



SECTION 10: Vacation

A. Vacation Accrual

1. A Flight Attendant shall receive vacation in accordance with the table below and the accrual provisions outlined in Section 20.C. Benefits Qualification.

Completed Years of Service (as of Dec. 31 of any calendar year)	Calendar Weeks
1 Year	2 Weeks
5 Years	3 Weeks
15 Years	4 Weeks
20 Years	5 Weeks

2. Individual Flight Attendant accruals will be posted on the Company website prior to the vacation bid.

B. Annual Vacation Bid

1. The Company shall allocate sufficient vacation periods at each domicile to cover the amount of vacation to be bid at that location. All weeks of the vacation calendar year will be made available for vacation bid.
2. New hire Flight Attendants who are on active status for less than a full year by Dec 31st will be entitled to bid for all vacation projected to be accrued by December 31st. The amount of vacation days eligible for bid will be determined as follows:

- a. Vacation for new hire Flight Attendants who go on payroll prior to June 30th shall be determined in the following manner:

Using the total number of qualifying hours projected to be credited by December 31st, and the total number of months of active service, the chart in Section 20.C.3. (Qualifying Hours for Full Benefits column) will indicate the number of prorated days of vacation for which the Flight Attendant is eligible to bid. Each month of vacation accrual is worth 1.167 days of vacation and will be rounded up to determine the full amount of eligible vacation days.

For Example: A Flight Attendant hired on May 15th is projected to be credited with 550 hours and will be active for eight (8) months by December 31st. The Chart in Section 20.C.3. indicates that she/he has qualified for Full Benefits Accrual for her/his eight (8) months of active service. To calculate the amount of vacation for which the



Flight Attendant may bid on October 1st, the number of qualifying months will be multiplied by the monthly vacation accrual (1.167 days/month).

$$\begin{aligned} 8 \text{ (months)} \times 1.167 \text{ (days of vacation)} &= \\ 9 \text{ days of vacation for which the Flight} & \\ \text{Attendant may bid.} & \end{aligned}$$

- b. Vacation for new hire Flight Attendants who go on payroll after June 30th shall be determined in the following manner:
 - i. The amount of vacation bid in the Flight Attendant's year of hire will be determined as set forth in B.3.a. above.
 - ii. The amount of vacation bid in the year immediately following the Flight Attendant's year of hire will be determined by the number of months of active service during the "period of accrual" (July 1st - June 30th). The chart in Section 20.C.3. will indicate the number of hours the Flight Attendant must accrue, given the number of active months she/he served, in order to qualify for the full vacation accrual of two (2) weeks, in accordance with A.1. above. Such vacation will be bid in the qualifying year and taken in the following year.
 - iii. For Example:
 - a) A Flight Attendant hired in October, 2012 is projected to be credited with 225 hours by December 31st and will be in active service for three months. According to the chart, she/he qualifies for three months' worth of vacation days accrual to be taken in 2013: $3 \text{ (months)} \times 1.167 \text{ (days of vacation)} = 4 \text{ days of vacation}$.
 - b) The same Flight Attendant's vacation accrual to be bid in 2013 and taken in 2014 will be determined in the following manner: The Flight Attendant need only be credited with 405 hours by June 30th, 2013 in order to qualify to bid her/his full two (2) week vacation accrual, in accordance with A.1. above. The qualifying period for this Flight Attendant is October 2012 - June 2013, which is nine (9) months. For full benefits accrual, the chart indicates that a minimum of 405 hours must be accrued.
3. New hire Flight Attendants with additional "Company Seniority" shall have their first year's vacation accrual determined in accordance with Side Letter J.
 4. Vacation awards will be posted on the Company website.



C. Scheduled Vacation Blocks

Vacation blocks will consist of seven (7) days and run from Saturday to the following Friday. A Flight Attendant must bid for an entire vacation block unless she/he does not have sufficient vacation accrued in order to provide for an entire vacation block, in which case she/he will bid for a block in which vacation will begin on the date such Flight Attendant requests and end until her/his vacation is up or Friday, whichever comes first. In the event that the Flight Attendant does not designate a start date for a vacation block of less than seven (7) days, the vacation start will default to the first day of the vacation block. A Flight Attendant may bid for a vacation period of up to five (5) consecutive vacation blocks.

