

# 2007 RESERVE SURVIVAL GUIDE

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<b>I. Bidding, A/B Rotation and Reserve Move-up</b>	
• Reserve.....	2
• Reserve Assignment.....	2
• Reserve Rotation.....	2-3
• Reserve Move-Up to Line of Flying.....	3
• Partial Month Move-Up.....	3-4
• Monthly and Quarterly Maximums.....	4
<b>II. Reserve Assignments</b>	
• Reserve Assignments.....	5-6
• RSVFLY .....	5
• Call-In Reserve (CLLR) Assignments.....	6-7
• Ready Reserve.....	7
• Purser.....	7-8
• Language Qualified.....	8
• On Standby (ONSB) and Open-Ended IDs.....	8
• Christmas Wish List.....	8
<b>III. Reserve Responsibilities</b>	
• Responsibilities at Home and On the Road.....	9
• Completion of an Assignment.....	10
• Trading Reserve Days.....	11
• PTO.....	11-12
<b>IV. Reserve Legalities</b>	
• 30-in-7.....	12
• 1-in-7.....	12
• 24-in-7.....	12-14
• Maximum Duty Time.....	14
• 8-in-24.....	15
<b>V. Monthly Pay Protections for Reserves</b>	
• Reserve Override.....	16
• Standby Pay Protections.....	16
• Move-Up Lines.....	16



## I. Bidding, A/B Rotation and Reserve Move-up

### Reserve (2.CC.)

According to our Contract Section 2.CC., "Reserve Line" means a planned sequence of scheduled days of availability and days scheduled to be free from availability.

### Reserve Assignment (10.C.)

Reserve line numbers are 1400-series for Call-In Reserve (CLLR) and 1500-series for Ready Reserve at all locations, both Domestic and International. Some Reserve lines may have more Reserves assigned to them than others. The company determines the number of Flight Attendants to be awarded the specific Reserve lines in compliance with Section 10.C.1.a. This provision requires that a minimum of 65% of the domicile's Reserves will be assigned Call-in status. Section 10.C.1.c. provides for the Company and the Local Council President to review this ratio monthly. Locations with fewer than 20 Reserves, will assign Call-In and Ready status at a minimum of 50% in compliance with Section 10.C.1.b. on the cover letter published each month. In this case, the number of reserves assigned each line will be indicated in the monthly bid package Cover Letter.

### Reserve Rotation (10.A.)

We have a rotating Reserve system called A/B rotation (Section 10.A.). The A/B rotation system ensures that on completion of your fifth year as a Flight Attendant, you are guaranteed to be a Lineholder every other month, if you want and bid accordingly. Upon completion of your fifth year, you are assigned a Reserve letter, either A or B. The letter can be found on the upper right-hand corner of your Unimatic LOFBID screen, on your VACBID screen; and on the domicile seniority list. *Reserve letters can change every year.* The Reserve letters are updated prior to the vacation bid period for the next year vacation. The new Reserve letter becomes effective for the 12 month period, beginning in February of the next year. The Contract provides for Reserve letter trades in accordance with Section 10.A.6. Reserves looking to trade letters may do so via POSTRD/TRDBRD. Reserve letter trades are submitted via Unimatic DIS\*2787.

When bidding each month, determine if you may have a reserve obligation as indicated by the Senior Designated Reserve date listed in the monthly bid package Cover Letter. Reserve months are listed in Section 10.A.1.b. of the Contract. If you are designated as an 'A', you have a Reserve obligation in odd numbered months. If you are designated as a 'B', you have a Reserve obligation in even numbered months. Flight Attendants with five years or less seniority have a Reserve obligation every month. However, some Flight Attendants with a Reserve obligation every month may be able to hold a line in their Reserve months. Following Section 10.A.5 of the contract, the most senior designated reserves and the most junior lineholder of the same letter should preference both schedule and reserve positions. If it is your Reserve month and you want to do everything possible to avoid Reserve, bid all lines, including RLF. If it is your Lineholder month and some lines are so undesirable you would prefer Reserve, after you bid the lines you want, bid Reserve lines. If you are unable to hold the lines you bid, you will be awarded a line or Reserve pattern consistent with the insufficient bid; the lowest numbered line available at your seniority. As a reminder, you are guaranteed a line in your Lineholder month--not necessarily the line you may want!



