
spirit[®]



Team Member Handbook



Table of Contents

THE SPIRIT WAY	6
WELCOME.....	6
INTRODUCTION.....	7
ABOUT THE COMPANY	7
VISION, MISSION, CULTURE, COMMON PURPOSE, VALUES & STRATEGIC INITIATIVES	8
OUR SAFETY PROMISE	9
SPIRIT FOUNDATION	9
PERFORMANCE MANAGEMENT	9
PERFORMANCE MANAGEMENT CRITERIA.....	11
TEAM MEMBER DEVELOPMENT	11
YOUR OPINION MATTERS	12
EMPLOYMENT AT WILL.....	12
EQUAL OPPORTUNITY AND COMMITMENT TO DIVERSITY	12
EQUAL EMPLOYMENT OPPORTUNITY STATEMENT	12
DIVERSITY, EQUITY, INCLUSION & BELONGING COMMITMENT	13
AMERICANS WITH DISABILITIES ACT (ADA) AND REASONABLE ACCOMMODATION	13
RELIGIOUS ACCOMMODATION	14
WORKPLACE HARASSMENT AND DISCRIMINATION	14
SEXUAL HARASSMENT AND DISCRIMINATION.....	14
OTHER HARASSMENT AND DISCRIMINATION.....	14
RETALIATION	15
COMPLAINT PROCEDURE	15
ETHICS REPORTING	15
CONFLICT OF INTEREST AND CONFIDENTIALITY	16
CONFLICTS OF INTEREST	16
RESTRICTIVE COVENANT AND INVENTIONS	16
CONFIDENTIALITY.....	17
OUTSIDE EMPLOYMENT	17
LIFE AT SPIRIT	19
EMPLOYMENT CLASSIFICATION	19
EMPLOYMENT AUTHORIZATION	20
ONBOARDING AND INTRODUCTORY PERIOD	20
EMPLOYMENT VERIFICATION.....	21
TEAM MEMBER RECORDS.....	21
ACCESS TO TEAM MEMBER FILES.....	21
REST AND MEAL PERIODS	22
WORKSPACE	22
TEAM MEMBER REFERRAL PROGRAM	22
PROMOTIONS AND TRANSFERS	22
WAGE AND HOUR POLICIES	23
<i>Paycheck Deductions</i>	<i>23</i>

<i>Direct Deposit</i>	23
<i>Compensation Adjustments</i>	23
ATTENDANCE	24
<i>Recording Time</i>	24
<i>Break Time for Nursing Mothers</i>	25
<i>No Call/No Show</i>	25
<i>Job Abandonment</i>	25
<i>Inclement Weather/Office Closure</i>	26
<i>Overtime Management</i>	26
SENIORITY	27
<i>Seniority Date</i>	27
PAID TIME-OFF PROGRAMS	28
<i>Holidays</i>	28
<i>Holiday Pay</i>	28
<i>Sick & Wellness Time</i>	31
CORRECTIVE ACTION PROCESS	33
RESIGNATION FROM EMPLOYMENT	34
WORKFORCE REDUCTION (LAYOFFS).....	35
UNEMPLOYMENT COMPENSATION INSURANCE	35
CODE OF BUSINESS CONDUCT AND ETHICS	35
STANDARDS OF CONDUCT VALUES AND PRACTICES	34
FRAUD AND THE WILLFUL DESTRUCTION OF PROPERTY	37
WORKPLACE GUIDELINES	38
FLEX- CENTRAL WORKING	38
COMPANY SOCIAL EVENTS	42
DRESS CODE	43
TRAVEL AND EXPENSE	43
GIFT ACCEPTANCE.....	44
SOCIAL MEDIA.....	44
SHAREHOLDER AND MEDIA OBLIGATIONS	45
NON-SOLICITATION/NON-DISTRIBUTION	46
TELEPHONE, VOICEMAIL, EMAIL, AND INTERNET.....	46
MOBILE DEVICE SECURITY POLICY	49
CRIMINAL ACTIVITY/ARRESTS	52
DRIVING RECORD	52
NONSMOKING AND TOBACCO USE	53
DRUG AND ALCOHOL.....	53
BENEFITS	55
HEALTH AND WELLNESS BENEFITS.....	56
COBRA	56
EMPLOYEE ASSISTANCE PROGRAM	56
RETIREMENT SAVINGS ACCOUNT	56
SHORT TERM DISABILITY LEAVE	57

LONG TERM DISABILITY	58
BETTER SPIRITS FUND.....	58
LEAVE OF ABSENCE POLICIES	59
FAMILY AND MEDICAL LEAVE ACT	59
BEREAVEMENT LEAVE	63
PERSONAL LEAVE OF ABSENCE	64
MILITARY LEAVE (USERRA)	65
JURY DUTY AND WITNESS LEAVE	69
VOTING LEAVE	69
WORKERS' COMPENSATION LEAVE POLICY	69
TRAVEL BENEFITS.....	71
YOUR TICKET TO THE SKIES	71
TRAVEL ELIGIBILITY	72
ELIGIBLE DEPENDENTS.....	72
TRAVEL PROCESS.....	73
<i>Positive Space Travel – Company Business (Non- Revenue Space Positive “NRSP”)</i>	<i>73</i>
<i>Leisure Revenue Confirmed Travel</i>	<i>73</i>
<i>Leisure Positive (Non-revenue Leisure Positive “NRLP”)</i>	<i>73</i>
<i>Awarded Positive Space Travel (Non-revenue Leisure Positive “NRLP”).....</i>	<i>74</i>
<i>Buddy Pass (BP) Travel.....</i>	<i>74</i>
<i>Post Termination/Resignation Travel Benefits.....</i>	<i>75</i>
<i>Retirees.....</i>	<i>75</i>
<i>How to Book Travel</i>	<i>75</i>
<i>Boarding Priorities.....</i>	<i>77</i>
<i>Through Guest</i>	<i>78</i>
<i>Proper Etiquette for Pass Privileges.....</i>	<i>78</i>
<i>Travel Smart and Don't Forget.....</i>	<i>79</i>
<i>Dress Code - Let's Look the Part</i>	<i>80</i>
<i>Traveler Identification & Documentation</i>	<i>80</i>
<i>International Travel Requirements.....</i>	<i>81</i>
<i>Children & Minors.....</i>	<i>81</i>
<i>Baggage.....</i>	<i>83</i>
<i>Sporting Equipment.....</i>	<i>83</i>
<i>Lost/ Damaged/ Delayed Baggage.....</i>	<i>83</i>
<i>Pets.....</i>	<i>83</i>
<i>Flight Check-in Requirements.....</i>	<i>84</i>
<i>Seat Request Pass.....</i>	<i>85</i>
<i>Imputed Income.....</i>	<i>85</i>
<i>Leaves of Absence and Separation of Employment Due to Disability.....</i>	<i>87</i>
<i>Removal from Aircraft for Weight and Balance Issues</i>	<i>87</i>
<i>Non-Revenue Travel on Charter and Ferry Flights</i>	<i>87</i>
TEAM MEMBER RELOCATION.....	89
SAFETY, SECURITY, AND RIGHT TO PRIVACY.....	91

TEAM MEMBER PRIVACY AND RIGHT TO INSPECT.....	91
SAFEGUARDING PERSONALLY IDENTIFIABLE INFORMATION.....	92
COMPUTER SECURITY AND COPYING OF SOFTWARE	92
SYSTEM AND NETWORK ACTIVITIES	94
BACKGROUND INVESTIGATIONS	95
GUEST, CLIENT, AND VISITOR RELATIONS	95
PROBLEM-SOLVING PROCEDURE AND OPEN-DOOR POLICY	96
SITE SECURITY.....	96
GENERAL SAFETY POLICY.....	98
FACE COVERING POLICY	99
CLOSING STATEMENT.....	99
APPENDIX.....	100
KEY CONTACT	100
TEAM MEMBER HANDBOOK REVISION LOG.....	101

The Spirit Way

Welcome

Dear Spirit Family Member,

Congratulations! You are part of an amazing group of individuals who are dedicated to serving each other and our Guests every day. Working together, our mission is to deliver the best value in the sky and be the most successful airline on earth! We're excited to have you on our team.

We live for More Go. It describes everything we do, determines how we do it, and defines who we are. We serve our Guests with one of the youngest, most fuel-efficient fleets in the U.S. Our unbundled fares allow our Guests to customize their experience and pay only for what they need. Our growing network includes great destinations throughout the U.S., Latin America, and the Caribbean.

Our Spirit culture is special and driven by our values. Safety is our first and most important value. We are Savvy with a focus on what's best for our Guests while keeping our costs low to provide affordable fares. Our focus on Service means we strive to exceed our Guest and Team Member expectations. It also means we give back to the communities where we live and work, investing time and resources to make a positive impact wherever you see our iconic yellow planes. And we do all this with our special Spirit Style.

This Team Member Handbook helps guide you through our unique operations, and our Spirit Family. This handbook covers the basic policies and guidelines of your employment with us. No handbook can address every situation, so if you have questions or need clarification, please reach out to your Manager or Human Resources.

Our entire Spirit Family is grateful that you've chosen to help make "More Go" happen for our Guests. Thank you for all you do as we continue to SOAR together, one journey at a time!



Ted Christie
CEO/President

Introduction

This Handbook is designed to introduce you to our Company, familiarize you with Company policies, provide general guidelines on work rules, benefits and other information related to your employment and help answer questions that may arise in connection with your employment.

The purpose of the Handbook is to provide you with an explanation of present policies at the Company. This Handbook cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a policy or practice should be addressed with your Manager, Supervisor or respective HR Business Partner.

The Company reserves the right, in its sole, to revise, add, or delete from this Handbook. When changes are made to the policies and guidelines in the Handbook, we will strive to communicate them expeditiously, through updates to the Handbook located in The Landing homepage on Spirit LiNK.

If there are any differences between the provisions of this Handbook and more specific provisions contained in other Company documents (i.e. information contained in insurance policies or Summary Plan Descriptions and departmental policies and manuals), the specific provisions in those documents will apply.

If you are represented by a labor union, the policies, guidelines, programs, and benefits covered in this Handbook will apply to you unless they differ from the provisions of your Collective Bargaining Agreement (CBA). If there are any differences between your CBA and this Handbook, the CBA will apply.

Finally, this Handbook may apply to Team Members in multiple states. If you work in a state with greater or different rights, the Company will comply with all requirements. If you have questions about the Handbook or any other Company policy as it relates to your state law, contact your Manager, Supervisor or Human Resources Business Partner.

This Team Member Handbook is not a contract of employment and does not create a contract of employment. Neither this Handbook nor any of the Company's benefit plans constitute or are intended to constitute a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period.

About the Company

Once upon a time, (1964), in Macomb County, Michigan, there was a company called Clippert Trucking Company. It changed its name to Ground Air Transfer, Inc in 1974. In 1983, the founder, Ned Homfeld, decided that the company should literally 'spread its wings' and started Charter One, a Detroit-based charter aviation company selling travel packages to Atlantic City, Las Vegas and the Bahamas.

Charter One grew and grew, with more destinations and more planes. In 1993, after changing its name

to Spirit, the company moved its Headquarters to Eastpointe, Michigan until December 1999 when it relocated its headquarters to Miramar, Florida. The rapid growth continued and the model of the ULCC (that’s Ultra Low-Cost Carrier, you know) was born. In 2014, the rebrand to the sunshine yellow and black look and feel was made, and as of the date of publication, we have one of the youngest and most fuel efficient, all-Airbus fleets in the US, flying to destinations in the US, Caribbean and Latin America.

Vision, Mission, Culture, Common Purpose, Values & Strategic Initiatives

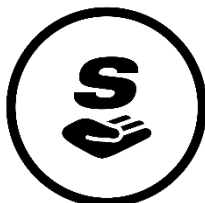
Our Vision	Our Mission	Our Culture	Our Common Purpose
Be the airline of choice and best place to work.	Deliver the best value in the sky and be the most successful airline on Earth!	We are relaxed, friendly, fun and playful when we should be. Our dedication to safety and giving our Guests more value is behind every decision we make; from the planes we fly to the destinations we serve. All because we believe in Go!	We soar by serving each other and our Guests, one journey at a time.

Spirit Values



Safety

We are responsible for keeping each other and our Guest safe. We take the responsibility very seriously. Safety is now, and always will be, our highest priority. We practice safety at all times and anyone can, and will, call a Safety Stop during any operation.



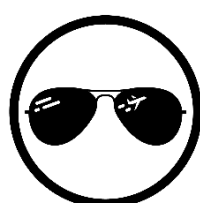
Service

We strive to serve our Spirit Family and our Guest in a safe, attentive, polished, and timely manner. We’re proud to show how we care for, and about, those that we serve. And we know that the better we serve each other, the better we’re served in return.



Savvy

We’ve always done things differently and we know there’s always room to improve. We’re always looking for ways to save time, money, or resources so we can grow. And that’s good news for each other and our Guests!



Style

We’re witty and playful. We’re bright and bold. We’re creative and passionate. We add fun into everything we do for each other and our Guest. It’s how we brighten everyone’s day in a special Spirit way.

Our Strategic Initiatives



**Create &
Celebrate
Spirit
Superfans**



**Drive
Revenue
Up**



**Wrestle
Costs
Down**



**Build On Our
#SpiritStrong
Operation**



**Amplify
Team Pride
& Talent**

Our Safety Promise

Safety is Spirit's most important value because we care about the health and safety of one another and our Guests. Every Team Member and Service Provider is responsible for ensuring the highest level of safety at Spirit and committed to:

- Identifying hazards and risks before they become incidents
- Immediately stopping any operation if it is believed safety is being compromised
- Sharing information on all safety issues
- Reporting any condition, action, or process that may affect safety
- Continuously improving our safety processes, performance, and culture

We pledge that no disciplinary action will be taken against any Team Member for reporting a safety concern, except in cases of reckless choices with regard to regulations or company procedures or when a criminal act has been committed.

Spirit Foundation

We believe that change starts by giving back. The Spirit Airlines Charitable Foundation is committed to inspiring positive change in communities where we live and work. We invest in organizations that have a meaningful social impact on the lives of children & families, the environment and service members through Team Member volunteerism, monetary and in-kind donations.

Performance Management

At Spirit, our Team Members are essential for us to *Deliver the Best Value in the Sky* and be the *Most Successful Airline on Earth*. That's why we are committed to knowing our talent as well as we know our business. We believe that the better we know our talent, the more we can focus on building talented and diverse teams, retain talent and ensure organizational continuity.

We are also committed to having transparent conversations with our Team Members to let them know where they stand in relation to their job performance. It is important for Managers to create regular and ongoing discussions with Team Members in a way that motivates great work. While different work groups may have unique tools to document performance, the following steps drive successful performance for all Team Members:

Establish Expectations	Ongoing Performance Conversations			Accountability
1. Establish Goals, Metrics & Focus	2. Quick Connect	3. Regular Check-In	4. Developmental Coaching	5. Progress Review (Mid-Year & End-Year)

Source: Gallup, Inc.

As applicable, the annual performance review is a means for evaluating and documenting a Team Member's performance and contributions to the organization against a set of defined criteria. It identifies strengths and opportunities and offers feedback. This is also a great time to understand the Team Member's aspirations and discuss a development plan to help them achieve their career goals.

Performance Management Criteria

Individual Contributor Competencies

Team Members who are eligible for performance review are assessed against the set of criteria adopted from Gallup research, which we believe identifies the behavioral expectations we have for Team Members. This set of criteria defines how we optimize performance and therefore are an important part of performance evaluations.

Competency	Description
Build Relationships	Establish connections with others to build trust, share ideas, and accomplish work
Develop People	Offers meaningful and constructive feedback to peers, enlists the support and cooperation of others and is helpful to others in their interactions
Lead Change	Seeks out and/or accepts new assignments, learns quickly, supports and adapts to change with ease
Inspire Others	Open to the ideas of others or offers alternative solutions and recognizes the achievements of peers
Think Critically	Uses knowledge, facts and data to make decisions and exercise sound reasoning and analytical thinking to solve problems
Communicate Clearly	Clearly articulates verbally and in writing. Listens and asks questions for understanding, shares information, and communicates issues in a timely manner. Responds positively to feedback and strives to improve
Create Accountability	Demonstrates an understanding of the link between one's own job responsibilities and the achievement of organizational goals and accepts responsibility for successfully accomplishing work by setting high standards of performance for self and others

Managers and Above

Team Members who are managers or above are assessed against **Spirit's Leadership Performance Criteria** below. This set of criteria defines what performance results are measured and the required behaviors required that drive those results.

Aspect	Criteria	Definition
What Track record of results	Delivers Results	Ability to instill sense of urgency and create a culture where organizational performance is top of mind.
	Airline & Functional Experience /Knowledge	Ability to apply industry and functional knowledge at work and staying up to date with relevant trends.
	Focus on Efficiency	Ability to streamline processes, increase efficiencies and cut costs.
	Attracts & Develops People (For People Leader only)	Ability to identify, attract and develop talent, foster teamwork, and engagement.
How Behaviors necessary to drive effective leadership and results	Facilitates Change	Ability to embrace, inspire and/or initiate change.
	Collaborates w/ Others	Ability to bring people together to achieve a common goal, create synergy and break down barriers.
	Thinks Critically	Ability to analyze problems/situations from different angles, tap into different resources and data to deliver a solution/make a decision.
	Communicates Effectively	Ability to provide a clear message, inform, influence, coach and inspire, as well as to listen.
	Accountability	Ability to take responsibility and ensure accountability in others.

Source: Gallup, Inc.

Team Member Development

Spirit is committed to investing in the professional development and personal growth of Team Members so they can achieve greater job satisfaction and career success. We create opportunities through Education, Experience, and Exposure (E3) that offer the support for Team Members to grow and take their careers to new heights.

Our tools, programs, and Spirit U training opportunities allow Team Members to discover and develop their strengths, acquire the knowledge and skills they need at key milestones of their career. Whether your goal is to become a better leader, to close gaps in your skill set or to learn something new, discuss what resources are available to you and your unique career goals with your Manager or HR Business Partner and together create your development plan.

Your Opinion Matters

We welcome suggestions and feedback for continued improvement and welcome your ideas for better ways to do your job, produce or sell the products or services of our Company or meet Guest needs. Our annual engagement survey is one way for you to offer your feedback and opinions to Company management, to ensure that that our Company culture is always improving and evolving. Discuss your ideas with your Supervisor or any member of the management team.

We also encourage you to offer any suggestions derived from seminars, articles, magazines, or other outside sources of information you believe would add value to the Company.

Understand that any suggestions, innovations, inventions, or other matter created by you on work time or with Company tools or property are the property of Spirit.

Employment at Will

Employment with the Company may be concluded for any reason or no reason, with or without cause or notice, at any time by you or the Company.

This Handbook and any oral or written statement does not limit the right to conclude employment at will. We always want to keep up with current events, so the rules, policies, and standards of the Handbook are guidelines that can be modified, deleted or added to at any time. It is your responsibility to ensure that you familiarize yourself with all updates to this Handbook.

Equal Opportunity and Commitment to Diversity

Equal Employment Opportunity Statement

It is our intent to maintain a workplace free from harassment, discrimination, and retaliation because of race, color, religion, sex, gender, gender identity, sexual orientation, pregnancy, status as a parent, marital status, national origin, military or veteran status, ancestry, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, or other non-merit-based factors protected by federal, state or local law.

The Company is dedicated to the fulfillment of this policy with respect to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, separation of employment and all other terms, conditions, and privileges of employment. We are all responsible for upholding the Company's Equal Employment Opportunity Policy and any claimed violations of that policy should immediately be brought to the Company's attention using the procedures described in the "Complaint Procedure" section in this handbook.

Retaliation includes adverse conduct taken because an individual reported an actual or perceived violation of a Company policy, opposed practices prohibited by such policy, or participated in the

reporting and investigation process described below. “Adverse conduct” includes but is not limited to:

1. Shunning and avoiding an individual who reports harassment, discrimination, or retaliation.
2. Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; or
3. Denying employment benefits because a Team Member reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

Diversity, Equity, Inclusion & Belonging Commitment

At Spirit Airlines, we create opportunities for our Team Members and Guests to experience the rich diversity and broad thinking that is the cornerstone of our Company culture. Equity focuses our attention to fair treatment, access, opportunity and advancement of all people, while eliminating barriers. Belonging reinforces the ideal of feeling accepted and embraced by the larger organization and community, allowing individuals to bring their whole self to work. By building a workplace that celebrates and promotes diversity, equity, inclusion and belonging we generate an environment of mutual respect and acceptance.

Our leadership is committed to attracting, advancing and engaging a workforce that inspires people to succeed. Therefore:

1. Team Members have a responsibility to always treat each other and our Guests with respect and acceptance.
2. Team Members are expected to exhibit conduct that reflects inclusion during work, on or off work premises, and at all Company-sponsored events.
3. Any Team Member who exhibits inappropriate conduct or behavior against another team member or Guest, may be subject to corrective action, up to and including separation.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, Spirit Airlines will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the business would result. Team Members who may require a reasonable accommodation should advise their immediate supervisor who will work with the relevant HR Business Partner for assistance.

Reasonable Accommodation

A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help a person with a disability perform the essential duties of a job or enjoy the benefits and privileges of employment.

Qualified Team Members who are disabled and need a reasonable accommodation should advise their immediate supervisor who will work with the relevant HR Business Partner for assistance. On receipt of your request, someone will meet with you to discuss your disability. We may ask for information from your health care provider(s) regarding the nature of your disability and the nature of your limitations or

take other steps necessary to help us determine viable options for reasonable accommodation.

We will then work with you to determine whether your disability can be reasonably accommodated. If it can be reasonably accommodated, we will work with you to implement a reasonable accommodation.

Please note that according to the ADA as amended, the Company does not have to provide the exact accommodation you want, and if more than one accommodation works, we may choose which one to provide.

Religious Accommodation

Spirit is dedicated to respecting the religious diversity of all our Team Members. Team Members may request, in writing, an accommodation when their religious beliefs require an accommodation from Spirit Airlines' dress code, schedule, basic job duties, or other aspects of employment. The Company will consider all such requests but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that the Company will consider in determining whether an accommodation is reasonable are the effect the accommodation will have on current established policies and the burden on the operations, including other Team Members.

Workplace Harassment and Discrimination

Spirit has zero tolerance for any type of workplace harassment, including sexual harassment and for discrimination based upon an individual's age, sex (including pregnancy), race, gender, ancestry, marital status, national origin, disability, color, sexual orientation, religion, gender identity, military or veteran status, or any other status protected by federal, state or local laws. All forms of harassment and discrimination of, or by, Team Members, vendors, suppliers, Guests, and Clients are strictly prohibited and will not be tolerated.

Sexual Harassment and Discrimination

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Other Harassment and Discrimination

Other workplace harassment is often verbal or physical conduct that insults or shows hostility or aversion toward an individual because of an individual's age, sex (including pregnancy), race, gender, ancestry, marital status, national origin, disability, color, sexual orientation, religion, genetic identity, military or veteran status, or any other status protected by federal, state or local laws.

Retaliation

Spirit Airlines encourages reporting of all perceived incidents of discrimination or harassment. Spirit Airlines prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

No hardship, loss, benefit or penalty may be imposed on a Team Member in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Complaint Procedure

Any Team Member who feels that he or she has witnessed, or been the subject of, any form of harassment, discrimination or retaliation is required to immediately bring this to the company's attention and may make a complaint orally or in writing to:

1. Direct Supervisor/Manager, or
2. Department Director/VP for the area or outside of chain of command, or
3. Human Resources Business Partner, or
4. Any Executive in the C Suite, or
5. Ethics Hotline at 1-855-7-ETHICS (refer to Ethics Reporting section)

The company will treat the procedure confidentially to the extent reasonably possible. Lodging a bona fide complaint will in no way be used against the Team Member or have an adverse impact on the individual's employment status.

