

or United Flight Attendants, shall continue to accrue seniority while in that position.

4. A Flight Attendant who is transferred to non-flying duties with the Company because of physical incapacity or injury, shall retain and continue to accrue seniority during such period of sickness or injury for a continuous period of three (3) years. If a Flight Attendant does not return to Flight Attendant duty within the time limits as described herein, such Flight Attendant's name shall be permanently removed from the Flight Attendant System Seniority List.
5. Upon return to duty from non-flying duties as described in this Paragraph E, a Flight Attendant shall be permitted to resume her/his status at the domicile to which previously assigned, or if during such assignment, bid on and was awarded a vacancy at another domicile, or was otherwise subject to involuntary transfer under the provisions of Section 22.J., shall assume her/his new assignment on the effective date of the bid award.
6. Flight Attendants awarded any combination of special assignments in accordance with Section 4.Q. shall accrue seniority for a maximum of one hundred eighty (180) days in a calendar year while on special assignment and thereafter shall only retain seniority.

SECTION 18 VACATIONS

- A. Newly employed Flight Attendants shall accrue one (1) day of vacation for each full month of continuous employment with the Company during the remainder of the calendar year after date of their initial employment. If employed prior to the fifteenth (15th) of a month, vacation credit shall be given for the full month. The first vacation shall be given during the following calendar year.
- B. After the provisions of Paragraph A of this Section have been complied with, Flight Attendants shall receive twelve (12) days vacation each year provided employment has been continuous. Commencing in the calendar year following the completion of continuous service shown below, Flight Attendants shall receive vacation in the following schedule:

<u>Years of Service</u>	<u>Vacation Days Each Year</u>
Five (5)	<u>Nineteen (19)</u>
Ten (10)	<u>Twenty-Six (26)</u>
Seventeen (17)	<u>Thirty-Three (33)</u>
Twenty-Five (25)	<u>Forty (40)</u>

- C. Flight Attendants on a leave or leaves of absence (except leaves for occupational sickness or injury on the job) and Flight Attendants on a disciplinary suspension, shall have their vacation reduced by one-twelfth (1/12th) for each thirty (30) days or major portion thereof on a prorated basis.
- D. A Flight Attendant may split her/his vacation into periods of not less than six (6) days with a maximum of two (2) separate periods for Flight Attendants with less than twenty-six (26) calendar days vacation and a maximum of three (3) separate periods for Flight Attendants with twenty-six (26) calendar days or more vacation.
- E. The Company shall post on its bulletin boards at all domiciles and terminals where Flight Attendants are based, the dates designated by the Company for annual vacation periods for each domicile. The Company shall not designate start or end dates in any scheduled month. The Flight Attendant shall state a preference as to the date her/his vacation is to begin, based upon Company seniority, and vacations shall be assigned and a schedule posted.

A Flight Attendant has the option to “slide” the vacation up to three (3) days in either direction of the start and/or end date to help ensure they are awarded the maximum number of days utilizing their initial bids. If any changes are made at any time in the dates designated for annual vacation periods after vacation assignments are set up, the new dates will be open for rebidding. Vacations will be bid in accordance with the following schedule:

Begin primary vacation bid period	0830	October 29
Close primary vacation bid period	0830	November 7
Post primary vacation awards	0830	November 12
Begin secondary vacation bid period	0830	November 16
Close secondary vacation bid period	0830	November 23
Post Secondary vacation awards	0830	November 28
Begin tertiary vacation bid period	0830	December 1
Close tertiary vacation bid period	0830	December 7
Post tertiary vacation awards	0830	December 11

- F. A Flight Attendant who indicates a desire to split vacation on her/his bid screen shall bid for the primary period only. After the primary awards have been made and published, the Company shall post on its bulletin boards, the secondary periods available for bidding and awarding in the same manner as for primary vacations. After the secondary awards have been made and published, the Company shall post on its bulletin boards, the tertiary periods available for bidding and awarding in the same manner as for primary and secondary vacations.
- G. Interim Vacation Bidding
- When vacation schedules have been established, a senior Flight Attendant shall not be permitted to take a vacation period already assigned to a junior Flight Attendant.
 - Interim vacations shall be posted for bid no later than the first week-day of each month and shall remain open for not less than seven (7)

days. Open vacation periods shall be offered on the basis of Company seniority to Flight Attendants based at the domicile as well as those in the process of transferring into the domicile. A Flight Attendant shall not be awarded an interim bid, however, if the Company would have insufficient time to award or reassign the vacation period left open.

