



SECTION 8: Scheduling

- A. 1. The Company will utilize and maintain a Preferential Bidding System (PBS), meeting the requirements in this section and the Collective Bargaining Agreement for the construction and awarding of flight schedules and Reserve Lines of Time (New). [SL-N]
2. Bid Information
- Pairing information will be made electronically available via a home access computer system and the Company computer terminals located in each domicile on or before the date of pairing information package distribution. One hard copy of the pairing information package will be available at each domicile or co-terminal. Pairing information packages, and online access, shall contain all of the pairing information, for all of the pairings in a given domicile and its co-domiciles. The pairing information package shall state the anticipated number of bid lines and reserve lines that will be awarded in each domicile, the line average for the month in the domicile, the minimum and maximum hours a line can be built to in the domicile, and the training dates and locations for the domicile. [SL-N]

B. Monthly Bidding Process

1. A Flight Attendant will bid in her/his specific domicile. (When “domicile” is used herein, it will include any co-domicile.) A Flight Attendant may enter a default bid and it shall remain in force until one of the following occurs: 1) Base Transfer 2) TDY award 3) Flight Attendant changes bid. [SL-N]
- a. Carry-ins/absences/pre-awards that are known at the time of bidding, will be pre-planned in the bid process, and credited in the new month. [SL-N]
- b. Flight Attendants on a paper-bid status, whose bid will be for pay purposes only, will be able to bid and be awarded a schedule without impacting other active Flight Attendants' awards. [SL-N]
- c. A Flight Attendant who obtains medical clearance prior to the close of bids will be allowed to bid during the bidding process, and will be awarded a schedule for the entire bid period or that portion of the month for which she/he will be available. If available for less than the full bid period, the number of minimum days off will be prorated based upon the numbers of days available per the **Chart A**, below, and the Flight Attendant will receive a “soft” credit in accordance with the **Chart B**, below, for each day of unpaid leave for purposes of bidding only; e.g., a Flight Attendant returning from maternity leave mid-month. [SL-N]



Chart A

30 Day Month		31 Day Month	
Available Days	Prorated Days Off	Available Days	Prorated Days Off
29 - 30	11	30 - 31	11
26 - 28	10	27 - 29	10
24 - 25	9	24 - 26	9
21 - 23	8	22 - 23	8
18 - 20	7	19 - 21	7
15 - 17	6	16 - 18	6
13 - 14	5	13 - 15	5
10 - 12	4	10 - 12	4
7 - 9	3	8 - 9	3
5 - 6	2	5 - 7	2
2 - 4	1	2 - 4	1
1	0	1	0

Chart B

Type of Credit	Prorated Minimum Days Off	Pay Credit	PBS Credit
Bereavement Leave	NO	3:75	3:75
Vacation Ex Days (part of guaranteed days off)	NO	0:00	3:75
FMLA (intermittent) / KIN Care	NO	3:75	3:75
FMLA (non-intermittent)	YES	2:50	2:50
Furlough	YES	0:00	2:50
Jury Duty / Witness (1 - 4 Days)	NO	3:75	3:75
Jury Duty / Witness (More than 4 Days)	YES	2:50	2:50
Long Term Training	YES	2:50	2:50



LT LOA	YES	0:00	2:50
Maternity Leave	YES	2:50	2:50
Medical Leave	YES	0:00	2:50
Military Leave	YES	0:00	2:50
Move Days (MV)	NO	3:75	3:75
Move Days (UM)	NO	0:00	3:75
Other Company Paid Days (1 - 4 Days)	NO	3:75	3:75
Other Company Paid Days (More than 4 Days)	YES	2:50	2:50
PLOA	YES	0:00	2:50
Pre-Planned Sick Leave / IOD	YES	2:50	2:50
Retirement / Resignation	YES	0:00	2:50
Short Term Training	NO	3:75	3:75
Special Assignment Daily	NO	3:75	3:75
Special Training	NO	3:75	3:75
Travel Day	NO	3:75	3:75
Union Leave (1 - 4 Days)	NO	3:75	3:75
Union Leave (More than 4 Days)	YES	2:50	2:50
Vacation (1 - 4 Days)	NO	2:67	2:67
Vacation (More than 4 Days)	YES	2:67	2:67
Vacation Credit Effective 1-1-16	YES	3:00	3:00
Withheld from Service - Paid	YES	2:50	2:50
Withheld from Service - Unpaid	YES	0:00	2:50
Witness Leave (1 - 4 Days)	NO	3:75	3:75
Witness Leave (More than 4 Days)	YES	2:50	2:50
* Special Assignments for a full month may Shadow Bid in accordance with Side Letter CCC.			



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- d. If a Flight Attendant is withheld from service with pay by the Company at the time of bid closing, she/he will be allowed to bid for a schedule for the following bid period in accordance with this Section.[SL N.]
2. Minimum/Maximum Bid Options [SL-JJ]

A bidder may choose the minimum or maximum range of credit hours to be awarded for a bid period during PBS line construction. The credit range will be 75 to 91 credit hours. The minimum credit range will never be less than 65 hours and will never exceed 91 hours. The maximum credit range will be 91 to 110 credit hours and will never exceed 110 hours. The lowest number of minimum credit lines awarded will never be less than 5% of the domicile population.
 3. Bidding While Vacation in the Month
 - a. During the bid process, Flight Attendants scheduled for vacation shall be afforded the option to expand their vacation by up to four (4) unpaid days. The vacation expansion days will be pre-plotted as an unpaid planned absence by Crew Scheduling prior to the monthly bid awards. Such days adjacent to vacation will count toward the minimum monthly days off. Only one (1) option (before, after or split) will be accepted and awarded during the bid process. For all days of unavailability, the days off will be prorated in accordance with chart **A** in 8.B.1. and soft credit will be placed on the vacation extension days in accordance with chart **B** in 8.B.1. [SL-N]
 - b. A Reserve Flight Attendant may use Vacation Expansion (SL N. Global Preference Option 32) on the same basis as a Lineholding Flight Attendant.
 - i. The request must be submitted through the Pre-Bid System on or after 1200 noon Central Time on the tenth of the month through 1200 noon Central Time on the twentieth of the month.
 - c. A Reserve with vacation day(s) in a bid period shall receive all her/his days off outside of the vacation period, if applicable, in addition to her/his vacation day(s). However, if the days off, as provided for in Global Option #32, plus the scheduled vacation day(s) does not allow for the required days off to be placed outside of the scheduled vacation period, such days will not be restored or moved to the subsequent month. [SL-N]
 4. A Flight Attendant who is expected to be on a leave of absence or a planned absence for an entire bid period and who is entitled to receive compensation for pairings missed during that period shall be entitled to “shadow bid” for the purposes of calculating pay.
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For a leave of absence of less than one (1) bid period, a Flight Attendant may use available sick time which shall be paid based on the monthly guarantee on a prorated basis.

5. Buddy Bidding

- a. The Company shall provide the Buddy Bidding Option which allows for two (2) Flight Attendants to preference for and be awarded pairings for a month.
- b. Both Flight Attendants shall submit a current or default bid and indicate a preference for the other employee. The pairing(s) shall be awarded on the junior Flight Attendant's seniority provided that the senior Flight Attendant can hold the other position on the same pairing(s).
- c. Once the buddy bid link is established, the PBS logic will award positions to both buddies on as many pairings as are legal and available to both bidders using the junior buddy's bid and seniority. Should the logic be unable to build two (2) complete pairing lines with both bidders together on every awarded pairing, then the PBS logic will award remaining un-buddied pairings from the junior buddy's bid and seniority, in order to reach line completion. If the buddy bid link is never established, then each buddy will be awarded from his/her respective bids at their seniority. It is understood that in the event a buddy link is established but there are no pairings which can be awarded to both bidders, one buddy could be awarded a bid line while the other is awarded a reserve line. [SL Z]

6. Bidding Timeline

PBS FA Bidding	Awarding Window
1 st of the month	Training Bids close 1200 noon CT
2 nd of the month	
3 rd of the month	
4 th of the month	Training Bids awarded 1200 noon CT, Training Swaps open 1200 noon CT
5 th of the month	
6 th of the month	
7 th of the month	TDY Bids open / Vacation Swaps Deadline
9 th of the month	Training Swaps close 1000 CT