Manager/Supervisors' Responsibilities

All managers and supervisors are expected to ensure that the work environment is free from harassment, discrimination and retaliation. They are responsible for the application and communication of this policy within their work areas. Managers and supervisors should:

- Encourage Team Members to report any violations of this or any other Company policy immediately.
- Make sure their HR Business Partner is made aware of any inappropriate behavior in the workplace immediately.
- Create a work environment where sexual and other harassment is not permitted.

Ethics Reporting

We are committed to an environment where open, honest communications are the expectation, not the exception. We want you to feel comfortable in approaching your Supervisor or Manager in instances where you believe violations of policies or standards have occurred. You may also contact any of the individuals in the complaint procedure referenced above.

If you prefer to report through another mechanism, EthicsPoint is managed through an objective third-

party outside agency and reporting can be anonymous if you so choose. The information you provide will be sent to us confidentially and you have our guarantee that your comments will be heard and investigated.

EthicsPoint is available 24 hours a day, 7 days a week, by calling 1-855-7-ETHICS or via website <https://secure.ethicspoint.com/domain/media/en/gui/58851>.

Conflict of Interest and Confidentiality

Conflicts of Interest

Spirit Airlines is concerned with conflicts of interest that affect, or have the potential to affect, its business, especially in the areas of confidentiality, Guest relations, safety, security, and morale. If you become aware of a potential conflict of interest, notify your HR Business Partner or the Legal Department. If an actual or potential conflict of interest is determined to exist, the Company will take such steps as it deems necessary to reduce or eliminate this conflict.

Team Member Responsibilities

Team Members are required to proactively disclose any situation that creates or may create any actual or potential conflict of interest. Specifically, any actual, perceived or potential conflict of interest created by a Team Member's personal relationship with a competitor, supplier, distributor, or contractor to the Company must be proactively disclosed by the Team Member to their Human Resources Business Partner or to a Spirit attorney in the Legal Department. Team Members who do not disclose an actual or potential conflict of interest in accordance with this policy are subject to corrective action up to and including separation of employment. Team Members are expected to use proper judgment to avoid any actual or potential conflict of interest and report such conflicts as specified herein.

Individuals who have questions or are uncertain as to the application of this policy should speak to their immediate Supervisor or Manager who will then contact the relevant HR Business Partner.

Restrictive Covenant and Inventions

Any Team Member invention created, in whole or in part, during a Team Member's work hours, or from the use of the Company's equipment or facilities, is a "work for hire" and the property of the Company.

Any Team Member who intends to develop and maintain property rights in any invention, which relates in any way to the Company's products or services, is required to obtain a written waiver of this policy, signed by both the Team Member and Spirit's Senior Vice President and General Counsel.

Confidentiality

As a condition of employment, Company Team Members are required to protect the confidentiality of non-public Company trade secrets, proprietary information and confidential Company-related commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, Guest lists, patents, trademarks, etc.). Access to this information should be limited to a “need to know” basis and should not be used for personal benefit, disclosed, or released without prior authorization from Spirit’s General Counsel.

Any Team Member who has information that leads them to suspect that a Team Member is in violation of this policy is required to inform their Supervisor, Manager or HR Business Partner.

Violation of this policy may result in the corrective action or separation of employment of any Team Member, as well as subject the Team Member to civil liability.

Outside Employment

The Company recognizes that Team Members may seek to hold additional jobs outside their employment with the Company during off hours. Team Members are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns. The following rules for outside employment apply to all Team Members notifying their supervisors or managers of their intent to engage in outside employment:

1. Outside employment **MUST NOT** compete with, conflict with or compromise the Company’s interests or adversely affect job performance and the ability to fulfill all responsibilities to the Company.
2. Team Members must carefully consider the demands that additional work activity will create before accepting outside employment.
3. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside employment causes or contributes to job-related problems, the Team Member will be asked to discontinue the outside employment and the Team Member may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).
4. Team Members may not use paid sick & wellness time to perform work for another employer.
5. If a Team Member’s outside employment presents a conflict of interest with the Company, as defined in the Conflict of Interest Policy or if such outside employment has any potential for negative impact on the Company, the Team Member will be asked to conclude the outside employment.
6. Outside employment should not require a Team Member to conduct non-Company work or related activities on Company property, during working time or using Company facilities and/or equipment.
7. A Team Member’s refusal to comply with the Company’s reasonable request to conclude the outside employment may result in immediate separation of employment with the Company.

For the purposes of this policy, self-employment is considered outside employment. If you have any questions on outside employment, please contact your HR Business Partner.

For further information, refer to the [Code of Business Conduct and Ethics](#) section in this handbook.

Relationships in the Workplace

Spirit Airlines strives to provide a work environment that is collegial, respectful and productive. This policy establishes rules for the conduct of personal relationships between Team Members, including supervisory personnel, in an attempt to prevent conflicts and maintain a productive and friendly work environment.

Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other and must be reported to their Manager, Supervisor or the HR Business Partner to avoid a conflict of interest.

Solely for the purpose of this policy “close relatives” is defined as the following: spouse or domestic partner, parent/stepparent, child/stepchild, grandparent, grandchild, sibling/step sibling, uncle, aunt, nephew, niece, first cousin, and in-laws (father, mother, son, daughter, brother, sister).

Team Members may not make, participate in making, or influence any employment decision involving a close relative. This includes, but is not limited to:

- Hiring, promoting, transferring, or re-assignment
- Serving on a hiring panel
- Initiating an administrative investigation or discipline
- Assigning work
- Preparing, conducting, or contributing information to a performance appraisal
- Approving overtime or any other compensated time
- Approving vacation, sick & wellness, or other leave time
- Granting or denying permission to attend a conference or other work-related event
- Approving reimbursement for work-related expenses

Spirit Airlines reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who engage in a personal relationship that may affect terms and conditions of employment. Actions taken may include, but are not limited to, an agreed upon transfer, a change in shift, a change in reporting structure, a corrective action step or separation from employment. If such a personal relationship between Team Members develops, it is the responsibility and obligation of the Team Members involved to disclose the existence of the relationship to their Supervisor, Manager or HR Business Partner.

If a Team Member, whether or not involved in the relationship, believes they have been, or are being adversely affected, they are encouraged to contact their Supervisor, Manager or HR Business Partner.

When relationships develop into situations that may be viewed as harassment or discrimination, Team Members should refer to the Equal Employment Opportunity Statement and Diversity, Equity, Inclusion & Belonging Commitment in this Handbook. If questions or concerns arise regarding potential harassment or discrimination, the Team Member should contact the HR Business Partner.

Life at Spirit

Employment Classification

Full-Time Team Members. Any Team Member who has completed his or her introductory period and is regularly scheduled to work forty (40) or more hours per week. They can be salaried Team Members, meaning they earn a fixed amount per pay period or they can be hourly Team Members, meaning they are paid hourly.

Part-Time Team Members. Any Team Member who is regularly scheduled to work up to thirty (30) hours per week is considered a part-time Team Member. Part-time Team Members are eligible for certain Company benefits as specified in the benefit plan summaries.

Interns. Internships are intended to provide growth and learning opportunities to students by providing them with professional experience to further their education and training. The Company may employ student interns to perform work which will not:

- Result in the displacement of regular Team Members or impair existing contracts for service.
- Fill a vacant position.
- Be primarily clerical in nature.

Interns are not Team Members and are not eligible for any Team Member benefits, except “intern only” travel benefits with a S5 boarding priority or unless otherwise specified in this Handbook or in the benefit plan summaries. All Interns are subject to the same background screening required for regular Team Members.

Paid Interns must be enrolled in an undergraduate, masters level or technical school or institution (part or full-time). They are permitted to work up to 1 year or 1040 hours (whichever occurs first). Any exception will be reviewed by the HR Business Partner, departmental VP and the Legal Department. VP and department budget approval are required to hire a paid intern. Interns must provide proof of enrollment in an accredited institution upon appointment and throughout the internship.

Unpaid Interns must be enrolled (part or full-time) in an undergraduate, masters level or technical school or institution. Work must be tied to a Capstone assignment or school related project in which Spirit’s work is providing learning or applicable experience required to receive course accreditation. They are permitted to work up to one (1) semester (or tied to a specific curriculum that is multi-semester). VP approval is required to hire an unpaid intern. Interns must provide proof of enrollment in an accredited institution upon appointment and throughout the internship and must provide proof of project or assignment to be considered for an unpaid internship.

Contractors. Contractors provide services to the Company under terms specified in a contract. Contractors are hired for a specific period or specific work project, not to exceed 12 months in duration. Any exception will be reviewed by the HR Business Partner, departmental VP and the Legal Department. They must be employed through an authorized agency vetted through internal procurement process. Contractors are not Team Members and are not eligible for any Team Member

benefits unless otherwise specified in this Handbook or in the benefit plan summaries.

All Contractors are subject to the same background screening required for regular Team Members.

Service Providers. Service Providers provide services and solutions to the Company associated with an agreement to which we pay for specific services, not an hourly rate for contractors. Service providers must be employed through an authorized company vetted through the internal contact process.

Service Providers are not Team Members and are not eligible for any Team Member benefits unless otherwise specified in this Handbook or in the benefit plan summaries.

Service Providers are subject to the same background screening required for regular Team Members (when applicable).

Employment Authorization

All Team Members are required to complete the federal I-9 and W-4 Forms on or before your first day of employment. Team Members on a work visa are required to maintain a current work visa. If any of these forms are not completed during the first three days of employment, we are required by law to separate your employment. If you are currently employed and have not complied with this requirement, or if your status has changed, please notify your Supervisor and the Human Resources Compliance Department at background.ssc@spirit.com.

Onboarding and Introductory Period

To ensure that all new Team Members receive a positive start to their employment, new hires will be scheduled to attend an orientation meeting within the first 30 days of employment. In addition, the Company may periodically offer additional training or educational programs through its learning platform. Some training may be voluntary, while others will be required.

A Team Member's first 90 days of employment with Spirit Airlines is considered the Introductory Period. This period is essential for coaching, observation, feedback and preliminary performance evaluation of the new Team Member. During this time, Supervisors ensure Team Members complete the appropriate introduction courses, review performance expectations and coach them as necessary for successful performance. It is each Team Member's responsibility to comply with Company practices and procedures, add value by learning necessary information and embracing Spirit Values to perform assigned job duties.

Supervisors are expected to complete a New Hire Review in UKG on or around 90 days from the Team Members date of hire, unless otherwise noted based on department practices.

A determination may be made at any point during the Introductory Period that the Team Member is not meeting performance expectations. Supervisors must partner with their Leader and their HR

Business Partner before taking any steps in the separation process.

As previously stated in this Handbook, all Team Members have the right to separate from the Company at any time, for any reason, with or without notice. The Company also has the same right, and no policy, practice or rule should ever be interpreted as modifying that right.

The following guideline determines which kind of performance evaluation is needed for Team Member during their first year based on the date of hire, unless otherwise noted based on department practices.

Team Member's First Day	90 Day Review	Mid-Year Review	Year-End Review
Jan 1 – Feb 28	Yes	Yes	Yes
March 1 – June 30	Yes	No	Yes
July 1 – Sept 31	Yes	No	Yes
Oct 1 – Dec 31	Yes	No	No

Employment Verification

All employment and income verification requests must use The Work Number. Spirit will provide federal, state, and local government agencies any Team Member information required by law. The Company does not permit writing professional letters of recommendation for current or past Team Members in a professional capacity (i.e. such letters may be written in a personal capacity only). The verifier needs to contact “The Work Number” at 1-800-367-5690 or www.theworknumber.com for employment verification. This is an automated system that allows verifier immediate access to information that is convenient, accurate and secure. The employer code is 13043.

Team Member Records

You are responsible for notifying the Human Resources department of any change in your name, home address, telephone number(s), emergency contact, immigration status, marital status, or any other pertinent information. By promptly notifying the Company of such changes, you will avoid compromise of your benefit eligibility, the return of W-2 forms or similar inconveniences.

Access to Team Member Files

Personnel files are maintained by the Human Resources department and are considered confidential. Managers and Supervisors may only have access to such personnel file information on a need-to-know basis. Personnel file access by current Team Members and former Team Members upon request will generally be permitted within three (3) business days of the request unless otherwise required under state law. Personnel files may not be taken outside of the Human Resources department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information with proper notice and authorization.

Rest and Meal Periods

The Company encourages a safe and healthy work environment and complies with all Federal, State and Local laws regarding rest and meal periods. Please check with your Supervisor regarding procedures and schedules for rest and meal breaks. The Company requests that Team Members accurately observe and record meal and rest periods. If you are unable to take your scheduled break or meal period, please work with your Supervisor to ensure you have the proper rest and mealtime.

Workspace

Team Members are responsible for maintaining the workspace assigned to them. A clean, orderly workspace provides an environment conducive to working efficiently. Team Members should keep in mind that their workspace is part of a professional environment that portrays the Company's overall dedication to providing quality service to its guests. Therefore, your workspace should be clean, organized and free of items that are not required to perform your job.

Team Member Referral Program

Spirit encourages Team Members to refer talented individuals to apply for openings, and those who refer a new Team Member may be eligible for a referral incentive as provided below.

This program is open to all Team Members except Directors or above, Human Resources Team Members, Pilot to Pilot, and Managers/Supervisors for which the referral resulted in a hire directly into their work group.

To be eligible for the reward, the candidate must apply online at www.spirit.com/careers and select "Team Member Referral" in the source section of their application. In the "Referred By" section, the candidate must include the first and last name of the current Spirit Airlines Team Member.

Please locate the electronic Team Member Referral Bonus Form on SpiritLink in the Human Resources.

Promotions and Transfers

Spirit believes in providing opportunities for its Team Members to advance within the organization. To be transferred or promoted from your current role, you must be in good standing and have at least one (1) year in your current role unless transferred due needs of the business by Spirit Airlines. In such cases, you will receive ample notice of the need to transfer your employment from one position to another. Promotions are made on an equal opportunity basis among Team Members possessing the needed skills, education, experience, and other qualifications that are required for the job.

All Team Members transferred or promoted into new job positions will undergo a 90-day introductory period as described in the New Team Members and Introductory Period section. All promotions and transfers must go through an approval process. Any exception will be reviewed by the HR Business Partner, Legal and VP.

Team Members can choose to accept, or decline offers without repercussions in their current position, unless assignment is deemed to be operationally necessary.

Wage and Hour Policies

A Team Member's pay depends on a wide range of factors, including but not limited to education, experience, wage surveys, individual effort, profits, and the market. If you have any questions about your compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions, please speak with your Supervisor, Manager or HR Business Partner.

For All Crew Scheduling, Tech Ops (Mechanic and Related), Supply Chain and Hourly Airport Station Team Members, please refer to your Departmental policy for more specific information on Wage and Hour Policies located in the Landing on Spirit Link.

Paycheck Deductions

The Company is required by federal, state, and certain local laws to withhold certain deductions from your paycheck. This includes income and unemployment taxes, and FICA contributions (Social Security and Medicare) as well as any other deductions required under law or by court order for wage garnishments. You may also authorize voluntary deductions from your paycheck, including contributions for insurance premiums, retirement savings plans, spending accounts or other services. Your deductions will be reflected in your wage statement.

Overpayments sometimes occur. If you are overpaid by Spirit Airlines, your acknowledgement of receipt and review of this Handbook expressly authorizes Spirit to deduct such overpayments from your pay checks unless otherwise prohibited by law. All legal wage garnishment orders will be processed by payroll based on court order or agency action. If a Team Member notices an error in their paycheck deduction, they must contact their Supervisor or HR Business Partner immediately so that the error can be corrected.

It is the responsibility of the Team Member to notify the Payroll Department if there is a change in withholding events during the year or if the Team Member is claiming exemption from withholding.

Direct Deposit

A Team member's first paycheck may be processed as either a paper check and sent to the Team Members U.S. address listed in UKG or via direct deposit to the Bank Account in UKG. We encourage all Team Members to enroll in direct deposit. If you would like to take advantage of direct deposit, enter direct deposit information in UKG, or contact the Payroll Department. If you choose not to enroll in Direct Deposit you will receive paper paychecks via U.S. mail at your address on file. Please make sure your contact information and address in UKG is correct and current.

Compensation Adjustments

Depending on the Company's financial health and other business factors, efforts will be made to give pay adjustments consistent with Company profitability, job performance, and industry and

local market survey information.

Some Team Members are paid based on a pay scale which provides for specific salary adjustments using an established schedule. Team Members who are members of a union will receive increases as specified in their applicable CBA.

Attendance

Team Members are expected to be present for work, on time, for every scheduled shift. Regular attendance and punctuality are expected. Arriving late or being absent causes disruptions therefore on time attendance is a key job requirement.

If you know ahead of time that you will be absent or late, you must provide reasonable notice to your Supervisor or Manager. Team Members may be required to provide documentation of any medical or other excuse for being absent or late. Documentation provided does not necessarily exempt a Team Member from application of relevant attendance policies. Absences resulting from approved unpaid leave are exceptions to the policy. The Team Member Dependability Program applies to hourly Team Members and may be found in UKG. Specific departments may also have attendance policies that apply to Team Members.

In addition to the Team Member Dependability Program and departmental policies, excessive absenteeism may result in disciplinary action, including termination. Absenteeism is based on the number of times a Team Member is absent or call-off for their shift. If the number of times is significant, it may be considered a pattern of absences. Examples of patterns of absences include those that always happen prior to or after a weekend off, those that happen prior to or after a holiday or those that occur weekly, monthly or on the same day of the week/month.

Even if a Team Member calls to indicate that they will be absent, it does not excuse the absence. It simply helps to arrange for appropriate coverage. Managers should always attempt to contact the Team Member to inquire about why they have not reported for scheduled shifts.

Before deciding that a Team Member has a pattern of absenteeism, Managers should consider if the Team Member has a medical reason and whether or not the Team Member is providing documentation for their absences. If a Team Member does not report to work for three consecutive days due to illness, Managers should contact their Human Resources Business Partner for further assistance.

Recording Time

It is the responsibility of each hourly Team Member to clock in and out at the beginning and end of each scheduled shift and lunch period in order to be compensated for the time worked and to report his/her time worked, meal periods, and/or leaves accurately and completely for each pay period. All Team Members leaving for personal reasons during the workday must clock out when leaving and back in upon returning, as well as notify their Supervisor or Manager. No hourly Team Member may clock in or out before their scheduled shift without prior approval from their Supervisor or Manager.

An Exception Report should be submitted for any hours worked which are clocked in/out outside of your regularly scheduled hours. This includes, but is not limited to, clocking in early, staying between shifts, or staying beyond your regularly scheduled shift. All these exceptions require the completion of an Exception Report and the approval of a Supervisor or Manager.

A signed Exception Report must be submitted to a Supervisor or Manager for approval prior to the end of the shift for which the exception occurred. Hours may not be processed during payroll without a fully signed Exception Report.

It is the responsibility of hourly Team Members to verify their time record and certify the accuracy of all time recorded. In the event of an error in reporting time, the Team Member must immediately report the error to their Supervisor or Manager, who will attempt to correct the error(s).

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

Salaried Team Members are required to record their time off from work in UKG.

Break Time for Nursing Mothers

Spirit Airlines will provide nursing mothers reasonable paid break time to express milk during their workday for their infant child(ren) for up to one year following the child's birth. Breaks of more than 20 minutes in length will be unpaid, and the Team Member should indicate this break period on her time record.

To ensure privacy, nursing mothers will be provided a private room, other than a restroom, to express their milk. The room will be clearly designated and either have a lock or a sign on the door to indicate when the room is in use. All airports have designated rooms for nursing mothers.

Team Members who have any questions or concerns regarding this policy should contact their Supervisor, Manager or HR Business Partner.

No Call/No Show

The phrase "no call, no show" refers to a Team Member's absence from work without notifying his/her manager and showing up to work more than 2 hours after the start of a scheduled shift. If a Team Member has repeated no call/no shows for on-call shifts, the manager should partner with their HR Business Partner to address the issue. Managers should always attempt to contact the Team Member to inquire about why he or she has not reported for his or her shift.

Job Abandonment

If a Team Member does not show up and does not call for three (3) consecutive shifts, it may be considered Job Abandonment and be a basis for separation. Consultation with an HR Business

Partner is required before proceeding with a Job Abandonment situation.

Inclement Weather/Office Closure

It is the policy of Spirit Airlines to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, the company reserves the right to close the facility. Whenever possible and applicable, Team Members are expected to work remotely.

If the facility is announced to be closed on a given day, all Team Members will receive regular pay if scheduled to work that day. If the facility remains open on an adverse weather day, Team Members who report to work will receive their normal pay for the day. If a Team Member elects not to report to work on a facility open day, during adverse weather the Team Member can elect to use any accrued paid time off for the missed day or the Team Member can contact their supervisor or manager. If a Team Member elects not to work on a facility open day, during adverse weather, the Company requires the courtesy of a phone call to your Manager or Supervisor advising as to your status for the day, prior to the beginning of the scheduled shift.

On days when weather conditions worsen as the day progresses, Spirit may decide to close early. In such cases, a decision and an announcement will be made. Team Members will be expected to remain at work until the appointed closing time, unless their flextime day ends prior to that time, or unless they receive permission from their manager to do otherwise.

If a Team Member has a planned day off (vacation) during inclement weather, and the office is closed, the Team Member will not be charged for vacation. He/she can log on to UKG and delete the vacation time. Once deleted, it will go to the direct supervisor/manager for approval in UKG.

Regardless of whether the facility remains open or closed on an inclement day, it is each Team Member's decision to determine if they can safely arrive at work under the conditions.

Overtime Management

All Spirit Team Members are subject to Title II of the Railway Labor Act and 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 Team Members for work performed beyond forty hours in a workweek. Certain states mandate overtime requirements not mandated under Federal law and Spirit will comply with all such state requirements.

Overtime hours are not guaranteed and only approved when operationally necessary. Spirit pays overtime to Team Members in certain positions (typically hourly Team Members) as determined by business needs. All overtime hours must be approved in advance by a Supervisor or Manager.

If the Company requires that Team Members in those certain positions work overtime, they will receive as much notice as possible. Team Members should not work overtime hours without prior approval from their Supervisor or Manager.

When operating requirements or other needs cannot be met during regular working hours, a Team Member may be asked or scheduled to work overtime. To the extent possible, overtime work will be distributed fairly to equalize the opportunity for overtime pay among all similarly situated Team Members in your department. If there are no volunteers for overtime during an operational need, management reserves the right to assign mandatory overtime. In areas where technical skills play an important role, that may be a determining factor used to determine the distribution of overtime. If Team Members volunteer to work overtime, they must work the hours they volunteer to work.

Voluntary meetings, activities, training, seminars, etc. that are conducted after regular business hours would generally not require overtime payment. All overtime work must be authorized in advance daily by the Supervisor or Manager.

Working overtime without prior daily authorization may result in corrective action up to and including separation of employment. When a Team Member in certain positions is requested to work over their regularly scheduled hours, they will be paid as outlined per their Departmental guidelines.

For purposes of calculating a 40-hour workweek, Company recognized holidays, vacation, sick & wellness or other paid time off do not count towards a Team Member's regular hours for the week; only regular work hours worked count towards this calculation. For the purposes of calculating overtime for hourly Team Members, the workweek begins at 12:00a.m. Sunday and ends at 11:59p.m. on Saturday.