D. Vacation Pay

	Effective January 1, 2016
Value of Vacation Week (min)	21 hours (21:00)
Value of Vacation Day within a block (min)	3 hours (3:00)

1. A Flight Attendant holding a line of time who is relieved of flying duties for vacation shall, for pay purposes, be credited for the greater of value of the vacation week (7 days) in accordance with the table above for the scheduled vacation or the amount of scheduled flight time of the pairing(s) or portions thereof, but not the touching leg(s) outside of the vacation period, from which relieved by Crew Scheduling due to conflicts created by the scheduled vacation period. In the event that the Flight Attendant is scheduled for a vacation period of less than one week (7 days) the amount of vacation pay stated above shall be prorated accordingly.
2. A Reserve who is relieved from duty for vacation shall be credited with the greater of the value of the vacation week (7 days) for the scheduled vacation in accordance with the table above or for the value of the vacation day, for each duty day within the scheduled vacation period. In the event that the Reserve Flight Attendant is scheduled for a vacation period of less than one week (7 days) the amount of vacation pay stated above shall be prorated accordingly.
3. A Flight Attendant who is scheduled for vacation may indicate via the PBS website her/his intention to fly on some or all of her/his vacation block per the bidding time-line as found in section 8.B.6. Flight Attendants who elect vacation fly-through will be paid the greater of the flying awarded over the days elected as fly-through or the value of vacation hours elected as fly-through.



Example A:

A Flight Attendant is awarded a 20 hour fly-through pairing within a 7-day vacation block. She/he will be credited with 1 hour of "VCWKMIN", which is additional credit to bring her/his pay credit up to the minimum of 21 hours for a 7-day block of vacation. The 20 hours of fly-through are also treated as an OT award above guarantee/adjusted guarantee.

Example B:

A Flight Attendant is awarded a 22 hour fly-through pairing within a 7-day vacation block. In this case there is no "VCWKMIN" as the awarded fly-through trip is greater than the minimum pay credit of 21 hours. The 22 hours of fly-through are also treated as an OT award above guarantee/adjusted guarantee.

Example C:

If no VC fly-through pairings are awarded, then the pay system will credit the bid line with the minimum pay credit of 21 hours (3 hours per vacation day). No above guarantee credit will be paid as no flying was awarded within the vacation block.

E. Vacation Bidding and Awarding

1. Vacations shall be granted in order of seniority at each domicile in accordance with the Company Flight Attendant seniority list at each domicile.
2. By October 1st of each year, the Company shall post, at each domicile, the projected number of vacation days that each Flight Attendant at that domicile has accrued and available for bid for the following year.
3. At the same time, the Company will post on the Company website and in the crew room, all of the vacation block periods available for bid at each domicile for the annual vacation bid. Such posting will also include the number of slots available to be awarded on each block for the annual vacation bid.
4. All bids will be accepted up to 1200 noon CT on the closing date of November 1st. A Flight Attendant who is on a leave of absence or who is otherwise not reporting at her/his assigned domicile, may submit her/his bid electronically (e.g. e-mail) or by submitting a hard copy via fax, mail, overnight delivery, etc. to her/his Flight Service Supervisor for submission in the vacation bidding pool. The vacation schedule will be awarded by 1200 noon CT November 15th in accordance with seniority at each domicile, and the results will be posted electronically.



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5. A Flight Attendant who does not bid by the designated deadline will be assigned after all other vacation block periods have been awarded, in accordance with the Flight Attendant seniority list at each domicile, to the latest available vacation periods as determined by the Company.

F. Changing of Vacation Period

1. Vacation Trades

A Flight Attendant may trade her/his vacation block with the vacation block of another Flight Attendant at the same domicile as follows:

- a. Vacation blocks traded must be of the same length and must be by mutual consent of the Flight Attendants involved;
- b. Proposed vacation trades must be submitted to the Company by 1200 noon CT on the seventh (7th) day of the month preceding the first vacation period of the proposed trade.

2. Vacation Moves

A Flight Attendant may request to move her/his vacation block(s) in its entirety to another posted vacation block, in her/his current domicile, within the vacation calendar year. All requests for vacation moves must be submitted to the Company by 1200 noon CT on the seventh (7th) day of the month preceding the month in which the move is desired. The granting of such move shall be done in order of seniority.