The following are the months you may have a reserve obligation during A/B rotation:

“A”	“B”
January	February
March	April
May	June
July	August
September	October
November	December

#### Reserve Move-Up to Line of Flying (10.B.)

According to Section 10.B. of our Contract, a Reserve who wishes to move into a line of flying left vacant which may be constructed from other open flying during the month may indicate such preference at the time of bidding by checking the appropriate box on her/his bid screen. Move-up lines will be constructed with either pure Domestic or International IDs. A Reserve elects her/his preference of move-up lines by indicating Domestic, International, or Either on her/his bid screen. Also, Reserves may specify and be awarded up to two (2) protected days in their move-up line of flying. The Reserve shall be allowed to remove her/his name from the move-up list within a specified period of time established at each Domicile following the awarding of bids, as stated in the monthly Bid Cover Page. The Reserve may also remove their protected days by using **MOVEUP** in Unimatic. In addition, subsequent to the bid award, a Reserve may notify Onboard Scheduling that they wish to be placed on the move-up list. In such instance, the Reserve will be placed on the bottom of the list.

The company shall make up and/or award Reserve Move-Up line(s) at each Domicile. Reserves who have bid for Move-Up lines shall be contacted in seniority order as lines open up. If both of the protected day(s) specified by the Reserve cannot be accommodated, this Reserve will be bypassed and remain on the move-up list in seniority order until such protected day(s) can be honored. The protected days do not have to be days that were in the Flight Attendant's original schedule. A Reserve who indicates no protected day(s) off, or whose protected day(s) has been satisfied, must accept such assignment. If more than one line is available, the Reserve may be offered a choice of lines. If the Reserve has a vacation or will be on ANP status for seven (7) days or more in the remaining part of the month, she/he will not be moved into a line of flying.

You can monitor the building of move-up lines at your domicile through MUADIT in Unimatic. Be aware that a move-up line can be built up to the monthly maximum for the individual Flight Attendant.

#### Reserve Move-Up Line Guarantee

A Flight Attendant awarded a Move-up Line of Flying before the month begins, or before the first day of availability, is considered a line-holder and is guaranteed the 65 hour lineholder guarantee.

A Move-up line awarded at any time after the Flight Attendant has been available as a Reserve for one or more day(s) in the schedule month is considered a “part-month” Move-Up line. The line guarantee will be 75 hours, however any time picked up beyond the 75 hours is only



considered credit time. The line of flying will appear to show the additional time as actual time (FTM), but this is adjusted later in the month as the Flight Attendant Service Center processes the Flight Attendant DFAP for closing out the pay period. The second line GUAR value has no pay significance.. In a "part-month" move-up line the 11 minimum days off awarded with the original reserve line will be retained, but may be voluntarily reduced by the Flight Attendant.

#### Partial Month Move-Up (10.B.5.)

When there is an imbalance in open flying during a month, a Reserve may be assigned a partial move-up line provided it is for ten (10) days or more. The partial month line holder will revert to Reserve status following completion of this partial line, provided there is insufficient open flying to complete a line up to her/his guarantee for the remainder of the month, or if this is the only means of providing her/his protected day(s) off. A move-up line will not be offered if such would result in a minus projection for planned Reserve needs. In this event, the move-up line will be offered to the most senior Flight Attendant where this situation would not exist and who's protected day(s) off could be accommodated. Further, a Reserve under this Paragraph may not pick up open flying during the initial move-up period. Move-ups under this Paragraph will not be offered to a Reserve who will be on vacation or ANP during any portion of the initial move-up period, or for seven (7) or more days if the partial line can be extended to a full line.

#### Monthly and Quarterly Maximums (10.H., 12.U., and 9.E.4.a)

Another consideration is the monthly and quarterly maximums and the implications of opting. You can be scheduled to work up to 92 credited hours the first month of the quarter; 184 hours for the first two months, and 261 hours for the entire quarter. You can opt to 97/194/276 hours. Additionally, a second opt of 100/200/300 is available. Opting during a Lineholder month, including picking up or trading trips that puts you over your MAX for the month, will opt you for the remainder of the quarter. You are credited with 75 hours for each month on Reserve that you work 75 hours or less. If you worked 75 hours or less during the first month of the quarter, your second month MAX will be 109 hours (184 minus 75), or 119/125 if you opted (194 minus 75/200 minus 75). If you were credited with 150 hours for the first two months, you can be flown 111 hours in the third month (261 minus 150), or 126/150 if you opted (276 minus 150/300 minus 150). You can also be flown 87 hours in the third month of the quarter (February, May, August, and November) as a Reserve, regardless of your quarter maximum, even if it puts you over 261/276/300 hours for the quarter (Sections 10.H.2., 12.U.6.). However, if you receive WOP/GWOP for the third month of the quarter, your monthly max will be reduced by the appropriate amount.

When going on Reserve (from a Lineholder to a Reserve month), be careful when picking up an overlap trip that begins at the end of the old (Lineholder) month and returns at the beginning of the new (Reserve) month. If you picked up the trip prior to line awards for the new month, any days off in the new month the trip may interfere with do not have to be restored. However, if the Company allowed you to pick up the trip after lines have been awarded for the new month, any days off interfered with would have to be restored (System Board of Adjustment decision to HNL 29-78). It is also important to remember if you carry over hours from your Lineholder month into your Reserve month, these hours will work towards your monthly 75 hour guarantee; and will not be ADDED TO your monthly guarantee.