Seniority

Seniority Date

"Company Seniority" begins on a Team Member's first day of employment with Spirit Airlines and shall be retained throughout the Team Member's continued employment for the purposes of determining benefits, vacation, and travel boarding priority, regardless of departmental transfers. Company seniority will be adjusted for any suspension or personal leave of absence more than 30 days. Company Seniority may be adjusted if the Team Member has a break in service. Team Members will maintain the same original/last hire date with the Company if the Team Member was employed for greater than one year and the break in service was less than or equal to one year from the time of the Team Member's original separation. If the break in service was more than one year from the time of your original separation, your Seniority Date will reflect your last hire date and not your original hire date.

"Job Seniority" begins on a Team Member's first day of work in a department. Job seniority is used to determine Work Schedules, Furlough/Recall, Step Increases, and Transfers. Job Seniority is calculated as a comparable value as Full Time Equivalent Hours (FTE) and gives Team Members credit for hours already worked when changing from Part-Time to Full-time status. Team Members 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. When two Team Members 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.

Paid Time-Off Programs

At Spirit, we prioritize you, and providing you with a healthy work-life balance is one of the ways we show you. All Full-Time Team Members are eligible for the Paid Time-Off (PTO) benefits described below.

Holidays

Spirit observes the following as paid holidays. Please find the specific dates for the current calendar year on UKG. (CBA Team Member holidays and pay are set forth in their CBA.)

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day
- Floating Holiday* (Designated by Team Member or Operational Needs)

*Because Spirit Airlines provides service every day and throughout the year, adequate staffing must be maintained during holidays. The Company reserves the right to designate specific days for the floating holidays dependent on operational needs.

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.

Team Members covered by Collective Bargaining Agreements will receive holiday pay in accordance with their current agreement.

Holiday Pay

Operations

Due to Business and Operational needs, some Team Members may be required to work on a designated holiday.

Full-Time Salaried Team Members

If a Full-Time Salaried Team Member is required to work on a company observed holiday, they will receive additional holiday hours, paid as straight time, for the actual hours worked on the holiday.

Full Time Hourly Team Members

If a Full-Time Hourly Team Member is required to work on a company observed holiday, they will receive additional holiday hours, paid as straight time, for the actual hours worked on the holiday. If a company holiday falls on an eligible Team Member's regularly scheduled day off, they will receive holiday hours, paid as straight time, equal to the length of their regularly scheduled shift.

If a company holiday falls on an eligible Team Member's vacation day, they will receive holiday hours, paid as straight time, equal to the length of their regularly scheduled shift. No hours will be deducted from their Vacation accrual bank. No Team Member will receive holiday pay and vacation pay for the same day.

Full-Time Hourly Team Members will not be eligible for holiday hours in the following circumstances:

- Team Member is on a leave of absence when the holiday occurs
- Team Member is on suspension when the holiday occurs
- Team Member does not work their scheduled shift on the holiday due to call out or shift trade (full or partial shift trade)
- The Team Member does not work their scheduled work shift either prior to or after the holiday due to call out or shift trade (full or partial shift)

Part-Time Hourly Team Members

If an eligible Team Member is required to work on a company holiday, they will receive additional holiday hours, paid as straight time, equal to the number of hours worked on the holiday.

If a holiday falls on a Team Members' regularly scheduled day off they will not receive any regular or holiday hours for this day.

Part Time Hourly Team Members will not be eligible for holiday hours in the following circumstances:

- Team Member is on a leave of absence when the holiday occurs.
- Team Member is on suspension when the holiday occurs.
- Team Member is scheduled to work on the holiday but is given the day off.
- Team Member does not work their scheduled shift on the holiday due to call out or shift trade.
- Team Member does not work their scheduled work shift either immediately prior to or following the holiday due to call out or shift trade.

Interns

Interns are not eligible for Holiday Pay. However, if Interns are required to work on holidays due to the needs of the operation, they will receive holiday pay based on their department's Holiday Pay Policy.

Vacation Time

It is important to the overall well-being of both Team Members and the Company that Team Members 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. This policy applies to all Full Time Team Members, except where statutory law, provincial law, or collective bargaining

agreement provides for other practices.

Accruing Vacation Hours (Hourly Team Members)

Vacation time is earned based on your years of service as a Spirit Team Member. Vacation time is accrued twice per month for a total of 24 buildup periods per calendar year. You will not accrue vacation while on any type of leave.

Years of Service	Total Hours per Year/Accrual Rate
1 to 4.99 years	80 (6.66 hrs./mo.)
5 to 9.99 years	120 (10.0 hrs./mo.)
10 to 19.99 years	160 (13.3 hrs./mo.)
20+ years	200 (16.6 hrs./mo.)

New hourly Team Members will have their vacation time prorated based on their hire date (see table below). Vacation accruals begin following 90 days of employment.

Hire Date	Date Accrual Begins	Accrual Amount
9/16 – 10/15	1/1	80.00
10/16 – 11/15	2/1	73.33
11/16 – 12/15	3/1	66.67
12/16 – 1/15	4/1	60.00
1/16 – 2/15	5/1	53.33
2/16 – 3/15	6/1	46.67
3/16 – 4/15	7/1	40.00
4/16 – 5/15	8/1	33.33
5/16 – 6/15	9/1	26.67
6/16 – 7/15	10/1	20.00
7/16 – 8/15	11/1	13.33
8/26 – 9/15	12/1	6.67

Vacation Hours (Salaried Team Members)

Vacation time is earned based on your years of service as a Spirit Team Member.

Years of Service	Total Hours per Year
1 to 4.99 years	120
5 to 9.99 years	160
10 to 19.99 years	200

20+ years	240
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New Salaried Team Members will have their vacation hours prorated as shown below:

Hire Date	Vacation Hours
1/1 - 1/31	120
2/1 - 2/29	110
3/1 - 3/31	100
4/1 - 4/30	90
5/1 - 5/31	80
6/1 - 6/30	70
7/1 - 7/31	60
8/1 - 8/31	50
9/1 - 9/30	40
10/1 - 10/31	30
11/1 - 11/30	20
12/1 - 12/31	10

Using your Vacation Time

All Salaried Team Members must request their vacation time through UKG. Hourly Team Members must request their vacation time through Kronos and Crew should refer their contractual guidelines for reporting. Vacation time must be used prior to December 31, unless otherwise approved by Human Resources in writing or required by State law.

The Company may restrict, or limit vacation periods based on the needs of the Operation. Some departments may require a vacation bid to maintain departmental efficiency. The Company may also limit the number of Team Members that may be on vacation at any one time within a department or location.

1. Eligible hourly Team Members may borrow vacation hours before they have accrued it. Team Members may borrow against the vacation they expect to accrue in the current year, or up to forty (40) hours, whichever comes first. Your vacation balance will show as negative until enough vacation is accrued.
2. You will be required to accrue the owed balance before having vacation hours available. Vacation time will not be paid in advance.
3. Team Members who voluntarily separate from the Company are required to give two weeks written notice. For salaried Team Members, unused vacation will not be paid out unless otherwise required by law. If you separate from Spirit with a negative vacation balance, it will be deducted from your final paycheck. Hourly Team Members who separate for gross misconduct, are not paid for vacation credits (except as required by State law).
4. Vacations may not be granted as part of, or to satisfy, a two- week notice of resignation.

Sick & Wellness Time

All Full Time Hourly Team Members accrue up to eighty (80) hours of paid Sick & Wellness time. Salaried Team Members receive eighty (80) hours of paid Sick & Wellness time on January 1st of each calendar year. Sick & Wellness time can be used to support absences related to personal injury/illness, medical appointments, mental health, and other activities that contributes to a Team Members well-being. For the safety of all Team Members, employees are encouraged not to report to work if they are sick and to immediately notify their Manager/Supervisor.

New Salaried Team Members will have their Sick & Wellness time prorated based on their hire date. Salaried Team Members are eligible to utilize this time beginning on their date of hire. Carry-over of Sick & Wellness time from year to year is not permitted.

Accruing Sick & Wellness Time – Hourly Team Members

Hourly Team Members accrue four (4) hours of Sick & Wellness time on the 2nd paycheck of each month. The amount of pay you receive for Sick & Wellness time absences will be equal to your base pay for regularly scheduled work hours. Hourly Team Members may rollover up to 80 hours of accrued and unused Sick & Wellness time at the end of the calendar year.

Reporting Sick & Wellness Time

If you need to use Sick & Wellness time, you should contact 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. Team Members may schedule Sick & Wellness time prior to the anticipated absence date. In the event of an emergency or urgent situation, you should call in as soon as reasonable.

You may be required to submit proof of illness from a licensed physician treating you when you are out of work for greater than three (3) 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. If you fail to provide necessary proof, you may lose pay and/or be subject to corrective action.

All Salaried Team Members must request record their Sick & Wellness time through UKG. Hourly Team Members must record their Sick & Wellness through Kronos. Crew should refer their contractual guidelines for reporting.

Sick & Wellness Time Pay

You may receive Sick & Wellness pay only when your absence occurs on a regularly scheduled workday and during regularly scheduled work hours. Sick & Wellness time can be used by breaking it into hours.

Accrued Sick & Wellness time is not compensable upon separation of employment from the Company. Sick & Wellness time may not be granted as part of, or to satisfy, a two-week notice of resignation.

Returning from Sick & Wellness Time

You may be required to present a return-to-work release from your medical provider substantiating that

you can return to work following an illness which lasts greater than three (3) days. Once out of work for greater than three days you may be referred to the Human Resources Leave Administration team for further assistance.

Corrective Action Process

The Corrective Action Process is a course correction mechanism designed to get every Team Member to an optimal level of performance.

Remaining consistent in dealing with all corrective action issues and treating every Team Member fairly and holding every Team Member accountable for the same standards is necessary to avoid discriminatory practices.

Depending on the nature of the situation, certain actions are serious and immediately terminable or may be administered as provided below. Based on the severity of the situation one or more of the following steps may be skipped. Please consult with your HR Business Partner on any performance issues.

- 1. Coaching:** A discussion designed to address a minor infraction or violation of current practices.
- 2. Verbal Notice:** A discussion designed to address a minor, moderate, or repeated infraction or violation of current practices. It is expected that Supervisors or Managers follow-up with an e-mail or other formal documentation based on what was discussed.
- 3. Written Warning:** A discussion designed to address a significant or repeated infraction or violation of current practices. This is followed up with formal documentation.
- 4. Final Warning:** Usually a Manager's final attempt to help the Team Member correct a serious offense or repeated violations, reinforcing the idea that appropriate behavior is required for continued employment. This is followed up with formal documentation.

Suspension: Depending on the seriousness of the infraction, Team Members may be suspended with or without pay in full day increments consistent with federal, state and local wage and hour employment laws. Hourly Team Members may not substitute or use an accrued paid vacation or Sick & Wellness day in lieu of the unpaid suspension. The Supervisor or Manager is expected to contact their HR Business Partner prior to issuing any suspension.

Multiple Correctives: If a Team Member has more than one active corrective plan in place (i.e. attendance, misconduct, etc.), the Supervisor or Manager is expected to contact their HR Business Partner for assistance.

Please refer to the Team Member Dependability Policy, if applicable.

All corrective actions are part of your permanent record. Correctives issued more than twelve (12) months should no longer be considered for progressive steps but may be referred to in certain non-attendance instances to establish a pattern of unacceptable behavior.

Procedural Fairness

An HR Business Partner should always be contacted if one or more progressive steps are to be skipped and if a Team Member is to be suspended or separated from employment.

Prior to the issuance of corrective action, the matter will be thoroughly evaluated and potentially investigated, clearly stating the problems, giving the Team Member an opportunity to respond to allegations, and taking any mitigating circumstances into account.

Team Members will have the opportunity to present evidence to dispute information management has used to issue the correction action. Management and the HR Business Partner will review the information provided by the Team Member and determine whether there will be a change to the corrective action.

Documentation

For hourly operational Team Members, corrective actions will be documented using the Disciplinary Counseling Report (DCR). Corrective actions for salaried Team Members will be documented using the Corrective Action Plan (CAP). The Team Member will be provided with a copy of the corrective action documentation, if requested. Team Members are required to sign acknowledging receipt of the discipline issued. This does not confirm agreement. Team Members are encouraged to include their comments, if desired.

Copies of these documents will be placed in the Team Member's file.

Resignation from Employment

It is customary to give two (2) weeks' notice of resignation. We request that you provide written notice to your supervisors at least 10 working days in advance of your last day of work. The 10 days must be actual working days. Holidays and/or vacation time will not count toward the notice. Team Members who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire. Since your employment is at will, the Company may choose to accept your resignation effective immediately and provide pay in lieu of notice.

You may be asked to participate in an exit survey or interview if you leave the Company. The purpose of the exit interview is to provide management with greater insight into your experience with us. Your cooperation in the exit interview process is appreciated as we are committed to continuous learning and improvement.

On your last day of employment, you must immediately return to the Company all documents, property, software, materials, information, Spirit and SIDA Badge, and other records of the Company or its affiliates, and all copies thereof, within your possession, custody or control, including but not limited to any materials containing trade secrets or confidential information of the Company or its affiliates.

Your obligation to protect confidential information continues after you leave the Company. Confidential information does not include information which is or becomes publicly available

without violation of any confidentiality obligation.

Workforce Reduction (Layoffs)

Based upon the needs of the business, management may decide to implement a reduction in force (RIF) or a furlough – (a temporary lay-off of a Team Member) due to various factors such as operational needs. We acknowledge that RIFs and furloughs can be a trying experience for Team Members and management alike, and the Company will use its best effort to make sound business decisions while acknowledging the needs of its workforce.

Unemployment Compensation Insurance

Eligibility for unemployment compensation will be determined by the applicable state. Unemployment compensation insurance is paid for by the Company and provides temporary income for Team Members who have separated from the Company under certain circumstances. Contact your local unemployment office to file a claim for unemployment compensation.

Code of Business Conduct and Ethics

This Code of Business Conduct and Ethics (the “Code”) contains general guidelines for conducting the business of Spirit Airlines, Inc. (the “Company”) consistent with the highest standards of business ethics. To view the Code of Business Conduct and Ethics Policy, please visit <http://ir.spirit.com/govdocs>.

Standards of Conduct Values and Practices

Spirit Airlines wishes to create a work environment that is professional, promotes job satisfaction, respect, responsibility, integrity, and value for all our Team Members, Contractors, Guests, and other stakeholders. Every Team Member has a shared responsibility in improving the quality of our work environment and maintaining professionalism. In addition, as a Spirit Team Member, you are expected to use good judgment and common sense and to conduct yourself in a manner that reflects integrity, professional responsibility and efficiency and to comply with rules of conduct that are commonly accepted in the work environment. You are expected to comply with all applicable Company uniform or appearance policies and standards. This policy is not intended to limit the Company’s right to discipline or discharge Team Members for any reason permitted by law. Team Members are expected to comply with all applicable policies and procedures set forth in this Handbook. While it is impossible to list every action that could be considered misconduct in the workplace, below is a list of some common-sense standards of conduct and/or infractions that could result in discipline including immediate termination:

1. Team Members shall not report to work under the influence of alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized
2. Team Members shall not possess or use alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized while on Company property or on Company business
3. It is a basic requirement of your job that you be honest and truthful in all aspects of your

relationship with the Company. Dishonesty of any kind in your relations with the Company will not be tolerated

4. Knowingly providing inaccurate, incomplete or misleading information to the Company or in the preparation of any employment related documents or any transactions including, but not limited to job applications, personnel files, employment review documents, company documents, intra-Company communications or expense records
5. Intentional inaccurate reporting of the hours worked by you or any other Team Member is prohibited. Alteration or falsification of time records or claims for pay, benefits or expenses is considered an act of theft and is prohibited
6. Providing false or misleading information or concealing information, during a Company investigation, or failing or refusing to cooperate in a Company investigation
7. Taking or destroying Company property or property entrusted to the Company by others with or without value
8. Possession of potentially hazardous or dangerous materials such as firearms, weapons, chemicals, etc., without prior written authorization by your department Vice President
9. Harassing, threatening, intimidating, assaulting, attempting to strike, fighting or provoking a fight or similar interference or act of violence toward anyone while on company premises or company business
10. Using profane or insulting language, or coercion (including sexual harassment) toward any individual while on company premises or while on company business
11. Bringing or displaying pornography or sexually explicit or suggestive content while on company premises or company business
12. Inappropriate physical contact or inappropriate gestures toward anyone while on company premises or company business
13. Discriminating against a guest, vendor, candidate, applicant or Team Member
14. Disclosure of Company trade secrets and proprietary and confidential commercially sensitive non-public information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, Guest lists, patents, trademarks, etc.) of the Company or its Guests, contractors, suppliers, or vendors
15. Refusal or failure to follow instructions or to perform a requested or required job task
16. Engaging in any verbal or physical conduct towards your Supervisor which disrupts the Company's operations or tends to undermine your Supervisor's authority or control
17. The willful refusal or failure to follow safety rules and procedures
18. Loitering, wasting time or sleeping on the job or giving the appearance of sleeping on the job
19. Gambling while in Company uniform or while on Company premises or during your work shift
20. Lending keys, keycards, badge or ID, passwords or Company property
21. Violation of Company Code of Business Conduct and Ethics
22. Delaying, interfering with or hindering work production (You are expected to perform your assigned work in a conscientious and efficient manner to the best of your ability and to the satisfaction of your Supervisor)
23. You must not engage in any conduct that compromises the Company's reputation or brings discredit publicly, including social media (Refer to the Social Media Policy)
24. Failing to report an arrest or conviction as provided herein
25. Excessive tardiness or absences will not be tolerated
26. Working unauthorized overtime will not be tolerated

27. Solicitation of fellow Team Members on the Company premises during working time will not be tolerated (Refer to the Non-solicitation/Non-distribution Policy section)
28. Outside employment interfering with your ability to perform your job at Spirit will not be tolerated
29. You are expected to comply with all applicable Company uniform or appearance policies or standards
30. Violations or misuse of the Travel Benefits, including failure to adhere to company travel policies and guidelines and any misconduct in the usage of travel benefits.

Fraud and the Willful Destruction of Property

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

Team Members having any knowledge of facts, indications, or suspicions of fraud involving Company property or operations; or willful damage to the property of the Company, another Team Member, or a Guest of the Company are required to immediately report this information to their Supervisor. If the Supervisor is involved in the activities, the Supervisor's Manager or Human Resources Business Partner should be informed. Team Members may also contact the Ethics Hotline as outlined in the Ethics Reporting section. For the purposes of this policy, Fraud includes, but is not limited to:

1. Theft, embezzlement, or unauthorized removal of Company property with or without value
2. Intentional falsification of, alteration, destruction, or substitution of Company records, documents, timekeeping system, or computer data
3. Unauthorized use of Company policies, logos, or proprietary information
4. Revenue diversion or underreporting
5. Any other illegal activities which affect the Company

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

The Company will terminate the employment of any Team Member found to be 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 may pursue civil damages against any individuals or organizations for losses sustained by the Company as a result of fraud.

Workplace Guidelines

Flex- Central Working

The purpose of the Flex-Central Working Policy is to define a consistent approach for how we work (in office, hybrid, remote), including eligibility criteria, Team Member and Spirit responsibilities and equipment requirements for Team Members with remote or hybrid work schedules.

Scope

This policy applies to Team Members whose primary work location is the Spirit Support Center (SSC) work location.

Flex-Central Work schedule

Department leaders will determine the in-office expectations and work arrangements for their respective teams and will be responsible for communicating the guidelines and setting the expectations. Work arrangements are subject to change at any time and may be adjusted at the discretion of the respective leaders. For hybrid Team Members, a “*Flex Day*” is defined as a scheduled workday that is conducted outside of the office.

Teams permitting flex days are expected to disperse those flex days across the days of the week to facilitate some level of in person presence of the team from Monday to Friday. Additionally, the approved schedules must make business sense first and be mutually beneficial for both the Team Members and the Company.

Managers may request that a Team Member come into the office on a “flex day” based on business needs and at their discretion. The Manager should provide the Team Member with at least 24 hours of notice for Team Members who live locally, and 5 days’ notice for Team Members who live outside of the Tri-County area (Miami-Dade, Broward and Palm- Beach Counties).

Position Eligibility: Department leaders will determine if a role is suitable for in office, remote or Hybrid schedules. A Team Members role is suitable for remote work arrangement based on factors such as job responsibilities, collaboration needs and individual performance. Criteria used to make this decision are:

- The nature of the position
- Collaboration Requirements
- Access to Resources
- Performance Measurement & Accountability

Remote Work Eligibility

Position Eligibility: Department leaders will determine if a Team Member’s role is suitable for remote work arrangement based on factors such as job responsibilities, collaboration needs and individual

performance. Criteria used to determine if a position is not eligible for remote work is if:

- The position is reliant on paper-based processes (printing, mail, etc.) to perform duties
- The position is reliant on in-person interactions to perform duties
- The position requires ongoing, in-office collaboration
- Technology needed for the position is only accessible in a Spirit office

Team Member Eligibility For Remote Work: Team Members must meet the following eligibility criteria:

- Full-Time Team Members who are not covered by a Collective Bargaining Agreement.
- Team Members who are hired as a remote work employee and/or residing outside of South Florida (Palm Beach, Broward, Miami- Dade Counties) and who are approved for remote work.
- Team Member can secure a quiet and distraction-free workspace with stable, consistent internet connection that is adequate to meet job expectations.
- Productivity measured through certain metrics (ex: volume of production, responsiveness to work requirements) and the job does not require in-person collaboration.

Work Location Eligibility: While Spirit Team Members may live anywhere, for legal, tax and compliance purposes Team Members must work at an approved work location. All work location changes should be submitted 30 days in advance. Spirit will review your request and let you know whether it is approved.

Currently no request to work outside the United States will be approved. Requests to work in the following states will generally be approved, subject to management and operational needs.

State Spirit is authorized for business	Requirement
Arizona	Approved
Connecticut	Approved
Florida	Approved
Georgia	Approved
Illinois	Approved
Indiana	Conditional approval due to tax law
Louisiana	Approved
Massachusetts	Approved
Maryland	Conditional approval due to tax law
Michigan	Conditional approval due to tax law
Minnesota	Approved
Missouri	Conditional approval due to tax law
North Carolina	Approved
New Jersey	Conditional approval due to tax law
Nevada	Approved
New York	Conditional approval due to tax law
Ohio	Conditional approval due to tax law
Pennsylvania	Conditional approval due to tax law

South Carolina	Approved
Tennessee	Approved
Texas	Approved

A request to work in any state listed above is not a guarantee that it will be approved. Spirit retains the sole discretion to determine approved work locations for all Team Members and may change at any time. Any Team Member working from an alternate work location without leader approval is subject to discipline up to and including termination.

Scheduling

Work schedules should not be impacted by remote work, and hours of work should meet the needs of operational demands. Managers may request remote Team Members to come into the office to attend meetings, company events or to complete tasks that require their physical presence. Appropriate notice should be given, when possible, so the Team Member may make the necessary personal arrangements. The Manager should provide the Team Member with at least 24 hours of notice for Team Members who live locally, and 5 days' notice for Team Members who live outside of the South Florida Tri-County area (Miami-Dade, Broward and Palm- Beach counties).

Work Environment

While working remotely, Team Members must adhere to the following expectations:

- Choose a quiet and distraction-free workspace.
- Have the ability to connect remotely and access the required software and platforms essential to work responsibilities.
- Ensure a stable, consistent internet connection that is adequate for their job (i.e., internet does not impede business meetings or efficiency).
- Network connection must follow all company network & security.
- Adhere to all meal, rest break, time tracking, and attendance schedules agreed upon with their Manager and in compliance with state law.
- Be accessible via Microsoft Teams, phone, and email during expected working hours.
- Will not meet with vendors at a home location.
- Care for dependents that are home during work hours must be arranged. Remote work is not a substitute for dependent care.