3. The Company will maintain a current list of all open vacation blocks which will be made available to Flight Attendants and updated by the 15th day of each month.
4. In the event a Flight Attendant's awarded vacation block becomes open as a result of such Flight Attendant transferring to another domicile, supervisory position, or department, or terminates her/his employment with the Company, such vacation block shall be posted for bid at the domicile and shall be awarded, in seniority order, to a Flight Attendant who bids for such vacation block.
5. A Flight Attendant who transfers to a new domicile and fails to rebid her/his vacation block will be assigned an open vacation block at the new domicile.

6. Failure to Commence Vacation

A Flight Attendant may be, inadvertently, unable to complete a work assignment prior to the commencement of a scheduled vacation block. (For example, a Flight Attendant's flight back to domicile on the final day of a pairing may cancel, necessitating a return to domicile extension on



the first day of a scheduled vacation block.) In such cases, the parties agree that the Flight Attendant at her/his sole option, may exercise one of the following alternatives [SL-FF]:

- a. Add the lost vacation day(s) to the end of the scheduled vacation block. In such a case, the Flight Attendant will be paid for any flying from which she/he was removed for the vacation block plus any Extension or Junior Assignment Pay (as appropriate) for the lost Vacation Day(s). The Extension or Junior Assignment Pay will be paid above guarantee in accordance with Section 8.N.6. The Flight Attendant will receive Vacation Pay for the rescheduled Vacation Day(s) but not for the lost Vacation Day. OR
- b. Schedule a return Vacation Day(s) later in the same bid period or subsequent bid period. In such a case, the Flight Attendant will be paid for any flying from which she/he was removed for the vacation block plus any Extension or Junior Assignment Pay (as appropriate) for the lost Vacation Day(s). The Extension or Junior Assignment Pay will be paid above guarantee in accordance with Section 8.N.6. The Flight Attendant will receive Vacation Pay for the rescheduled Vacation Day(s) but not for the lost Vacation Day(s).
- c. It is understood that in no case is it intended that the Flight Attendant would lose any compensation as a result of being Extended or Junior assigned into a vacation block.

G. Vacation Slide

1. A Flight Attendant may at her/his option indicate her/his desire to move the start date of her/his scheduled vacation block. This option, if exercised, would be made known to the Company's computer bid system for the contractual month so affected.
 - a. Consecutive CDO pairings shall be considered one "block" or "pairing" for the purposes of sliding a Flight Attendant's vacation.
 - b. Consecutive vacation weeks are considered one block for the purposes of sliding a Flight Attendant's vacation.
2. If a Reserve Flight Attendant elects to slide the start date of her/his scheduled vacation block, the following options for sliding the start date of her/his vacation are available:
 - a. Slide the effective start date of the vacation up to four (4) days earlier in order to eliminate a block of Reserve availability that is scheduled immediately prior to her/his scheduled vacation block; or



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- b. Slide the effective start date of the vacation up to four (4) days later to eliminate a single block of reserve availability that is scheduled immediately after her/his scheduled vacation block.
 - c. Vacation slides will only be permitted to overlap into another contractual month, with the concurrence of Crew Scheduling.
3. A Flight Attendant holding a CDO, RBL or RWO line may use vacation slide in accordance with this section.
 - a. For a Lineholding Flight Attendant to use the vacation slide procedure, the Flight Attendant must be holding a CDO line.
 - b. For a Reserve Flight Attendant to use vacation slide procedure, the Flight Attendant must have a conflict with the reserve availability she/he wishes to rectify.
 - c. If a Flight Attendant uses vacation slide, the request must be submitted within forty-eight (48) hours of the close of the Pre-Bid in accordance with Section 10.H.
 - d. If utilized, the vacation block may be slid to start no more than four (4) days earlier nor more than four (4) days later than the originally scheduled vacation block.