10 th of the month	Training Dates final no later than 1000 CT, TDY closes at 1000 CT, TDY awarded 1200 noon CT, Pre-Bid opens 1200 noon CT
12 th of the month	
13 th of the month	Pre-Bid Closes 1200 noon CT
14 th of the month	Pre-Bid protest window opens 1200 noon CT
15 th of the month	Pre-Bid protest window closes 1200 noon CT, Regular PBS bid window opens at 1200 noon CT
20 th of the month	Bid Closes and PBS Runs start at 1200 noon CT, FOS Lockout in effect
21 st of the month	FOS Lockout in effect
22 nd of the month	Awarding Complete / Protest - Transition window opens. FOS Lockout in effect
23 rd of the month	Protest-Transition window closes FOS Lockout ends at 1200 noon CT TTOT re-opens for the remainder of the current bid month.
24 th of the month	TTOT turned on at 1200 noon CT for all transactions for the following bid month.
25 th of the month	Date affected by FOS Lockout
26 th of the month	Date affected by FOS Lockout
27 th of the month	Date affected by FOS Lockout
28 th of the month	Date affected by FOS Lockout
29 th of the month	Date affected by FOS Lockout
30 th / 31 st of the month	Date affected by FOS Lockout
* FOS Lockout in effect for 25 th - 30 th /31 st of the month	

- a. The pre-bid will open on the 10th of the month at 1200 noon CT during which a Flight Attendant may bid for and be awarded designations which will determine eligibility for different line options, including Reduced Guarantee Bid Line, Airport Standby, Vacation Fly Through with expansion, All Weekends Off Reserve lines (RWO), RBL and CDO line awards. Pre-bid options may be modified as needed by mutual agreement.



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- i. Once an Airport Standby Reserve status has been awarded, a Flight Attendant may then use the PBS program to bid for a schedule according to her/his preferences. Any resulting Reserve schedule award will then be designated as Airport Standby Reserve in accordance with the previously awarded status.
 - ii. Should a Flight Attendant who has been awarded Airport Standby Reserve Status be awarded a line of flying, it is agreed that the awarded Airport Standby Reserve Status would become irrelevant. Any Company-required Airport Standby Reserve coverage would revert to availability on the day of operation.
 - b. The pre-bid will close on the 13th at 1200 noon CT and preliminary bid awards will be posted no later than the 14th at 1200 noon CT. The Bid Protest period will begin at 1200 noon CT on the 14th and end on the 15th at 1200 noon CT. Pre-bid awards will be final on the 15th of the month at 1200 noon CT.
 - c. A Flight Attendant may enter or edit a default bid(s) at any time. However, the bidding for the current bid month will open on the 15th of the month prior at 1200 noon CT.
 - d. Bidding will close on the 20th at 1200 noon CT.
 - e. Schedule adjustments (e.g. pairing trades, drops, swaps, etc.) from the current bid month commencing or touching the 25th will not be permitted during the FOS lockout window which commences at 1200 noon CT on the 20th and ends once the preliminary awards are published no later than the 23rd.
 - f. The bid protest period opens when preliminary awards are published, no later than the 22nd at 1200 noon CT and closes on the 23rd at 1200 noon CT.
 - g. Line awards will be considered final at 1200 noon CT on the 24th.
 - h. TTOT will be turned on at 1200 noon CT on the 24th.
 - i. In the event of a major, previously unknown airline schedule change, after pairings are constructed, the Company and the Association may agree to modify the Bid Timeline as appropriate.
[SL-N]
7. Bid Protests [SL-N]
- a. Flight Attendants will have a minimum of twenty-four (24) hours following both pre-bid awards and line awards to file a bid protest electronically via the PBS website.



- b. Crew Planning shall promptly review any inquiry submitted. If programming or system error occurred, the affected Flight Attendant will be made whole. No remedy will be available if the subject of the inquiry was due to the Flight Attendant's choice of bid preferences.
- c. Where there is a programming error that affects a substantial number of Flight Attendants in a domicile(s), there may be a re-award upon agreement between the Company and the Association. Any re-award will be done within twenty-four (24) hours.
- d. If, after the final bids have been awarded, any errors are subsequently discovered that makes any bid illegal in any manner, the Company will pull the Flight Attendant from sufficient flights with pay to be made legal.

C. Pairing Line Construction: [SL - N]

1. Lines shall be constructed preferentially, in order of seniority, one Flight Attendant at a time with the Flight Attendant holding as many pairings available at her/his seniority that meet her/his specific preferences, such preferences being stated in priority order provided that those pairings do not conflict with any known absences, carry-in pairings or reserve periods, or legalities following carry-in activities.
2. Criteria for Pairing Line Construction:
 - a. A pairing line award will contain no reserve days.
 - b. A pairing line will not contain any out of domicile pairings.
3. Parameters for Pairing/Line Construction:

The following procedures will precede line construction:

 - a. All known flying, including charters, shall be constructed into pairings and placed in the PBS for bid. (Parties recognize that the flying must be known at the time pairings are constructed). A variety of pairings will be constructed (e.g. single day pairings, multi-day pairings, CDOs - if applicable).
 - b. The Company will apply any known absence to a Flight Attendant's schedule. The credit value of the known absence(s) will be reflected in the total value of the line for purposes of the line construction parameters according to the schedule below. To the extent that the "off the shelf" software accommodates credit value waivers, or if mutually agreed by the parties, at the Flight Attendant's option, she/he may elect to have the credit value not



counted toward her/his maximum bid award. However, in no event may the Flight Attendant's bid award exceed one hundred ten (110) hours.

- c. For the purposes of Line construction, the planned absences or events that are known prior to the close of the bids will have the below daily credit value applied towards a Flight Attendant's line credit except as provided for in b. above.

i.	Training	3:45
ii.	Sick Leave	3:45
iii.	Bereavement	3:45
iv.	Paid Move Days	3:45
v.	Special Assignment	3:45
vi.	Union Leave	3:45
vii.	Jury Duty Leave	3:45
viii.	Family Leave if SK or VC used	3:45
ix.	Pay Withheld	3:45
x.	Paid Witness	3:45
xi.	Travel Day	3:45
xii.	Single VC Day prior to January 1, 2016	2:41
xiii.	Single VC Day commencing January 1, 2016	3:00
xiv.	California Paid Family Leave and Paid School	3:45
xv.	<i>Miscellaneous Other</i>	<i>TBD</i>



Preference Options

1. Pairing Equipment [Prefer/Avoid, Aircraft type] Flight Attendant may prefer or want to avoid pairings with specific aircraft type.
2. Pairing Length [Prefer/Avoid, #Calendar days, Date] Flight Attendant may prefer or want to avoid pairings with specified number of calendar days.
3. Layover City [Prefer/Avoid, Layover Station, Date] Flight Attendant may prefer or want to avoid a layover station or region, e.g. West Coast, North East, FL, Caribbean, Mexico, Southwest.
4. Pairing Type [Prefer/Avoid, Type of pairing, Date] Flight Attendant may prefer or want to avoid a type of pairing. Pairing types - 4-day, 3-day, 2-day or 1-day pairings.
5. Crew Position [Prefer/Avoid, Crew position, Date] Flight Attendant may prefer or want to avoid a specific position on pairings. Flight Attendant positions are specified on each pairing.
6. Report / Release [Before/After, Time, Date] Flight Attendant may bid for pairings that report / release before or after a specific time. The pairings may optionally originate / terminate on a specific date.
7. No Deadheads [Date] Flight Attendant may bid for pairings with no deadheads in the pairing.
8. Layover Duration [Minimum/Maximum, Duration, Station] Flight Attendant may bid for pairings with a minimum or maximum layover between duty periods. This limit shall apply to all layovers within the pairing.
9. Landings per duty period [Minimum/Maximum, Number] Flight Attendant may bid for pairings with a minimum or maximum landings per duty period. This limit shall apply to all duty periods within the pairing.
10. Block Hours per duty period [Minimum/Maximum, Value] Flight Attendant may bid for pairings with a minimum or maximum block time per duty period. This limit shall apply to all duty periods within the pairing.
11. Average Credit Hours per duty period [Minimum/Maximum, Value] Flight Attendant may bid for pairings with a minimum or maximum credit time per duty period. This limit shall apply to all duty periods within the pairing.
12. Prefer Calendar Days Off [Days of week] Flight Attendant may bid off days on specific days of the week (e.g., prefer to work every Monday-Thursday)



