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## SECTION 2: Definitions

- A. "ACTUAL FLIGHT TIME" means the block-to-block time actually required to complete a specific leg.
- B. "AIRPORT RESERVE" means a Flight Attendant who is assigned to reserve duty at the airport including pre-boarding of aircraft.
- C. "AT HOME RESERVE" means a Flight Attendant who is assigned to reserve at home.
- D. "ASSIGNED NEW FLYING" means a pairing that has been changed due to the deletion of, modification of or the addition of flights to the original pairing, or replacement flying. This does not include extensions or junior manning assignments.
- E. "AUTOMATED PAIRING TRADING/OPTIONAL EXCHANGE" Pairing Trades and Optional Exchanges are processed in the Flight Attendant's personal mode in DECS or its replacement. Pairing Trade and Optional Exchange entries are listed in the Inflight Procedures Manual.
- F. "AVAILABLE" means any time period during which a Flight Attendant may be assigned.
- G. "AVRS" means Automated Voice Response System. It is the automated telephone system from which a Flight Attendant can access and input information.
- H. "BASE" means a geographical location designated by the Company where Flight Attendants are stationed. A Flight Attendant may not be stationed at more than one domicile.
- I. "BENEFITS ELIGIBILITY" the amount of paid credit hours a Flight Attendant must receive on an annual basis in order to be eligible for the following benefits: Health and Welfare Benefits, Vacation Accrual, Sick Leave Accrual and Uniform Allotment.
- J. "BIDLINE" means a line of time on the monthly schedule consisting of flying made available to Flight Attendants for bid, which conforms to the parameters set forth in Sections 7 and 8.
- K. "BLOCK TO BLOCK"/"BLOCK HOURS" is the time period between the "OUT" and "IN" times of the aircraft as reported by ACARS or Dispatch and recorded in FOS or its equivalent.
- L. "BRIDGE PAIRING" means a pairing built that does not transit the domicile at least once each calendar day that the pairing operates.



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- M. "CALENDAR DAY" means a twenty-four (24) consecutive hour period commencing at 0001 and ending at 2400 hours local time.
  - N. "CALL-OUT" means the minimum amount of time a Flight Attendant must be allowed in order to report for a duty period.
  - O. "CARRY-IN / CARRY-OUT" means the portion of a pairing that crosses contractual months.
  - P. "CHECK-IN TIME" or "REPORT TIME" means the time that a Flight Attendant is required to report for a duty period as set forth in this Agreement.
  - Q. "CHECK-OUT TIME" or "RELEASE TIME" means the time that a Flight Attendant is released from duty as set forth in this Agreement, which normally will be fifteen minutes (:15) after block-in of a flight or thirty minutes (:30) after block-in of a flight where Customs clearance is required.
  - R. "CO-DOMICILE" means two (2) or more airports serving the same metropolitan area.
  - S. "COMPANY" means Envoy Air Inc.
  - T. "CONTINUOUS DUTY OVERNIGHT" or "STAND-UP" means a scheduled duty period which begins in one calendar day and ends in the next calendar day as set forth in Section 7 of the Agreement.
  - U. "CONTRACTUAL MONTH" or "BID MONTH" or "BID PERIOD" means the period from the first day of, to and including the last day of each calendar month of the year. For Flight Attendant scheduling and pay purposes January, February and March will each be a thirty (30) day month by adding January 31st and March 1st to the month of February. Leap year will make February a thirty-one (31) day month.  
  
The Company may, at its option for a given year, declare that up to any other four (4) months containing thirty-one (31) calendar days be deemed thirty (30) day contractual months by taking the first or last day of each such month and adding it to each or all the thirty (30) calendar day months.
  - V. "CRITICAL COVERAGE DAYS" means those days that have been declared by the Company as having known staffing shortages.
  - W. "CRITICAL INCIDENT" means any accident resulting in serious injury, any hijacking incident, any actual evacuation of an aircraft, physical assault of a Flight Attendant, aircraft decompression during flight or any catastrophic event in which a Flight Attendant is involved during the course of her/his duty with the Company.



