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## SECTION 19: Training

- A. The Company will publish the Continuing Qualification (CQ) training dates and list of Flight Attendants required to attend training on the Flight Service website two (2) months prior to the applicable training month [i.e. in March the Flight Service website will include May training dates available for bid and names and priority (i.e. base, grace, or early month) of eligible Flight Attendants]. Training dates will be awarded in seniority order to Flight Attendants in the order of her/his training month priority: 1. Base Month; 2. Grace Month; 3. Early Month and will follow the schedule below.
1. Publish and open training dates on the Flight Service website two (2) months prior to the training month no later than the first at 1200 noon CT.
  2. Close the bids: 1st of the month prior to the training month by 1200 noon CT.
  3. Bids awarded: no later than the 4th of the month prior to the training month by 1200 noon CT.
  4. A Flight Attendant who is assigned training may request a change of training dates, in accordance with Section 8.B.6. If class space is available, the Company will grant such request.

Example for a February Training Event:

- December 1st: Training Dates are published and opened on the Flight Service website.
  - January 1st: by 1200 noon CT Bids Close for Training.
  - January 4th: by 1200 noon CT Training Dates are awarded.
  - January 4th: at 1200 noon CT: Trading Swap Window Opens
  - January 9th: at 1000 CT: Trading Swap Window Closes
  - January 10th: at 1000 CT: Training Dates Finalized
- B. If a Flight Attendant fails to submit a bid prior to the monthly training bid closing time or fails to indicate training preferences on the bid, she/he will be assigned training dates. Likewise, any Flight Attendant who fails to attend scheduled training will be assigned alternate training dates by the Company. A Flight Attendant who is assigned training may request a change of training dates so long as the request is received by the bid line closing of the month prior to the training month. If class space is available, the Company will grant such request.
- C. For each day in training a Flight Attendant will be paid three hours and forty-five minutes (3:45), at her/his applicable hourly rate as specified in Section 4.A.1. of this Agreement. It is understood for Flight Attendants holding a line of CDOs the time removed will be paid and credited the greater of VOD or pairings missed.



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- D. In order to prepare for CQ training, a Flight Attendant may, when submitting a training date bid, at her/his option indicate to have a day free from duty immediately preceding the first day of CQ training or travel day, if applicable. Such day free from duty will be unpaid and not count towards the Flight Attendant's minimum days off.
  - E. A Flight Attendant who attends training on a day off will be paid and credited with three hours and forty-five minutes (3:45) in addition to her/his guarantee.
  - F. A Flight Attendant on a reduced line guarantee may, at her/his option, attend training during the portion of the month in which no flying is scheduled.
  - G. A Flight Attendant required to attend training out of domicile will be provided with positive space transportation to and from training over the AAG North American system from the Flight Attendant's domicile or airport of residence. Additionally, commuter Flight Attendants will be afforded positive space transportation to attend training in their domicile. In the event of a cancellation or disruption, a Flight Attendant may contact the training department for assistance if she/he is unable to reschedule herself/himself.

**H. Training Hotels and Per diem**

- 1. A Flight Attendant who is required to leave her/his domicile for training will be provided hotel accommodations if the training is scheduled for more than one (1) day. A Flight Attendant who is required to leave her/his domicile for training and is scheduled to arrive the night prior in order to attend training the next day (of one (1) or more days), the Flight Attendant will be provided hotel accommodations for that night. The Flight Attendant will be paid per diem from the time she/he is required to report at her/his domicile until her/his return to domicile.
  - a. A commuter Flight Attendant traveling for training from and to her/his airport of residence will be paid per diem from the time she/he would have been scheduled to report at her/his domicile until she/he would have been scheduled to return to domicile.
  - b. If a commuter Flight Attendant misses her/his last flight from training to the airport of residence on a calendar day due to an activity or action inspired or caused by the Company, the Flight Attendant will be provided hotel accommodations for that night. [SL-XX]
  - c. At the Flight Attendant's discretion, a commuter Flight Attendant who is based other than DFW, will be permitted to utilize one of her/his four (4) allotted commuter hotel rooms as described in Section 34 of this Agreement, for the purpose of lodging the night prior and/or after a training event.