13. Credit Ratio [Prefer, Credit Ratio Value] Flight Attendant may bid for pairings that do not exceed the Credit Ratio Value (pairing time away from base / pairing credit).
14. Pairing [Pairing number, Date] Flight Attendant may bid for a specific pairing number and optionally depart on a specific date.
15. Range of days off [First date, Second date] Flight Attendant may bid for a range of days off.
16. Block of days off [Date from, Date to] Flight Attendant may bid for a period of days off and would be awarded all days off or none.
17. Co-Domicile Preference [Prefer, Co-Domicile] Flight Attendant may bid for pairings that originate from a specific co-domicile.
18. Min / Max Connection Time [Minimum/Maximum, Duration] Flight Attendants able to bid for pairings that have minimum or maximum connection (sit) times. This limit shall apply to all duty periods within the pairing.
Global Options
19. Maximum number of work periods Flight Attendant may elect to specify a maximum number of work periods in the bid month (subject to their minimum and maximum permissible credit hours).
20. Allow Back to Backs Flight Attendants may elect to allow legal back-to-backs to be included in their line-of-time.
21. Allow Training and a Pairing as a Back to Back Flight Attendants may elect to attend training and operating a pairing as a legal back-to-backs to be included in their line-of-time.
22. Allow Multiple Pairings Flight Attendants may elect to allow two (2) pairings in the same calendar day separated by legal domicile rest.
23. Waive Domicile Rest to FAR Minimum + :45
24. Min Days Off between Work Periods Flight Attendant may set the number of days off between work periods. The system default is two (2) days.



25. Pairing Mix in a Work Period Flight Attendant may create work periods that contain pairings of specific lengths. The system will use the pairing lengths only in the order that the Flight Attendant specifies.
26. Commutable Work Period Flight Attendant may bid that their work period begins after a specific time and ends prior to a specific time.
27. Cadence Preference Flight Attendant may elect that their work period begins on the same day of the week throughout the bid month.
28. Buddy Bid Flight Attendant may bid with other Flight Attendants up to the number of Flight Attendants on the equipment, utilizing the seniority of the least senior Flight Attendant. Flight Attendants may also buddy bid with pilots should that group implement a PBS.
29. Avoid/ Prefer Bid Flight Attendant may avoid or prefer more senior Flight Attendants who have been awarded a pairing. Flight Attendants may also prefer or avoid pairings with pilots should that group implement a PBS.
30. Reasons Report System shall generate a report for each Flight Attendant which explains why a preferred pairing or day off was not awarded.
31. Standing Bids System shall maintain persistent or "standing" bids which shall act as default bids should the Flight Attendant fail to enter a monthly bid. If a Flight Attendant fails to input her/his bid and does not have a standing bid inputted, her/his bid will be inputted using a default bid created by the Joint PBS Committee.
32. Vacation Expansion A Flight Attendant who is scheduled for a block of consecutive vacation days may elect to place up to a total of four (4) days off (at sole discretion of the Flight Attendant) before, after, or split on either side of such vacation period. The days off will act as a pre-planned absence and will carry neither a value for pay nor credit. Such days off may be counted toward the Reserve's scheduled Golden Days. Such block of four (4) days, or portion thereof, may be extended into the next bid period.



33. Paper Bid/Pay Purpose Only Bid Once the final awards are published, Crew Scheduling will run PBS for a Pay Purpose Only (PPO) award. Crew Scheduling shall run PBS with the same bids and settings as the regular bid with the addition of the bids (standing or actual) of any Flight Attendant who is off the entire bid period to determine what she/he could have held for pay purposes only. Such PPO awards shall only be used for this pay determination and shall not change in any way pairing awards as published in the final line awards.
34. Minimum/Maximum Credit Option. A Flight Attendant desiring minimum or maximum credit may elect Minimum credit or Maximum credit, in accordance with Section 8.B.2. The minimum pay credit awarded will never be lower than 75 hours in conformity with line guarantee. The maximum pay credit awarded will never be higher than 110 hours.
35. Other Bid Options as agreed by the Joint PBS Committee.
36. RBL Line Option
37. Days on and off
38. Length of block of available days
39. Month end carry-over
40. Standby Line Preferences

- d. Other preferences may be mutually agreed upon and requests for said preferences will not be unreasonably denied.
- e. A Flight Attendant will use the PBS to bid. If PBS is inoperative, the Company will provide an alternative method for bidding.
- f. Flight Attendants who fail to bid and/or have no default bid:
 - i. A Flight Attendant failing to make a bid or failing to meet the deadline will be assigned a line of pairings or reserve line, in accordance with seniority, as per her/his default bid. A default bid may be submitted at any time by a Flight Attendant, and will remain in effect until it is changed by the Flight Attendant.
 - ii. If no default bid exists, the Flight Attendant's bid will be inputted using a default bid created by the Joint PBS Committee.
- g. The PBS will generate, track, and provide each Flight Attendant a bid confirmation for each bid supplied by the Flight Attendant.
- h. Following the awarding of bid lines, no more than ten percent (10%) of the remaining known and proposed flying may be designated as open flying in each domicile pursuant to Section 8.G.1 (Example: If



the DFW domicile has 1,000 block hours, there will be a maximum of 100 hours of open flying remaining in the domicile after the awarding of the bid lines).

- i. All monthly lines shall be awarded in accordance with seniority and bid preferences. In cases where a Flight Attendant is denied a bid preference in order to ensure adequate daily work coverage, such assignment shall be in accordance with the bid preferences of the Flight Attendant and forced in inverse order of seniority.
- j. An individual report will be made available to each Flight Attendant each month, which reconciles the Flight Attendant's bid to her/his awarded schedule on a preference-by-preference basis (Reasons Report).

D. Pairing Line Schedule Construction

1. Pairing lines will be constructed with a minimum of two (2) periods of at least two (2) consecutive days off.
2. A Flight Attendant holding a regular line of time will not be scheduled for reserve.
3. Lines will be constructed with at least ten (10) hours rest between pairings in domicile.
4. Lines for a month will reflect any known reduced/changed holiday scheduling for that month. Should holiday schedules be modified after the final bid award, the affected Flight Attendants will be notified as soon as possible.
5. If an overnight is scheduled for less than nine (9) hours, the following day shall not be scheduled for more than twelve (12) hours on duty.
6. A pairing will normally not consist of more than four (4) days. However, in unusual circumstances such as, but not limited to, charters, retirement of equipment type or shifting of equipment type to a different domicile, pairings may be scheduled to a maximum of five (5) days.
7. The Company shall offer reduced guarantee lines when feasible. Eligibility for these lines will be awarded in the pre-bid. The pay guarantee for reduced guarantee lines will be fifty percent (50%) of the regular monthly guarantee as defined in Section 4 (Compensation).
 - a. Reduced guarantee lines shall contain pairings up to a maximum of forty-five hours and thirty minutes (45:30).
 - b. No Flight Attendant will be involuntarily assigned to a reduced guarantee bid line.



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- c. Flight Attendants holding reduced guarantee lines may bid for and be awarded open time in the same manner as any other Flight Attendant covered by this Agreement, including on their regularly scheduled day(s) off.
 - d. Benefits and health insurance premiums will be provided in accordance with Section 20 Benefits, Retirement and Eligibility. Accruals of seniority, vacation and sick leave will be as provided in those sections. Pass privileges will be the same as those extended to regular line holders.