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- X. "DAY OFF" means a period of time between the hours of 0001 and 2400 based on local time at a Flight Attendant's domicile, when a Flight Attendant shall be free of all duty with the Company. However, for purposes of Section 7 of this Agreement, when a pairing ends before 0200, it shall be considered to have ended before 0001.
- Y. "DEADHEADING" means Company authorized travel on a flight or surface transportation to or from any station for the purpose of covering or returning from an assignment. A Flight Attendant engaged in deadheading at Company direction shall be deemed to be on duty. A Flight Attendant may deadhead in or out of uniform. The circumstances under which a Flight Attendant shall receive pay for deadheading are set forth in Section 4 of this Agreement.
- Z. "DOMESTIC PARTNER" A Domestic Partner (DP) is a same gender partner of an employee or retiree residing in the same permanent residence living in a spouse-like relationship for at least six (6) consecutive months. The employee and his or her same gender partner are at least 18 years of age, and are not legally married or the common-law spouse or DP of any other person.
- AA. "DOMICILE" means a geographical location designated by the Company where Flight Attendants are stationed. A Flight Attendant may not be stationed at more than one domicile.
- BB. "DUTY TIME"/"DUTY PERIOD" means the period of time from check-in to check-out, including ferry flights, deadhead flights, airport reserve, and training as set forth in this Agreement.
- CC. "EL FONDO" (Fondo Del Seguro Del Estado) means the current agency, or its successor, that administers workers compensation benefits for Puerto Rico-domiciled Flight Attendants.
- DD. "EXTENSION" means an involuntary additional flight assignment, including a deadhead which is added to the end of a Flight Attendant's original pairing.
- EE. "FERRY FLIGHT" means a non-revenue flight to position an aircraft.
- FF. "FLIGHT ATTENDANT" means an employee holding a regular, relief or reserve line whose primary responsibility includes performing, or assisting in the performance of all cabin services, attending to passenger safety and comfort, and for preparation and completion of reports as required by the Company and the law, who has completed training as prescribed by the Company and the Federal Aviation Administration (FAA), and who is qualified and/or certified as a Flight Attendant.



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- GG. "FLIGHT OPERATING SYSTEM (FOS) LOCKOUT" means a period of time during the bidding window in which the last six (6) days of the current bid month may not be impacted by scheduling transactions such as pairing trades, optional exchanges, etc.
- HH. "FURLOUGH" means the removal of a Flight Attendant from active duty as a Flight Attendant due to a reduction in force or the period of time during which such Flight Attendant is not in the active employ of the Company as a Flight Attendant due to such reduction in force.
- II. "GEOGRAPHIC EMERGENCY" means a period in which the Company has declared the need to relocate aircraft due to potential damage.
- JJ. "GOLDEN DAYS" means a set of three (3) days off in domicile for Reserve Flight Attendants that cannot be removed or changed by the Company or on which a Flight Attendant cannot be otherwise made available for duty by the Company. A Flight Attendant may choose to "undesignate" a Golden Day and such day shall lose its "Golden Day" designation.
- KK. "HIBOARD" is a computerized trade and optional exchange bulletin board designed to simplify the process of posting pairings for trading purposes. "HIBOARD" does not verify legalities and does not process the actual trade entries.
- LL. "HIPOST" An automated system that allows a Flight Attendant wishing to drop a pairing to post it and make it available for other Flight Attendants to pick up.
- MM. "INTERNATIONAL OVERNIGHT" means an overnight in an International city, excluding cities in Mexico, Canada, the Bahamas, and the United States Virgin Islands.
- NN. "JET-BRIDGE TRANSACTION" means a trade between Flight Attendants that is requested prior to departure with adequate time to process.
- OO. "JUNIOR MANNING" is the means by which the Company may fill uncovered flying, either voluntarily or involuntarily, in accordance with the schedule set forth in Section 8.N.
- PP. "JPBSC" means the Joint Preferential Bidding System Committee which shall be a joint Company/Association Committee composed of a minimum of two (2) members from the Company and a minimum of two (2) members from the Association. The Committee shall maintain oversight of all significant matters regarding implementation and continuing operation of PBS as well as any future enhancements or changes.