## **II. Reserve Assignments**

### Reserve Assignments (10.C.)



Reserve assignments are made from a Reserve availability list that can be displayed in Unimatic using RSVFLY. Reserves are listed first in day of availability category (number of scheduled days on remaining before the next scheduled day off), and then in time accrued order based on credited time within each day of availability category, the Reserve with the lesser time accrued listed first. The day of availability categories are as follows: one-day; two-day; and three-day. After the three-day category, at Domestic domiciles (domiciles in the US, except HNL), all Reserve Flight Attendants good for four-or-more days are in the same "four-or-more-day" category (Sections 10.C.4., 5 & 8.) in Time Accrued Order (TMAC). At International Domiciles including HNL, Reserves continue to be separated into four-day, then five-day, then six-day, etc., day of availability categories and are listed in Time Accrued Order (TMAC) within each category (Section 12.U.4.).

The way to pull up RSVFLY as described above is:

**RSVFLY / DOM // DDDMM / ANY // DAY**

**DOM** = Domicile

**DDMMM** = date, (i.e. June 15 = 15JUN)

**ANY** = CLLR, RSV and ONSBs; to see only CLLRs, use CLLR.

**DAY** = DAY is very important because it will separate Reserves into the correct day of availability categories described above; at Domestic domiciles the list will display with the "four-or-more" day category; and International locations the list will display with the four-day, then five-day, then six-day, etc., categories.

The RSVFLY display will show:

**T DY NAME ODQ LOF AVBL-DT TMLF ARVL-DT TMAC TMUN OKP**

**T** = type of Reserve: (R= Ready Reserve, C = CLLR; V = converted CLLR; O = ONSB)

**DY** = number of days remaining before the next day off

**ODQ** = Only Domestic Qualified (the Reserve has not attended IST training and will not be assigned an International trip. If Language Qualified, the display will show the three letter language code or a "+" if qualified in more than one language.

**AVBL-DT** = earliest possible check-in time and date (should be verified by checking the LOF to verify arrival time of the last assignment.)

**TMLF** = time left to fly for the month before MAX is reached (MAX minus FTM)

**ARVL-DT** = arrival time and date of last assignment (\*\*\*\*\* indicates has not flown yet for that month.)

**TMAC** = credited time accrued for the month, to date.

**TMUN** = time under the 75-hour Reserve minimum (75 minus FTM)



**OKP** = qualifications: **O**, overwater; **K**, key position (has been flying for at least one year and is qualified for Domestic narrowbody Purser position); **P**, Purser qualified, Int'l or Domestic.

#### CLLR Assignments (10.C.5.)

Open positions with check-in times in the 24-hour period beginning at 0500 the following morning shall be assigned to Call-In Reserves according to their 1-, 2-, 3-, 4- or more day classifications in Time Accrued Order (TMAC) and qualification. Following the 1500 open flying process, remaining non-ONSL positions with check-in times of between 0500 the next day and 0459 the day after are filled (Section 10.C.5.). The process begins after 1500 for the next day's trips with the one-day trips in check-in time order. The earliest one-day trip is assigned to the first legal, available, and qualified one-day Reserve on the list. Once the one-day positions have been filled with one-day Reserves, then the two-day assignments are made. If there are insufficient legal, available, and qualified Reserves in a given day-of-availability category to fill all the trips of that length, the crew scheduler goes back to the top of the OPNTRP list and look for remaining trips of that day category along with those in the next day category in check-in time order, and assigns them the next day of availability category of Reserves. For example, if there are insufficient one-day Reserves to cover the one-day trips, once the one-day Reserves have been exhausted, the crew scheduler goes back to the top of the OPNTRP list and assigns the remaining one-day trips along with the two-day trips in check-in time order to legal, available, and qualified two-day Reserves. If there are insufficient two-day Reserves to fill the remaining one- and two-day trips, the crew scheduler goes back to the top of the OPNTRP list again, now looking at one-day, two-day, and three-day trips in check-in time order to assign to legal, available, and qualified three-day Reserves. When this point is reached, if ID#1 is a one-day trip with a 1000 check-in (which may still be open if no one- and two-day Reserves were legal or qualified for it) and ID#2 is a three-day trip with an 1100 check-in, the first three-day Reserve will end up getting a one-day trip (assuming she is legal, available, and qualified for it). However, if ID#1 is a three-day trip with a 1000 check-in and ID#2 is a one-day trip with an 1100 check-in, the first three-day Reserve will get a three-day trip while the second three-day Reserve will get the one-day trip, all else being equal.

