions have been satisfied:

• Employee has been evaluated by a SAP to determine whether the employee is in need of assistance in resolving problems related to alcohol use;

• Employee has completed any treatment recommended by the SAP;

• Employee has been evaluated by a SAP to ensure that the employee has properly followed the treatment program; and

• Employee has undergone required return to duty testing, and obtained an alcohol concentration of less than .020.
2nd Offense – immediate termination

Alcohol Concentration of .040 or greater:

- Immediate termination

**IF PROBATIONARY/INTRODUCTORY EMPLOYEE** (as defined by each respective CBA or Spirit Company Policy if non-CBA)

Alcohol Concentration of .020 or greater:

Immediate termination

E. INTERVENING WHEN ALCOHOL IS SUSPECTED:

Intervening when alcohol is suspected, including confrontation, self referral program, and/or referral by management.

Employee Assistance Program (EAP):

If you, or a member of your immediate family, are in need of assistance for an alcohol or drug related problem, you may self-refer to your Employee Assistance Program (EAP). The Wellness Corporation is the organization Spirit Airlines has elected to perform our EAP services. The EAP professional will provide you and your family with caring, **confidential** help to assist in resolving the substance abuse problem.

If Spirit Airlines suspects that you may have a substance abuse related problem, you may be required to:

- Attend one or more sessions at The Wellness Corporation for an assessment of contributing problems.
- Be willing to follow The Wellness Corporation’s recommendations.
- Sign a limited “Release of Information” form allowing The Wellness Corporation to provide attendance reports and general information (without detailing specific issues) to a designated representative of Spirit Airlines management or union.

You may call the EAP 24 hours a day, 7 days a week at **1-800-828-6025**. They will see you within 72 hours of your call, but if you're in a crisis or emergency situation you’ll talk to someone right away.

As part of your Spirit Airlines employee benefits package, the EAP professional will provide you free of charge with:

- Assessment
- Brief Counseling
• A community referral (if necessary)

If the EAP professional finds it necessary to refer you elsewhere for treatment, they will guide you to an affordable community professional with a good reputation for helping other people in your situation. They will explain your health benefits package provided to you by Spirit Airlines and any co-pay or out-of-pocket expenses you may incur.

Outpatient programs exist in a variety of settings:

1. Community mental health centers.
2. Family service agencies.
3. Private physicians’ and therapists’ offices.
5. Specialized alcoholism treatment facilities.

Inpatient services, designed for those with more serious alcohol problems, can be found in hospitals, residential care facilities, community halfway houses and some alcoholism clinics.

**Effects of Alcohol Misuse on an individual’s Health, Work, and Personal Life:**

Alcohol is a central nervous system depressant. Taken in large quantities it causes not only euphoria associated with “being drunk” but also adversely affects your judgment, your ability to think and your motor functions. Drink enough alcohol fast enough and it can kill you.

Long term overuse of alcohol can cause liver damage, heart problems, sexual dysfunction, and other serious medical problems.

In some cases, alcohol use can lead to physical and psychological dependence on alcohol. Alcoholism is a serious chronic disease. Left untreated it will inevitably get worse.

Workers who use alcohol (and other drugs) affect everyone. Studies show that compared to alcohol and drug-free workers, substance abusers are far less productive, miss more workdays, are more likely to injure themselves or someone else, and file more workers’ compensation claims.

The measurable dollar costs of workplace substance abuse from absenteeism, overtime pay, tardiness, sick leave, insurance claims and worker’s compensation can be substantial. However, the hidden costs resulting from diverted supervisory and managerial time, friction among workers, damage to equipment and damage to the company’s public image mean that workplace substance abuse can further cut profits and competitiveness.
Alcohol can also destroy relationships, lead to serious problems with the law (e.g.; drunk driving), and even cause harm to the people you love.

If drinking affects your life, it could lead to job loss and all of the financial problems that would follow.

Although Spirit Airlines has no history of substance abuse problems, we recognize that alcoholism and alcohol misuses are problems throughout America.

There are three good reasons why you should be concerned if any of your co-workers are using drugs or alcohol on the job:

1. Your health and safety may be at risk.
2. Alcohol misuse costs you money.
3. Alcohol creates a negative work environment.