E. Reserve Line Construction [SL - N]

- 1. Reserve lines shall be allocated as part of the monthly PBS process. A Flight Attendant who may be awarded a line of flying may conditionally bid for a reserve line.
- 2. Reserves will have a minimum of eleven (11) scheduled days free of duty (“days off”) at her/his domicile each bid month. Three (3) of such days shall be Golden Days. Patterns must conform to the following unless the Flight Attendant selects the waivers provided in PBS:
 - a. Reserve Flight Attendants will receive at least two (2) periods of two (2) days free from duty.
 - b. Reserves will receive another period of four (4) consecutive days off.
 - c. In addition, Reserve Flight Attendants will receive one (1) set of three (3) Golden Days off. Golden Days will always begin a block of days off and may not be preceded by a non-Golden Day off.
 - d. The minimum provisions in 2.a., b., and c. above may be waived by the Flight Attendant in her/his PBS bid.
 - e. Day off periods may not be separated by less than three (3) days of availability or by more than six (6) days of availability. Groups of days of availability which transition from month to month shall be subject to this limitation.
 - f. A Reserve with vacation day(s) in a bid period shall receive all her/his days off outside of the vacation period, if applicable, in addition to her/his vacation days. This will guarantee the Reserve her/his full number of minimum days off in addition to her/his vacation day(s). However, if the days off as provided for in Global Option #32 plus the scheduled vacation days does not allow for the required days off to be placed outside of the scheduled vacation period, such days will not be restored or moved to the subsequent month.



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- g. The chart (A), found at paragraph 8.B.1., shall be used to determine the number of days free from duty for a Reserve who is bidding for or returning to schedule as a Reserve with less than a full bid period. This chart shall be used to determine the number of days free from duty during the Reserve's days of availability in a partial bid period.
 - h. The Company will make available at least one (1) reserve line in each domicile with all weekend days off in the month.
 - i. "All Weekends off Reserve Lines" will be added to the published PBS pairing packet; such lines will be bid upon during the pre-bid period of the bidding time line and will be multi-awarded in accordance with Side Letter G.1.
3. Reserve Block Lines (RBLs)
- a. A Flight Attendant's eligibility to hold Reserve Block lines (RBLs) will be determined in the pre-bid.
 - b. Reserve Block Lines (RBLs) will be constructed with a minimum of thirteen (13) days off. All of the days of reserve availability shall be allocated on the line as outlined in the table below. In bid months containing thirty-one (31) days, one (1) additional day off will be attached to a block of contiguous days off.



- c. The RBLs will be available for bid at each domicile and must be published in the pairing packet according to the examples (A, B and C) below:

Examples of the three types of Reserve Block Lines possible:

RBL A						
S	M	T	W	TH	F	S
R	R	R	R	R	R	X
R	R	R	R	R	R	X
R	R	R	R	R	X	X
X	X	X	X	X	X	X
X	X					
RBL B						
S	M	T	W	TH	F	S
X	X	X	X	X	X	X
X	X	X	X	R	R	R
R	R	R	X	R	R	R
R	R	R	X	R	R	R
R	R					
RBL C						
S	M	T	W	TH	F	S
R	R	R	R	R	X	R
R	R	R	X	X	X	X
X	X	X	X	X	X	X
R	R	R	R	X	R	R
R	R					

- d. Award of RBLs

The number of RBL lines posted and multi-awarded shall be determined by the below provisions:

- i. Each domicile shall have a minimum of three (3) RBLs (one each of A, B and C) awarded, if bid.
- ii. A minimum of ten percent (10%), rounded up, of projected reserve lines will be RBLs (if bid) in each domicile.
- iii. The number of RBL lines awarded may not exceed twenty percent (20%) of a base's total projected reserve lines.



- iv. If insufficient Flight Attendants bid the RBLs, the un-awarded lines shall be dropped and may not be involuntarily assigned to a Flight Attendant.
- v. The percentage limitations in d.ii. and iii. above may be amended by mutual agreement.
- vi. The minimum monthly guarantee of seventy-five (75) hours in accordance with section 4.B. shall apply to RBL lines.

F. Schedule Changes

1. Prior to the Final Bid Award

Changes made to the published bid schedule package resulting in the final bid award may consist of those necessary for the constructing of relief lines, correcting of errors, and schedule conflict resolution during the transition period.

2. After the Final Bid Award

In the event a Flight Attendant holding a line of time loses all or portion of a pairing:

- a. She/he may be given a new pairing(s) or portion thereof for the same day(s) originally scheduled, provided the check-in time for the new pairing(s) is no earlier than the check-in for the originally scheduled pairing, and the check-out time is no more than two (2) hours later than the check-out time of the Flight Attendant's originally scheduled pairing. (Please refer to examples in Side Letter K.)
- b. However, such Flight Attendant may be offered and elect to accept an assignment which is earlier than the check-in time for the originally scheduled pairing. Refusal of such offer will not result in the reduction of her/his guarantee.
- c. In the event the Company is unable to notify the Flight Attendant of a schedule change prior to her/his check-in, such Flight Attendant may be assigned new flying in accordance with F.2.g. below.
- d. On pairings with multiple duty days, only the duty day of the schedule change may be increased by such two (2) hours specified in a. above.
- e. In no case, however, will such increase schedule the Flight Attendant beyond the maximum scheduled duty day as specified in Section 7- Hours of Service.
- f. Crew Scheduling will return the Flight Attendant to her/his originally scheduled pairing as soon as possible.



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- she/he is obligated to check her/his flight schedule twenty-four (24) hours before the departure time of the original pairing and fly any new flying to which she/he is assigned.
- b. The new flying to which a Flight Attendant may be assigned may not be scheduled to depart earlier than the departure time of the original pairing nor arrive more than two (2) hours later than the scheduled arrival time of the last flight of the pairing in which the lost flying occurs.
 - c. The Flight Attendant who has not been given an assignment to new flying in place of a lost first round pairing or entire pairing by twenty-four (24) hours before the departure time of her/his original pairing will be relieved of any obligation to make up the time lost and will be pay protected in conformity with this Agreement.
 - d. Assignments pursuant to this provision are permitted prior to the Company assigning a Reserve Flight Attendant.
 - e. Notification of flight cancellations other than the first turn or entire pairing will be handled in conformity with 8.F.2.
7. A Flight Attendant whose schedule is disrupted at an outstation must contact Crew Scheduling for instruction on her/his continued assignment or release.
 8. To reclaim flying lost due to an anticipated misconnect, reference SL.E.
 9. Flying when No Flying Lost: [SL - KK]
 - a. The Company may not remove or alter a Flight Attendant's awarded pairing, or pairing picked up from another Flight Attendant or Open Time, if nothing happens to any portion of that pairing (i.e. cancellation, delay or misconnect). However, if flying remains to be covered, the Company may remove or alter that pairing to prevent a delay or cancellation if no other means are available to cover the impacted flying and the Company has exhausted the list of available Flight Attendants as outlined in the "Order of Assignment of Flying that Becomes Available" provision (8.M.) of the Agreement. The Company must be able to demonstrate a bona fide delay existed to alter a Flight Attendant's awarded pairing in which she/he has lost no flying.
 - b. It is understood that in the event a Flight Attendant is assigned flying under this provision, a Flight Attendant will be paid the greater of the value of her/his original pairing or the actual pairing flown in accordance with 8.F.3.a.



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- c. It is understood that in some instances there may be more than one Flight Attendant positioned to receive an assignment to altered flying. The Company will permit the senior of such Flight Attendants to accept or pass the altered assignment when there is at least thirty (30) or more minutes available prior to the scheduled departure time of the flying requiring coverage.
 - d. If the Company does change a Flight Attendant's pairing per paragraph 9.a. above, all Flight Attendants affected receive a payment of one hundred dollars (\$100) per occurrence paid in the next month's "end-of-month" paycheck in addition to any compensation in 9.b. above. Such payment will be made in addition to any minimum monthly pay guarantees and all other premium pay as provided for in this Agreement.
 - i. The parties acknowledge that the one hundred dollars (\$100) override set forth above may require programming to the Company's compensation software which will cause significant delays. Unless and until such process is automated, the Company will compensate affected Flight Attendants via a manual process which may include Flight Attendants sending a notification to Pay Comp, (RF message).
 - e. This provision will also apply to reserves who have been awarded a pairing on a day(s) off.

G. Open Time

- 1. The Company may designate no more than ten percent (10%) of known and proposed flying as open flying in each domicile at the beginning of each month.
- 2. Open time will also include charters and all other time (including, but not limited to, promotional, hurricane relief, non-revenue passenger flights, etc., unless otherwise provided for in this Agreement) which becomes available during the bid period after the pairing packets have been published. Any charter flights and all other flying known prior to the completion of a given month's pairing packet construction will be included in the pairing packet.
- 3. Open Time Requests
All requests of open time will be awarded consistent with the "turn time" parameters established for each domicile and bid period, as stated in the pairing packet, applicable to the particular domicile in which the pairing originates. Such turn times will be no greater, but may be less, than the bidline construction parameters used for the same domicile for the same bid period.