Keep in mind, the process differs for assignments at Domestic and International locations.

Once the three-day Reserves have been exhausted, or four-day assignments are being filled, at Domestic locations (US domiciles except HNL), Reserves good for four or more days are considered to be in the same day-of-availability category. If Reserve A is good for six days with 35:00 TMAC (time accrued), and Reserve B is good for four days with 40:00 TMAC, Reserve A will be listed and assigned first (all else being equal) because she has less TMAC, even though she is good for more days. At International locations (domiciles outside the 48 contiguous United States), on the other hand, Reserve B will be listed and assigned first because she is good for fewer days (four instead of six). To summarize, for a four-day ID for which both Reserves A and B are legal, available, and qualified, at Domestic locations, it will go to Reserve A, because Reserve A has less time accrued than Reserve B. At International locations, it will go to Reserve B, because Reserve A is good for more days than Reserve B.

If a CLLR is out on a trip at the time the next day's CLLR assignments are being made, the Reserve's assignment is based on the arrival time and time accrued estimated upon completion of the ID (Section 10.C.7.c.).



CLLRs should not be converted to Ready Reserve unless the language of Section 10.C.6. is met: "Call-In Reserves shall only be converted to Ready Reserve when the number of Ready Reserves available is equal to or less than the projected number of Flight Attendants needed for the following day."

Ready Reserve (10.C.8. and 10.E.)

A Reserve shall be given fifteen (15) hours notice at the Domicile point before departure time except that when the need for a Reserve cannot be determined at least fifteen (15) hours in advance of the flight, a lesser notice may be given. Although every attempt shall be made to assign a Reserve at least four (4) hours prior to departure time, a Reserve receiving less than four (4) hours notice will attempt to make the assignment. Except for periods of relief from duty provided in Section 7., a Ready Reserve will be subject to contact at any time and must be available by keeping the company advised of where she/he can be reached. These assignments shall be made as soon as practical and shall include layover hotel and telephone number if assigned to an ID not published in the monthly key pages.

Notice of Assignment (10.E.)

- A Reserve may provide one (1) alternate contact at a time. Personal beepers will be considered as an alternate contact.
- Scheduling must attempt to call each number in the FDUG screen over a 45 minute period. Each call must be placed 15 to 20 minutes apart.
- Once given an initial assignment at the home domicile, a Reserve need not remain available for contact.
- If an ID is assigned to a Reserve and then subsequently reassigned to a Lineholder, the crew scheduler will attempt to contact the Reserve before she/he leaves for the airport.
- If a Reserve is required to report to the airport for a flight assignment and that assignment cancels and she/he is required to remain for a later assignment, she/he shall be covered by the standby Reserve provisions of Paragraph G of this Section.
- An available Reserve may be released from contact for a period of time with the approval of the crew scheduler.

Purser (9.P.4., and 12.D.5.)

Qualified Purser positions (except Domestic narrowbody Purser positions) are filled with Reserves in accordance with Section 9.P.4. for Domestic widebody positions, and Section 12.D.5. for International positions. If another Qualified Purser is on the base or equivalent ID, the open Purser position will be filled as if it is a regular, non-Purser position in day of availability/ Time Accrued Order (TMAC). The Qualified Purser on the flight will be required to take the position in briefing. If there is no Qualified Purser on the base or equivalent ID, a Qualified Purser Reserve may be assigned out of Time Accrued Order (TMAC) to fill the position. International Qualified Purses are qualified to work Domestic Qualified Purser positions; whereas, the Domestic qualified Purser may not be assigned to the International Qualified Purser position during Reserve assignments.



Open Domestic narrowbody Purser positions are filled in briefing in accordance with Section 9.F.7. All Flight Attendants who have been flying at least one year are qualified to work these positions. If a senior Flight Attendant chooses to not work the position, it will be filled by the most junior Reserve, even if there is a more junior qualified Lineholder present.

#### Language Qualified (12.C.7.)

Language Qualified (LQ) positions are filled in accordance with Section 12.C.7.k. Language qualification is indicated in the ODQ column of RSVFLY. An LQ Reserve may be used out of time accrued order to fill an open LQ position. If there are no qualified Reserves for the language in question, a Reserve qualified in another language may be used out of Time Accrued Order (TMAC) for the position as long as that language is designated as eligible for Language Incentive Pay (LIP) in the monthly bid package (Section 12.C.7.k.). If there are no such qualified Reserves, the LQ ID should be changed to a non-LQ 8000- or 9000-series ID and assigned in day of availability / Time Accrued Order (TMAC) to the next legal Reserve as required by Order of Assignment procedures.