Hourly Team Members must follow all applicable policies including, but not limited to, meal and rest breaks, requesting prior approval for overtime, and timekeeping. Off-the-clock work is prohibited under our policy. Hourly Team Members working remotely must track their hours with their timekeeping system as they normally would.

Outages During Remote Work

An outage occurs when a remote Team Member cannot connect to or utilize Spirit systems due to technical difficulties, such as equipment, internet, and/or power service failure. Any time a Team Member experiences an outage, the Team Member must immediately report the outage to their manager, on the same day as the event, or once they are able to secure their safety (if applicable). If outages persist, the Team Member may be asked to return to in-office work.

Expenses

Expenses for Team Members who commute will be approved on a case-by-case basis by department SVPs and must follow Spirit's Travel & Expense Policy.

1. Spirit will provide business Positive Space (NK only) for remote Team Members (when leaders are asking out of state Team Members to come in).
2. Spirit will cover T&E for remote Team Members for large scale events (Black & Yellow Ball, Management Meeting, etc.).
3. Additional T&E costs approved case-by-case by SVP and should be budgeted by department.

Reimbursement for trips and expenses that are not approved by an SVP are subject to disciplinary action.

Equipment

On a case-by-case basis, Spirit will determine, with information supplied by the Team Member and their manager, the appropriate equipment needs (including hardware, software, modems, phone and other office equipment) for each work remote arrangement. The Human Resource and IT departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the Team Member, if deemed appropriate by the organization, will be maintained by the Team Member. Spirit accepts no responsibility for damage or repairs to employee-owned equipment. Spirit reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

The Team Member will establish an appropriate and secure work environment within his or her home for work purposes. Spirit will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the organization's expectations of information security for Team Members working at the office, fully remote or in hybrid schedules, Team Members will be expected to ensure the protection of confidential or proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Team Members are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the Team Member in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Team Members are responsible for notifying Spirit of such injuries as soon as practicable. The Team Member is liable for any injuries sustained by visitors to his or her home worksite.

Income Tax Implications

Remote Team Members: Spirit is required to withhold state and local taxes in the state where the work is performed by a Team Member. The work location will be a registered Spirit work location in the state where a Team Member is working. If local taxes apply, the Team Member's actual location of work in the state will be used.

Hybrid: Tax withholding for Team Members who telecommute between 2 different states is going to be allocated based on the approved percent of time in each state. Weekly variations will not be recorded; however, any variations to the agreement should be updated as appropriate. It will be set up a default schedule in UKG with a time distribution by each state for tax deduction purposes.

In addition to employer withholding obligations, Team Members may have personal income tax obligations that may not parallel an employer's withholding obligations. For example, if a Team Member works in one state but lives in another where no reciprocal agreement exists between the two states, the Team Member may have a personal income tax liability in both states. Regardless of the Team Member's personal income tax obligations, the Company must comply with the proper state withholding obligations. This could result in a Team Member paying taxes in both the state of residency and the state where work is performed.

It is strongly recommended that Team Members review state withholding obligations and consult with an experienced tax advisor regarding any such complications. State income tax withholding forms may be obtained from respective state revenue offices. Team Members are responsible for consulting with a tax professional to ensure they understand the requirements and can satisfy their tax obligations under the law. Responsibility for fulfilling all income tax obligations rests solely with the Team Member.

Team Members are responsible for [updating UKG](#) with their current home address. If a Team Member proposes to move their work location to a different state, even under the list of Spirit's conditionally-approved states to work, the Team Member is responsible for informing and advising HR/Payroll of a change in residence - whether temporary or permanent – and seeking approval at least 30 days in advance to update their work location for tax deductions purposes. It is the Team Member's obligation to update the new home address in UKG.

Company Social Events

From time to time, Spirit Airlines holds social events for Team Members. Please be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties as a Team Member, unless otherwise directed by your leader.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, please do so in a responsible manner. Do not drink and drive. Instead, please call a taxi/ride share service or appoint a designated driver.

Keep in mind that while the event may be social, you are expected to exercise good judgment. Inappropriate conduct may result in corrective action, up to and including separation of employment.

Team Members under the age of 21 are prohibited from consuming alcohol.

Dress Code

Your personal appearance reflects on the reputation and integrity of the Company. All Team Members are expected to exercise good judgment about work attire and are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, i.e. clean clothing, good grooming and appropriate social behavior.

Team Members in certain positions within Operations are required to wear their uniforms. Please consult with your Supervisor as to Company standards regarding fitting, cleaning, and repair of Team Member uniforms. Unless otherwise required by law, the Company may restrict or prohibit visible tattoos, body piercings, or other body art or adornment, including unnatural hair color. Hair and fingernails must be kept clean and at an appropriate length.

Where required, Team Members must wear all personal protective or safety equipment (i.e., hearing protection, safety goggles, steel-toed shoes) while on the job.

It is important that Team Members adhere to the Company's Business Casual Dress Code.

- Business Casual/ Casual shirts: All shirts with collars, business casual crewneck or V-neck shirts, blouses, golf and polo shirts. Examples of inappropriate shirts include shirts with inappropriate slogans, tank tops, muscle shirts, camouflage, T-shirts, and crop tops. In specified circumstances, Spirit T-shirts may be approved and provided for specific events only.
- Pants: Casual slacks and trousers and jeans without holes, frays, etc. Examples of inappropriate pants include shorts (except for walking-length shorts), camouflage and pants worn below the waist or hip line.
- Footwear: Casual slip-on or tie shoes, dress sandals with heel straps and athletic shoes if approved by the department. Examples of inappropriate footwear include floppy sandals, flip-flops and construction or hunting boots.

Team Members must abide by all uniform standards in their respective work groups. If you come to work inappropriately dressed, you may be asked to go home and return to work dressed appropriately.

If you have any questions regarding the dress code or dress code accommodations, please contact your Supervisor, Manager or HR Business Partner. Recurring problems will result in corrective action up to and including separation of employment.

Travel and Expense

The Travel and Expense Policy provides guidelines and procedures for all employees incurring business expenses and contains guidelines on travel and entertainment expenses for the benefit of Spirit Airlines. Please view [Travel and Expense Policy](#) on the Company Travel SharePoint page for detailed information.

Gift Acceptance

Team Members are prohibited from using or attempting to use their position to obtain special benefits or privileges for themselves or others. Below is a summary of restrictions involving gifts to Team Members, their spouses and children:

- May accept a personal gift if it is \$100 or less and is unsolicited. (If the gift value is over \$100, you will need to contact Internal Audit)
- May not accept a personal gift if it is given for the purpose of influencing a work-related decision.

Social Media

Team Members are encouraged to show enthusiasm for being part of the Spirit Family on social media platforms. When you proudly identify yourself as a Spirit Family Member, you are representing the company, and as such, your posts and images should reflect Spirit's core values.

Safety. Safety is our top priority, and we should be proud to show content reflecting the safe environment that exists in our workplaces.

Service. Post should show the great service we provide to our Guests and each other. People enjoy seeing smiling Spirit Family members enjoying themselves at work.

Savvy. Be savvy about what you post. Avoid posting comments or content that can harm our airline, but instead highlight all the great ways we make #MoreGo happen.

Style. Show off that Spirit Style! We love to wear our Spirit logo and colors with pride. Be sure to look professional and if in uniform, follow our uniform policy. That black and yellow sure does dazzle!

Social media has profoundly changed the way we work and interact with each other, our Guests, our suppliers, the public, and with our friends and families. It further blurs the lines between our professional and personal lives.

As Spirit Team Members, you are welcomed to share and interact with public Spirit content, including our social media accounts, (liking, sharing, retweeting, forwarding content from our Facebook, Instagram, Twitter, LinkedIn, YouTube and Vimeo accounts.)

If you choose to identify as a Spirit Team Member in any way or discuss your employment within a social network or blog, you must always include a disclaimer clarifying that the views expressed do not necessarily reflect the views shared by Spirit, (e.g. I am speaking for myself and not Spirit Airlines). It's important that you understand your posts may impact Spirit's legitimate business interests and can create personal and corporate legal liability. If you find yourselves in a situation where you feel unsure that a disclaimer would avert liability, it is in your best interest to refrain from saying anything at all.

You should use your best judgment in posting material that is neither inappropriate nor harmful to our company, Spirit Team Members, or Guests. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, discriminatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. If you encounter a situation while using social media that threatens to become antagonistic and may impact the Company, you should immediately disengage from the dialogue in a polite manner and seek the advice of your Supervisor, Manager or HR Business Partner.

Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Only designated Spirit Team Members may make statements to the media on behalf of the Company. If you are contacted by the media, you should direct them to the Media Relations Department at media_relations@spirit.com.

Our policy establishes the guidelines for digital behavior for all Spirit Team Members when using social media or blogs either for business purposes or personal purposes (when the individual can be identified as a Spirit Team Member or when the content directly impacts Spirit and/or its workplace). The company may observe content and information made available through social media.

Content designated for internal Company use only may not be publicly shared, (SpiritLiNK intranet, internal emails, etc.). You are prohibited from sharing any Company information that is considered confidential or non-public. If there are questions about what is considered confidential, you should check with your Supervisor, Manager or HR Business Partner.

If you observe something from another Team Member that you believe violates any of our policies, you should report it immediately to your Supervisor, Manager or HR Business Partner.

Shareholder and Media Obligations

We are dedicated to complying with legal and regulatory obligations concerning what we say about our Company. This can range from statements made during our interactions in the office, to statements made on social media sites (i.e. Facebook, twitter, etc.).

Only our marketing and communications department is authorized to respond and to address any information regarding our Company in the media.

If you are contacted by the media, forward the request to media_relations@spirit.com. If you are contacted by the media and it involves a legal matter, the request should be forwarded to Spirit's Legal Department at: legaldepartment@spirit.com. If you are contacted by a shareholder, the request should be forwarded to Spirit's Investor Relations Department: investorrelations@spirit.com.

Non-Solicitation/Non-Distribution

To avoid disruption of business operations or disturbance of Team Members, visitors, and others, Spirit has implemented a Non-Solicitation Policy. For purposes of the Non-Solicitation Policy, “solicitation” includes selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization unless it is for a Company-sponsored event. Solicitation performed through verbal, written, or electronic means is all covered by the Non-solicitation Policy.

Team Members are prohibited from soliciting other Team Members during their assigned working time unless prior authorization is obtained from Human Resources. For this purpose, working time means time during which either the soliciting Team Member or the Team Member who is the object of the solicitation are expected to be actively engaged in assigned work.

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. To avoid inappropriate litter, clutter, and safety risks, Team Members may not distribute literature or other non-work-related items in working areas at any time.

Non-Team Members are not allowed to solicit Company Team Members, use bulletin boards or distribute anything on Company premises at any time, unless authorization is obtained from the HR Department. Management is responsible for enforcing this policy.

Telephone, Voicemail, Email, and Internet

This Voicemail/Email/Internet Policy sets forth the guidelines for the use of the Company’s voicemail/email/internet system (the electronic system).

General Provisions

The system and all data transmitted or received through the system, are the exclusive property of the Company. No individual should have any expectation of privacy in any communication over this system. Any individual permitted to have access to the Company’s system will be given a voicemail, email and/or Internet address and/or access code and will have use of the system, consistent with this policy.

The Company reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over the system. Any individual who is given access to the system is hereby given notice that the Company will exercise this right periodically, without prior notice and without the prior consent of the Team Member unless otherwise required by law.

The Company’s interests in monitoring and intercepting data include but are not limited to: protection of Company trade secrets, proprietary, and similar confidential commercially- sensitive information (financial or sales records/reports, marketing or business strategies/ plans, product development, Guest lists, patents, trademarks, etc.); managing the use of the Company’s computer system; and/or assisting the Team Member in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy.

To protect everyone involved, no one can have a right or expectation of privacy regarding the receipt, transmission or storage of data on the Company system.

Any Team Member who violates the Company's Voicemail/Email/Internet Policy will be subject to corrective action, up to and including separation of employment. If necessary, the Company will also advise law enforcement of any illegal conduct.

E-mail, Instant Messaging, Texting and Communications Activities

The following activities are strictly prohibited, with **no exceptions**:

1. Sending unsolicited messages via email, instant messaging and text, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (e-mail spam) is prohibited.
2. Any form of harassment via e-mail, text, instant message, telephone or cell phone, whether through language, content, frequency, or size is prohibited.
3. End-users of Spirit supplied technology systems, computers or tools are prohibited from downloading and using personal, communication software (i.e., Skype, Google Hangouts, Yahoo!, Facebook Messenger, etc.) on these Spirit supplied systems.
4. End-users of Spirit supplied technology systems or tools are prohibited from downloading and using personal storage services, (i.e., Dropbox, Box, Google Drive, Amazon S3, iCloud, etc.) to store or transport Spirit proprietary information and data via a public cloud unless required to conduct Spirit business and approved by the department executive and the Spirit Chief Information Officer or designee.
5. Unauthorized use, of e-mail header information, including forging or spoofing is prohibited.
6. Solicitation of e-mail for any other e-mail address, other than that of the poster's account, with the intent to harass or to collect replies is prohibited.
7. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes or any other disruptive communication of any type is prohibited.
8. Use of unsolicited e-mail, instant message or text originating from within Spirit's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Spirit or connected via Spirit's network is prohibited.
9. Sending sensitive or proprietary company information over Spirit e-mail, instant message or text to any non-Spirit account, is prohibited unless approved by the department executive and the Spirit Chief Information Officer or designee.
10. Passwords for Spirit systems must not be shared with others. Spirit proprietary information stored on technology systems and computing devices whether owned or leased by Spirit, the Team Member or a third party, remains the sole property of Spirit. You must ensure through legal or technical means that proprietary information is protected in accordance with the Spirit Data Protection Standard.
11. You have a responsibility to promptly report the theft, loss or unauthorized disclosure of Spirit proprietary information via email, text or messaging systems.
12. You may access, use or share Spirit proprietary information, via email, text or messaging, only to the extent it is authorized and necessary to fulfill your assigned job duties and

approved by the department executive and Chief Information Officer or designee.

13. For security and network maintenance purposes, authorized individuals within Spirit may monitor equipment, systems and network traffic, and capture or copy data, including emails and messaging communications at any time. Spirit reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Right to Monitor

The Company email and Internet system is at all times the property of the Company. By accessing the Internet, Intranet and electronic mail services through facilities provided by the Company, you acknowledge that the Company may from time-to-time monitor, log and gather statistics on Team Member Internet activity and may examine all individual connections and communications. Please note that the Company uses email filters to block spam and computer viruses. These filters may from time- to-time block legitimate email messages.

Responsibilities and Obligations

Team Members may not access, download or distribute material that is illegal, or which others may reasonably find offensive or objectionable, such as material that is pornographic, discriminatory, harassing, or an incitement to violence.

You must respect and comply with copyright, trademark and similar laws, and use such protected information in compliance with applicable legal standards. When using web-based sources, you must provide appropriate attribution and citation of information to the websites. Software must NOT be downloaded from the Internet without the prior approval of Spirit's IT Department: <https://spiritairlines.service-now.com/solveit>.

Violation of this Policy

In all circumstances, use of Internet access and email systems must be consistent with the law and Company policies. Violation of this policy is a serious offense and subject to disciplinary action, up to and including separation of employment.

Mail Use

Team Members are required to limit usage of the Company's mail service to business purposes only. Do not use Company postage for your personal mail. If you notice any suspicious packages or envelopes, please immediately report this to the Security Office at 954-364-0186 and to your Supervisor or Manager.

Telephone and Cellphone Use

While at work Team Members must exercise the same discretion in using personal cell phones as for the use of Company phones. In some work areas, use of cell phones or mobile devices may be prohibited.

The Company operates in an open environment and as such, Team Members are advised to be aware

of their volume and language when using the phone and to be considerate of coworkers. Offensive or vulgar language is unacceptable in the workplace, including during personal calls that can be overheard by others.

Company phones are principally for work-related communications.

While Spirit permits Team Members to bring personal cell phones and other mobile devices (i.e. smart phones, peripheral mobile devices, tablets, laptops, etc.) into the workplace, Team Members must not let their use interfere with their job duties (including a loss of productivity) or affect workplace safety and health.

As a result, Team Members should primarily use such personal devices during non-working time, such as breaks and meal periods. During this time, Team Members should use their device in a manner that is courteous to those around them. During working time, use of such devices should be kept at a minimum and should not interfere with the performance of your job.

Team Members with devices that have a camera and/or audio/video recording capability are prohibited from using those functions on Company property unless authorized in advance by management or otherwise permitted by law.

Team Members are expected to comply with Company policies regarding the protection of the Company's confidential and proprietary information when using personal devices.

A Team Member who needs to make or receive a phone call should pull off the road to a safe location unless he or she has the correct hands-free equipment for the device that follows applicable state laws. Team Members may not connect their personal devices to the Company network or to Company equipment (computers, printers, etc.).

Violation of this policy will subject a Team Member to corrective action up to and including separation of employment.

Bring Your Own Device (BYOD)

Team Members who choose to use their own wireless device for business purposes such as Company email, running Spirit business applications, and connecting to the Spirit network, may do so if they agree to the Company's Mobile Device Security policy, and provided that such mobile device access is provisioned through the established IT request process.

Mobile Device Security Policy

Mobile devices, whether company issued or personal, are commonly used to conduct Spirit Airlines business. Mobile devices are more susceptible to risk of theft or data loss than desktop or even laptop

computers. The purpose of this policy is to provide requirements and guidelines for mobile device use and security to protect Spirit Airlines and our Team Members. All Team Members, whether full-time, part-time, contract workers, consultants, part-time staff, interns and temporary workers and other personnel are covered by this policy. It also applies to all company-owned equipment or material related to it. There are no exceptions to this policy except where permitted in writing by the SVP-CIO or the CISO.

Team Member Requirements

- If using a Spirit provided mobile device, ensure the device use is for business/professional reasons.
- Only access information which is needed to perform your job or assist others in doing so as part of the valid scope of their duties.
- Do not share devices with other employees or non-company personnel.
- Always secure devices with a 6-digit (or greater) PIN. Biometric mechanisms built into the device by the manufacturer may also be used. Do not attempt to circumvent or disable these mechanisms.
- Never share the PIN.
- Do not store your PIN or passwords for Spirit systems or applications on the device.
- Where mobile devices are shared, such as iPads used at our stations, the shared device PIN will be stored and managed in a centralized and encrypted password database managed by IT Security.
- All Spirit owned mobile devices will be properly labeled with contact information containing the ITOC phone number and ITHQ mailing address.
- Do not use unsecured networks (wired or wireless). If possible, arrange for a portable MiFi or tethering via a device equipped with internet access to avoid using unknown networks.
- Do not install unauthorized or pirated applications.
- Only install software which is company owned and/or authorized for use by the IT department.
- Ensure that all mobile devices run anti-malware software which is updated regularly and confirm that all critical and security patches/operating system updates are installed on mobile devices on a periodic basis. Do not attempt to disable to bypass anti-malware software nor prevent or delay the installation of patches/operating system updates.
- Download files only from known reliable sources for business purposes. All systems handling these files must have updated anti-malware programs which must not be disabled or tampered with.
- Not every application needs full access to a mobile device or the data on it. Allow only appropriate permissions to applications.
- If applicable, run a virus scan on any executable file(s) received through the Internet. If a virus is found (either during a scan or via a check by antimalware software, power off the system and immediately contact the IT department to notify them of the situation then take no further action until instructed otherwise.
- Because mobile devices generally lack a cursor to hover over potentially suspicious links to reveal the true website address (a common way to spot phishing attempts), refrain from accessing such links on a mobile device; wait to use a laptop or desktop machine to analyze the website address.
- Do not access or view confidential or copyrighted material if you are not authorized to do so.

- Avoid transmission of private or confidential information via mobile devices. If it is necessary to transmit this data, take steps reasonably intended to ensure that information is delivered to the proper person who is authorized to receive such information for a legitimate use.
- Know and abide by all applicable company policies dealing with security and confidentiality of company records.
- Follow all instructions, advice and guidelines regarding security risks communicated to you by the IT Security department including social engineering and malware hazards.
- Share and store private or confidential information by adhering to security restrictions (e.g. via encrypted transmission or encrypted media). For instance, do not keep private or confidential information on unsecured media, employee-owned or unsecured devices such as flash drives or laptops, or employee-owned cloud storage applications.
- No single copy of data is to be stored on any mobile device – secondary copies must be kept on an internal server.
- If possible, copy any updated company information on a mobile device back to internal servers periodically via secure means.
- No personal identifier data such as social security numbers, driver's license numbers or bank/credit card numbers are to be kept on mobile devices.
- Do not attempt to jailbreak or root company-owned devices as this will lead to security risks.
- Block harassing/spam calls using the device call blocking capabilities and notify your supervisor and/or HR, and IT Security.
- Mobile devices are to be kept under your control at all times (do not check, ship or give to anyone else for transport).
- Keep in mind that airports and other high-traffic travel areas can be particularly dangerous places in terms of loss or theft. Exercise special caution in these areas.
- Do not use public USB charging stations such as in airports or train stations as these can put mobile devices at risk as data can still be harvested. Carry a personal portable USB charger instead and if necessary, use public USB ports to recharge it rather than a smartphone or tablet.
- If you MUST use a public USB port, power down the device before connection and charge only while the device is powered down.
- Do not leave mobile devices visible in unattended vehicles, even if locked.
- Do not leave mobile devices unprotected in hotel rooms - use a safe or a security cable. Notify your manager as well as the IT department immediately if the device is lost or stolen.
- Be familiar with the process for using Find my iPhone or Find my Android so you can do so as readily as possible to look for a lost mobile device should the necessity arise.
- If using BYOD, consult the manufacturer/vendor/carrier for support of your device before requesting assistance from the company IT department.
- In the event that you believe a personally owned or company provided device which is authorized to connect to Spirit's resources, systems, and networks might be infected by a malware threat or might be somehow compromised, you must immediately notify the IT Security, by phone or in person, of the potential security risk.
- If you lose or misplace a personally owned or company provided device authorized to connect to the organization's resources, systems, and networks, you must immediately notify the IT Security, by phone or in person, of the potential security risk.
- Whenever you decommission, prepare to return, or otherwise cease using a personally owned

or company provided device authorized for business use, notify IT Security that the device will no longer be used to connect to organization resources, systems, and networks.

- Return to your manager, all company-issued mobile devices upon termination of employment.
- Submit any employee-owned systems or devices which have accessed company resources to the IT department for inspection upon termination or when the system/device no longer requires this access.
- Notify the IT department of all passwords, the whereabouts of any confidential data and any other details which should be transferred to others upon termination of employment.
- Be aware that the IT department reserves the right (and will proceed) to remotely wipe a device if it has been lost or you have been terminated and have not brought the device to the IT department for decommissioning.

Criminal Activity/Arrests

Team Members have a continual obligation to proactively disclose any arrests or convictions to their manager. Providing false or misleading information, or making material omissions, in the hiring and employment process is a serious matter and may lead to immediate separation of employment.

Involvement in criminal activity, whether on or off Company property, during employment, may result in corrective action including suspension or separation of employment. Corrective action depends upon a review of all factors involved, including but not limited to whether the Team Member's action was work-related or the impact such actions have on the individual's position at Spirit, whether it brought discredit to Spirit, the nature of the act, and/or circumstances which adversely affect attendance or performance. Team Members are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled because of an arrest may lead to corrective action, up to and including separation of employment, for violation of an attendance policy, or job abandonment.