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2. A Flight Attendant who is not required to leave her/his domicile for training will receive per diem for each hour, or fraction thereof, of scheduled Company-provided training.
  3. A Flight Attendant who attends training in domicile of more than three (3) days will be provided with a hotel room per 34.A.1. The Flight Attendant will be paid per diem from the time she/he is required to report for training until the conclusion of training.
  4. At the Flight Attendant's request, which must be made at least 72 hours prior to the start of training, the Company will provide, at no expense to the Flight Attendant, comfortable and adequate single occupancy lodging in a suitable location for a DFW-based Flight Attendant who does not have a residence within fifty (50) miles (based on AAA mileage) of the Envoy Training Center when she/he is required to overnight in DFW while attending a training event (e.g. CQ training). Hotels must conform to Section 34 of this Agreement. [SL-KK]
- I. A Flight Attendant shall not be required to return from vacation or leave of absence for any training. A Flight Attendant voluntarily returning for training will be paid in accordance with the provisions of this Agreement.
  - J. The Company shall provide at least ten (10) hours of rest after each day of training, which cannot be reduced. The Company will comply with maximum duty periods stated in this Agreement while a Flight Attendant attends training. A Flight Attendant shall be considered on duty while attending training and for the scheduled travel time to training from domicile and the later of the scheduled or actual, travel time from training back to domicile. For the purposes of this paragraph, rest will be based on the first scheduled available flight to domicile following training that the Flight Attendant would reasonably be able to depart on given travel and check-in time allowances. However, if the Company assigns the Flight Attendant to a later flight; duty time shall be based upon that flight.
    1. A Flight Attendant may waive in PBS to FAR + 45 minutes for rest following a training event.
  - K. All training will be conducted in accordance with the policies and procedures of the In-Flight Department. Upon request, the Company will meet with the Association Flight Attendant Training Committee to discuss policies and procedures.
  - L. Flight Attendants attending training will receive one (1) ten-minute (:10) break for every two (2) hours of scheduled training and a one (1) hour meal period for training in excess of six (6) hours. If the scheduled training period transits two (2) traditional meal periods, the Company will schedule two (2) thirty-five-minute (:35) meal periods in lieu of the one (1) hour meal period. Such thirty-five-minute (:35) meal periods will be scheduled in conjunction
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with the ten-minute (:10) break described above to create two (2) forty-five-minute (:45) meal periods. The Company will provide access to the cafeteria during its regular hours of operation so long as it remains available. If the training is on a Saturday, Sunday or holiday and/or the meal period falls at a time when the cafeteria will be closed or is no longer available, the Company will provide a list of options for delivery from which employees may place an order for their purchase.

- M. The Company will not schedule training between the hours of 2100 Local and 0600 Local time with the exception of the introduction of new aircraft type(s), while awaiting delivery of a cabin trainer.
- N. In the event that distance learning training (e.g., computer-based, home-study booklet, E-learning, etc.) is incorporated into the Flight Attendant training requirements, the Flight Attendant will be credited in the following manner:
1. A panel of four (4) Flight Attendants will be established to complete the distance learning course. The Union and the Company will each select two (2) participants to be on the panel. None of the Flight Attendants selected will have been involved in the development of the training. The Flight Attendants on the panel will be paid in accordance with Section 4.I. The average time of all four (4) Flight Attendants to complete the training will determine the official assigned value of the training.
  2. Each Flight Attendant completing the distance learning will be credited with fifty percent (50%) of the assigned value at her/his applicable hourly rate in accordance with Section 4.A.1. and paid above the minimum guarantee in accordance with Section 4 of this Agreement.
  3. In no event will a Flight Attendant be credited with fewer than thirty minutes (:30) for each distance learning training course completed.
- O. For training other than CQ training and new equipment training (which is provided for in Section 1.E.), the Company may offer such training for bid in accordance with Paragraph A. above or may allow Flight Attendants to sign up for such training voluntarily on a first-come, first-serve basis. In either case, a Flight Attendant may request a change of training dates and/or classes in accordance with Paragraph B. above. Additionally, Flight Attendants may swap training dates and/or classes with each other, so long as such swap does not create a legality conflict.
- P. With the exception of new hire training, no Company-required training shall be held on Thanksgiving Day, December 24th, 25th, 31st and January 1st.



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**Q. Training Removals Before or During Training Event**

1. If a Flight Attendant is removed from a training event before or during a training event due to circumstances within the Company's control [e.g., a failure in the LMS (Learning Management System) or any successor system, a cabin trainer/door failure, equipment failure, etc.] the following will apply:
  - a. If before the start of training, the Flight Attendant will be removed from training and rescheduled.
  - b. If during the training event, the Flight Attendant will complete all remaining portions possible, and will be rescheduled for all missed portions.
  - c. The Flight Attendant will be rescheduled for training on her/his next day of scheduled duty. She/he will be paid the greater of the value of:
    - i. The time removed, including the touching leg(s) or
    - ii. The value of the training day(s) per C., above.
  - d. If the Flight Attendant cannot be rescheduled on her/his next day of duty because there are no available training slots, the Flight Attendant and the Training Department may mutually agree on a rescheduled date occurring within fourteen (14) days. If agreement is not reached, the Training Department will schedule an alternative date with consideration for any preferred dates expressed by the Flight Attendant. If the Flight Attendant attends training on a day off, she/he will be paid the VOD for each day of training above guarantee per E., above.
  - e. Any removal from training under the above circumstances will not result in an attendance or performance occurrence.
2. If a Flight Attendant fails to complete prerequisite training and/or arrives to training without required equipment, the Flight Attendant will be removed and rescheduled to the next available training class.

**R. Training Failures**

1. If a Flight Attendant does not successfully complete a training event, the Flight Attendant shall be placed in the next available training event, but no later than seven (7) days from the date of incompleteness. However, if the Flight Attendant has scheduled vacation that conflicts with the new training date, she/he shall be placed in the training event that occurs immediately after the vacation.



2. If no training event is scheduled within the time limits as described above, the Company shall offer the Flight Attendant Special Assignment work in her/his domicile until the next training event is scheduled. If the Flight Attendant elects to decline the offer of Special Assignment she/he will forgo the pay credit. Alternatively, a Flight Attendant may elect to decline the offer of Special Assignment and substitute unused paid vacation.

**S. Familiarization/Differences Training**

1. The Company may require Flight Attendants to attend special familiarization/differences training (e.g., new fire extinguisher, new oxygen mask for Embraer aircraft) at domicile not to exceed fifteen minutes (:15) and three (3) times per year (rolling 12-month period). Such training will be accomplished immediately prior to or immediately after a pairing or during a scheduled break and will be unpaid.