#### On Standby (ONSB) and Open-Ended IDs (10.C.13)

The company considers ONSB and Open-Ended IDs to be four-day assignments and assigned accordingly. However, during times of Reserve shortages, these positions can be assigned to Flight Attendants that are available for less than four days.

#### CHRISTMAS WISH LIST REQUESTS (SECTION 10.C.13.C)

Christmas Wish List (CWL) assignments should follow the following guidelines:

- If the number of requests per layover city outnumber the number of available positions, requests should be honored in seniority order.
- If the only way to satisfy a CWL is by opting the Reserve, then the Reserve is automatically opted to 97 hours for December and 97/194/276 hours for the Dec.-Jan.-Feb. quarter. Reserves should make sure they really want the CWL trip before submitting the request, and take it out if they change their minds.
- CWLs do not overrule LQ and Purser qualifications. For example, a Reserve should not be granted a CWL if the only way to do so would be to assign her to a qualified Purser position on a trip, if there are other qualified Purser Reserves legal and available for the trip.

Exceptions to the standard Reserve assignment procedures as described above may be altered as described in Section 10.C.13. In general, if Reserve coverage is sufficient, the standard procedures should be followed. However, the Agreement does provide management the ability to deviate from the standard procedures if necessary to accomplish coverage.



### III. Reserve Responsibilities

#### Responsibilities at Home and On the Road (10.C.)

The only contractual way to receive a CLLR assignment is to call CATS after 1900, option 2-2-1; or call the crew desk. Do not use "What's In My ID?" on CATS or check your line in Unimatic. That information may or may not be your actual, correct Call-In Reserve assignment. The 1900 Call-In Reserve assignment assigns a Reserve to a specific ID or ONSB with a check-in time of 0500 the next day through 0459 the day after that; convert her/him to ready status for the following day, obligating her/him to be telephone available beginning at midnight; or release her/him for the following day, until the next evening's 1900 Call-In Reserve assignments (Section 10.C.7.a.). If the 1900 Call-In Reserve assignment system does not provide one of those three assignments, or if the system is otherwise not working properly, the Call-In Reserve must contact the crew desk (Section 10.C.7.b.). In addition, if it is after midnight, the CLLR assignment system is not normally available and the Call-In Reserve must contact the crew desk for their next day's assignment.

Ready Reserves, including Converted Call-In Reserves, must be telephone available beginning at midnight following days off; and may receive a check-in as early as 0500 (Section 10.C.10.). The crew desk is required to contact a Reserve in a 45-minute period to all numbers listed in the FDUG screen before a Reserve is considered to be unavailable. It is important to keep your FDUG screen updated. The crew desk must make actual verbal contact with the Reserve to give an assignment. Once a Reserve has received their assignment, there is no obligation for them to remain telephone available (Section 10.E.3.).

When overlapping from a Reserve to a Lineholder month, or vice versa, special availability rules apply on the last day of the old month:

Going "on Reserve" (from Lineholder to Reserve), if you are on Ready Reserve the first day of the new month (including Converted Call-In Reserves), you must be telephone available at 2000 the evening of the last day of the current schedule month for assignment to IDs departing after midnight the first day of the new schedule month (Section 10.C.11.).

Going from Reserve to Lineholder status from one month to the next, if you are on Reserve at the end of the month and have any time left in the month, you may receive a multi-day assignment departing on that last day. This is true even if it works you into days off in your Lineholder month, or causes you to miss or be illegal for your first trip as a Lineholder in the new month (Section 10.C.11.). Any legality problems in the new month should be taken care of upon your completion of the ID.

Going from one Reserve month to another Reserve month, you should not be scheduled to work into a day off. Following days off, the Ready Reserve has the obligation of being telephone available at 0001 with an earliest check-in time of 0500. (Section 10.C.10.).

When returning from sick leave, Call-In Reserves who call off sick leave prior to that evening's Call-In assignments being made will be given an assignment during the normal 1900 Call-In assignment process. A Call-In Reserve who calls off between 1900 and midnight will be given an assignment at the time of the call. A Call-In Reserve who calls off after midnight shall be considered on sick leave for the calendar day (Section 10.C.7.d.). A Ready Reserve who calls "off" sick leave before 0900 will not be certified ONSL for the day and will be available for assignment for the balance of the day.



If the crew desk calls a Ready Reserve for an assignment less than four hours before \*\*\*departure time\*\*\* (as opposed to check-in time), it is considered to be a "short call." There is no contractual prohibition against the crew desk making a short call. However, a Reserve should not be penalized if she/he has made a reasonable effort to make the flight, shows up at the airport, and has missed the flight anyway (Settlement, ORD 7-95).

Section 9.I, Section 9.K. Irregular Operations, Section 12.R. Schedule Irregularities, Section 9.M. On-Time Sections and Consolidation of Flights are areas of the Contract specific to how reassignments should be made in the operation. However, any changes must be made within the contractual flight time, duty time, legal rest, and day off parameters and legalities provided for in the Agreement.