H. Vacation Conflicts with CDOs

1. Whenever a vacation block conflicts with a Flight Attendant's CDO flying, the Flight Attendant at her/his option may choose one of the following options by indicating on the bid ballot or via an electronic message (i.e. 'RF' message or equivalent) within forty-eight (48) hours following the closing of the bids:
 - a. Fly whatever portion of the pairing that falls outside of her/his vacation block for which she/he is legal and available, or
 - b. Drop the complete pairing when any portion of such pairing conflicts with her/his vacation block. The Flight Attendant may choose to drop a pairing(s) conflicting with the beginning, end, or on both the beginning and end of the vacation block. In the event the Flight Attendant chooses one of these options, she/he will not be credited for pay purposes for any flight(s) outside her/his vacation block, except as provided in sub-paragraph D.1. above. Notwithstanding D.1., if a Flight Attendant's leg(s) into or out of an overnight is removed, she/he will not be paid for the leg(s) removed.
 - c. For the purposes of this provision, a block of contiguous pairing CDOs shall be considered one "block" or pairing. In this situation, the Flight Attendant must send an RF message to Crew



Scheduling, no later than forty-eight (48) hours following the closing of the bids, indicating that the block of pairing CDO which abut the vacation period should be dropped.

I. Cancellation of Vacations

The Company shall not cancel vacations once such vacations have been awarded except as dictated by operational necessity. At the option of the Flight Attendant, the canceled vacation may be rescheduled in the current year or carried over to the following year, or the Flight Attendant may elect pay in lieu of the canceled vacation. If no Flight Attendant elects to accept cancellation of her/his vacation, cancellation shall be in reverse seniority order for the period of the operational necessity.

J. Vacation While on Leave

A Flight Attendant whose vacation occurs during a leave of absence will have the following options: 1) have the days of vacation paid in accordance with paragraph D. or 2) rebid the vacation to an available week(s) in accordance with F.2., or 3) trade it with the vacation of another Flight Attendant in accordance with F.1.

K. Resignations

A Flight Attendant with six (6) months or more of service who resigns and has given the Company fourteen (14) days advance written notice of her/his intention to resign will be entitled to her/his accrued and unused, available vacation pay.

L. Flight Attendant Death

Accrued and unused, available vacation shall be paid to the designated beneficiary or to her/his estate.

M. Personal Vacation Days (PVD)

1. A Flight Attendant may request paid personal vacation day(s) of up to six (6) days per year. The Company may grant such days if staffing permits. Days used for personal vacation will be deducted from the vacation day accrual to be awarded in the subsequent year's vacation. Flight Attendant requests for personal vacation may be granted on a first-come, first-served basis at a domicile. PVD will be paid in the following manner:
 - a. Lineholder: pairings missed minus touching leg.
 - b. Reserve: 3:45 hours (VOD) per day.
2. A Flight Attendant who has used a PVD(s) or who has converted a PO(s) or a PE(s) to a PVD(s), as provided for in M. and N.6. below, will have the PVD day(s) deducted from the following year's vacation. After



the vacation award, the Flight Attendant may designate the individual, specific dates at the end or beginning of the vacation block to which the PVD(s) will be applied.

3. For PVD(s) taken or converted after the awarding of the vacation bid, the Flight Attendant must indicate to the Company from which vacation block the PVD(s) will be taken or M.4. below shall apply.
4. If the Flight Attendant does not designate specific date(s) after the vacation award, the Company shall deduct the applied PVDs starting with the last day of the last vacation block fully contained within the following calendar year.
5. If a Flight Attendant does not have sufficient paid vacation days accrued for the following year from which the PVD can be deducted, the value of the PVD day(s) will be deducted from the next year's end-of-February pay check at three hours and forty-five minutes (3:45) per day.

N. Personal Time Off (PO)

1. At each domicile, the Company will process, on a daily basis, a number of POs equal to one percent (1%) of the Flight Attendants based at the domicile, but in no event fewer than two (2) POs. The LEC President or her/his designee will, upon written request, be provided with verification that the appropriate number of POs have been processed at the domicile.
 - a. The base group of Flight Attendants upon which the calculation will be made includes all individuals on the Flight Attendant seniority list for each domicile who could potentially be assigned a pairing, partial pairing, reserve assignment or any flight assignment covered by this Agreement. This group includes, but is not necessarily limited to all active and inactive Flight Attendants who may be activated to take a pairing (e.g. Flight Service Managers, Flight Attendants on Special Assignment, Flight Attendants serving as Field Trainers or any other type of trainers, whether or not physically located at the domicile and those holding a paper bid.