The US Department of Labor has determined that drug and alcohol use on the job costs society approximately $102 billion a year. Since most of this cost is passed on to you in the form of higher health insurance rates or in the price you pay for things, drug and alcohol use on the job costs you and your fellow workers.

The US Department of Labor has also determined that absenteeism among problem drinkers of alcoholics is 3.8 to 8.3 times greater than normal. If your fellow workers don’t come to work, you may have to do their jobs in addition to your own.

Workers who misuse alcohol do not function at their full potential. Not only is absenteeism a problem, when they are at work these employees may have reduced capabilities and productivity. Since our product is the safe transportation of the public, alcohol misuse is an especially serious issue.

No matter what your position is in the organization, there is something you can do to ensure that drug and alcohol use on the job never becomes a problem at Spirit Airlines. Acceptance of ANY misuse puts you, this company and the public at risk.

F. SIGNS AND SYMPTOMS OF ALCOHOL MISUSE:

Any one or more of the following signs may indicate a drinking problem:

- Family or social problems by drinking.
- Job or financial difficulties related to drinking.
- Loss of a consistent ability to control drinking.
• “Black outs” or the inability to remember what happened while drinking
• Distressing physical and/or psychological reactions if you try to stop drinking.
• A need to drink increasing amounts of alcohol to get the desired effect.
• Marked changes in behavior or personality when drinking.
• Getting drunk frequently.
• Injuring yourself or someone else while intoxicated.
• Breaking the law while intoxicated.
• Starting the day with a drink.

Retention of Records:
Employee records pertaining to alcohol testing will be maintained in a secure location with controlled access for reasons of confidentiality.

Access to Records:

• These records will be promptly released to the employee, or a person identified by the employee (including subsequent employers), upon written request of the employee.

• This release of information will not be contingent upon payment for records other than those specifically requested.

• These records will be also be released to:

  • The Secretary of Transportation upon request of the DOT or FAA.
  • The NTSB when requested as part of an accident investigation.
  • The employee or a decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual and arising out of a determination that the employee engaged in prohibited conduct.
  • If an employee is required to undergo substance abuse evaluation during their employment with Spirit Airlines, the employee will allow Spirit Airlines access to all such records as a condition of their employment.
TOLL-FREE HOTLINES FOR DRUG AND ALCOHOL ABUSE:

Al-Anon/Al-Ateen
(800) 356-9996 (public outreach)
(800) 344-2666 (member meeting information)

Alcohol Hotline
(800) ALCOHOL

American Council on Alcoholism Helpline
(800) 527-5344

Americans with Disabilities Act (ADA) Helpline
(800) 669-EEOC, x3362

Drug-Free Workplace Professional
(800) 497-8122
Web Site: WWW.DRUGFREESWORKPLACE.COM

Families’ Anonymous
(800) 736-9805

Information on Substance Abuse Line
(800) 241-9746

Just Say No Foundation Helpline
(800) 258-2766

Marijuana Anonymous World Services
(800) 766-6779

NAPARE Alcohol, Drug, and Pregnancy Hotline
(800) 638-BABY

National Helpline
(800) COCAINE, (Spanish, (800) 662-9832)

National Council on Alcoholism and Drug Dependency Hope Line
(800) NCA-CALL, (800) 622-2255

National Drug & Alcohol Treatment Routing Service
(800) 662-HELP

National Federation of Parents for Drug-Free Youth
(800) 554-KIDS

Rational Recovery Systems
(800) 303-CURE
DOT (FAA) ANTI-DRUG PROGRAM

(As required by 49 CFR Part 121 Appendix I)

A. SUMMARY:

The Federal Aviation Administration (FAA) drug testing program prohibits certain conduct by, and requires testing of, persons who perform specified safety-sensitive functions. Persons who violate this regulation will be subject to consequences, including removal from safety-sensitive functions.