Open-ended ("UNI") IDs must be initially closed within 15 hours of arrival at the layover location (Section 10.K.; or within 24 hours on an International ID, Section 12.V.5.). However, as mentioned in the above paragraph, once a Reserve's ID is initially closed, it can still later be changed. A Reserve's rest period should not be interrupted to close an open-ended ID or to change an ID, as described in Section 7.J.5. In accordance with Section 9.I.3.b, ID's may only be left open-ended once within the ID.

When reporting for stand-by (ONSB), a Reserve must check in with the crew desk or Onboard Services Coordinator (as determined by local procedures) upon arriving at the airport. The stand-by Reserve can be given a flight assignment that is scheduled to depart within five hours of the beginning of the ONSB period. As an example, a Reserve assigned ONSB at 1600 can be assigned to a flight that is scheduled to depart at 2100 or sooner). If that flight is delayed past the five hours, the stand-by Reserve is obligated to stay with the delayed flight (within duty time limitations). If the stand-by Reserve does not receive a flight assignment within four hours of reporting for ONSB she/he should block out with the crew desk to be released. As an example, a Reserve assigned 1600 ONSB is not given an assignment by 2000, should contact the crew desk for release. Stand-by Reserves not given a flying assignment receive five hours flight pay and credit. (Sections 10.C.9, & 10.G).

As a result of a delayed return to base, if a Reserve works into a scheduled day off or awarded GWOP or WOP (ANP/PTO) day; the crew desk should be contacted upon arrival. The Reserve may elect to remain on Reserve for the rest of that day in exchange for another day off later in the month (Section 10.D.1.b.), or have the GWOP day restored to the GWOP bank. At their option the Reserve may also elect to block in at the completion of their ID, taking the remainder of the day off, and forgo having the day replaced.

#### Completion of an Assignment (10.D.3.b.)

Upon completion of an ID or ONSB, all Reserves are to block out with the crew desk. (Section 10.D.3.b). The Reserve may be given:

1. Another flight assignment that departs within 15 hours, upon completion of legal rest.
2. Another flight assignment in the same duty period if it is to prevent drafting.
3. Released from duty to start her legal rest.

If the Reserve is Call-In, she/he is released from duty until they call the 1900 CLLR tape for the next day's assignment. If she/he is a Ready Reserve, she/he must receive eight hours free from telephone contact upon the start of her/his legal rest (Section 10.D.4.c.). If this eight-hour period is interrupted (**at home only**) and she/he promptly informs the crew scheduler of that fact, it starts over from the point of interruption (System Board of Award Decision, ORD 23-96).



### Trading Reserve Days

Reserves may trade for days of availability either with days in their own line or with other Reserves. These trades must meet the provisions defined in Section 10.D.4.

When trading with another Flight Attendant, only the day will be traded, not the call-in or Ready Reserve status of the Flight Attendants involved. The Flight Attendants involved in the trade will retain their original status.

- Self-trade requests are normally looked at 2 days in advance of the first day involved for Domestic and 5 days out for International. However, they may be looked at well in advance of the first day involved in the trade, especially at the beginning of the new month (and sometimes at the end of the old month for trades in the new month).
- Requests are looked at in seniority order among the requests on file at the time.
- Requests are looked at daily within the time frame used by each location. Contact your respective crew desk for their specific time frame.
- All crew desks will either award or reject all of the requests on file by the two-day (Domestic locations) / five-day (International locations) period unless it is not clear at that point if the trade can be awarded. That is, if Reserve coverage needs are not yet clear for the date in question, but there is a chance the trade may be able to be awarded at a later time, no decision may be made at the two-day / five-day point.
- If a definite award / reject decision cannot be made at the two-day / five-day point, the request will be looked at again the next day (that is, one day before the first day involved in the trade for Domestic, and four days out for International).
- Flight Attendants are responsible for checking their LOFs to see if they received a trade until the one- / four-day deadline. That is, for a request to trade into Monday the 15th, Domestically a trade may be awarded as late as Sunday the 14th; Internationally, the trade may be awarded as late as the Thursday the 11th. After those dates and the times shown above, if the trade has not been awarded, the Flight Attendant can safely assume that s/he has not been awarded the trade, unless notified otherwise via a telephone call from the crew desk.
- Flight Attendants should delete Reserve self-trade requests they no longer want.

Currently self-trade requests are automatically rejected if a Reserve is out on an ID at the time the requests are processed, consequently leaving less than three consecutive "CLLR" or "RSV" days showing in the line of flying. Management agrees with AFA that this should not be happening, and it is on the automation list to be fixed at some point in the future. Until this fix is made, in this situation contact the crew desk and have them look at the trade manually.