Corrective action is not dependent upon the disposition of any case in court and will be based on information reasonably available from any witnesses, police, or any other source if management has reason to view the source as credible.

Driving Record

All Team Members required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license and acceptable driving record. The Company may run a motor vehicle department check to determine a Team Member's driving eligibility. It is your responsibility to provide a copy of your current driver's license for your personnel file. If your position requires you to drive equipment (including the jet bridge), any changes in your driving record, including but not limited to driving infractions, must be reported to your supervisor or Manager. If changes to your driving record result in the denial of insurance coverage by Spirit's auto insurer, and your job duties require you to drive, you will be separated from that position.

State law requires all motorists to carry auto liability insurance. Team Members using their own vehicle

as a part of their employment duties must provide Human Resources with a current proof of insurance statement or card for review upon request. A new proof of insurance is required every time your policy expires and renews and should be reported to Human Resources via email to HR@spirit.com.

Use of Company Vehicles

Company vehicles are to be used for Company business only. Unless the use of the vehicle has been approved for personal use, personal use is strictly prohibited. This applies to Company-owned vehicles and vehicles rented by the Company for business use.

Team Members must notify a Supervisor or Manager immediately whenever a Company vehicle cannot be operated, is unsafe for use, or has been damaged. Team Members must also notify their Supervisor immediately if they are involved in an accident while operating a Company vehicle.

The driver of a Company vehicle is responsible for the vehicle while it is in his or her charge and must not permit any unauthorized persons to drive it. The driver of a Company vehicle is responsible for the daily housekeeping of the vehicle and the driver is responsible for keeping the vehicle clean and uncluttered.

No Team Member may operate a Company vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment. In addition, no Team Member may operate a Company vehicle while texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

Drivers of Company vehicles must immediately report all infractions or violations while driving a Company vehicle and all restrictions, suspensions, or revocations against his/her driver's license to his/her Supervisor, Manager, or Human Resources.

Nonsmoking and Tobacco Use

Spirit Airlines is focused on the well-being of our Team Members and the effects that smoking and second-hand smoke inhalation can have on its Team Members and Guests. No use of tobacco products including cigarettes, e-cigarettes and smokeless tobacco will be allowed within the facilities of Spirit Airlines at any time. Smoking or tobacco use is permitted only in designated smoking areas located at least 25 feet outside the building, entrance, operable windows, and ventilation systems of enclosed areas to prevent tobacco smoke from entering those areas. Team Members are required to dispose of all materials used for smoking in designated smoking areas, including cigarette butts and matches, in appropriate containers not in trash cans.

Drug and Alcohol

Spirit Airlines is committed to maintaining a safe and drug-free workplace and enhancing the quality of life and health of all Team Members. We have adopted a Drug & Alcohol Testing Program for both DOT and non-DOT employees (detailed information on this program can be found on [here on Spirit](#)

[LiNK](#)).

Spirit Airlines considers drug and alcohol abuse a serious matter which will not be tolerated. The Company absolutely prohibits Team Members from using, selling, possessing, or being under the influence of illegal drugs, alcohol, or a controlled substance or any prescription drug not medically authorized while on the job, on Company property, or during work time. Therefore, Team Members shall not report to work under the influence of alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized.

Team Members shall not possess or use alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized while on Company property or on Company business. A violation of this policy will result in disciplinary action up to and including separation of employment.

The Company also cautions against Team Member use of prescribed or over-the-counter medication that can affect a Team Member's ability to perform his or her job safely or the use of prescribed or over-the-counter medication in a manner violating the recommended dosage, intended usage, or instructions from the Team Member's doctor. Team Members must have a valid prescription for any prescription medication used by the Team Member while working for the Company. A doctor must determine that the medication doesn't pose a safety risk for the Team Member to be able to work. If the prescribed or over the counter medication may affect your ability to perform your job safely, please notify your supervisor, manager or HR Business Partner. Failure to comply with these guidelines concerning prescription or over-the-counter medication may result in disciplinary action, up to and including separation of employment.

The Company may assist its Team Members who seek treatment or rehabilitation for drug or alcohol dependency. Depending on the circumstances and job position, the Company may consider continued employment if the Team Member adequately addresses continued concerns regarding safety, health, production, communication, or other work-related matters. Team Members who volunteer for evaluation and treatment will be offered an opportunity to return to work under the provisions of an agreement between the Company and the Team Member. Once released from care, the Team Member may be required to obtain a clearance from their medical provider/rehabilitation specialist, agree to follow-up testing (minimum of 2 years), and a "one-strike" rule as a condition of continued employment.

Spirit Airlines is committed to complying with the requirements of the Americans with Disabilities Act of 1990, as amended (ADA). Individuals who currently use drugs illegally are not individuals with disabilities protected under the ADA when an employer takes action because of a Team Member's continued use of drugs. This includes people who use prescription drugs illegally as well as those who use illegal drugs. However, people who have been rehabilitated and do not currently use drugs illegally, or who are in the process of completing a rehabilitation program, may be protected by the ADA.

If a Team Member has a THC (medical marijuana) prescription, he or she will not be allowed to have a positive result on his or her drug test. Marijuana is still illegal under federal law, meaning all “safety sensitive” Team Members who are subject to federally mandated drug testing are prohibited from using the drug.

If you have any questions, you may contact your respective HR Business Partner.

Benefits

General

This section describes the benefits provided by Spirit and information on your eligibility for benefits. For additional information regarding Team Member Benefits and Well-being programs, please visit [Spirit Benefits](#)

New Hire Enrollment

Eligible Team Members are provided with enrollment instructions during the new hire Team Member orientation. Crew Team members have 90 days from their date of hire to enroll in their benefits, Non-Crew Team Members have 30 days to enroll in benefits. If Team Members fail to enroll in their benefits within the 30/90-day hire period; they waive their right to benefits until the open enrollment period in the following calendar year.

Annual Open Enrollment

Team Members will have the opportunity to modify benefits during an Annual Open Enrollment period, with coverage effective the upcoming year. Open Enrollment dates are announced in advance to ensure Team Members are aware of the open period and deadline.

Qualifying Life Event (QLE)

Outside of the Open Enrollment period, Team Members may only make changes to their benefits if they experience a Qualifying Life Event (QLE). A QLE consists of any of the following life changes: marriage, divorce, birth or adoption of a child, loss of other health insurance coverage, change in spouse’s or domestic partner’s employment, Team Member change in status, or as outlined per the IRS qualifications. The QLE must be submitted to [Spirit Benefits](#) within 31 days of the event. If the Team Member fails to complete a QLE within the 31-day period, they are waiving their right to change their benefits until the open enrollment period in the next calendaryear.

For additional information regarding enrollment, dependent eligibility, and coverage start dates, please visit [Spirit Benefits](#).

Health and Wellness Benefits

The Company provides benefits packages to all eligible full-time and part-time Team Members. Crew Team Members are eligible for coverage upon completion of 90 days after their date of hire for most benefit programs. Non-Crew Team Members are eligible day one for coverage upon completion of 30 days after their date of hire for most benefit programs. Spirit Airlines reserves the right to modify, amend, or conclude any portion of the benefits package at any time. Questions regarding benefits or concerning the benefit deductions on a paycheck should be directed to the Human Resources Benefits Department at 1-84-GO YELLOW (1-844-693-5569).

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible Team Members and their beneficiaries to continue health insurance coverage under the Company health plan when a “qualifying event” could result in the loss of eligibility. Qualifying events include:

- Resignation or Separation of Employment
- Death of a Team Member
- Reduction in hours, a leave of absence
- Divorce or legal separation
- Entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

For additional information regarding your COBRA Benefits, please visit [Spirit Benefits](#) or call 1-888-600-3440.

Employee Assistance Program

Recognizing that difficulties in a Team Member’s personal life may adversely affect his/her well-being and job performance, Spirit maintains a voluntary and confidential Employee Assistance Program ("EAP") to assist Team Members and their eligible family members in resolving a variety of issues including, but not limited to, drug and alcohol dependence, family or marital discord, emotional problems, and legal or financial difficulties.

Team Members may contact the Company's EAP to obtain additional information and schedule confidential appointments. All discussions, meetings, and records of Team Members' EAP counseling will be kept confidential to the extent allowed by law. The EAP providers contact information can be found on UKG or by visiting [Spirit Benefits](#).

Retirement Savings Account

The Savings Plan allows Team Members the opportunity to save money for retirement on a pre-tax and/or after-tax basis. Spirit Airlines offers Team Members the opportunity to participate in a Retirement Savings Plan 401 (k) through the Charles Schwab Corporation. For additional information on match, vesting, or summary plan descriptions, please visit [Spirit Benefits](#).

Eligibility

Full-time and Part-time Team Members that are at least 21 years old are eligible to participate in the Retirement Savings Plan after 60 days of service.

Enrollment

Team Members may enroll at any time by either calling Charles Schwab Participant Services at 1-800- 724-7526 or registering through the website: www.workplace.schwab.com. Once registered, Team Members can select their preferred enrollment options.

Short Term Disability Leave

Short Term Disability (US Full-Time Non-Crew)

Spirit Airlines provides up to 90 days of Short-Term Disability (STD) to all US based Full-Time Non-Crew Salaried Team Members for a qualified personal, non-work-related illness or injury. STD eligibility is based on a physician's statement and approval will be determined by the Company's Disability Third Party Administrator (TPA).

Short Term Disability benefits are paid at 66.67% of the Team Member's annual base salary, excluding commissions and bonus. Team Members may use available sick or vacation hours to cover the initial 14-day elimination period by submitting a request in UKG.

Team Member's regular benefit premiums (i.e. medical, dental/vision, etc.) will be deducted from their Short-Term Disability payments through payroll. Team Members who are not receiving pay during their leave are responsible for submitting payment directly to the Company. If premium payments are not made while on leave, they will be terminated at the end of the month from the first payment missed.

Secondary Sick Time (Crew and Full-Time Hourly Team Members)

Hourly Team Members receive Short Term Disability benefits in the form of Secondary Sick Hours. Team Members accrue 4 hours of Secondary sick time on the 2nd paycheck of each month following 90 days of employment. You may carry over accrued and unused secondary sick hours up to a maximum of 450 hours. Team Members will not accrue Secondary Sick while on Leave of Absence.

In the event of a personal illness or injury, secondary sick time is applied by your Human Resources Leave of Absence (HRLOA) team after meeting the 14-calendar day elimination period. Secondary sick accruals serve the same purpose as a short-term disability plan by bridging Team Members with long-term illnesses until benefits under the Company provided long-term disability plan begin. Short Term Disability benefits are paid at 66.67% of the Team Member's annual base salary, excluding commissions and bonus. Team Members may use available sick or vacation hours to cover the initial 14-day elimination period by submitting a request in UKG.

Secondary sick hours are not compensable upon termination of employment.

Sick and secondary sick time balances are forfeited upon termination of employment and will not be reinstated upon rehire. For rehired team members who qualify to retain company seniority, the level of accrual rate reached prior to separation, will be restored.

Crew Team Members should refer to their CBAs for additional information regarding secondary sick leave banks.

Paid sick leave is compliant with all paid sick leave regulations.

Long Term Disability

Spirit Airlines provides Long-Term Disability (LTD) pay to all US based Full-Time Team Members that have completed 365 days of service. Team Members that require more than 90 days for a personal, non- work-related illness or injury, may qualify for LTD.

Long-term disability is paid at 60% of the Team Member's salary. Please see Long Term Disability summary plan description on Spirit Benefits for details about the plan, including limitations and exclusions.

Crew Team Members should refer to their CBAs for additional information regarding Long Term Disability

Better Spirits Fund

The "Better Spirits" Fund allows Team Members to assist fellow Team Members in times of need. The fund provides monetary assistance to Spirit Airlines' Team Members who may be experiencing an unusual and unexpected monetary crisis.

Eligibility

All Team Members may request assistance from the fund after the completion of 6 months of service. Team Members must be in good standing with the company.

To check your eligibility and apply for assistance from the fund, please visit [Spirit Benefits](#). Applying for the fund does not guarantee that assistance will be awarded.

Committee

Appointed by Senior Management, a minimum of five (5) Team Members from various departments form the Fund Committee. The Committee will meet as needed to review applications.

No Committee decision may be made if three (3) or more members are absent from the

meeting. Decisions are made based on a majority of the voting members of the Committee.

How to Donate

Team Members may elect a voluntary payroll deduction at a designated amount each pay period and/or make a lump sum donation. All donations are deducted on a post-tax basis; Team Members may not claim donated funds as tax- exempt expenses/donations.

Team Members interested in providing a voluntary donation, please visit [Spirit Benefits](#). Once logged in, click on “Your Elections.” A drop down will appear asking for “The reason for update.” The Team Member will select “Change Better Spirit Contribution.”

Leave of Absence Policies

Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) provides qualified Team Members the right to unpaid, job protected leave for specified medical and family related reasons. Under this policy, Spirit will grant eligible Team Members up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a severe injury or illness) during a rolling 12-month period.

In the event of any conflict between this policy and the applicable law, Team Members will be afforded all rights required by law. If you have any questions or concerns, please contact the Leave Administration team at HR@spirit.com.

Eligibility

To qualify for FMLA, Team Members must meet all the following requirements:

Non-Crew Members

Have worked for the Company as a direct Team Member for at least 12 months.

Have worked at least 1250 hours during the 12-month period immediately preceding the commencement of the leave. Any time spent on paid or unpaid leave does not count toward the 1250 required hours.

Crew Members

Pilots: Please refer to your CBA Section 13 “Leave of Absence” as well as the [FMLA page](#) and *FMLA and Leave Administration Policy* located in [SpiritLink](#).

Flight Attendants: Please refer to CBA Section 13 “Leave of Absence” as well as the [FMLA page](#) and *FMLA and Leave Administration Policy* located in [SpiritLink](#).

If you have any questions or concerns, please contact the Leave Administration team at HR@spirit.com.

FMLA Reasons for Leave

Family and Medical Leave may be taken for any of the following reasons:

- The birth of a child and/or to care for the newborn child within one year of birth.
- The placement with the Team Member of a child for adoption or foster care and to care for the newly placed child within one year of placement.
- To care for the Team Member's spouse as listed on your Benefit Profile, child (including biological, adopted, foster, step, legal ward or a child for whom the Team Member stands in loco parentis), or parent (including biological, adoptive, step or foster, guardian or in loco parentis) who has a serious health condition.
- A Team Member's own serious health condition which makes them unable to perform the functions of their job.
- Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty. The qualifying exigency must be one of the following:
 - short-notice deployment
 - military events and activities
 - childcare and school activities
 - financial and legal arrangements
 - counseling
 - rest and recuperation
 - post-deployment activities
- A Team Member whose spouse, son, daughter or parent either has been notified of an impending call or ordered to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.

Eligible Team Members are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible Team Members may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

To care for a covered service member, an eligible Team Member must be the spouse, son, daughter, or parent, or next of kin of a covered service member. The leave may begin as soon as the individual receives the call-up notice. This type of leave would be counted toward the Team Member's 12-week maximum of FMLA leave in a 12-month period.

Military caregiver leave (also known as covered service member leave) is to care for an injured or ill service member or veteran. A Team Member whose son, daughter, parent or next of kin is a covered

service member may take up to 26 weeks in a single 12-month period to take care of leave to care for that service member. Next of kin is defined as the closest blood relative of the injured or recovering service member.

Amount of Leave Non-Crew

An eligible Team Member can take up to 12 weeks or 480 hours of FMLA for circumstances referenced above during any 12-month period. The company will measure the 12-month period as a rolling 12-month period measured backward from the date a Team Member uses any leave under this policy.

Each time a Team Member takes leave, the Company will compute the amount of leave the Team Member has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the Team Members is entitled to take at that time.

An eligible Team Member can take up to 26 weeks for FMLA military caregiver leave during a single 12-month period. The Company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If spouses both work for the Company and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the spouses may only take a combined total of 12 weeks of leave. If spouses both work for the Company and each wish to take leave to care for a covered injured or ill service member, the spouses may only take a combined total of 26 weeks of leave.

Crew Members

Crew Members: please refer to your CBA for Leave provisions, as well as the crew member specific FMLA pages and Leave Administration policy located on [SpiritLink](#)

Team Member Status and Benefits during Leave

While a Team Member is on leave, the Company will continue the Team Member's health benefits during the leave period at the same level and under the same conditions as if the Team Member had continued to work, provided that the Team Member pays the appropriate Team Member contributions, as required.

During any paid leave, the Company will continue to make payroll deductions to collect the Team Member's share of all elected health benefit premiums.

While on unpaid leave, the Team Member must continue to make this payment. The payment must be received in the Human Resources Department at least 5 days prior to pay date at the end of each month. If the Team Member does not continue these payments, benefits will be cancelled as of the end of the

missed pay period. Except as otherwise provided herein, Travel benefits (including dependent travel and buddy passes) are suspended in accordance with our travel policy during a leave of absence. Travel privileges are reinstated upon the return from leave.

Team Members covered by a Collective Bargaining Agreement also should refer to their CBA Leave provisions.

Team Member Status after Leave

A Team Member who takes leave for their own serious health condition will be asked to supply a clearance to return to work from their medical provider. This form is included in the FMLA package provided by the Company's FMLA administrator or upon request from HR@spirit.com

This clearance must be provided to the Human Resources Leave Administration Team at HR@spirit.com at least three (3) days prior to the expected return date.

A Team Member who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms.

Use of Paid and Unpaid Leave

A Team Member who is taking FMLA will have paid, and unpaid leave run concurrently. The Team Member must first use accrued sick hours (if the qualifying reason for leave is covered by the Company's sick leave policy) and/or vacation hours before the unpaid portion of the FMLA leave begins.

Intermittent Leave or a Reduced Work Schedule

The Team Member may take FMLA leave in 12 consecutive weeks, may use the leave intermittently or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hours schedule.

In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service-member over a 12-month period). Please visit [Spirit Benefits](#) for FMLA administrator contact information.

Procedure for Requesting FMLA Leave

All Team Members requesting FMLA leave must contact the FMLA Administrator to open a claim. Within five business days, the Third-Party Administrator ("TPA") will provide the Team Member with a leave package that includes the Department of Labor Notice of Eligibility and Rights, information about Team Member responsibilities, as well as a medical certification form. Team Members must supply all information as requested. Failure to do so may result in leave being denied.

When the need for the leave is foreseeable, the Team Member must provide the Company with at least 30 days' notice. When the need for FMLA Leave is not foreseeable, the Team Member must comply with the Company's usual and customary notice and call-out procedures as soon as is possible.

Team Members are responsible for entering a PTO request in UKG from any available sick and/or vacation balance they have available. In unexpected circumstances, if they are unable to enter the time, they should contact their immediate supervisor at their earliest convenience to ensure timely processing of available sick/vacation time. Any questions related to FMLA can be directed to the Human Resources Leave Administration Team at HR@spirit.com

Recertification

The Company may instruct the FMLA Administrator to request recertification for the serious health condition of the Team Member or the Team Member's family member no more frequently than every 30 days unless circumstances have changed significantly, or if the Company receives information casting doubt on the reason given for the absence, or if the Team Member seeks an extension of his or her leave. Otherwise, the Company may request recertification for the serious health condition of the Team Member or the Team Member's family member every six months in connection with an FMLA absence.

Intent to Return to Work from FMLA Leave

On a basis that does not discriminate against Team Members on FMLA leave, the Company may require a Team Member to report periodically on their status and intent to return to work.

A Team Member who takes leave for their own serious medical condition will be required to provide medical clearance from their treating health care provider prior to returning to work. The completed return to work authorization must be emailed to HR@spirit.com or scanned and sent to the Human Resources Leave Administration Team at least 3 days prior to the return-to-work date.

Failure to Return from FMLA Leave

A Team Member who fails to return from FMLA leave as scheduled without proper authorization for the extension of the leave will be subject to applicable attendance policies which may lead to corrective action up to and including separation of employment.

Bereavement Leave

The Company recognizes the importance of taking leave due to a death in the family. Team Members are entitled to up to 3 continuous days off with pay for the funeral of an immediate family member (see below definition). The Company may request documentation to support absences for bereavement leave. Team Members taking bereavement leave should notify their Supervisor or Manager immediately and they must also notify the Leave Administration Department.

Bereavement pay is calculated based on the pay rate at the time of absence, and will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime, or shift differentials.

For the purposes of Bereavement Leave, a Team Member's "immediate family" includes: a spouse, domestic partner (as listed in your benefit dependents), biological child, stepchild, adopted child, parent, brother, sister, grandchild, parent-in-law, and Team Members' grandparents.

Team Members covered by a Collective Bargaining Agreement should refer to their CBA Leave provisions.

Personal Leave of Absence

General Provisions

A Team Member who has been employed for greater than 180 days may request a Personal Leave of Absence when they require a leave for a situation that does not qualify for protection under the Family Medical Leave Act (FMLA).

A Team Member who wishes to apply for a Personal Leave must submit the request at least 15 days in advance. For unforeseen situations, requests must be submitted as soon as possible.

Team Members must use accrued vacation and/or sick hours to cover earnings while on personal leave.

All benefits will continue while a Team Member is on a personal leave if the Team Member sends payment directly to the Company during the time of leave. Travel benefits (including dependent travel and buddy passes) are suspended in accordance with our travel policy during a leave of absence. Travel privileges are reinstated upon the return from leave.

Team Members covered by a Collective Bargaining Agreement should refer to their CBA Leave provisions.

Job Reinstatement from Personal Leave

The Company will make every effort to reinstate Team Members to the same position or position with equivalent status, pay benefits and other employment terms if they return at the end of the agreed upon duration of their leave. If additional time is needed beyond the original request, the department will decide on the need for additional leave. In the event the Company will not be able to restore the Team Member at the end of their personal leave, the Team Member will receive written notice of employment separation.

Notice Requirements for Returning from Personal Leave

Team Members are expected to return to work at the end of their approved personal leave. If a Team Member on leave plans to return to work sooner than the expected return date, they must notify their Supervisor and the Human Resources Leave Administration Team at HR@spirit.com

Team Members returning to work as scheduled following a leave will be considered as having continuous service. If Team Members give notice of intent not to return to work during their Personal Leave of Absence, they will be separated immediately.

Failure to Return from Personal Leave

A Team Member who fails to return from personal leave as scheduled without proper authorization for

the extension of the leave will be subject to applicable attendance policies which may lead to a corrective action up to and including separation of employment.

Non-CBA Team Members

Non-CBA Team Members employed by Spirit Airlines for a minimum of 180 days are eligible to apply for an unpaid personal leave of absence for a maximum of 30 calendar days.

Job performance, absenteeism, and departmental requirements all will be taken into consideration before a request is approved.

Approvals of the immediate Supervisor, Department Director and HR Business Partner are required.

Requests for unpaid personal leave may be denied or granted by the Company based on the facts and circumstances and is within the sole discretion of the Company. Spirit Airlines reserves the right to conclude one's employment for any reason during the personal leave of absence.

Team Members covered by a Collective Bargaining Agreement should refer to their CBA Leave provisions.

Fitness for Duty

Each Team Member is required to report to work and to perform their job in a safe and satisfactory manner. If a Team Member is not able to perform their job or is taking any medication that might impair their ability to do their job, they are required to inform their Supervisor, Manager or HR Business Partner immediately.

If a Supervisor or Manager believes a Team Member is not fit to perform all duties required in the position, the Supervisor or Manager should contact the Leave Administration Team at HR@spirit.com for assistance.

This policy will be interpreted and applied to conform to all applicable laws.

Military Leave (USERRA)

Eligibility

Team Members will be granted a leave of absence for service in the uniformed services pursuant to the Uniformed Services Employment and Reemployment Rights Act ("USERRA") and applicable state law.