B. CATEGORIES OF EMPLOYEES SUBJECT TO TESTING (COVERED):

Each employee, including any assistant, helper, or individual in a training status, who performs a safety-sensitive function listed in this section directly or by contract (including by subcontract at any tier) for an employer as defined must be subject to drug testing under an anti-drug program implemented in accordance with 49 CFR Part 121, Appendix I. This includes full-time, part-time, temporary, and intermittent employees regardless of the degree of supervision. The safety-sensitive functions are:

- Flight Crewmember
- Flight Attendant
- Flight Instruction
- Aircraft Dispatch
- Aircraft Maintenance/Preventative Maintenance Duties
- Ground Security Coordinator
- Aviation Screening
- Air Traffic Control

Substances for Which Testing Will Be Conducted:

Spirit Airlines shall test each employee who performs a safety-sensitive function for evidence of marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines during each test required by section V. of appendix I
Types of Drug Testing Required:

Pre-Employment Testing:
As a new hire, you are required to submit to a drug test prior to performing any safety-sensitive functions. Only after a verified negative drug test has been received may you begin performing safety-sensitive functions. This also applies if you are a current employee transferring from a non-safety-sensitive function into a safety-sensitive position.

Random:
All covered employees will be subject to unannounced random drug testing just prior to, during or just after the performance of a safety-sensitive functions.

Each safety-sensitive employee who is notified of selection for random drug testing must proceed to the collection site immediately; provided, however, that if the employee is performing a safety-sensitive function at the time of the notification, shall instead ensure that the employee ceases to perform the safety-sensitive function and proceeds to the collection site as soon as possible.

Failure to show for a test or interfering with the testing process will be considered a refusal.

Post-Accident Testing:
Each employee who performs a safety-sensitive function shall be tested for the presence of marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines, or a metabolite of those drugs in the employee's system if that employee's performance either contributed to an accident or can not be completely discounted as a contributing factor to the accident. The employee will be tested as soon as possible but not later than 32 hours after the accident. The decision not to administer a test under this section must be based on a determination, using the best information available at the time of the determination, that the employee’s performance could not have contributed to the accident. The employee shall submit to post-accident testing under this section.

Reasonable Suspicion/Cause:
Covered employees will be required to submit to any test (whether drug, alcohol or both) that a supervisor requests based on reasonable suspicion. Reasonable suspicion means that one or more trained supervisors, one of whom is trained in detection of the symptoms of possible drug use, must substantiate and concur in the decision to test an employee who is reasonably suspected of drug use or is under the influence of drugs or alcohol. The decision to test must be based on a reasonable and articulable belief that the employee is using a prohibited drug on the basis of specific contemporaneous physical, behavioral, or performance indicators of probable drug use.

Return to Duty Testing:
If you have violated the prohibited drug rules, and is returning to duty to perform a safety-sensitive function after refusing to submit to a drug test required by this appendix or receiving a verified positive drug test result on a test conducted under this appendix you shall undergo a return to duty drug test and will not be allowed to return to perform a safety sensitive function unless a verified negative drug test result has been received. Thereafter, you will be subject to unannounced follow-up testing at least 6 times in the first 12 months following your return to active safety-sensitive service.

This test cannot occur until after the SAP has determined that the employee has successfully complied with the prescribed education and/or treatment.

**Follow-up Testing:**
The number and frequency of follow up testing will be determined by the Substance Abuse Professional (SAP) and may continue for up to 5 years. The SAP will determine the number and frequency of such tests in accordance with the provisions of 49 CFR Part 40, and shall consist of at least six tests in the first 12 months following the employee's return to duty.

You will be directed to undergo testing for alcohol in accordance with appendix J of this part, in addition to drugs, if the Substance Abuse Professional determines that alcohol testing is necessary. Any such alcohol testing shall be conducted in accordance with the provisions of 49 CFR Part 40.

Follow-up testing shall not exceed 60 months after the date the employee begins to perform or returns to the performance of a safety-sensitive function. The Substance Abuse Professional may terminate the requirement for follow-up testing at any time after the first six tests have been conducted, if the Substance Abuse Professional determines that such testing is no longer necessary.

Follow-up testing is in addition to all other DOT required testing.

**Refusal to Submit to Testing:**
The FAA will be notified within 2 working days of any employee who holds a certificate issued under part 61, part 63, part 65 or part 67 who has refused to submit to a required drug test. Notification will be sent to: Federal Aviation Administration, Office of Aerospace Medicine, Drug Abatement Division (AAM–800), 800 Independence Avenue, SW., Washington, DC 20591, or by fax to (202) 267–5200.

**What is considered a refusal to test?**
DOT regulations prohibit you from refusing a test. As an employee, you have refused to take a drug test if you:
Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA.

Fail to remain at the testing site until the testing process is complete; Provided, that an employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test.