### PTO

If a PTO day (i.e., WOP, GWOP, etc.) would cause an inability for a Reserve to be assigned on the remaining days of availability, the remaining Reserve days may be considered as non-



disciplinary DNF days. For example, if the shortest trip assigned to a domicile is three days, and the Reserve takes any type of PTO for Day 3 of a block days on, the remaining days may show as CNF since there are no one or two day trips assigned to the domicile. The Reserve's 75:00 MIN will be reduced accordingly (by 3:45/3:57 per day for a 31/30 day schedule month, respectively).

#### IV. Reserve Legalities

##### 30-in-7 (7.E.)

The 30-in-7 language states that management cannot schedule a Flight Attendant to exceed 30 hours in any consecutive seven-day 24 hour periods. Additionally, Flight Attendants may not be rescheduled to exceed 30-in-7 without their consent. The 30-in-7 rule does not apply to Reserves receiving only International assignments (Section 12.J.). If a Reserve is receiving only Domestic assignments, or a mix of Domestic and International assignments, the 30-in-7 rule applies.

- Only applies to actual working flight time—not deadheading; not credited time.
- For schedule planning purposes only. If flight time increases while flying out schedule, the Flight Attendant must fly out the schedule, even if 30-in-7 is exceeded.

##### 1-in-7 (7.F., 10.D. and 12.K)

The 1-in-7 language states that a Flight Attendant must be scheduled to have at least one day off in every seven (i.e., be on duty for no more than six days). If a Flight Attendant ends up on duty for seven or more days during a month-end overlap period due to line awards, this end of the month conflict (EOM) is considered automatically waived unless the Flight Attendant notifies the Company s/he does not want to waive it by the date listed in the monthly Bid Cover Letter. Upon mutual agreement, the crew scheduler will then move a Reserve day to another day later in the month the Flight Attendant originally had off. Other important points about the one-in-seven:

- Can only be satisfied by one calendar day (midnight to midnight) at home; OR by a 24 hour free-from-duty layover on an International layover only (Section 12.K.).
- When moving a Reserve day to satisfy 1-in-7, the Flight Attendant may indicate which day s/he wants moved, and those days should be honored "if possible" (Section 10.D.2.b.).

##### Twenty-Four in Seven (F.A.R. 121.467)

The 24-in-7 F.A.R. states that every Flight Attendant must receive at least 24 hours free from duty in any seven consecutive calendars day period. The company must look forwards and backwards in the block of seven days to determine if a "triggering event" has occurred. Many Flight Attendants get 24-in-7 confused with 1-in-7 when, in fact, they are two distinct and separate legalities. The 24-in-7 is an F.A.R. (Federal Aviation Regulation). The main differences between the 1-in-7 and 24-in-7 is that it **may not** be waived by anyone, and it **can** be satisfied by 24-hours free-from-duty at a layover point both Domestically and Internationally. Other points:

- Can not be waived by either Flight Attendants or management. Management must "self-disclose" these violations to the FAA.
- Measured as any 24 consecutive hours in any 7 calendar days, starting at midnight of the day in which the duty ends.
- "Triggering event" is described as an ID (or report to airport but does not fly) or airport



standby

- Standing Reserve alone does not constitute a triggering event, but once an assignment is made; the block of seven calendar days must then include a 24 hour rest.
- CAN be satisfied by 24 hours **free-from-duty** on a layover both Domestically and Internationally (remember to factor in report times and debriefing to see if a legal 24 hour rest is being given).

The following ID example does not satisfy the 24-hour free from duty at a point away from home requirement:

```
XXXDSL 5248 EFF 04/04/04 THRU 05/01/04 DOM SEA EQP OVR CAT S 3
CREW: FS M N
FRQ      D    EQP FLT# DPTARV DPTR ARVL   L/O  TTL  ACM  DTM  ERR
SMTWTFS  I   77I  875 SEANRT 1245 1450  2605 1005 1005 1235
          I   77I  876 NRTSEA 1655 0930   00  835  835 1120
          T/D  3 BID  1840 TTL 1840 TMA  4730 M/$ 95.00
M-MEAL BOARDED- 875/04 SEA      M-MEAL BOARDED- 876/06 NRT
```

1. On arrival, 30 minutes customs and 15 minutes debriefing are required.
2. Check-in on the return segment in NRT is 1:45 prior to departure.
3. The sum of :30 + :15 + 1:45 = 2:30
4. Block to block time of 26:05 less 2:30 equals 23:35 which is less than 24 hours free from duty and does not satisfy the provisions of Section 12.K.

- Training can be added to the end of a block of seven days, but not at the beginning.
- Advice to avoid this? DON'T WAIVE 1-in-7.