4. Flight Attendants wishing to pick up partial pairings from open time will be limited to picking up flight pairings that commence and end at the same domicile. Any partial pairing must include either the beginning or the end of the original pairing. If, following such a split, the pairing remaining in Open Time still contains a pass-through domicile, that pairing may be split again but must include either the beginning or the end of the pairing.
5. The chart below outlines the display / listing of available pairings.

Entries For Viewing Available Pairings	
N4D/Base//Date (e.g., N4D/DFW//10JAN)	Displays all pairings that are open (“above the line”) or posted for drop (“below the line”), making them available for pick up.
N4DL/Base//Date (e.g., N4DL/DFW//18JAN)	Will display only those open and posted pairings that a Flight Attendant is qualified and legal to pick up. If a “D” follows the pairing, a Duty-Free period (DFP) conflict exists, requiring the elimination of a DFP.
N4T/Pairing/Date (e.g., N4T/22132/24JAN)	Will display a list of “redder” open pairings with which a Flight Attendant is qualified and legal to trade his/her red pairing. If a “D” follows the pairing number, a Duty-Free Period (DFP) conflict exists, requiring the elimination of a DFP.
N4TL/Pairing/Date (e.g., N4TL/22123/24SEP)	Displays only those “redder” open pairings for which a Flight Attendant is qualified and legal to trade his/her red pairing. If a “D” follows the pairing number, a Duty-Free Period (DFP) conflicts exists, requiring the elimination of a DFP.
Chart, above, brought in from TTOT user guide.	



6. Red for Red Trading Rules

Red for Red Trading Rules Chart			
Drop Status	Pick Up Status	Allowed	Pairing Date Pick Up vs Pairing Date Drop
Green	Green	Yes	n/a
Green	Red	Yes	n/a
Red	Green	Yes (exception)	n/a
Red	Red	Yes (if different duration, the picked-up pairing must be redder)	n/a
Red	Red	Yes (if different duration, the picked-up pairing must be redder)	Same Date Start
Red	Red	Yes (if different duration, the picked-up pairing must be redder)	Overlapping Dates
Red	Redder	Yes (Restrictions)	Different Dates

Chart, above, brought in from TTOT user guide.

a. Red for Red Trading Rules

i. Same Date Trades

If same start date and same end date, then no restrictions. If same start date but different end date, then allow trade if pick up pairing is redder than dropped pairing.

ii. Overlapping Trades

If overlapping (where both pairings operate on at least one common date), then allow trade if pick up pairing is redder than dropped pairing.

iii. Different Date Trades

For different dates (pairings operate on mutually exclusive dates), allow trade if pick up pairing is redder than dropped pairing.

iv. Posting a pairing is always allowed.

Doing so allows the pairing to be picked up by another Flight Attendant without regard to “RED” restrictions.



7. All open time will be posted for viewing by Flight Attendants. The Company may designate and withhold specific open pairing(s) for Reserve Flight Attendants. The Company will not deny any request for a pairing drop or PVD for any day(s) on which it has withheld an Open Time pairing(s) as determined at the time the drop request is processed. Flight Attendants may bid and will be awarded open time in accordance with paragraphs G and H of this Section. A Flight Attendant who is awarded such open time will be responsible to fly the pairing(s).
 - a. When Open Time has been blocked, the date on which a pairing begins, will determine whether such pairing is available for pick up. Requests to pick up Open Time pairings will be approved when the day the pairing commences is not blocked or becomes unblocked at the time of processing.
8. Flight Attendants on management-level status may pick up an existing OT pairing after 1200 noon CT the day prior to the departure date of that pairing. Such pairing must have been in OT for at least thirty-six (36) hours prior to the management-level Flight Attendant picking up the pairing.

H. Open Time Pick Up

1. The open time remaining when bids are final and any new open time will be posted as it becomes available.
2. Requests for Automated transactions will be submitted in DECS via Sabre or its replacement. Bids for manually processed Daily Open Time may be submitted via e-mail, the computer system (RF) or, on the day of the operations, by telephone if followed up in writing. Bids will close each day at 1200 noon CT for all known daily open time for the following day and for each subsequent day throughout the remainder of the month. Manual transactions will be processed as received and awarded on a first-come, first-served basis.
3. Automated bids will be processed and awarded as they are received on a 24-hour basis. Manual submissions will be processed as they are received during normal Swaps and Drops hours. Any requests that can be processed through the automated system should not be submitted manually.
4. Between the time a request for manual processing of a pairing is received and the time it is processed, another Flight Attendant may submit an automated request for the same pairing. This would result in the pairing being properly awarded to the automated request.
5. Following the final bid award, the Company may utilize open time for the purposes of conducting Initial Operating Experience (IOE).



I. Pairing Trades/Optional Exchanges Between Flight Attendants

1. A Flight Attendant, other than a Reserve, may trade a pairing with another Flight Attendant, or pick up a pairing from another Flight Attendant on her/his day off so long as it does not create a scheduling conflict.
2. All full pairing trades will be arranged by the Flight Attendant and submitted through the automated Pairing Trade/Optional Exchange system for electronic processing, or, on the day of operation, by telephone if followed up in writing.
3. Pairing trade/optional exchange requests for partial pairing may be submitted via e-mail or computer system (RF) but must be submitted by both the affected Flight Attendants. On the day of operation, such request may be made by telephone and then followed up in writing. Partial pairings may be traded; however, such flight segments must originate and terminate in the Flight Attendant's domicile. A Flight Attendant will be granted unlimited partial pairing trades/optional exchanges. Manual submissions will be processed as they are received during normal Swaps and Drops hours. Any requests that can be processed through the automated system should not be submitted manually.
4. A Flight Attendant who pairing trades may have her/his monthly guarantee adjusted if the trade causes her/him to be below the minimum monthly guarantee for the month. When both parties to a trade are holding bidlines originally projected under the guarantee, the guarantee will not be adjusted downward.
5. Pairing trades do not have to be of equal credited value.
6. A Reserve may trade reserve days or days off with other Reserves.
7. A Reserve may pick up a pairing from another Flight Attendant or from Open Time on her/his day(s) off, so long as it does not create a scheduling conflict with her/his scheduled reserve duty. The pairing must be scheduled to depart late enough for the Flight Attendant to receive required rest after her/his last day of reserve availability and be scheduled to terminate in time to allow required rest prior to the Flight Attendant's next reserve availability period.
8. A Reserve Flight Attendant may request that a day off be moved to another day within the same bid period and such request will be granted if the Company determines that staffing permits the movement of the day off.
9. It is the responsibility of the Flight Attendant holding the pairing to determine that the exchange has been awarded.



10. It is understood that a Flight Attendant may trade a pairing or engage in an optional exchange with a Flight Attendant from another base and she/he shall be responsible for transportation to and from the pairing.
11. Jet-Bridge Transactions: Last Minute Swaps Requested by Both Flight Attendants
 - a. Requests to swap all or a portion of a pairing with another Flight Attendant will be considered by Crew Scheduling. These requests will be approved unless the Crew Scheduler does not have the time necessary to process the request prior to departure or the requested swap conflicts with contractual or FAR limitations.
 - b. The Flight Attendant dropping all or part of a pairing will be released from her/his duty period upon arrival of the replacement Flight Attendant at the aircraft.
 - c. All swaps will be handled on a first-come, first-served basis.
 - d. A Flight Attendant's guarantee will be adjusted in accordance with Section 4 Compensation.

J. Pairing Trades with Open Time

1. Pairing trades with open time for full pairings meeting the following criteria will be handled through automation with the exception of Flight Attendants holding reserve status who must submit their requests manually. Pairing trades, whether automated or processed manually, will be approved provided:
 - a. The new pairing originates and terminates in the same domicile as the original pairing(s); and
 - b. The request for the trade has been submitted no later than 1200 noon CT the day prior to the start of the original pairing(s) or the new pairing(s) whichever is earlier.
2. Manual Pairing trades with open time will be awarded on a first-come, first-served basis on the actual time of the request and will be executed as soon as possible after the receipt of the request.
 - a. Pairing Trades with Open time that involve trading more than a single pairing for a different single pairing or a single pairing for more than a single pairing must be processed manually. It will be approved based on a staffing provided that all pairing(s) to be traded are full pairing(s). For Multiple trades, pairings do not have to be of equal duration.
 - b. Such trades must be submitted via the "RF 200 TTOT" mask in the DECS or successor system.