Fail to provide a urine specimen for any drug test required by this part or DOT agency regulations; provided, that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test.

In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen.

Fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.

Fail or decline to take an additional drug test the employer or collector has directed you to take.

Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER. In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment. If there was no contingent offer of employment, the MRO will cancel the test.

Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector; behave in a confrontational way that disrupts the collection process).

(a) As an employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

(b) As an employee, if you refuse to take a drug test, you incur the consequences specified under DOT agency regulations for a violation of those DOT agency regulations.

(c) As a collector or an MRO, when an employee refuses to participate in the part of the testing process in which you are involved, you must terminate the portion of the testing process in which you are involved, document the refusal on the CCF (including, in the case of the collector, printing the employee's name on Copy 2 of the CCF), immediately notify the DER by any means (e.g., telephone or secure fax machine) that ensures that the
refusal notification is immediately received. As a referral physician (e.g., physician evaluating a “shy bladder” condition or a claim of a legitimate medical explanation in a validity testing situation), you must notify the MRO, who in turn will notify the DER.

(d) As the MRO, you must note the refusal by checking the “refused to test because” box (Step 6) on Copy 2 of the CCF, and add the reason on the “Remarks” line. You must then sign and date the CCF.

(e) As an employee, when you refuse to take a non-DOT test or to sign a non-DOT form, you have not refused to take a DOT test. There are no consequences under DOT agency regulations for refusing to take a non-DOT test.

Adulteration is construed by the DOT/FAA and the Spirit Airlines Non-DOT anti-drug policy as a refusal to test. “Adulteration” is the act of adding something to a urine specimen (usually with the intent to impede the testing process).

Spirit Airlines shall notify the FAA within 2 working days of any employee who holds a certificate issued under part 61, part 63, part 65 or part 67 who has refused to submit to a DOT/FAA drug test (not including pre-employment or return to duty testing.) Such refusals could result in suspension or revocation of their certificate.

(Spirit Airlines’ Anti-drug policy is to immediately terminate any employee who refuses a DOT/FAA drug test.)

1) When an employee is suspended or terminated, the appropriate Spirit personnel will be notified as soon as possible.

2) IF THE EMPLOYEE IS ONE REQUIRING A MEDICAL CERTIFICATE UNDER PART 67, THE FAA MUST BE NOTIFIED OF ANY SUSPENSION ARISING FROM A VERIFIED POSITIVE TEST UNDER THIS PROGRAM.

3) The employer’s options shall include but not be limited to:
   - Dismissal
   - Suspension with pay until rehabilitated
   - Suspension without pay until rehabilitated
   - Transfer to a position not covered by this program.

C. STEPS TO BE TAKEN WHEN A TEST IS POSITIVE

If you test positive, refuse a test, or violate DOT drug rules:
   - You will be removed from all DOT regulated safety sensitive functions.
• Will not be permitted to return to performing DOT regulated safety sensitive duties until you have:
  - Undergone an evaluation by a Substance Abuse Professional (SAP);
  - Successfully completed any education, counseling or treatment prescribed by
    The SAP prior to returning to service;
• Provided a negative test result for drugs (Return to duty testing).
• Upon return to a safety-sensitive job, you will be subject to unannounced testing for drugs and/or alcohol no less than 6 times during the first 12 months of active service with the possibility of unannounced testing for up to 60 months (as prescribed by the SAP).
• Appropriate reports must be made to the FAA.

Anything else having to do with job retention and/or rehabilitation is entirely at the discretion of the employer.

(Spirit Airlines’ Anti-drug policy is to immediately terminate any employee with a verified positive DOT/FAA drug test result.)

What are SAPs?
Under DOT regulations, SAPs are Substance Abuse Professionals. They play a critical role in the workplace testing program by professionally evaluating employees who have violated DOT drug & alcohol rules. SAPs recommend appropriate education, treatment, follow-up tests, and aftercare. They are the gate-keepers to the re-entry program by determining when a safety-sensitive employee can be returned to duty. SAPs are required to have a certain background and credentials, which include clinical experience in diagnosis and treatment of substance abuse-related disorders. They must also complete qualification training and fulfill obligations for continuing education courses. While SAPs do make recommendations to the employer about an employee’s readiness to perform safety-sensitive duties, SAPs are neither an advocate for the employee or the employer, and they make return-to-duty recommendations according to their professional and ethical standards as well as DOT’s regulations.