Leave is available to all Team Members who are eligible to take it and seek reinstatement under USERRA or applicable state law for the purpose of performing service in the uniformed services. Team Members are eligible under USERRA to seek reinstatement if they meet the following requirements:

1. The Team Member provides proper notice (as discussed below).

2. The cumulative total of the Team Member's leave does not exceed five years, except as otherwise permitted by USERRA (as discussed below).
3. The Team Member seeks reinstatement within the time frames outlined by USERRA (as discussed below); and
4. The Team Member is discharged from service in the uniformed services in a manner that does not disqualify the Team Member for USERRA's protections (as discussed below).

Definitions

For purposes of this policy, "uniformed services" means the Armed Forces, the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, System members of the National Urban Search and Rescue Response System during a period of appointment into Federal service under section 327 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, and any other category of persons designated by the President in time of war or national emergency.

For purposes of this policy, "service in the uniformed services" means voluntary or involuntary active duty, active and inactive duty for training, inactive duty training, full-time National Guard duty under federal statute when that duty is performed for the federal government, periods of absence and from a position of employment for the purpose of an examination to determine the fitness of the person for duty, and periods for which a person is absent from employment for the purpose of performing funeral honors duty under federal law.

Notice of Leave

A Team Member should notify their Manager or Supervisor and the Leave Administration team at HR@spirit.com of the need to take a leave as far in advance as feasible; the company requests notice at least 30 days prior to the beginning of the leave, if possible. Verbal notice is sufficient, but the company may request documentation from the Team Member for its files. If notification is impossible or unreasonable for reasons that are not attributable to the Team Member, notice should be provided as soon as possible. Notice may not be required when precluded by military necessity, which is defined by the Department of Defense.

Team Members are responsible for updating changes in contact information by sending such information to the Leave Administration team at HR@spirit.com.

Length of Leave

A Team Member is entitled to leave for up to five years of service in the uniformed services, subject to certain exceptions that may require the Company to provide leave, but not count the service period towards the five-year limit. If you have questions about whether your service period counts towards the five-year limit, please contact the Leave Administration team at HR@spirit.com.

Nature of Discharge

Reinstatement may be denied under USERRA if a Team Member is released from service under conditions that would, under USERRA Section 4304, disqualify the Team Member for the protections provided for under USERRA (for example, a dishonorable discharge).

Use of Accrued, Unpaid Vacation During Leave.

Any Team Member on a military leave may use any accrued, but unused, vacation to compensate the Team Member during the leave. The Team Member is not required to use such vacation during a military leave but may choose to do so.

Team Member Responsibility to Seek Reinstatement

The following rules apply to a Team Member who seeks reinstatement after completing a period of service in the uniformed services.

1. For uniformed service that is Less than 31 Days\fitness for duty examinations: The Team Member must return to work at the beginning of the first regularly scheduled work period that starts on the first full day after release from service, following reasonable travel time home, plus an 8-hour rest period.
2. For uniformed service that is More than 30 Days, but less than 181 days: A Team Member must seek reinstatement within 14 days of release from uniformed service if Team Member's service was greater than 30 days, but less than 181 days.
3. For uniformed service that is More than 180 days: A Team Member must seek reinstatement within 90 days of release from uniformed service if Team Member's service was greater than 180 days.
4. In Case of Injury or Illness: If a Team Member is hospitalized, convalescing, or recovering from an injury or illness incurred or aggravated during uniformed service, the periods for seeking reinstatement may be extended for a period of up to two (2) years, unless seeking reinstatement after expiration of that period is impossible or unreasonable due to no fault of the Team Member.

Reinstatement Positions

A Team Member returning from leave who properly seeks reinstatement according to the requirements of USERRA and applicable state law will be entitled to be reinstated as follows:

1. If uniformed service is 91 days or less: The Team Member will be returned to the position, he or she would have held if there had been continuous employment if the Team Member is qualified to perform the required duties of that position ("escalator position"). If the Team Member is not qualified to perform the required duties of the escalator position, the Company will make reasonable efforts to qualify the Team Member for that position. If the Team Member is not qualified for the escalator position after these reasonable qualification efforts are made, the Team Member will be reinstated to the position the Team Member held prior immediately prior to starting to the leave.
2. If uniformed service is greater than 90 days: The Team Member will be returned to the escalator position. If the Team Member is not qualified to perform the required duties of the escalator position, the Company will make reasonable efforts to qualify the Team Member for that position. If the Team Member is not qualified for the escalator position after these reasonable efforts are made, the Team Member will be returned to the position he or she held immediately prior to taking a leave, or a position of like status, pay, and seniority to that pre-service position.
3. Disabled Team Members: A Team Member who has a disability that is incurred in, or aggravated

during, uniformed service is entitled to receive reasonable accommodations in the performance of the escalator position. If the Team Member is not qualified for the escalator position even with the consideration of reasonable accommodations, the Team Member shall be reemployed in a position of equivalent seniority, status and pay for which he or she could become qualified or is qualified after reasonable accommodation. If the Team Member cannot meet the qualifications of this second position even with the consideration of reasonable accommodations, the Company will reemploy the Team Member in a position that is the nearest approximation in terms of seniority, status, and pay to the second position, with reasonable accommodations.

4. Prompt reinstatement will vary depending on the amount of time the Team Member has been out on military leave. Prompt reinstatement may require a delay in employment of up to two weeks following the date the Team Member seeks reinstatement. Only in unusual circumstances will this period exceed two weeks.
5. Discharge restrictions: Team Members who are reinstated after uniformed service that lasts between 30-180 days may not be discharged except for cause for a period of six (6) months following reinstatement. Team Members who are reinstated after uniformed service that lasts more than 180 days may not be discharged except for cause for a period of one (1) year following reinstatement. For purposes of this section of the policy, "cause" means: (1) with respect to Team Member conduct, that it is reasonable to discharge the Team Member for the conduct in question, and that he or she had notice, which was express or can be fairly implied, and that the conduct would constitute cause for discharge; and (2) with respect to other reasons for termination of employment, such as a position elimination or a layoff, that there are legitimate, nondiscriminatory reasons for the action.
6. Reinstatement: A Team Member has no greater right to reinstatement or to other benefits and conditions of employment than if the Team Member had been continuously employed during the leave period. Additionally, if a Team Member fails to seek reinstatement within the time frames discussed, the company will apply its normal work rules regarding absence from employment without notice or permission.

Health & Welfare Benefits While on Leave

Active military personnel and their dependents are covered by TRICARE, the military healthcare plan, if the deployment is longer than 30 days.

A Team Member on military leave who elected health care coverage under the Company's health care plan immediately prior to the start of a leave will retain that coverage for the first 30 days of any military leave at the rates the Team Member paid immediately prior to the start of the leave. After 30 days of leave, the Team Member may elect to continue his/her health care coverage, including coverage for dependents, for up to 24 months, under USERRA. If this continuation coverage is elected, the Team Member will be required to pay the entire cost of such coverage, which may be up to 102% of the full premium amount for that coverage. Team Members also may be entitled to coverage under COBRA for up to 18 months of a military leave. COBRA coverage runs concurrently with any continuation coverage under USERRA and the Team Member is entitled to only one form of continuation coverage. The Team Member is responsible for all premium payments attributable to the Team Member; failure to pay such premiums will result in cancelation of coverage.

Non-Discrimination and Non-Retaliation Based on Military Service

Any Team Member who believes that he or she has been discriminated or retaliated against based on the Team Member's past, present, or future participation in the uniformed services, his or her request for military leave, the Team Member's complaint or participation in any investigation of a complaint of discrimination\retaliation based on a leave request or service participation, or any other situation protected under state or federal law shall be entitled to raise a complaint with their Manager or Human Resources Business Partner. The Company will timely and appropriately investigate any such complaints in the same manner as provided in The Company's policy against Equal Opportunity and Commitment to Diversity. A Team Member who raises such a complaint shall be entitled to be free from retaliation based on such protected conduct.

Jury Duty and Witness Leave

The Company recognizes the importance of jury duty and encourages those who are selected to fulfill their civic obligations. A Team Member is required to provide verification from the court clerk (copy of the notice, summons, or subpoena) confirming service as a juror or witness in a court proceeding to his/her Manager. In the event a Team Member is released from their civic duty early, he/she is expected to return to work for the remainder of their work schedule. Inaccurate reporting by a Team Member about jury duty may result in corrective action, up to and including separation of employment.

Team Members are paid according to whatever their regular scheduled hours would have been had they not been on jury duty. Team Members can retain any monies provided to them by the court, in addition to their regular pay up to 5 days.

Team Members covered by a Collective Bargaining Agreement should refer to their CBA Leave provisions.

Voting Leave

If a Team Member's work schedule prevents him/her from voting on Election Day, the Company will allow reasonable time off to vote, not to exceed a half a day unless otherwise provided by applicable law. Team Members should consult their Supervisor or Manager for assistance.

Team Members covered by a Collective Bargaining Agreement should refer to their CBA Leave provisions.

Workers' Compensation Leave Policy

Spirit Airlines, Inc. provides a comprehensive Workers' Compensation insurance program at no cost to all active U.S. Full and Part-Time Team Members. Subject to applicable legal requirements, workers' compensation insurance (in some cases) provides compensation benefits after a short waiting period. All approved medical expenses are covered immediately.

Team Members who sustain work-related injuries or illnesses must inform their Supervisors or Managers immediately. All Team Members will be provided care, first aid and emergency service,

as required for injuries or illnesses while on Company time.

Injuries/Illnesses must be reported within 24 hours unless there are extenuating circumstances preventing such reporting in which case the reporting must be made as soon as possible. No matter how minor an on-the-job injury may appear, it is important that it is reported immediately. This will enable Team Members to qualify for coverage as quickly as possible. Failure to report accidents is a serious matter as it may preclude a Team Member's coverage under workers' compensation insurance.

Neither Spirit Airlines nor the insurance carrier will be liable for the payment of workers compensation benefits for injuries that occur during the Team Member's voluntary participation in any off duty recreational, social, or athletic activity.

Team Members covered by a Collective Bargaining Agreement must reference their CBA for applicable Workers Compensation procedures.

Light Duty and Transitional Work Programs

The Light Duty/Transitional Work Programs are intended to address the needs of Team Members with temporary work-related impairments that are expected to be resolved within 180 calendar days.

Compensation

Non-Crew full-time Team Members are required to work 40 hours at Light Duty Work/ Transitional Work Assignments unless they are unable to do so due to medical restrictions.

Non-Crew part-time Team Members are required to work 20 hours at Light Duty/Transitional Work Assignments unless they are unable to do so due to medical restrictions.

Shift trades and overtime are not allowed during these Light Duty/Transitional Work Assignments.

Workers Compensation temporary disability payments will be suspended while an injured Team Member is working in a Light Duty/Transitional Work Assignment. If the Team Member's documented medical restriction limits the number of Light Duty/Transitional Work Assignment hours they can work, they remain eligible for workers compensation wage loss replacement payments, in accordance with the workers compensation rules.

In the event an injured Team Member refuses to accept a Light Duty/Transitional Work Assignment that is within their medical restrictions, Spirit Airlines is not obligated to provide alternatives.

In the event an injured Team Member refuses to participate in the Light Duty/Transitional Work Program, it may result in up to and including separation of employment with Spirit Airlines, Inc. and the suspension or separation of employment of workers' compensation benefits unless the Team Member is on FMLA.

Duration

Light Duty and/or Transitional Work Assignments are reviewed following each doctor appointment. It typically ends at 180 calendar days. However, if the Team Member's work restrictions significantly and consistently improve, participation in a Light Duty work assignment may be temporarily extended on a case-by-case basis subject to business needs and individual medical restrictions.

Crew Members refer to your CBA

General Provisions

Light Duty and Transitional Work Assignments should begin as soon as possible to reduce lost time and wage loss due to occupational injury.

Light Duty and Transitional Work Assignments are temporary work assignments, not permanent jobs, and are intended to facilitate the transition from temporarily restricted status to resumption of full duties in the usual permanent job.

Light Duty/Transitional Work Assignments are progressive and should be regularly adjusted in line with medically documented changes in the injured Team Member's ability.

All of Spirit Airlines' policies and work rules apply to injured Team Members who are performing Light Duty/Transitional Work Assignments.

Eligibility

On a case-by-case basis, injured Team Members will be returned to work on a Light Duty basis or placed in a Transitional Work Assignment as soon as it is determined to be medically feasible by treating physicians.

All injured Team Members with temporary partial medical restrictions due to an on-the-job injury are eligible for Light Duty and/or Transitional Work Assignments, if available.

An assignment may be temporarily extended on a case-by-case basis subject to business needs and individual medical restrictions.

Travel Benefits

Your Ticket to the Skies

Spirit Airlines offers our Team Members More Go through our competitive travel benefit program. Our Team Members and their eligible dependents can enjoy free unlimited space available travel on Spirit and reduced rates on other major carriers we partner with for air travel. Space available travel is also known as "standby" or non-revenue travel, often referred to as "non-revving" or "Staff Travel."

Travel Eligibility

Travel privileges on Spirit are effective day one for all Team Members and their eligible dependents. Eligible dependents must be enrolled within 90 days from the Team Members date of hire. Buddy Pass travel is available to Team Members after six months of continuous employment. With the Spirit travel benefit, Spirit Team Members are responsible for certain associated travel fees such as booking fees, international taxes, and imputed income (see imputed income).

Eligibility for partner airlines will be determined by each individual agreement with those airlines. Waiting periods, eligible dependents and fees vary with each carrier. Please refer to the interline agreements for each airline we partner with for details and restrictions. Non-revenue and discounted travel on Spirit shall be subject to the terms and conditions set forth in this Travel Policy as well as in the Spirit Airlines' Contract of Carriage (which can be found at [spirit.com](https://www.spirit.com)).

Travel Profiles are located at [Spirit Benefits](#) and may be modified once per year during open enrollment. Changes are permitted during the year if they are the result of a qualifying life event such as marriage, divorce, birth, death, etc. as defined in Spirit's Benefit Programs.

Eligible Dependents

Primary Traveler Select One (1)	<ul style="list-style-type: none">• Legal spouse/ domestic partner*• Primary travel companion (must be 18 years or older) * <p><i>* Receives Spirit and OA (Other Airline) benefits</i></p>
Secondary Travelers Select Two (2)	<ul style="list-style-type: none">• Birth parents or adoptive parent/ stepparent*• Secondary travel companion (No age restriction) <p><i>* Travelers will have use of OA (Other Airline) benefits</i></p>
Child(ren)	<ul style="list-style-type: none">• Dependent Children (natural born, stepchild(ren), adopted/under guardianship) up to age 25* <p><i>* Travelers will have use of OA (Other Airline) benefits</i></p>
Separated Disabled Team Members (Separated due to disability, Travel benefit will be active for 12 months after date of separation of employment)	<ul style="list-style-type: none">• Legal spouse or domestic partner• Designated travel companion (if single Team Member)• Dependent children or stepchildren up to age 25
Surviving Dependents	<ul style="list-style-type: none">• Surviving legal spouse or domestic partner (travel benefit will continue for 12 months from date of death)• Surviving children up to age 25 (travel benefit will

continue for 12 months from date of death)

Travel Process

Standby Travel (Non-Revenue Space Available “NRSA”)

Traveling standby is a privilege. All Team Members are expected to conduct themselves as Brand Ambassadors for the company. Spirit will make every effort for Team Members and their eligible dependents to travel non-revenue while maintaining priority with revenue paying Guests. Once all revenue paying Guests have been boarded, available seats will be allocated based on priority status to those Team Members waiting at the gate (seniority does not determine which seat will be assigned). When traveling standby you may be asked to vacate your seat to accommodate a revenue paying guest. Any Team Members on the list who are not given seats, are rolled into the standby list for the next flight. If you have Jump seat privileges and you list for jump seat and non-rev on the same flight, you will first be assigned to a jump seat if available and if not, you will be assigned to a non-rev seat based on your priority.

The following terms and conditions apply to these passes:

- Only designated travelers listed in [Spirit Benefits](#) may travel.
- Subject to international taxes and imputed income.
- Carry-on and first checked bag fee waived.
- Pet fees are waived

Positive Space Travel – Company Business (Non- Revenue Space Positive “NRSP”)

Team Members who are traveling on company business (meetings, training, etc.)

- Not subject to international taxes or imputed income
- Carry-on and first checked bag fee waived.

Leisure Revenue Confirmed Travel

Team Members may purchase confirmed revenue tickets on Spirit via Team Travel Portal. The following terms and conditions apply to these passes:

- Only designated travelers listed in [Spirit Benefits](#) may travel.
- Subject to all applicable taxes and fees.
- Carry-on and first checked bag fee will be waived for tickets purchased via portal, fees will not be waived for tickets purchased at airport or on [Spirit.com](#).
- Random seat assignments are free of charge at check-in, designated seats must be purchased.

Leisure Positive (Non-revenue Leisure Positive “NRLP”)

Designated positions are eligible for NRLP. Subject to international taxes and imputed income.

- Carry-on and first checked bag fee waived.

- Non-premium seat assignments are available free of charge at booking.

Awarded Positive Space Travel (Non-revenue Leisure Positive “NRLP”)

Team Members may receive positive space award passes on Spirit flights (Examples of these are performance awards, contest winners, or for recognition). These passes are booked via the Team Travel Portal unless otherwise designated.

The following terms and conditions apply to awarded passes:

- Award will define whether dependents are eligible. Only designated travelers listed in [Spirit Benefits](#) may travel.
- The award allows for a one-time booking for a roundtrip airfare.
- Valid for 1 year from the date of issue and must be booked and travel completed by their expiration date.
- Subject to international taxes and imputed income.
- Carry-on and first checked bag fee waived for all travelers.
- Non-premium seat assignments are available free of charge at booking.

Buddy Pass (BP) Travel

Team Members with six (6) months of employment are eligible for Buddy Passes for travel on Spirit flights only. Full-time Team Members are eligible for twelve (12) one-way Buddy Passes. Part-time Team Members who are regularly scheduled to work at least twenty (20) hours each week are eligible for six (6) one-way Buddy Passes. Buddy Passes are issued on ID90Travel.com. Buddy Passes will be issued each January and will be valid from January 1st through January 31st of the following year for a 13-month period. Travel must be booked and completed prior to expiration date of January 31st each year for any remaining passes issued the previous calendar year.

A Buddy Pass is good for one-way travel (including scheduled connecting flights). Therefore, a Buddy Pass rider traveling on an itinerary with a connection more than twelve hours will be required to use two Buddy Passes. Some routes that are not published connections in Spirit's reservations may require additional Buddy Passes as well. Travel is on a space available basis only and all Buddy Pass guest will be boarded according to listed boarding priorities. Buddy Pass guest(s) fall under the S7 priority code and are prioritized based on the Buddy Pass issuer's seniority. Buddy Pass guest(s) will not be provided compensation for denied boarding for a delayed flight or amenities.

Buddy Passes can be given to a fellow Team Member if the Team Member to whom they are issued do not plan to use them. However, the Team Member giving the Buddy Pass must login to ID90Travel and create the Buddy Pass listing under their own login.

Non-revenue guest 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 procedures. The non-revenue guest is to get off the aircraft at the stop and wait for the next flight in priority order. If the Buddy Pass rider booked a connecting flight and only completes a portion of the connecting trip the

entire buddy pass will be deducted from the Team Members total allotment. Buddy Passes are subject to fees such as booking, international taxes, unaccompanied minor, and imputed income as per IRS regulations (see Imputed Income Section).

The log in information for ID90Travel is below:

Enter the following address: www.ID90Travel.com

1. Select SPIRIT AIRLINES (NK)
2. Username will be your Team Member number
3. Your default password will be the first initial of your first name followed by your full last name all in lower case with no spaces or dashes. For example: If your name is "SALLY TRAVELER" your password would be "**straveler**"

Post Termination/Resignation Travel Benefits

Team Members who have been terminated and/or have resigned will have their travel benefits discontinued upon date of termination with Spirit Airlines. All outstanding buddy passes, space available bookings, and positive space bookings (both Company business and any Leisure positive space) will be cancelled.

Retirees

To express appreciation to those who provide years of dedicated service, certain flight privileges may be available to Team Members who retire from Spirit in accordance with this policy or as outlined in your CBA.

- The retiree travel privileges are based on the sixty-five (65) point system: the sum of the number of years of service and the age of the Team Member 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.
- Previous years of service may be aggregated with current years of service in determining eligibility for retiree flight privileges. Only service credited per Spirit's Rehire Policy will count towards retiree benefit.
- A Team Member 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.
- Retired Team Members and their eligible dependents can travel non-revenue on Spirit and other approved carriers (subject to the other carrier's policy). The Team Member will be issued a courtesy Retired Team Member ID badge for identification purposes. Retiree travel will always be on a standby basis only (No NRLP).
- Retirees must book all travel via ID90 or myIDtravel.

How to Book Travel

Non-revenue travelers are encouraged to list in advance of their flight. Listing for Spirit flights and buddy pass travel may be made up to 30 days in advance of the outbound flight. You may not use Navitaire access to book, assign seats, modify bookings, or add any additional baggage on personal or business travel (including your dependents and or buddy passes). Failure to comply with these

guidelines may result in loss of your travel privileges, disciplinary action, or separation.

The following are Spirit's listing methods:

Listing Method	Notes
Spirit Travel Portal Teamtravel.Spirit.com <ul style="list-style-type: none"> • Positive Space Business • Leisure Revenue • Leisure Positive • Award Travel • Space Available • NK & Jump seat listings 	Login online from any internet browser or mobile device 24/7 365 days. View active standby list. Check flight loads, list, modify or cancel listing.
ID90T (Interline Fare Calculator, IFC) www.ID90travel.com <ul style="list-style-type: none"> • Buddy passes • Some OA Travel • Hotels/Cruises/Car Discounts 	Login online from any internet browser or mobile device 24/7 365 days. List, modify or cancel listing.
MyIDTravel –OA Travel www.myidtravel.com <ul style="list-style-type: none"> • OA Travel 	Login online from any internet browser or mobile device 24/7 365 days. List for commuting purposes, modify or cancel listing.
Spirit's Travel Department <ul style="list-style-type: none"> • Hotel & Car Request for COBUS (Company Business Travel only) • OA Leisure Request's 	Must submit Travel Request via email at least 2 weeks in advance if using OAs requiring travel department processing. Travel Hours M-F 9-5pm Eastern Time Leisure: HR@spirit.com Business: TravelBusiness@spirit.com

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Boarding Priorities

Must Ride status, regardless of pass priority, is booked positive space. Commuting between your home and your domicile may not be designated as a Must Ride. Only Crew Scheduling, OCC, or Director level and above may authorize Must Ride status.

Positive Space Classifications		Space Available Classifications	
<p>P1 and P2 may be seated in Big Front Seats (BFS) at time of booking.</p> <p>Positive space bookings for business or personal travel are seated in non-premium seating at time of listing. VP may override and assign BFS at time of booking with written permission in the PNR BFS can be assigned at the gate if available at no charge once the ticket counter check-in has been closed.</p> <p>Note: Must Ride Positive Space (PS) Team Members booked on an oversold flight are expected to make good business decisions based on their schedule/responsibility to determine displacement of a revenue guest.</p>		<p>Priority boarding is determined by priority code, then date of hire, then Team Member number for personal travel on standby.</p> <p>S6, S8 and S9 are sorted at time of check-in. Listings can be made up to 30 days prior to outbound date of travel.</p> <p>Non-revenue guests can be seated in any seats available including BFS at time of clearance at the gate (available seats are assigned in order of priority in accordance with Navitaire's seating procedures).</p> <p>Seat upgrades/assignments should be assigned in priority order starting with PS guests followed by non-revenue guests.</p>	
P1	Chief Executive Officer, President, Chairman, Vice Chairman, Executive Vice Presidents, Senior Vice Presidents and their dependents on company business or personal travel can travel positive space.	S0	Chief Executive Officer, President, Chairman, Vice Chairman, Executive Vice Presidents, Senior Vice Presidents, Vice Presidents, Senior Directors, Regional Directors, Directors and their dependents traveling with them.
P2	Vice Presidents and their dependents on company business or personal travel can travel positive space. The Team Member's dependent traveling with Team Member to attend a company business function may travel at this classification. Chairman and Senior Executive Officers of other airlines on company business can book positive space.	S1	Regional Managers, Senior Managers and General Managers and their dependents traveling with them.