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- c. Any trades currently processed manually will be automated once a new automation system capable of completing this transaction is in place.
 - d. When a manual trade is denied, Crew Scheduling will explain the reason for the denial and provide the Flight Attendant with a written documentation supporting the denial.
3. A Flight Service Supervisor will submit a request through the automated system on behalf of a Flight Attendant for whom the automated system is not available because of extenuating circumstances.
 4. If a Flight Attendant holding a bidline projected under the guarantee pairing trades with open time for a pairing of greater value, the additional amount of scheduled time picked up will be paid above the minimum monthly guarantee and treated as Open Time for pay purposes in accordance with Section 4.F.
 5. Next-day transactions will close each day at 1200 noon CT.

K. Pairing Drops

1. Automated dropping of pairings will be processed on a continual basis and evaluated for approval or denial based on the staffing available at the moment the request is received. Manual requests for pairing drops as well as all manual requests for drop(s) or portion(s) of a pairing(s) will be evaluated for approval or denial based on the staffing available when processed. Requests submitted for manual processing will be performed on a first-come, first-served basis.
 - a. A request submitted by a Flight Attendant to drop a pairing(s) will be considered on a first-come, first-served basis. A Lineholder may request to drop a pairing(s) from her/his bidline to open time by submitting a request via automation or on the day of operation, by telephone if followed up in writing.
 - b. A request submitted by a Flight Attendant to drop a portion(s) of a pairing(s) will be considered on a first-come, first-served basis. A Lineholder may request to drop a portion of a pairing(s) from her/his bidline to open time by submitting a request form to Crew Scheduling via the computer system (RF), e-mail, or on the day of operation, by telephone if followed up in writing.
2. A Flight Attendant holding a reserve line may submit a request to drop a reserve duty day(s) to Crew Scheduling via the computer system (RF) or e-mail. Such request will be processed no more than forty-eight (48) hours prior to the start of the reserve duty day for which the drop is requested.



3. Partial pairings from either the beginning or the end of the pairing, may be dropped, however such flight segments must originate and terminate in the Flight Attendant's domicile.
4. Once a drop is approved, the pairing is no longer the responsibility of the Flight Attendant to whom it was originally assigned.
5. Any pairing(s) dropped will reduce the final bid award guarantee by the same number of hours as contained in the pairing(s).
6. A Flight Attendant holding a bidline projected under the guarantee need only make up credited hours dropped before being eligible for guarantee. If a Flight Attendant holding a bidline projected under the guarantee voluntarily drops time, and picks up Open Time, for pay purposes the time subsequently picked up will be treated as outlined below:
 - a. If the time is picked up from Open Time, the amount of scheduled time picked up will be treated as "Make Up" time until it equals the amount of time voluntarily dropped. Time in excess of makeup will be paid in accordance with Section 4.F.
 - b. Example:
 - 70:00 (Original Bid Line Projection - pays 75:00)
 - 5:00 (Time Voluntarily Dropped by Flight Attendant)
 - 65:00 (Adjusted Bid Line Projection)
 - 70:00 (Projected Pay per Adjusted Guarantee)
 - +8:00 (Open Time Picked up by Flight Attendant)
7. If sufficient Reserves, as determined by Crew Scheduling, are available, the drop shall be approved. If not, pairings that lineholder(s) wish to drop may be made available for pick up through "HIPOST" or placed in "HIBOARD" by the Flight Attendant for information purposes.
8. Next-day transactions will close each day at 1200 noon CT.

L. Out of Base Transactions

1. All manual transactions for out of base pick-ups will be processed on a first-come, first-served basis along with in-base manual transactions.
 - a. Any Flight Attendant awarded out of base flying shall be provided with the following four (4) options:



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- i. Positive space travel the day before, hotel/duty time do not apply.
 - ii. Positive space travel to pairing on day of the assignment.
 - iii. Standby Travel the day of the assignment if positive space is not available.
 - iv. Pairing awarded without positive space travel.
- b. Once a Flight Attendant is awarded out-of-domicile flying, she/he shall be considered based in that domicile for the duration of that pairing and all provisions of the contract shall apply.
 - c. If the Flight Attendant is given positive space on a flight that is ultimately delayed or cancels and causes the Flight Attendant to report late or misconnect for any portion(s) of the out-of base pairing, she/he shall not be pay protected for any portion of the pairing not worked due to the travel disruption. The Company shall remove the attendance occurrence provided the commuting flight was scheduled to arrive prior to the check-in time of the out-of-base pairing.
 - d. It is understood that a Flight Attendant may trade a pairing or engage in an optional exchange with a Flight Attendant from another base and she/he shall be responsible for transportation to and from the pairing.

M. Order of Assignment of Flying that Becomes Available

1. Time which becomes open subsequent to 1400 CT for the next day's operation:
 - a. At the beginning of each shift, Crew Scheduling will print a list of available reserves in time balancing order (least accrued time to most accrued time), except the first day of the bid period when Flight Attendants will be placed on the list in seniority order. This list is currently known as the "N6DF" list. It is Crew Scheduling's equivalent to the Flight Attendant HI33 list. The Crew Scheduler filling the open time will follow the order of the list (least accrued time to most accrued time) as nearly as possible to assign the open positions in time balancing order.
2. Time which becomes open on the day of operation:
 - a. At the beginning of each shift, Crew Scheduling will print "N6DF" list of all available reserve Flight Attendants in time balancing order (least accrued to most accrued time) except the first day of the bid period when Flight Attendants will be placed on the list in seniority order.



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- b. The entire group of Flight Attendants who may be available for the assignment is then broken into three (3) groups:
 - i. Lineholder and Reserve Flight Attendants who have “lost” flying in some manner (e.g. downgrade, cancellation, misconnect)
 - a) Late arriving Flight Attendants using the Commuter Policy who have lost one or more round pairings;
 - b) Flight Attendants who have lost time due to a Downgrade;
 - c) Flight Attendants who have lost time due to a cancellation or misconnect.
 - ii. Volunteer/Make-up List
 - a) This list consists of Flight Attendants who have called Crew Scheduling to inform that they would like to pick up additional time and are available for assignment on that particular day.
 - iii. Reserve Flight Attendants
 - a) At home Reserve Flight Attendants for whom there is at least two (2) hours call out time available;
 - b) Reserves already on a pairing whose legalities may permit the assignment of additional time;
 - c) Airport Standby Reserves
 - c. Each of these groups is treated as a separate “bucket”. This means that when a Crew Scheduler desires to fill an unassigned position, she/he will begin by evaluating all the Flight Attendants in Bucket #1. If no Flight Attendant is available for assignment, she/he will proceed to Bucket #2. If still no Flight Attendant is available for the assignment, the Scheduler proceeds to Bucket #3.
 - d. Assignments made in Bucket #3 will be given in the order listed above to legal and available Reserves in accordance with Section 9.
 - e. Based on the needs of the Company's operation, the Crew Scheduler retains discretion to adjust the order of assignments to more neatly fit within the legalities of the group of Flight Attendants legal and available for assignment(s).
 - f. If following procedures, and if time still remains open, Crew Scheduling will employ the Junior Manning/Extension Procedures according to paragraph N. of this Section.