D. REMEDIES
NOTWITHSTANDING ANY PART OF THIS PLAN THAT MIGHT BE INTERPRETED TO THE CONTRARY, when:

1. A test is confirmed positive, and
2. The Medical Review Officer has verified the validity of the test as prescribed in the authorizing document, and
3. The employee holds a “safety-sensitive” position covered by this program, then:
• THAT EMPLOYEE SHALL BE SUSPENDED IMMEDIATELY with pay until the employer shall make a determination as to the disposition (see paragraph E.) The decision shall be made expeditiously taking into consideration all the facts available and the employee’s contract if there be one.

• Not later than 72 hours after receipt of notice of a verified positive test result, an employee may request that the MRO arrange for testing of the second, “split” specimen obtained during the collection of the primary specimen that resulted in the confirmed positive test result.

• The split specimen shall be tested in accordance with the procedures in 49 CFR Part 40.

• The MRO shall not delay verification of the primary test result following a request for a split specimen test unless such a delay is based on reasons other than the pendency of the split specimen test result. If the primary test result is verified as positive, actions required under DOT/FAA rule (e.g., notification to the Federal Air Surgeon, removal from safety-sensitive position) are not stayed during the 72-hour request period or pending receipt of the split specimen test result.

Permanent Disqualification From Service:
An employee who has verified positive drug test results on two drug tests required by appendix I to part 121 of this chapter and conducted after September 19, 1994 is permanently precluded from performing for an employer the safety-sensitive duties the employee performed prior to the second drug test.

• An employee who engages in prohibited drug use during the performance of a safety-sensitive position (“on the job”) is permanently precluded from performing that safety-sensitive function for an employer.

• If the employee is one requiring a medical certificate under Part 67, his/her return to duty is at the discretion of the Federal Air Surgeon.

E. EMPLOYEE ASSISTANCE PROGRAM (EAP):

If you, or a member of your immediate family, are in need of assistance for an alcohol or drug related problem, you may self-refer to your Employee Assistance Program (EAP). The Wellness Corporation is the organization Spirit Airlines has elected to perform our EAP services. The EAP professional will provide you and your family with caring, confidential help to assist in resolving the substance abuse problem.

If Spirit Airlines suspects that you may have a substance abuse related problem, you may be required to:
• Attend one or more sessions at The Wellness Corporation for an assessment of contributing problems.

• Be willing to follow The Wellness Corporation’s recommendations.

• Sign a limited “Release of Information” form allowing The Wellness Corporation to provide attendance reports and general information (without detailing specific issues) to a designated representative of Spirit Airlines management or union.

You may call the EAP 24 hours a day, 7 days a week at 1-800-828-6025. They will see you within 72 hours of your call, but if you’re in a crisis or emergency situation you’ll talk to someone right away.

As part of your Spirit Airlines employee benefits package, the EAP professional will provide you free of charge with:

• Assessment

• Brief Counseling

• A community referral (if necessary)

If the EAP professional finds it necessary to refer you elsewhere for treatment, they will guide you to an affordable community professional with a good reputation for helping other people in your situation. They will explain your health benefits package provided to you by Spirit Airlines and any co-pay or out-of-pocket expenses you may incur.

Outpatient programs exist in a variety of settings:

1. Community mental health centers.

2. Family service agencies.

3. Private physicians’ and therapists’ offices.


5. Specialized alcoholism treatment facilities.

Inpatient services, designed for those with more serious alcohol problems, can be found in hospitals, residential care facilities, community halfway houses and some alcoholism clinics.
F. **SIGNS AND SYMPTOMS OF DRUG USE:**

**Cocaine:** Anxiety, irritability, undue excitability, aggressiveness, paranoia, feelings of bugs crawling on the skin, seeing-hearing-smelling nonexistent items, violence, apathy-laziness-lethargy, compulsive repetitive behavior, concentration problems, confusion, jitters, extreme depression, heart failure, paranoid schizophrenia delusions.

**Phencyclidine (PCP):** Illusions-hallucinations, poor perception of time and distance, symptoms of schizophrenia, hyperactivity, loss of muscle coordination, problems with speaking, involuntary movements of the eyeballs, difficulty with thought, memory problems, psychosis, extreme violence.