- A Flight Attendant who transfers shall not be assigned a vacation without first having the opportunity to submit an interim bid, unless an open vacation would thus be lost to the Company. Further, except for transfers effective in November and December, a Flight Attendant shall be allowed at least one (1) calendar month at the new domicile before being required to take any unused vacation.
 - Vacation left open and vacated primary vacation days will be posted for bid in the next interim bid process. If there are fewer than five (5) workdays prior to the next interim bid process, the vacated and open days will be posted in the following month.
- H. A Flight Attendant shall be notified of the date of her/his vacation as far in advance as is practicable and such notice shall be furnished not less than four (4) weeks before the beginning of each Flight Attendant’s vacation period except for those Flight Attendants who have vacations scheduled for the first half of January, in which case such notice shall be furnished not less than three (3) weeks before the beginning of their vacation period. A Flight Attendant shall not be required to take a vacation unless such notice is given.
- I. Vacation leave shall not be cumulative and must be taken within the calendar year after it is accrued or vacation leave or pay therefore will not be given; however, (1) when the Company’s operation in any year does not permit a Flight Attendant to go on a regular vacation during such year, the Company may request her/him in writing to postpone the vacation, in which event the Company shall compensate such Flight Attendant for the vacation earned but not received on or before December 31 of the calendar year during which entitled to receive the vacation, and the total amount of such vacation compensation shall be the same as received had she/he been granted a vacation, and such amount shall be in addition to regular pay for the period involved; or (2) the Company may request that a Flight Attendant defer a bid vacation period or that she/he receive pay in lieu of vacation. Vacation pay under this Paragraph shall be computed by taking the Flight Attendant’s total flight pay for the month (base and incentive pay) by dividing it by the total number of credited flight hours

(including scheduled vacation hours) and multiplying that hourly rate by the number of scheduled vacation hours. Premium pay shall be added, if applicable. The provisions of this Paragraph may only be implemented with the consent of the Flight Attendant.

J. Flight Attendants who leave the Company, regardless of their length of service with the Company, shall be paid for all accrued but unused vacation credit for the preceding calendar year regardless of the reason for leaving the Company. In addition, Flight Attendants who have a full year or more of service with the Company at the time of leaving will receive all accrued vacation credit in the current year up to the end of the month preceding the separation, except when less than ten (10) calendar days notice is given of intent to resign or the Flight Attendant is dismissed by the Company. Flight Attendants who are furloughed in a reduction in forces will be granted vacation pay for all unused vacation time accrued to the end of the month preceding their furlough.

K. Vacation Pay Procedures

1. Vacation pay for lineholders will be two and six-tenths (2.6) hours [two hours and thirty-six minutes (2:36) minutes] per vacation day, prorated for any partial day. Premium pay is applicable for the 2.6 hours [two hours and thirty-six minutes (2:36)] per Sections 5.B.3.b. and c., and 12.D.4.e.
2. If a Flight Attendant's vacation period results in her/him being projected under her/his line/minimum guarantee for the month her/his guarantee shall be adjusted to the new projection.
3. A reserve shall receive three hours and fifty-seven minutes (3:57) pay and flight time credit in a thirty (30) day month and three hours and forty-five minutes (3:45) in a thirty-one (31) day month for each scheduled day of availability that falls within the vacation period.

L. Vacation Buy Back

1. Prior to the bidding of vacation each year, the Company may offer a vacation "buy back" option for a determined amount of vacation time. Such an offer, to the extent made available, would enable Flight Attendants to take pay in lieu of vacation time. Flight Attendants must take a minimum of sixteen (16) days vacation. Any amount over and above sixteen (16) days could be "sold" to the Company to the extent the Company was able to offer such an option.