N. Extensions and Junior Manning

1. Extensions

- a. Prior to extending a Flight Attendant, the Company will first attempt to fill the uncovered time with Flight Attendants on the volunteer list in N.3. below.
- b. No lineholding Flight Attendant or Reserve flying OT will be extended if there are any reserves, including standby reserves, who are legal and available to fly the assignment and Crew Scheduling has attempted to contact Flight Attendants on the Volunteer List in N.3. below.
- c. A lineholding Flight Attendant or Reserve flying OT may be extended at the end of her/his pairing but such extension shall be limited to one turn (i.e. one leg out of and one leg back to domicile). Such extended flying assignment must be scheduled to depart within two (2) hours of the Flight Attendant's last scheduled arrival in domicile.
- d. Extensions which require an overnight will return the Flight Attendant to domicile as soon as possible but not later than eighteen (18) hours after the scheduled arrival time of her/his original pairing (prior to extension).
- e. When it is necessary to extend a Flight Attendant, the most junior, legal and available Flight Attendant shall be the Flight Attendant extended.
- f. A Flight Attendant who is extended will be released into rest upon her/his next arrival at base and will be pay-protected for any pairing(s) missed due to her/his extension. A Flight Attendant may, at her/his option, request additional extensions at the end of an extension.
- g. However, with the mutual concurrence of Crew Scheduling, a Flight Attendant may elect to waive the required rest referenced in paragraph N.1.f. above and fly the flights from which she/he would have been removed due to the extension rest requirement. Should the parties concur in the waiver, any flight(s) from which the Flight Attendant would have been removed due to the rest requirement, but which she/he will now fly, will be paid at the Extension rate of pay.
- i. Crew Scheduling will contact the Flight Attendant the night prior in accordance with the rest provisions in Section 7 and give her/him the option to fly or be put into rest upon arrival at



domicile. If they are unable to make positive contact, the default will be to put the Flight Attendant into rest as specified in paragraph N.1.f.

- ii. If no positive contact has been made and if the flights have not been assigned out, the Flight Attendant may still request to fly them. If the flights have been assigned out, then there is no obligation on the part of the Company to give the flying back.

2. Return to Domicile Extensions (JP) (Ref. Section 4, [pg 2](#))

- a. A Flight Attendant whose return to domicile flight has cancelled, is worked by another Flight Attendant or is worked by no Flight Attendant (e.g. a maintenance ferry flight) such that she/he cannot be returned to domicile prior to the originally scheduled arrival time of the last flight of the pairing may be "Return to Domicile Extended".
- b. Such "Return To Domicile Extension" shall be limited to one flight or, if not possible, the most direct routing to domicile from the station at which the Flight Attendant's "Return To Domicile Extension" commences. Additionally, the Flight Attendant must be returned to domicile no later than eighteen (18) hours after the scheduled arrival time of her/his original pairing, prior to the "Return to Domicile Extension". However, if this is not possible, the Flight Attendant shall be returned to domicile on the earliest Company or network carrier flight.
- c. Flight(s) flown pursuant to the "Return to Domicile Extension" will be paid and credited at two hundred percent (200%) of the Flight Attendant's applicable hourly rate for all hours, or a minimum of four (4) hours paid at the Flight Attendant's hourly rate, whichever is greater, and paid above the guarantee as set forth in Section 4 of this Agreement.
- d. A Flight Attendant will be pay protected for any pairing(s) missed due to her/his "Return to Domicile Extension".
- e. A Flight Attendant may, at her/his option, request additional extension at the end of a "Return to Domicile Extension".
- f. In the alternative, a Flight Attendant may ask to be released from duty prior to the "Return to Domicile Extension". Approval for such release will be within the discretion of Crew Scheduling. It is understood that a release from duty within the context of this paragraph cannot be involuntary on the part of the Flight Attendant, but must be by mutual agreement between the Flight Attendant and Crew Scheduling.



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- g. At her/his option, a Flight Attendant may waive her/his right to rest following a “Return To Domicile Extension” and all provisions as provided for in N.1.f. and g. above, shall apply.
3. Junior Manning
- a. Junior Manning is the assignment of flying to a Flight Attendant on her/his day off. A Flight Attendant may not be junior manned more than thirty-six (36) hours in advance. Additionally, junior man assignment(s) shall be limited to a single day (which may or may not include an overnight) and the Flight Attendant will be released, provided there are more junior, legal and available Flight Attendants, at the first instance where the pairing transits her/his domicile the day following the junior man assignment. When a Flight Attendant is junior manned into a bridge pairing, she/he will be released, provided there are more junior, legal and available Flight Attendants, at the first instance where the pairing transits her/his domicile.
- b. If, after awarding time that is open in M. above, uncovered flying remains, it will be assigned in the order below. If a Flight Attendant is Junior Manned, notification must be made by positive contact by a Crew Scheduler or by a member of management with the individual Flight Attendant.
- i. Volunteer Junior Manning List.
- ii. Most junior, legal and available reserve going into a day off with the least number of credited time balancing hours in domicile per Section 9.C.4.e.
- iii. Most junior available Flight Attendant in domicile on a day off.
- iv. Most junior available Flight Attendant from another domicile on a day off.
4. The Company will maintain a junior man/extension log for no less than ninety (90) days which will include the following information:
- a. The name and contact number of the person contacted or which management attempted to contact, noting the status of the individual pursuant to N.1. of this Section.
- b. The date and time the call was made.
- c. The result of the call.

This log will be made available to the Association for review, upon request and will be maintained through the grievance and system board procedure, if applicable.



5. Volunteer Extension and Junior Manning List

The Company shall maintain a list of Flight Attendants volunteering to be extended or junior manned. Such list will be accessible to the Association. A Flight Attendant may add her/his name to the volunteer list at any time and may remove her/his name from the volunteer list at any time prior to being contacted for pairing assignment. A Flight Attendant who has not removed her/his name from the Volunteer List prior to being contacted for assignment is obligated to accept such assignment. Junior manning / extension assignments will be made available to Flight Attendants on the volunteer list in seniority order.

6. Premium (JM / EX / JP)

Flight Attendants who are junior manned or extended, whether from the volunteer list or involuntarily, will receive pay and credit at two hundred percent (200%) of her/his applicable hourly rate for all hours, or a minimum of four (4) hours paid at the Flight Attendant's hourly rate whichever is greater, and paid above the guarantee as set forth in Section 4 of this Agreement. Should the pilots receive an increase in Junior Manning pay, the same increase shall apply to Flight Attendants and shall be paid above guarantee.

- a. Flight Attendants who experience an extended delay such that they are put into rest and work or deadhead on the same flight back to domicile on the next day (which is their day off) shall be considered to have been Junior Manned and will receive pay and credit for all work performed on their original day off in accordance with this Section.
- b. If a Flight Attendant has to be removed from flying in her/his line due to a conflict with the junior manning assignment or extension to be put into rest, she/he shall be pay protected and credited for all time lost in addition to the junior manning/extension pay. In accordance with 8.N.1.g. above, the Flight Attendant may waive her/his right to rest and fly the flights from which she/he would have been removed due to the extension rest requirement. Any flight from which the Flight Attendant would have been removed due to the rest requirement, but which she/he elects to fly, will be paid in accordance with this Section.
- c. Additionally, if the junior manning assignment or extension causes the Flight Attendant to lose time from her/his line due to a conflict, she/he shall be pay protected and credited for all time lost in addition to the junior manning/extension pay.
- d. In no event shall a Flight Attendant receive less pay than if she/he had actually flown the flying lost. For example, in the event that the flying lost in b. and c. above, is OT flying, such flying shall be pay



protected and credited in accordance with Section 4.F. Additionally, if the flying lost was a pairing voluntarily picked up from the junior manning list, then such pairing will be pay protected and credited in accordance with this Section.

7. Limits

- a. A Flight Attendant will not be junior manned and/or extended more than three (3) times in any bid period, unless she/he agrees otherwise.
- b. Furthermore, a Flight Attendant will not be junior manned and/or extended more than twelve (12) times in any calendar year without her/his consent.
- c. For the purposes of the limits set forth above, a junior manning or extension that extends from one bid month into a new bid month will be counted in the new bid month.
- d. A Flight Attendant who elects to invoke the monthly and annual limit described above may notify Crew Scheduling at the time of, during, or any time after the 3rd monthly or the 12th annual junior manning/extension. The Flight Attendant will remain subject to junior manning/extension until such time as she/he so notifies Crew Scheduling. If a Flight Attendant does not invoke the limit until being contacted for the 4th monthly/13th annually or greater junior manning/extension, she/he must fly that assignment but will not be subject to any further junior manning/extension.
- e. Additionally, a Flight Attendant will not be junior manned or extended to sit reserve and will not be junior manned or extended into an assignment which causes a conflict with any other provision of this Agreement.
- f. If there are any reserves available (on RAP, ending a pairing, not yet started a pairing, on airport reserve, etc.) to the Company in a domicile, the Company shall not junior man/extend any Flight Attendant in that domicile.