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- QQ. "LINE VALUE" means the scheduled flight hours awarded on a Flight Attendant's monthly bid award (including CDO lines) or the monthly guarantee of seventy-five "75" (75:00) for full time line Flight Attendants (whichever greater) or thirty-seven and one-half hours (37:30) for Flight Attendants holding a reduced guarantee line.
- RR. "LINEHOLDER" means a Flight Attendant who bids and is awarded a bid line containing scheduled pairings during a contractual month.
- SS. "MAKEUP" means time flown in order to make up for time lost for unpaid removals.
- TT. "MONTHLY PRE-BIDDING SYSTEM" Website that allows Flight Attendants to pre-bid and be awarded specific options not available in regular PBS. This pre-bidding process takes place prior to regular PBS bidding.
- UU. "MOVE DAY(S)" / "MOVING DAY(S)" means a duty free period(s) awarded to a Flight Attendant in order to relocate to another domicile.
- VV. "OPEN TIME" means flying not awarded or assigned to a specific Flight Attendant.
- WW. "OPTIONAL EXCHANGE" ("OE") means a one-way trade by which a Flight Attendant accepts flying of another Flight Attendant.
- XX. "OVERNIGHT" means a period of time during which a Flight Attendant is relieved from duty during a pairing either in or away from her/his domicile.
- YY. "PAIRING" means a series of legs (flying, ferrying and/or deadheading) involving one or more on-duty periods which depart from and return to the Flight Attendant's domicile.
- ZZ. "PAPER BID" means a bid award for a contractual bid month for pay purposes only (i.e. not actually given a line) but the Flight Attendant is not obligated to fly, except in extreme circumstances. In the PBS system, this is referred to as "Shadow Bidding."
- AAA. "PERMANENT VACANCY" means a vacancy for a position in a domicile that is expected to exist for more than thirty (30) days.
- BBB. "POSITIVE CONTACT" means an interactive communication made either in person or via phone conversation (not phone message left) by a Crew Scheduler or a member of management. Positive contact may also be achieved via a Flight Attendant's Company e-mail ([HI6](#)) through a message sent. However, a Flight Attendant will not be accountable for notifications of scheduling changes to her/his current pairing or for future extensions/junior manning assignments which are sent after the appropriate check out time as defined in paragraph 2.Q., or after she/he has completed the daily e-mail check requirement.
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- CCC. "PRE-BOARDING" means a qualified Flight Attendant boarding the passengers for another Flight Attendant who will work the flight.
- DDD. "PREFERENTIAL BIDDING SYSTEM" (PBS) means an automated system used to build and award Flight Attendants' monthly schedules.
- EEE. "PROTEST WINDOW" means either the period after the pre-bid window closes during which a Flight Attendant may protest her/his pre-bid award and/or the period after bid closing during which a Flight Attendant may protest her/his bid award.
- FFF. "REDUCED GUARANTEE LINE" means a regular line that is credited with no more than 45.5 hours (45:30) of flying and plotted to operate a portion of the month.
- GGG. "RESERVE" means a Flight Attendant who is awarded a Reserve line or assigned reserve duty in accordance with the provisions of this Agreement.
- HHH. "RESERVE AVAILABILITY PERIOD" (RAP) means a reserve on-call period as set forth in Section 9 of this Agreement.
- III. "RESERVE BLOCK LINES" (RBL) are constructed in groups of three (3) which will contain a block of days off commencing at either the beginning, middle or end of a bid month. Each line will contain consecutive blocks of reserve availability followed by a single day off and will be built and awarded in accordance with Sections 8.A. and 8.E.3.
- JJJ. "RESERVE LINE" means a line on the monthly schedule consisting of days of reserve availability and days off.
- KKK. "SCHEDULE" means a Flight Attendant's assignments throughout the bid period.
- LLL. "SCHEDULED" means any time assigned to a Flight Attendant, e.g. bid award, reserve assignment, trades/optional exchange, open time pick up, junior manning, extension, or assignment of new flying.
- MMM. "SENIORITY" The three (3) categories of Flight Attendant seniority are CLASSIFICATION (for pay purposes), COMPANY (for Company benefits), and OCCUPATIONAL (for bidding purposes). All references in this Agreement to seniority shall mean Occupational Seniority except where specific reference is made to Company and/or Classification Seniority.
- NNN. "SPECIAL ASSIGNMENT" means a temporary assignment within the In-Flight Service Department or duties related to In-Flight Services and/or duties of a Flight Attendant.