P3	Senior Directors, Regional Directors, Directors, Regional Managers, Senior Managers and General Managers may be seated free of charge by gate agents to BFS if seats are available after P1 and P2. The Team Member's dependent traveling with Team Member to attend company business function may travel at this classification.	S2	Chairman and Senior Executive Officers of other airlines and their spouses traveling with them.
		S3	All Managers and their dependents traveling with them.
P4	Must Ride Captain or First Officer flying deadhead may be upgraded by gate agents to BFS if seats available. [Reference ALPA CBA –Section 8-B2.]	S4	All other Team Members and their dependents traveling with them.
P5	Managers on company business may be upgraded by gate agents to BFS if seats are available. The Team Member's dependent traveling with the Team Member to attend company business function may travel at this classification.	S5	All dependents of Team Members traveling without a Team Member. Interns.
P6	Must Ride Maintenance Team Members when traveling to protect a trip. Instructors when attendance is mandatory to conduct training may be seated by gate agents to BFS free of charge if seats are available.	S6	All qualified Spirit Service Providers and Retirees with pass privilege benefits and their spouse/domestic partner or significant other and dependent children under the age of 25. All Spirit Service Providers eligible for travel and their Dependents traveling with them. (Priority for Service Provider is sorted by check-in time)
P7	Must Ride Flight Attendant who is flying deadhead may be seated by gate agents to BFS free of charge if seats are available.	S7	All buddy pass riders
		S8	Other airline ZED travelers (Priority is sorted by check-in time)
		S9	Other airline Jump seat/cabin seat crew agreements (Priority is sorted by check-in time)

Through Guest

Non-revenue space available customers traveling on thruflights (same flight number) with multiple stops will have priority over all other space available standby Team Members boarding at those intermediate stops. If the flight is oversold however, thru space available standbys may be asked by the gate agent to deplane or move to another seat.

Proper Etiquette for Pass Privileges

When using your travel privileges, you and your eligible dependents, as well as all Buddy Pass riders are expected to follow all our procedures, including being friendly and respectful of our crew and customers. As Team Members it is your responsibility to ensure your travel dependents, parents or Buddy Pass riders are familiar with “the rules” as you are accountable for their actions while they are traveling with Spirit or any of our partner carrier agreements.

Any specific travel problems encountered by eligible pass riders should be reported by the Team Member to their immediate supervisor or the internal Spirit Customer Relations team after returning to work and not at the gate, so as to not disrupt our customer experience.

It is the Team Member’s responsibility to ensure ample travel time when traveling *Space Available*. Lack of available space on a flight is not a valid excuse for not reporting to work. Team Members are expected to use any alternative travel options to ensure they can report to work on time.

Our Travel Program Is a Privilege - We Take It Seriously and So Should You

Our first priority is our Guest experience. It is your responsibility to ensure your actions never jeopardize our operations. Federal regulations provide that a person may be fined for willful misrepresentation to obtain a reduced rate of transportation or misuse of these travel privileges.

Spirit may deny or suspend these privileges to anyone when such action is deemed to be warranted due to the facts and circumstances. Any behaviors that are deemed inappropriate may result in suspension of all pass privileges and/or disciplinary action up to and including separation of employment.

Travel Smart and Don’t Forget

- Team Members, including other airline personnel, are required to pay for all food and beverage items when traveling for Company Business and/or utilizing their Travel Benefits. Crew members should refer to their manuals for applicable exception guidelines.
- Team Members or pass riders using non-revenue or reduced rate travel may not engage in the barter, transfer, or sale of such privileges.
- Reserving, booking or otherwise blocking seats to prevent their sale to revenue passengers and thus increasing the likelihood of seat availability for space-available travel is not permitted. If you purchase a confirmed reservation or use positive space (including miles) you may not request a refund if you traveled standby on an associated itinerary.
- Non-revenue travel or reduced rate travel (other than that issued for Spirit company or government business) is to be used solely for personal pleasure, vacation, emergency travel, or commuting purposes. Non-revenue or reduced-rate transportation must not be used for travel in connection with independent business ventures or other purposes not specially permitted in this document.
- Team Members whose travel benefits are suspended may not use any type of reduced rate travel privileges for themselves or as another Team Member, including authorized dependents and/or Buddy Pass traveler.
- If a Team Member is absent from work and utilizes any travel pass privileges during such time

without prior authorization from Human Resources, it is considered abuse of policy and may result in discipline up to, and including, termination.

- Non-revenue customers (Team Members, dependents, parents, and buddy pass riders) are not entitled to service recovery compensation for delayed and cancelled flights nor denied boarding compensation.
- Team Members should refrain from the consumption of alcoholic beverages while traveling for Company Business and while in Spirit uniform or other identifiable attire/insignia.

Dress Code - Let's Look the Part

All pass riders are expected to meet the personal appearance guidelines outlined below. Dress codes may differ among other airline agreements therefore it is recommended that Team Members always check with the operating carrier before traveling. Regardless of the carrier, non-revenue customers are representatives of Spirit Airlines and should dress accordingly.

It is your responsibility to make sure that you and all individuals on your travel benefits are dressed properly. If in doubt wear something else. Travelers should have a neat and clean appearance and be groomed in a fashion that will not offend other customers. **Spirit's Guest Service Agents Have the Right to Deny Boarding to Non-Revenue Customers Whose Dress is Not According to the Following Guidelines:**

Proper attire is important and below is a guide to assist in deciding what to wear.

Acceptable items	Not Acceptable
<ul style="list-style-type: none">• Shirts with sleeves and collars, t- shirts• Shorts (not shorter than 3" above the knee)• Jeans/denims• Dress slacks• Skirts and dresses• Jogging suits• Dress shoes, open-toed shoes, sneakers, and sandals	<ul style="list-style-type: none">• Torn, ragged, dirty, low cut, skimpy, or revealing.• Offensive or sexually oriented inscriptions or messages• Halter/tube/midriff tops• Beach or swim wear• Flip flop/shoes that are dirty, stained or worn out

Traveler Identification & Documentation

Every customer 18 years of age or older is required to show valid, unexpired photo ID for travel.

Acceptable forms of identification include:

- Driver's license
- Government issued ID card
- Passport
- Military ID
- Two forms of unexpired non-photo ID, one of which must be issued by a federal, state, or local government agency e.g. U.S. Social Security Card, Birth Certificate, voters registration card. These ID requirements are the same as those for revenue customers.

Team Members **MUST** always carry their company identification badge and have it available for presentation when requested. 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 valid government issued photo ID along with your Team Member number for verification upon check-in.

Dependents of Team Members must have photographic identification and it is recommended to know the Team Members' ID number if requested.

International Travel Requirements

Because of the nature of standby travel, all pass riders traveling to another country should be prepared with documents to enter that country including any Visa requirements.

Children & Minors

Space available customer cannot be the accompanying adult for a confirmed child customer and a confirmed adult cannot be the accompanying adult for a space available child, under any circumstances.

Unaccompanied Minors

AGE	REQUIREMENT
Under 5	<p>May not be accepted for unaccompanied travel alone - must be accompanied by a non-revenue traveler at least 15 years or older.</p> <p>May travel unaccompanied as a UMNR (Unaccompanied Minor) on non-stop or thru domestic flights only (includes Puerto Rico and U.S.V.I) that does not involve a scheduled change of aircraft (i.e., connecting flights or change-of-gauge flights)</p> <p>Not accepted for travel on Spirit for travel to any international destinations.</p> <p>Must be brought to the airport by a parent or other responsible adult who must furnish Spirit with the name and phone number of the parent or other responsible adult who will meet the child upon deplaning at the destination point.</p> <p>The adult dropping off the unaccompanied minor must present a valid driver's license or other type of government issued photo ID for verification and documentation.</p> <p>The adult must obtain a gate pass at the ticket counter, escort the child to the gate, and remain in the gate area until the flight is airborne for at least 15 minutes.</p> <p>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.</p>

5-14	<p>May travel unaccompanied as a UMNR (Unaccompanied Minor) on non- stop or thru domestic flights only (includes Puerto Rico and U.S.V.I) that does not involve a scheduled change of aircraft (i.e., connecting flights or change-of-gauge flights) Unaccompanied minors are not accepted for travel on Spirit for travel to any international destinations.</p> <p>The unaccompanied minor must be brought to the airport by a parent or other responsible adult who must furnish Spirit with the name and phone number of the parent or other responsible adult who will meet the child upon deplaning at the destination point.</p> <p>The adult dropping off the unaccompanied minor must present a valid driver's license or other type of government issued photo ID for verification and documentation.</p> <p>The adult must obtain a gate pass at the ticket counter, escort the child to the gate, and remain in the gate area until the flight is airborne for at least 15 minutes.</p> <p>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.</p> <p>Spirit requires a valid driver's license or other type of government issued photo ID from the person(s) designated to meet the unaccompanied minor at the destination and will not release the child to anyone else.</p>
	<p>The Company 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.)</p> <p>Spirit will not assume any financial or guardianship responsibility for unaccompanied children beyond those applicable to an adult customer.</p> <p>No unaccompanied minor fees will be charged for unaccompanied minors of Spirit Team Members. All other non-revenue (buddy pass and other airline) will be expected to pay for unaccompanied minors.</p>
15 & up	May travel alone

Traveling with Infants

- The accompanying adult's reservation must be noted with a special service request (INFT SSR) indicating there is an infant traveling as a lap child.
- When listing via the Travel Portal or ID90, select the infant traveler from your list of eligible dependents. The infant lap child will not be assigned a seat.
- For Buddy Pass riders traveling with an infant lap child, a separate Buddy Pass is not required, however, they must be listed by either calling Spirit Reservations or during check-in at the airport.
- For international flights infants may be required to pay taxes. No additional charge is required for an infant traveling as a lap child on a domestic flight.
- Infant non-revenue customers under the age of 2 may travel in an approved car seat or be held in the lap of the accompanying adult. A child 2 or older may not be boarded as a lap child.

- If the infant is traveling in his/her car seat, the infant should be listed in the same reservation as the accompanying adult non-revenue customer.
- Non-revenue travelers with more than one infant lap child may only occupy the lap of one adult traveler. The other infant lap children must occupy a car seat or travel on the lap of the additional adult travelers.

Baggage

- All non-revenue Positive and Space Available classification customers are allowed one (1) free carry-on bag and one (1) free checked bag.
- Team Members traveling Positive space may be authorized more than one checked bag based on their manager's approval.
- Team Members traveling on a non-revenue basis are subject to the same baggage limitation as full revenue customers. Please refer to spirit.com for current restrictions and requirements.
- Non-revenue customers are encouraged to minimize luggage and are not allowed excess baggage. Checked bags will be tagged as space available at the ticket counter. They will be loaded if you are boarded.

Sporting Equipment

- All non-revenue customers are subject to the sporting equipment fees as revenue customers. Please refer to spirit.com for current restrictions and requirements.

Lost/ Damaged/ Delayed Baggage

- The same tracing procedures used for revenue customers to locate lost articles and delayed/damaged baggage are used for non-revenue customers.
- Claims must be reported promptly after flight arrival.
- Liability limits shall be the same for non-revenue passengers as revenue passengers. Please refer to www.spirit.com for relevant information.
- Delivery of delayed baggage for non-revenue customers may be at the expense of the non-revenue customer. Non-revenue customers may also pick up their delayed baggage at the airport.

Pets

- Pets are permitted in the cabin on a space available basis on Domestic Flights only including (Puerto Rico and the U.S.V.I). Note: Birds are not permitted to Puerto Rico or the US Virgin Islands.
- A maximum of six (6) pet containers are allowed in the aircraft cabin at a time.
- Pets are defined as domesticated dogs, cats, small household birds ONLY, and in some cities, rabbits.
- Pets must be in a container that must fit beneath the seat directly in front of the Team Member traveling with the animal.
- Pets traveling by space available/non-revenue (standby travel) in the cabin of the aircraft are boarded only after revenue/confirmed pets.
- The Team Member must travel on the same flight(s) as the pet(s). No pet fees will be charged to Spirit Team Members/dependents on a space available/non-revenue travel pass. All other non-revenue (buddy pass and other airline) will be expected to pay the pet fees.

- Under FAA regulation 14 CFR Part 382, service dogs are permitted on all Spirit Airlines flights, without charge subject to certain country regulations. **NO OTHER TYPES OF ANIMALS ARE ACCEPTED.**

Flight Check-in Requirements

The following rules apply to all space available Guests. Agents may refuse passage if non-revenue customers do not comply with the check-in time requirements on the chart below.

Flight Type	Ticket Counter	Gate
Domestic	At least 45 min prior to scheduled departure time	At least 15 min prior to scheduled departure
International	At least 60 min prior to scheduled departure time (including STT)	At least 30 min prior to scheduled departure

Check-in

Non-revenue customers have several different check-in options. The same check-in deadlines which apply to revenue customers also apply to pass riders.

Online Check-In. Begin check-in on spirit.com 24 hours before departure by selecting the “Check In” button and entering your confirmation # (Record Locator) and Last Name. To get your boarding document (Seat Request Pass) click “Check In.”

Kiosk Check-In. You can also use a kiosk to check yourself in at Spirit airports where Kiosk Self Service check-in is available. Once you’ve located the listing you can proceed through the check-in process to receive a Seat Request Pass. Select the number of bags you will be checking. Then drop your bags off at the Bag Drop location.

Ticket Counter Check-In. If you are unable to check in online or at the kiosk, you can check in at a Spirit ticket counter.

Check-In Restrictions

Customers departing the following stations cannot proceed through passport control before receiving a seat assignment from the landside ticket counter, online and kiosk check-in is not allowed. Non-revenue customers must check in with an airport agent and seat assignments will be issued from the ticket counter at counter closeout time. Seat Request Pass will be issued to each standby traveler. When using pass travel privileges, a Seat Request Pass and valid government-issued ID are required to pass through the security checkpoint.

Check-In Restriction Location
Armenia, Colombia (AXM)
Bogota, Colombia (BOG)
Cartagena, Colombia (CTG)
Lima, Peru (LIM)
Medellin, Colombia (MDE)

Seat Request Pass

A Seat Request Pass will be issued to each standby traveler. When using pass travel privileges, a Seat Request Pass and valid government-issued ID are required to pass through the security checkpoint.

Seat Assignments

At most locations, pass riders will receive their seat assignments at the boarding gate. Make sure you remain in the gate area within 30 minutes of the flight departure and wait for the gate agent to call your name. Standbys may be cleared and issued assigned seats when there are 20 seats or more available on a flight. Standby customers will be cleared at the gate prior to departure. Gate Agents will clear non- revenue customers by standby priority order outlined within the Travel Policy if seats are available.

Imputed Income

Imputed income is the term the Internal Revenue Service (IRS) applies to the value of any benefit or service that should be considered income for the purposes of calculating your employment income.

Travel privilege taxability is governed by IRS regulations. Travel may be taxable for certain eligible or non-eligible dependents per the IRS tax requirements for free travel on Spirit. Team Members will be assessed imputed income for certain travelers based on the fair market value of flight privileges, less any cash contributions paid by the Team Member. Imputed income, along with other taxable compensation, is subject to employment withholding taxes at the applicable rates. Each travel journey flown by a pass rider for whom travel is taxable, will incur a trip value for those flown journeys. Imputed income will be calculated and added to the Team Members paycheck as imputed income. For retirees, a 1099 Miscellaneous Income form may be sent annually with all imputed income for applicable travelers from that year. For more information on IRS regulations, go to www.irs.gov.

Team Members will pay taxes on imputed income of the calculated trip value as regulated (see below).

Travel Type	Guidelines
Space Available Travel	
Team Member, Spouse of either sex (legally married) & Children up to 25 and Parents from biological, adoptive or stepparents	No imputed income on Space Available Travel; unlimited trips
Domestic Partner, Travel Companion, Secondary Travel Companions	Imputed income applies on Space Available Travel; unlimited trips
Retirees, Retiree's Spouse (legally married), travel companion, Domestic Partner & Children up to 25	No imputed income on Space Available Travel; unlimited trips
Separation of employment due to Disability or Surviving Spouses	No imputed income on Space Available Travel for the 12 months of allowed travel; unlimited trips

Buddy Pass travel	Imputed income applies on all Space Available
Leisure Positive Space Travel	
Any traveler	All non-business positive space travel is subject to imputed income for taxation. Valuation of travel is based on each route selected subject to I.R.S

**For federal tax purposes, the terms “spouse,” “husband and wife”, “husband”, and “wife” include an individual married to a person of the same sex if the individuals are married in a state whose laws authorize the marriage of two individuals of the same sex. This means that same sex couples who were legally married in a jurisdiction that recognizes their marriages will be treated as married for federal tax purposes, regardless of whether their state of residence recognizes same-sex marriage.*

Space available travel, subject to imputed income, will be valued specific to routes taken on each one- way journey and each new route valuation will be posted under the Connections/Travel section on [Spirit LiNK](#). The associated value for each one-way route flown will be added to your pay statement monthly as imputed income and taxes will be withheld based on this amount. The taxes withheld will be the reduction to your net pay.

Below are a few examples of the space available valuations and estimated tax withholdings on heavily travelled routes. These values will be updated annually on Spirit LiNK.

Sample of Space Available Imputed Income and Tax Withholdings		
Route	Value Effective 10/01/18	Updated Estimated Tax Withholdings
EWR-FLL	\$21.19	\$6.28
FLL-ATL	\$20.91	\$6.20
LAS-LAX	\$8.60	\$2.55
LGA-FLL	\$29.14	\$8.64
ORD-LAS	\$28.16	\$8.35

*Assuming Federal income tax 22%; Medicare 1.45%; Social Security 6.2% and no state taxes.

Leaves of Absence and Separation of Employment Due to Disability

For Team Members on approved leaves of absence, travel eligibility is described in the following section:

Reason	Policy
Non-military leaves of absence	All non-revenue travel for Team Members, including authorized dependents and buddy passes, are suspended while on a non- military Leave of Absence. If the Team Member needs to travel for medical purposes, an exception may be granted by Human Resources prior to such travel.
Military	Allowed continued travel benefits on Spirit flights for first 12 months of long-term military orders.
Separation of employment due to disability	Allowed continued travel benefits for first 12 months following separation of employment for Long Term Disability.

Removal from Aircraft for Weight and Balance Issues

Whenever space or weight and balance limitations apply, the following order will be used to remove customers and/or cargo from the flight.

- Comat/Co-mail
- Non-Revenue Space Available (NRSA/NROA) guests (including Jump seat Riders) & bags
 - Lowest priority/seniority removed first
- Airfreight/Mail
- Non-Revenue Leisure Space Positive (NLRP) guests and bags
 - Non-Revenue Leisure Space Positive (NLRP) guests on company business, deadheading or working crew members should not be removed
- Revenue Guests as volunteers
- Revenue bags
- AOG (Aircraft on Ground) COMAT

Note: AOG COMAT must be transported on a flight so another aircraft in the destination can be repaired.

Non-Revenue Travel on Charter and Ferry Flights

To ensure customer rights, regulatory compliance and Guest safety, certain non-revenue travel limitations are necessary on Spirit's unscheduled flights. This section outlines the requirements and eligibility for non-revenue travel via charter flights as well as various types of ferry flights.

Travel via Charter Flights

Limited non-revenue transportation is available on the ferry (aircraft positioning only) portion of charter flights, in accordance with the Flight Operations Manual (FOM). Exception: Company Team Members may be issued a Company business or JSA/XCM on any portion of a charter flight or any portion of a Commercial Air Movement (CAM) when their presence is required for Company duties pertaining to the flight. Flight Operations may authorize on any portion of a charter or CAM flight

provided the crewmember so authorized is required for flight coverage at the destination or an en route point.

Travel via Ferry Flights

Limited non-revenue transportation is available on the ferry (aircraft positioning only) flights, in accordance with the Flight Operations Manual (FOM). Non-revenue travel is prohibited on maintenance ferry flights.

Boarding and Manifest Responsibility

At off-line cities, the captain (or designee) is responsible for verifying that only properly authorized persons are carried on charter or ferry (aircraft positioning) flight and that the names of all customers (except XCM) are entered on a manifest. Jump seat customers are manifested if other customers are carried. At cities served by Spirit, Airport Customer Service Team Members are responsible for preparation and disposition of the manifest and travel in the usual manner.

Optional Services for Non-Revenue Travel

Type	Team Members, Eligible Dependents and Retirees	Service Providers & Eligible Dependents/ Buddy Pass and Other Airline
Spirit Travel Portal	\$0.00 & applicable intl. taxes	N/A
myIDTravel	Other Airline booking fee \$1.45 per segment plus applicable agreement rate & taxes	N/A
ID90	Other Airline booking fee \$2.20 per segment plus applicable agreement rate & taxes	Buddy Pass- \$15.00 per journey (\$30 Roundtrip) plus applicable intl. taxes and imputed income
International Taxes	Variable based on destination. Collected at time of listing	Variable based on destination. Collected at time of listing
Carry-On Bag	\$0	\$0
1st Checked Bag	\$0	\$0
Additional Bags	Revenue Guest fees apply	Revenue Guest fees apply
Overweight Baggage	Revenue Guest fees apply	Revenue Guest fees apply
Sporting Equipment (Surf & Bike)	Revenue Guest fees apply	Revenue Guest fees apply
Unaccompanied Minor Fee	\$0 for Team Member and eligible travelers	\$0 for Service Providers and eligible travelers. Buddy Pass and Other Airline- Revenue Guest fees apply

Pet Fees	\$0 for Team Member and eligible travelers	\$0 for Service Providers and eligible travelers. Buddy Pass and Other Airline- Revenue Guest fees apply
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Team Member Relocation

Relocation is an exciting time of change for you and your family. There are opportunities to broaden your career experiences for personal growth and development and to give your family the opportunity to meet new people and experience new places as you settle into your new community.

The relocation of Team Members also contributes to the Company's ability to stay flexible and competitive. Spirit acknowledges that relocation can present unique challenges. For that reason, Spirit has partnered with Crown World Mobility ("Crown") to provide a relocation program that reduces normal move disruptions and enables you to get settled in your new home and job with greater ease.

If you are represented by a labor union, the policies, guidelines, programs, and benefits covered in this policy will apply to you unless they differ from the provisions of your collective bargaining agreement (CBA). If there are any differences between your CBA and this policy, the CBA will apply.

Disclaimer

The Company has the sole right at any time to revise, amend or discontinue this policy. This policy shall not be considered or construed as an employment contract and does not constitute a guarantee of employment for any minimum or specified period.

Policy Management

The Human Resources and the Director and Vice President of your department must approve any exception to this policy, in writing.