8. "Critical Coverage"

The Director of Crew Scheduling/Planning, or her/his designee, may declare days of known staffing shortages as Critical Coverage Days. Such declaration will be made on a domicile by domicile basis, as far in advance as possible and once made such declaration may not be revoked. Any Flight Attendant who picks up Open Time scheduled to operate on such day(s), or who has previously picked up Open Time scheduled to operate on such day(s), will be entitled to the Critical Coverage premium of one hundred fifty percent (150%), paid above the



guarantee, in addition to all other premiums set forth in this Agreement. This provision is intended to allow the Company to cover known short-term staffing irregularities.

a. Flight Attendants will be credited with this premium pay for all leg(s) scheduled to operate on the date(s) declared as critical coverage, whether actually flown or cancelled, when the leg(s) was/were awarded as Open Time (OT).

b. Super Critical Coverage

i. In addition to the Critical Coverage provision above, the Company may designate any day(s) whereby awarded Open Time shall be paid above guarantee at a rate of 300% of a Flight Attendant's flight hourly rate. Any day(s) designated to be paid at a rate of 300% will be referred to as Super Critical Coverage day(s). The Company may designate specific Super Critical Coverage day(s) for specific domicile(s). All Company designations of Super Critical Coverage are final and binding as to the designated day(s).

ii. When a Flight Attendant is notified of a junior man or extension for flight(s) on a day when Super Critical Coverage is in effect, the Flight Attendant may notify Crew Scheduling within three (3) days to convert such assignment to a voluntary Super Critical Coverage assignment. When such notification to Crew Scheduling occurs, the Flight Attendant's assignment will be converted to a voluntary Super Critical Coverage assignment, and the Flight Attendant shall be paid above guarantee at a rate of 300% of the Flight Attendant's flight hourly rate for the day(s) designated as Super Critical Coverage.
See Side Letter III.

O. Displacements and Downgrades

1. When a Flight Attendant is displaced from scheduled flights by the Company, such displaced Flight Attendant will be released from duty and paid and credited as if she/he had flown the pairing.
2. If a flight is downgraded resulting in the assignment of a lower number of Flight Attendants, the more senior Flight Attendant(s), will get to choose whether or not to work the pairing. A Flight Attendant who is released from such an assignment may be assigned to new flying so long as the new assignment is made within two (2) hours after her/his release from the downgraded aircraft and so long as that pairing is scheduled to return to base within two (2) hours of her/his original return time. If assigned to new flying, the Flight Attendant will be paid and credited in accordance with the provisions of Section 4 of this Agreement.



3. If the downgrade occurs at a station other than the Flight Attendant's domicile, the Flight Attendant who opts not to work the downgrade will either be positioned to pick up her/his pairing at the point the original equipment is restored or returned to her/his domicile.
4. If the downgrade occurs on the last turn of the pairing, and the Flight Attendant removed from the pairing is not assigned new flying, the Flight Attendant, upon mutual consent from the Company, may be released from duty. If released, the Flight Attendant will be pay protected for the value of such pairing.
5. The provisions of O.1., 2., 3., and 4. above shall also apply in cases of double coverage of a position/pairing.

P. Bid Period Transition Assignments

1. The bid period transition occurs when a Flight Attendant's pairing from the current month's bid period continues into the following month's bid period. The bid period transition shall consist of no more than the first four (4) days of the bid period.
2. Pairing information packages will provide each pairing that will be modified for transition. These "carry-in pairings" will not have flying added to increase the number of schedule days on duty or increase the original off-time by more than two (2) hours. For building of the following month's schedule, PBS will use the hours from the pairing information package for the specific carry-in pairing.
3. A Flight Attendant awarded a line of flying containing a transition pairing will complete that transition pairing into the following bid period.

Q. Crew Scheduling Recording

1. A phone recording shall be used to tape all telephone conversations between Crew Scheduling, all other departments performing crew scheduling activities, and Flight Attendants. The phone recording system shall provide a method of indication of the time, date of calls and numbers called.
 - a. Such recording shall be kept for a minimum of sixty (60) days and shall be made accessible to each Local President/designee upon request. If for any reason, a recorded conversation, or part of it, is missing, erased or is otherwise inaudible, a prompt review of the incident in question will be conducted by the Director of Crew Scheduling upon request from the respective Local Association President/designee. The Company may not use a damaged or incomplete tape as evidence against a Flight Attendant. Furthermore, in the case of a disagreement between a Flight Attendant and the Company, if a requested tape is missing, damaged or otherwise incomplete, the Flight Attendant's position will be judged to be vindicated.



- b. The Company will make the recording(s) available to the Union within seven (7) days of request.
2. Recordings will be reviewed by the Company only for cause and not randomly reviewed for the purpose of discovering Flight Attendant misconduct.

R. Deadheading

For the purposes of this Agreement, all time spent deadheading/positioning under the direction of the Company will be considered duty-time and will be compensated in accordance with Section 4 (Compensation) of this Agreement.

1. A Flight Attendant will not be required to utilize a jumpseat for the purpose of deadheading/positioning.
2. Alternate to Scheduled Deadhead/Position:
 - a. When the first scheduled leg(s) of a pairing is a deadhead/position leg(s), a Flight Attendant holding a line of time, at her/his option, may elect not to take the scheduled deadhead/position flight, and instead report for duty at the appropriate base or outstation, so long as she/he advises Crew Scheduling prior to check-in time for the scheduled originating leg(s) in domicile.
 - b. When the last scheduled leg(s) of a pairing is a deadhead/position leg(s), a Flight Attendant holding a line of time or a Reserve on OT, at her/his option, shall be released from duty prior to such scheduled deadhead/position leg, provided that she/he advises Crew Scheduling of such before leaving the airport in the outstation.
 - c. A Flight Attendant who chooses to exercise this alternative to the scheduled deadhead/position will receive one hundred percent (100%) of the pay and credit she/he would otherwise have received if she/he had taken the deadhead/position flight(s), in accordance with Section 4 (Compensation) of this Agreement.
 - d. Flight Attendants shall deadhead in passenger seats.

S. Association Committees

1. Pairing/Reserve Construction Committee:
 - a. The Association will establish a Pairing /Reserve Construction Committee consisting of at least one representative from each Domicile that will meet with the Company for the purpose of



developing cooperative and efficient flight operations, including input and suggestions with respect to pairings and line construction as applicable to each base's unique operations.

- b. The Association Pairing/Reserve Construction Committee shall meet or coordinate with the Company each bid period, or more frequently by mutual agreement, to discuss the subsequent month's pairings and line construction.
- c. The Pairing/Reserve Construction Chairperson and/or the Domicile representatives will be afforded the opportunity to provide input during the pairing construction process. After completion of the "daily solution", the Chairperson and/or Domicile representatives shall be provided no less than twenty-four (24) hours to review and provide recommendations. Recognizing that some pairing(s) which are otherwise legal, may present problems such as delivery of service difficulties, the Committee Chairperson and /or Domicile reps will be given reasonable consideration in the final construction of pairings.
- d. Once per quarter, the Company will meet with representatives from each domicile and the Pairing/Reserve Construction MEC Committee Chair to discuss planning issues, projections, staffing, or any issues impacting quality of the schedule/operation.

2. PBS Implementation Committee:

The Joint PBS Committee (JPBSC) shall be composed of a minimum of two (2) members from the Company and minimum of two (2) members from the Association. The Association members shall have continuing PBS involvement as part of the Pairing Construction Committee. The Company will consult with the JPBSC on all significant matters regarding implementation of PBS as well as any future enhancements or changes before making decisions regarding such matters. [SL- N]

T. General

1. The Company will maintain a standard method of notifying Flight Attendants if scheduled departure time is appreciably delayed or if the flight is canceled. Flight Attendants will be notified as far in advance as possible, consistent with circumstances and the provisions of this Agreement.
2. A Flight Attendant who is unable to report for duty will notify Crew Scheduling as far in advance as possible. The Flight Attendant is required to follow up with her/his Flight Service Manager.



3. The Company will agree to meet with the Union quarterly to address Crew Scheduling concerns.
4. The Company will not select new scheduling software without the input of AFA.
5. A Flight Attendant shall not be required to keep the Company informed of her/his whereabouts while on days off or vacation.