2. After the amount of vacation "buy back" time is announced by the Company, Flight Attendants shall be allowed to bid on such time. Bids will state the amount of time desired in increments of seven (7) days. Bids will be awarded by Company seniority.
 3. Vacation pay for the "buy back" option shall be calculated by multiplying the number of days (7, 14, 21, etc.) times two and six-tenths (2.6) hours [two hours and thirty-six minutes (2:36)] pay credit.
 4. Flight Attendants who have "sold" vacation time to the Company in accordance with this Paragraph shall receive pay therefore in December of the year preceding the year in which the vacation time "sold" was to have been taken.
 5. In addition to the above procedure, the Company may offer vacation buy back on a month-to-month and domicile-by-domicile basis. Such vacation buy back shall be awarded in each domicile offered in seniority order among the Flight Attendants at the domicile.
 6. During a furlough situation, this Section 18.L. will not be utilized.
- M. Days off preceding and following a scheduled vacation period as shown in a Flight Attendant's schedule shall be considered as part of that vacation period, if she/he so desires. Upon completion of the scheduled vacation, a Flight Attendant will be required to report for duty in time to cover her/his next scheduled ID or reserve assignment following the vacation. It is further agreed that where a Flight Attendant's vacation starts or ends between a scheduled outbound and return flight, said Flight Attendant may, at her/his option, move the period of vacation either forward or backward in order to fly said scheduled ID.
- N. A reserve Flight Attendant who is awarded a vacation which does not include any days of availability shall be permitted to move her/his vacation a sufficient number of days forward or backward in order to encompass the nearest two available reserve days.
- O. A lineholder whose vacation is scheduled through the end of the month will be responsible to fly the first ID appearing in her/his awarded line for the new month.
- P. The Company shall provide, upon written request, a partial advance up to sixty per cent (60%) of pay to a Flight Attendant for the purpose of vaca-

tion. This advance must be requested at least seven (7) days prior to the beginning of the vacation period.

- Q. The Company shall furnish standardized vacation bid forms to be used at all domiciles.
- R. **Vacation Deferral**
A Flight Attendant hospitalized due to illness or injury or on occupational sick leave, covering the major portion of her/his vacation period, or who is required to serve on jury duty during the major portion of her/his vacation period, may attempt to bid a later vacation during the remainder of the year by use of the interim vacation bidding procedures of Paragraph G. In the event she/he is unsuccessful, she/he will receive vacation pay based on the original vacation period.
- S. Flight Attendants may trade vacation periods twice per year within the constraints of Paragraph D. Trades involving a primary vacation award must be for the total number of primary vacation days awarded. If two Flight Attendants wish to trade vacations of unequal length and the one with the greater wishes to voluntarily reduce her/his vacation time to equal the other it can be approved.
- T. Vacations encompassed by a leave of absence shall be treated in the following manner:
1. Leave the vacation period intact, pay the Flight Attendant for it.
 2. Permit a trade of vacations with another Flight Attendant, thereby removing the original vacation from the period of leave.
 3. Give the Flight Attendant the chance to interim bid away from the original vacation period under Section 18.G.
- U. **Day At A Time Vacation**
1. Each Flight Attendant may take up to ten (10) vacation days a year separate from their awarded vacation period(s).
 2. Day at a time vacation days used will be deducted from the Flight Attendant's allotment for the following year's vacation.

3. After the award of relief lines and before the beginning of the month, day at a time vacation days will be awarded in seniority order. Throughout the month, day at a time vacation days will be available only to the extent that regular ANP is available and day at a time vacation days have equal priority.
4. Day at a time vacation days will be paid at the rate of two and six-tenths (2.6) hours [two hours and thirty-six minutes (2:36)] per day.
5. If a Flight Attendant terminates after using day at a time days, but before such days were earned, any days owed will be deducted from the Flight Attendant's final paycheck.
6. Day at a time may not be made-up. Further, a Flight Attendant awarded day at a time vacation shall have her/his minimum monthly guarantee and/or line guarantee reduced accordingly.