**Amphetamines:** Increased blood and pulse pressure, heart rate often reflexively slowed, with large doses cardiac arrhythmia may occur, alertness and a declined sense of fatigue, elation, headache, palpitations, agitation, confusion, apprehension, delirium.

**Opiates (Narcotics):** Euphoria, drowsiness, respiratory depression, constricted pupils, nausea, watery eyes, irritability, tremors, and loss of appetite, panic, chills and sweating, cramps, clammy skin, convulsions, coma.

**Marijuana (THC):** Loss of memory, slow learning, ability, loss of muscular coordination, increases heartbeat, bronchitis-emphysema cancer (one marijuana cigarette does the damage of an entire pack of tobacco cigarettes), men can have lower than normal sex hormones and lower sperm counts, women may experience disturbed hormone levels and menstrual cycles, it can delay sexual development and cause permanent infertility, nursing women pass THC to infant, pregnant women stand chance of having her child born underweight-stillborn or deformed, the white blood cell count is reduced—thus the individual will be sick more often.

**Retention of Records:**
Employee records pertaining to alcohol testing will be maintained in a secure location with controlled access for reasons of confidentiality.

**Access to Records:**
- These records will be promptly released to the employee, or a person identified by the employee (including subsequent employers), upon written request of the employee.
- This release of information will not be contingent upon payment for records other than those specifically requested.
- These records will be also be released to:
  - The Secretary of Transportation upon request of the DOT or FAA.
• The NTSB when requested as part of an accident investigation.

• The employee or a decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual and arising out of a determination that the employee engaged in prohibited conduct.

• If an employee is required to undergo substance abuse evaluation during their employment with Spirit Airlines, the employee will allow Spirit Airlines access to all such records as a condition of their employment.

TOLL-FREE HOTLINES FOR DRUG AND ALCOHOL ABUSE:

Al-Anon/Al-Ateen
(800) 356-9996 (public outreach)
(800) 344-2666 (member meeting information)

Alcohol Hotline
(800) ALCOHOL

American Council on Alcoholism Helpline
(800) 527-5344

Americans with Disabilities Act (ADA) Helpline
(800) 669-EEOC, x3362

Drug-Free Workplace Professional
(800) 497-8122
Web Site: WWW.DRUGFREWORKPLACE.COM

Families’ Anonymous
(800) 736-9805

Information on Substance Abuse Line
(800) 241-9746

Just Say No Foundation Helpline
(800) 258-2766

Marijuana Anonymous World Services
(800) 766-6779

NAPARE Alcohol, Drug, and Pregnancy Hotline
(800) 638-BABY

National Helpline
(800) COCAINE, (Spanish, (800) 662-9832)
National Council on Alcoholism and Drug Dependency Hope Line
(800) NCA-CALL, (800) 622-2255

National Drug & Alcohol Treatment Routing Service
(800) 662-HELP

National Federation of Parents for Drug-Free Youth
(800) 554-KIDS

Rational Recovery Systems
(800) 303-CURE

Regional Alcohol and Drug Awareness Resource (RADAR) Network
(800) 729-6686
ACKNOWLEDGMENT AND AGREEMENT

This is to acknowledge that I have been directed to the Company website where the Spirit Employee Handbook resides and have been given an opportunity to review it. I understand the Spirit Employee Handbook sets forth the terms and conditions of my employment as well as the duties, responsibilities, and obligations of employment with the Company. I understand and agree that it is my responsibility to read the Handbook, to abide by the rules, policies, and standards set forth in the Handbook, and that this Handbook supersedes any prior policies and Handbooks that I have received. Additionally, I acknowledge and understand that the Company has the authority to monitor business telephone conversations, work products, workstations, and all information contained on Company computers, including Internet sites visited.

I acknowledge that my employment with the Company is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the Company and that my employment is at-will.

I acknowledge that the Company reserves the right to present and revise, delete, and add to the provisions of this Handbook. All such revisions, deletions, or additions must be in writing and must be approved by the President and Chief Executive Officer of the Company. No oral statements or representations can change the provisions of this Handbook. I also acknowledge that, except for the policy of at-will employment, terms and conditions of employment with the Company may be modified at the sole discretion of the Company with or without cause or notice at any time.

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Employee Signature       Employee Name (Printed)

________________________  ___________________________
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