Example: If there are 460 Flight Attendants based at a Domicile, the Company will process at least five (5) POs per day at that domicile, provided that at least five (5) POs have been submitted.

Example: If there are 420 Flight Attendants based at a Domicile, the Company will process at least four (4) POs per day at that domicile, provided that at least four (4) POs have been submitted.

2. Additional POs will be granted as operational needs permit.



3. For purposes of processing POs as set forth in paragraphs 1. and 2., above, each day of a PO will be deemed a separate PO and count towards each day's cap.
4. A PO will not be processed unless it is submitted at least twenty-four (24) hours in advance of the scheduled report time of a pairing or scheduled start of a RAP.
5. Properly submitted POs will be processed on a first-come, first-served basis.
6. A Flight Attendant will not be eligible to take a PO until she/he completes probation.
7. A Flight Attendant may, at her/his option, elect to convert a PO to a Personal Vacation Day (PVD). Such conversion will count towards the annual maximum of six (6) PVDs that the Flight Attendant may take. A conversion must be submitted prior to the fifth (5th) day of the following calendar month.
8. An unconverted PO will be unpaid and considered an attendance occurrence for disciplinary purposes.
9. Flight Attendants may utilize travel benefits while on a PO.

O. Personal Emergency Days (PE)

1. A Flight Attendant may request a PE by contacting a Flight Service Manager (during office hours) or Crew Scheduling Supervisor (outside of office hours). The PE will be granted for a verifiable personal emergency, as described in paragraphs 2. and 3., below, occurring during a pairing, (RAP), or Airport Reserve Period or less than twenty-four (24) hours before the scheduled report time of a pairing or scheduled start of a RAP or Airport Reserve Period. Such request will be limited to a maximum of one (1) pairing or four (4) consecutive days (inclusive of previously scheduled days off) and at the time of the request, the Flight Attendant must declare the number of days requested.
2. The following is the all-inclusive list of events for which a PE will be granted:
 - a. The Flight Attendant's child is expelled or suspended from school, or there is a school/child care closing emergency (this does not include snow days or similar closings);
 - b. The Flight Attendant's spouse, domestic partner or child is arrested or detained;
 - c. The Flight Attendant has an "A9" qualifying event;



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- d. The birth of the Flight Attendant's child or grandchild or birth of a child for which the Flight Attendant is the birth coach;
 - e. The Flight Attendant needs to care for her/his ill or injured immediate family member (as defined in Section 18 - Leaves of Absence);
 - f. The Flight Attendant is the victim of identity theft;
 - g. The Flight Attendant is in a car accident;
 - h. The Flight Attendant's vehicle is stolen;
 - i. The Flight Attendant encounters extraordinary transportation problems, for example resulting from ice storms, fire or floods, state/city or county transportation emergencies declared (but not normal traffic);
 - j. The Flight Attendant is the victim of violent crime;
 - k. The Flight Attendant is the victim of a burglary, including on an overnight;
 - l. There is a plumbing, gas leak, electrical hazardous condition or other structural emergency at the Flight Attendant's residence;
 - m. The Flight Attendant needs to make preparations at her/his residence and/or property for an impending hurricane; and
 - n. The Flight Attendant is the victim of an Act of God (i.e., fire, flood, earthquake, tornado, mudslide).
3. Other events not listed in paragraph 2. above, may be approved as a PE at the Company's discretion.
 4. A Flight Attendant may be required to provide verification of the personal emergency.
 5. A PE will not be considered an attendance occurrence and will not be used for disciplinary purposes.
 6. A Flight Attendant may, at her/his option, elect to convert a PE to a Personal Vacation Day. Such conversion will count towards the annual maximum of six (6) PVDs that the Flight Attendant may take. A conversion must be submitted prior to the fifth (5th) day of the following calendar month.
 7. An unconverted PE will be unpaid.
 8. Flight Attendants may utilize travel benefits while on a PE.
- P. In the event a Flight Attendant is granted time off pursuant to paragraphs M. and O. of this section, such time off shall not be considered an absence for disciplinary purposes.
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- Q. Flight Attendants may donate accrued, unused vacation days, excluding PVDs, to another Flight Attendant by submitting a form specified by the Company (currently RF 200 DON8 form).