Scope of Policy

1. Spirit has designed the Relocation Policy to provide financial assistance and administrative support for eligible new hires and relocating Team Members.
2. The Policy supersedes and replaces all former guidelines and policies governing domestic relocations within the United States.
3. Expenses incurred outside of these guidelines will be borne solely by the employee.
4. Team Members being reassigned to a work location more than 50 miles away from their primary residence; and New Hires whose primary residence is more than 50 miles from their assigned work location may be eligible for relocation assistance.
5. Benefits under this plan will cease if the Team Member resigns or is terminated for cause, including for poor performance. Reductions-in-force are excluded from this requirement.
6. This plan is administered by the Human Resources Department with support from Crown World Mobility. The Company will not be responsible for any relocation expenses not covered by this

Policy.

7. Application of benefits will be determined by Human Resources. All arrangements and benefit coordination will be handled through the Company's relocation services provider, Crown World Mobility.
8. Should an employee not use an offered benefit, the value, either partial or whole, is not transferable.
9. If members of the same household are transferred concurrently, only one relocation benefits package will be provided.
10. Except as otherwise provided, all benefits will be paid based on actual expenses incurred. Eligibility to receive relocation benefits is contingent upon the Team Member's continued employment through the date of payment for such benefits.
11. Family members covered under these guidelines include your relocating spouse/domestic partner, dependents, and any immediate family members who permanently reside with you as of the date the relocation offer is made. Dependents, including spouse/domestic partner, are defined per the relevant Spirit Airlines benefits policy.

Tax Assistance

Team Members are responsible for paying all taxes associated with relocation per US and local tax laws - both those paid directly by the company on the Team Member's behalf and those reimbursed to the Team Member. Spirit will provide a partial subsidy to cover taxes on the movement and storage of goods, but not on other relocation costs. The subsidy will cover federal, state, local, FICA, Medicare and other applicable taxes on the movement and storage of goods but will not be grossed up to pay the tax on the tax subsidy benefit. The federal income tax subsidy will be at the current federal supplemental rate (22% as of 2q20).

Both relocation costs paid directly by the company on the Team Member's behalf and those reimbursed to the Team Member will appear as imputed income on the Team Member's paycheck or a special pay statement with taxes applied, subject to the partial subsidies stated above. As imputed income may appear on the Team Member's first paycheck, please be aware that the application of taxes could significantly reduce the net amount.

Repayment Agreement

If a Team Member resigns or is terminated for cause including poor performance within 24 months of having been transferred or hired, the Team Member will be required to reimburse the Company for relocation expenses paid for by the Company under this policy. The Team Member agrees to and will be subject to repayment of costs associated with the move according to the following rates and schedule:

- If a Team Member leaves during his/her first 12 months of the transfer, or is terminated for cause, the Team Member owes 100% of all relocation costs incurred by the Company.
- If a Team Member leaves during his/her first 13 to 24 months of the transfer, or is terminated for cause, the Team Member owes 50% of all relocation costs incurred by the Company.

The Company will forgive any repayment due the Company where the Company terminates the

employee's employment due to a reduction-in-force. The Company may also, in its sole discretion, forgive any repayment due the Company under circumstances of an extraordinary or unavoidable nature.

Safety, Security, and Right to Privacy

Team Member Privacy and Right to Inspect

Company property, including but not limited to, lockers, phones, computers, laptops, tablets, internet sites, desks, workplace areas, vehicles, or machinery, remains under the control of the Company and is subject to inspection at any time, without notice to the Team Member, and without the Team Member's presence.

Team Members should have no expectation of privacy in any of these areas. Spirit assumes no responsibility for the loss of, or damage to, any Team Member property maintained on Company premises including that kept in lockers and desks.

Safeguarding Personally Identifiable Information

Personally Identifiable Information (PII) and Sensitive Personally Identifiable Information (SPII) is information collected by businesses that can be used to distinguish, locate, trace, or contact any individual.

As data is constantly moving and threats to sensitive data from both inside and outside of the Company are a concern, we must be able to protect PII and SPII data from the moment of capture until the end of production.

Examples of PII include:

- Names
- Home addresses
- Email addresses
- Phone Numbers

Examples of SPII include:

- Social Security numbers
- Driver's licenses
- State identification numbers
- Passport and Alien registration numbers
- Financial account numbers

When paired with another identifier, other data elements such as an individual's citizenship, immigration status, medical information, ethnicity, religious affiliation, sexual orientation, account passwords, last four digits of a Social Security number, date of birth, mother's maiden name, criminal history, and account passwords in conjunction with the identity of an individual (directly or indirectly inferred), all fall into the category of SPII.

Safeguarding PII and SPII

Universal use of the Internet has made it easier for unlawful collection of PII and SPII through breaches of Internet security, network security and web browser security. That information can also be exploited by criminals or used to assist in the planning of criminal acts. Thus, protecting PII and SPII in various forms is an essential part of protection from harm associated with unauthorized information disclosure. Therefore, the Company has enacted website privacy policies, specifically to address the gathering and storing of PII (including encryption protocols) and adheres to all laws that have been enacted to limit the distribution and accessibility of PII.

Computer Security and Copying of Software

Software programs purchased, purchased and modified, or developed by or for the Company and provided by the Company are to be used only for creating, storing, researching, and processing Company-related materials, data. By using the Company's on premise, cloud based or hosted hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Company policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the Company or developed by Company Team Members or service providers on behalf of the Company is and shall be deemed Company property. It is the policy of the Company to respect all computer software rights and to adhere to the terms of all software licenses to which the Company is a party. The IT Security Department is responsible for enforcing these guidelines.

The intentions for publishing a security awareness and acceptable use policy are not to impose restrictions that are contrary to the established culture of openness, trust, and integrity. Spirit is committed to protecting all Team Members, partners, and the organization from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, operating systems, applications, storage media, network accounts providing electronic mail, Internet browsing, and remote access are the property of Spirit. These systems are to be used for business purposes in serving the interests of the Company, as well as our Clients and Guests during normal operations.

General Use and Ownership

While Network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remains the property of Spirit. Due to the need to protect the network resources, management will adhere, where practicable, to appropriate data privacy laws and regulations regarding Team Member's personal information stored on any network device belonging to Spirit.

Team Members are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, Team Members should be guided by departmental policies on personal use, and if there is any uncertainty, Team Members should consult their Supervisor or Manager.

IT Security requires any information containing personally identifiable data be encrypted. Please contact ITOC@spirit.com for information on how to encrypt.

For security and network maintenance purposes, authorized individuals within Spirit may monitor equipment, systems and network traffic at any time.

Spirit reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Security and Proprietary Information

The user interface for information contained on Internet/Intranet/Extranet-related systems should be classified as either confidential or not confidential. Examples of confidential information include but are not limited to credit card information, Guest data, company private data, corporate strategies, competitor sensitive, trade secrets, specifications, and research data.

1. Team Members should take all necessary steps to prevent unauthorized access to this information.
2. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. Passwords will expire every 90 days and are required to be reset by the user on or before that time.
3. Team Members should secure their workstations by logging off or locking when the host will be unattended.
4. All hosts used by the Team Member that are connected to the Spirit Internet/Intranet/Extranet, whether owned by the Team Member or Spirit, shall be monitored for appropriate security systems.
5. Team Members must use extreme caution when opening e-mail attachments. Only open attachments you are expecting and only if the attachment has been properly scanned.
6. Users must not use storage systems outside of the Company environment to store files and data.
7. Users must not list postings on blogs or newsgroups with Spirit e-mail address without explicit approval of the Internal Communications department.
8. If issued a Spirit laptop, special care must be exercised due to the vulnerability of theft of portable computers. Any time the laptop is out of a secured environment, it becomes a much easier target for the thieves.
9. Keep Spirit laptops locked in a desk drawer, lockable cabinet, or with a cable lock.
10. Downloading or saving Company information onto a portable drive is prohibited without the explicit permission of the Chief Information Officer or the Sr. Director of IT Security.

11. When traveling, at airports, hotels, etc. - Keep portable computers with you.
12. Do not leave laptops in vehicles, always keep portable computers with you.
13. Immediately report any suspected loss or theft of computers, storage media or data to IT Security and IT Service Desk departments.

Unacceptable Use

The following activities are generally prohibited. Team Members may be exempted from these restrictions during their legitimate job responsibilities (i.e., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is a Team Member authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Spirit-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

System and Network Activities

The following activities are strictly prohibited, with **no exceptions**:

1. Connecting network devices such as wireless access points, personal laptops, personal tablets, or personal mobile devices into the Spirit network environment without proper authorization from the IT Security Team (this includes the Spirit Guest wireless network environment).
2. Revealing your account password to others or allowing use of your account by others. This includes other Spirit Team Members, business partners, or contractors. This also includes friends, family, or other household members when work is being performed from home.
3. Violations of the rights of any person or company protected by copyright, trade secret, patent, intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Spirit.
4. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Spirit or the end user does not have an active license is strictly prohibited.
5. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
6. Providing information about Spirit Team Members to parties outside Spirit.
7. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
8. Making fraudulent offers of products, items, or services originating from any Spirit account.
9. Using a Spirit computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
10. Visiting or posting on Internet hate sites or similar sites/blogs.
11. Introduction of malicious programs into the network or server (i.e., viruses, worms, Trojan

horses, e-mail bombs, etc.).

12. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the Team Member is not an intended recipient or logging into a server or account that the Team Member is not expressly authorized to access.
13. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
14. Performing port scanning or network security scanning.
15. Executing any form of network monitoring which will intercept data not intended for the Team Member's host, unless this activity is a part of the Team Member's normal job/duty.
16. Using any program/script/command, or sending messages of any kind with the intent to interfere with or disable a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
17. Circumventing user authentication or security of any host, network, or account.
18. Designated system access should only be used for legitimate company approved purposes. System access for business purposes is restricted to the specific responsibilities associated with a Team Members role. Confidentiality should be maintained with regards to accessible information and not be used for any other purpose, including personal gain. Abuse of system access and usage may lead to discipline up to and including termination.

Background Investigations

In accordance with Transportation Security Administration, Federal Aviation Administration regulations including Drug and Alcohol FAA DOT 40.25 part 121 and Company policy, an employment background investigation is conducted on all new hires. Background investigations are completed prior to issuing Company or airport identification badges. Team Members in certain classifications may be subject to additional or constant background check requirements as determined by Federal Regulation and TSA. A leave of absence or separation from the Company extending beyond a designated time will require reprocessing and/or a re-verification of certain background checks prior to the Team Member returning to service.

Team Members have a continual obligation to disclose any convictions and/or arrests on their application or to the compliance department. Providing false or misleading information or making material omissions in the hiring and employment process is a serious matter and may lead to immediate separation of employment.

Guest, Client, and Visitor Relations

To provide a positive Guest experience, all Guests, clients, and visitors should be treated with the utmost respect and courtesy. Team Members should never argue or act in a disrespectful manner towards a visitor or Guest. If a Guest, client, or visitor voices a suggestion, complaint, or concern regarding the Company, please inform your Supervisor, Manager, or your Human Resources Business Partner. Every effort should be taken to respond to Guest, client, or visitor questions in a

prompt manner.

Problem-Solving Procedure and Open-Door Policy

If you believe there is inappropriate conduct or activity on the part of the Company, its Team Members, Guests or any other persons or entities related to the Company, bring your concerns to the attention of your Supervisor, Manager or HR Business Partner for assistance.

If you have discussed this matter with your Supervisor or Manager before and do not believe you have received a sufficient response, or if you believe your Supervisor or Manager is the source of the problem, we request you present your concerns to your HR Business Partner or upper-level management. It is the Team Member's responsibility to escalate problems and concerns within 24 to 48 hours of the incident or issue in question.

Site Security

Every Team Member is responsible for helping to make all Spirit work areas secure work environments. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or other similar devices to your Supervisor immediately.

Spirit also requests that you immediately advise your Supervisor or Manager of any known or potential security risks and/or suspicious conduct of Team Members or Guests. Safety and security are the responsibility of every Team Member, and we rely on you to help us keep our premises secure.

Team Members are expected to comply with security instructions, as well as other regulations established for the protection and security of Team Members and Company property. Team Members should always be alert and should immediately report the presence of any suspicious persons on Company premises to their Supervisor/Manager and/or to the Security team in that location.

For additional information, please reach out to the Security Office Hotline at 954-364-0186 or refer to Security website at <https://flyspirit.sharepoint.com/sites/Security>. For suspicious activity and emergencies after hours, please call 911.

Team Members should always maintain their Company keys and identification badge(s) in their possession and always wear their Identification Badges in a clearly visible manner while in the building.

These items may not be given or loaned 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.

Access to all facilities should be through designated entrances and exits. Please contact your

Supervisor/Manager or Security Team for your location specific entrances and exits.

We understand that you wish to be courteous to your fellow Team Members; holding the door open for another Team Member to access the building is a very common practice. However, please make sure that anyone who enters the building, or tailgates you is wearing a valid Company ID. You are responsible for anyone who enters the building when the door is swiped by you.

Visitors and Children in the Workplace

All visitors to the Spirit Support Center must be directed to the Security Office located in the main foyer of the Spirit Support Center building to be registered and granted a visitor's badge. Control and escorting of visitors are the direct responsibility of the Team Member to whom the visitor is assigned.

Visits from children during business hours should be limited and have your Supervisor's or Manager's approval. Extra care should be taken to ensure the child's safety. Team Members assume all liability for those children who are their Guests and visitors, related or not.

Team Members are responsible for ensuring that their Guests, including children, use proper judgment and are appropriately attired for the workplace.

Electronic Recording in the Workplace

Team Members are not permitted to record conversations or actions related to Company business, with any recording device (including, but not limited to, phones, cameras, video/audio meetings, or other recording devices) without prior approval from all parties involved.

In addition, recording a conversation without the other person's consent is a criminal act in some states. The Company will cooperate fully with authorities in prosecution of any violations. Any violation of this policy may result in corrective action, up to and including separation of employment.

Identification Badges

To ensure each Team Member's safety and security, Team Members 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.

Team Members are required to always wear their Company identification badge while on Company property or job-related activity. Spirit badges are to be visible and worn above the waist. Any badge holder should not obscure information printed on the badge.

Spirit Airlines' policy is that no individual or Team Member may use a badge issued to another individual or Team Member even if that individual is authorized to enter, be present in or move through a secured or Security Identification Display Area (SIDA). If the SIDA badge is misplaced, the Team Member must inform their Supervisor and the SIDA Badge Office immediately.

It is the Team Members responsibility to follow the required steps to ensure that their SIDA badge and Customs Seal does not expire and that all SIDA Badge policies are followed. In the event that a SIDA badge expires due to failure to timely follow the renewal process, the Team Member will not be permitted to work.

Your badge must be returned to your Supervisor or to the Security Department upon separation of employment, resignation, suspension or leaves or when going to an inactive status. Failure to return the badge results in a \$100 charge, which by your acknowledgment of this Handbook may be deducted from your final paycheck. If your badge is lost or stolen, you must report the loss immediately to the Security 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 possible corrective action. If the lost or stolen badge is located, you must immediately return it to the Security Department.

General Safety Policy

Safety is paramount to our airline (Safety Always!). This includes the elimination of unsafe acts, conditions and processes. Every effort must be made to develop and maintain a safe and healthy environment for our Team Members and Guests. All Team Members are expected to:

- Abide by all Company, state, and federal regulations
- Wear required personal safety equipment and comply with safety regulations and procedures
- Observe all smoking regulations and smoke only in designated areas
- Occupy only the work areas related to your position and only during your scheduled shift
- Use only machines or equipment to which you are assigned or are authorized to operate
- Operate all machines or equipment as prescribed and in a safe manner at all times.
Extreme care must be used to prevent damage or injuries to equipment, property or people
- Any injuries, damages or defects caused or discovered must be reported immediately to your supervisor
- Reckless disregard of any of these safety requirements may constitute grounds for immediate separation of employment

It is the responsibility of every Team Member of the Company to maintain a healthy and safe work environment. Please report all safety hazards and occupational illnesses or injuries to your Supervisor. Reckless choices with respect to the Company's health and safety rules may result in corrective action, up to and including separation of employment.

Open communication between Team Members and management is vital to the success of Spirit Airlines. One of the tenets of this organization is the respectful communication of all safety-related matters. In the area of safety, we encourage Team Members to report real or perceived threats to the safe operation of airplanes and equipment as well as the safety of the work environment. There will be no retaliation against any person who, in good faith, brings forward information on items or issues that they deem pertinent to the safety of airline operations or Team Members. Any person reporting

safety concerns will be taken seriously and the report given due diligence. Fact-gathering investigations will be conducted based on the risk involved and results provided to the reporting Team Member(s).

The Safety Hotline can be reached by calling 954-628-4897 or emailing the Safety Department – safety@spirit.com.

Face Covering Policy

Team Member Face Covering Policy

Effective immediately, face coverings are now optional for our Guests and Spirit Family Members on our aircraft and in domestic airports under the new federal guidance. This also extends to our Crew Rooms and break rooms. The TSA has announced it will no longer enforce its mask-related security directives.

Please do not discourage any Guests or fellow Team Members from continuing to wear face coverings if they choose to do so. The CDC continues to recommend wearing face coverings in indoor public transportation settings. We will continue to monitor and keep you updated regarding any developments that may occur in legal proceedings or at the federal level.

Note:

- We continue to be subject to local laws and regulations at our international stations. For example, Guests and Spirit Family Members may need to wear face coverings once they deplane the aircraft at an international station. We continue to advise Guests traveling internationally to take face coverings with them.

Local Requirements

Spirit will continue to abide by all local requirements for the stations we serve and locations we operate in. It is the responsibility of local leadership to ensure awareness of and compliance with local requirements.

Closing Statement

Thank you for reading our Team Member Handbook. We hope it has provided you with an understanding of the Company's mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful Company and a safe, productive and pleasant workplace.

Appendix

Key Contact

1. EthicsPoint - Available 24 hours a day, 7 days a week, by calling 1-855-7-ETHICS or via website <https://secure.ethicspoint.com/domain/media/en/gui/58851>
2. Employment Verification and Post-Employment Reference Policy - The verifier needs to contact “The Work Number” at 1-800-367-5690 or www.theworknumber.com for employment verification. This is an automated system that allows verifier immediate access to information that is convenient, accurate and secure. The employer code is 13043
3. Human Resources Benefits Department: 1-84-GoYellow (1-844-693-5569) or at HR@spirit.com
4. Human Resources Compliance Department: HRCompliance@spirit.com
5. Safety Hotline: 954-628-4897 or safety@spirit.com
6. Security Hotline: 954-364-0186

Team Member Handbook Revision Log

Date	Description of Revision	Section
7/1/2021	Completed a full updated and added new Policy and Procedures to the Team Member Handbook.	Entire Team Member Handbook
7/22/2021	In the Retirement Savings Account under Eligibility updated the first sentence to include Part-Time Team Members. Added a new section: Team Member Handbook Revision Log.	Retirement Savings Account Team Member Handbook Revision Log
7/29/2021	Updated the pet travel policy to reflect the following: <ul style="list-style-type: none"> non-service animal definition to include rabbits, maximum allowable in-cabin pet containers per flight to six (6), and in-cabin placement of pet container to in front of Team Member service animal definition to include dogs only 	Travel Benefits
10/4/2021	Removed Apprentice definition as an employment classification. They are included in the part-time classification and will be treated as such.	Employment Classification Holiday Pay
10/11/2021	Changed picture of Edward Kayton to Ted Christie	Welcome
2/2/2022	Removed TeamTravel.Spirit.com and replaced with Spirit.com.	Leisure Revenue Confirmed Travel
4/14/2022	Drug and Alcohol includes link to detailed information on testing program.	Drug and Alcohol
4/20/2022	Added language related to absenteeism, removed vacation bid from Job Seniority, and discipline language added to traveling while absent from work.	Attendance, Seniority, Travel
6/24/2022	S3 Manager added to Boarding Priorities table	Travel Benefits
9/2/2022	Corrected grammar	Entire Team Member Handbook
9/7/2022	Added Mobile Device Safety Policy	Workplace Guidelines
9/12/2022	Updated performance management process <ul style="list-style-type: none"> removed mid-year reviews updated purpose of performance reviews updated individual contributor and manager & above performance criteria 	Performance Management
9/14/2022	Updated HRLOA email from HRLOA@spirit.com to HR@spirit.com	Entire Team Member Handbook
9/16/2022	Updated T&E Policy link from https://flyspirit.sharepoint.com/sites/travel to https://flyspirit.sharepoint.com	Travel & Expense Policy

9/27/2022	Replaced Telecommuting with À La Smarte® working policy	Workplace Guidelines
10/7/2022	Updated the verbiage in the À La Smarte® Working Policy	Workplace Guidelines
11/16/2022	Revised the Face Covering Policy to match the guidelines.	Face Covering Policy
11/21/2022	Updated the Face Covering Policy	Face Covering Policy
1/3/2023	Updated Benefits section under New Hire Enrollment to include updated eligibility coverage for Non-Crew Team members. Updated Health and Wellness Benefits to detail Crew and Non-Crew Team member eligibility and coverage.	Benefits
1/23/2023	Updated the scope, scenarios and eligibility section in the À La Smarte® Working Policy.	Workplace Guidelines
2/23/2023	Revised Travel Type list for Retirees under imputed income section.	Travel Process
8/14/2023	Updated Secondary Sick Time (Crew and Full Time Hourly Team Members) section with added language related to balances upon termination and rehire. Added language to Sick Time section regarding reporting to work. Updated Intern information to include travel benefit with S5 boarding priority. Added language related to the payment of food and beverage during Travel and regarding the consumption of alcoholic beverages. Added Interns to boarding priorities table. Updated Standards of Conduct Values and Practices list to add verbiage on Violations or misuse of the Travel Benefits. Updated FMLA section for Crew members with a direct Link to the FMLA and SpiritLink pages for Pilots and Flight Attendants. Added Language to System & Network Activities list regarding designated system access and responsibilities.	Benefits Life at Spirit Travel Benefits Code of Conduct and Ethics Leave of Absence Policies Safety, Security & Right to Privacy

7/1/2024	<p>Updated to add Martin Luther King Jr. Day as an observed Holiday.</p> <p>Section updated to separate Hourly and Salaried Team Members. Years of service and accrual hours charts added. Removed <i>equivalent days</i> from all accrual charts.</p> <p>Updated verbiage for Hourly Team Members and updated verbiage in bullet #3.</p> <p>Removed <i>Sick Time</i> section and added <i>Sick & Wellness Time</i> section. Removed <i>Accruing Sick Time</i> section for salaried Team Members.</p> <p>Updated to allow Sick and Wellness time to be used by breaking it into hours.</p> <p>Removed “A la Smarte Working” and replaced with <i>Flex Central Working</i>. Updated Remote Work Eligibility.</p> <p>Updated and clarified the eligibility for remote work.</p> <p>Removed single/married/Domestic Partner requirements and replaced with new Primary/Secondary/Children requirements. Removed applicable changes throughout section.</p> <p>Updated Spirit Travel Dept contact for Leisure travel to HR@spirit.com</p> <p>Replaced Customer Service Agent with “Guest Service Agent”</p> <p>Updated HR Compliance Dept contact to HRcompliance@spirit.com</p>	<p>Paid Time- Off Programs</p> <p>(Holidays)</p> <p>(Accruing Vacation Hours Hourly Team Members) and (Vacation Hours Salaried Team Members)</p> <p>(Using your Vacation Time)</p> <p>(Sick & Wellness Time)</p> <p>(Sick& Wellness Time Pay)</p> <p>Workplace Guidelines</p> <p>(Flex Central)</p> <p>(Remote Work Eligibility)</p> <p>Travel Benefits</p> <p>(Travel Eligibility)</p> <p>(How to Book Travel)</p> <p>(Dress Code)</p> <p>Appendix</p>
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	Replaced UltiPro with <i>UKG</i> . Replace Sick Time with <i>Sick & Wellness</i> where applicable.	Entire Team Member Handbook
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