**A “triggering event” only happens once an ID is assigned in a block of seven (7) days. The new interpretation states that: “the 24-in-7 rest period can not be satisfied while on a reserve day of availability, a training day, or while on special assignment.” With the new interpretation of the 24/7 FAR, “standing reserve is not a triggering event in and of itself.”**

The assignment on the 30<sup>th</sup> is now the triggering event. **Since sitting ready reserve can not satisfy the 27-in-7 rule, the Flight Attendant must receive a 24 hour rest prior to 0001 on the 4<sup>th</sup>.**

Examples:

Flight Attendant bids a line with an overlap from one reserve month to the next.

	28	29	30	1	2	3	4	5	6
Bid Line	RSV	RSV	RSV	RSV	RSV	RSV	RSV	OFF	OFF

This line is currently legal, as no assignment has been made.

	28	29	30	1	2	3	4	5	6
Bid Line	RSV	RSV	1108	RSV	RSV	RSV	RSV	OFF	OFF

If the reserve is going from Reserve to Line month, the legality is attached to the assignment (ID) in the new month, and per section 9.D of the agreement; the Flight Attendant should make themselves legal by the date listed in the monthly Bid Cover Letter.

```

»DSPLOF0329C/ORD/11/123456/SMITH/JOHN          *D*
SU 23      30 RSV      06      13      20 1567      27 --
MO 24      31 RSV      07 1566     14      21 --      28 --
TU 25      01 1538 Y    08 --      15      22 --      29 1566
WE 26      02 --      09 --      16      23      30 --
TH 27 RSV   03 --      10 1566     17 1566     24      --
FR 28 RSV   04      11 --      18 --      25
SA 29 RSV   05      12 --      19 --      26 1806
GAR MIN ACT FTM MAX QAC QPJ QMX  OPTING
7356 6500 7219 7356 12608 13805 19003 24215 BID OPS OP2
    
```

ERR:Y-24:7 K-1:7



### Maximum Duty Time (7.I.4. and 12.L.)

No Flight Attendant may remain on duty in excess of the applicable duty time maximums.

Maximum duty time points:

- Section 12.L.2.a. applies to both International multi-stop flights and International non-stop flights scheduled up to 11:29.
- Note Section 7.I.4.a. is based on the Flight Attendant's home domicile time.
- Side Letter p. 280: only applies at International, non-domicile points. Caution should be exercised when waiving duty time in accordance with this side letter. It may be possible to get more money by not waiving it and forcing an extra duty period. The duty time must actually be exceeded to be paid; the decision is up to each individual Flight Attendant. Flights under Sections 12.L.3. and 4. shall have an additional two hour extension.
- Note strong language in Section 7.I.4.b.; under no circumstances shall a Flight Attendant be required to remain on duty, without her/his concurrence in excess of the applicable actual maximum hours in accordance with Section 7.I.4.a.
- Special duty times apply on turns between the West Coast and Hawaii-- Section 12.A.2.
- When calculating maximum duty times, the published DSL flight time should be used; not that day's projected flight time based on that day's conditions.
- When an ID is built, the scheduled maximum duty times must be used. After check-in, the actual maximum duty times apply when any necessary changes are made to the ID.

### 8-in-24 (7.D.)

The 8-in-24 is perhaps the most complicated legality of all. Part of the reason is that there is a misconception that it is a flight time limitation, when it is a legal rest provision. The misconception is that a Flight Attendant cannot fly more than eight hours in a 24-hour period. In fact, this is not true. The 8-in-24 actually states that a Flight Attendant can fly more than eight hours in a 24-hour period provided two conditions are met. First, the Flight Attendant must receive a 2-for-1 rest (two hours free from duty for every one hour of actual flight time in the preceding duty period) BEFORE going over eight hours (Section 7.D.1.b.). Second, the Flight Attendant must receive at least 16 hours free from duty at the next scheduled point of rest AFTER actually going over eight hours (Section 7.D.2.b.).

Other 8-in-24 points:

- A two segment, one duty period ID may be scheduled up to 8:30 in a 24-hour period (Section 7.D.1.a.).
- Only applies to the Domestic operation.
- If working from Domestic to International, the 8-in-24 does not apply. However, if working from International to Domestic, the 8-in-24 **does** apply.
- "Rolling" 24-hr. clock; any consecutive 24-hr. period.
- Only applies to actual working flight time—not deadheading; not credited time.
- Converting arrivals/departures to the same time zone makes calculating an 8-in-24 easier.
- When flying a published ID, an "\*" after the arrival time of the last segment indicates 8-in-24 may have been exceeded and a 16-hour rest may be necessary at the domicile. The "\*" appears only in the published key pages, not in a computer-printed ID.
- A Flight Attendant cannot be required to deadhead on a segment originally scheduled to fly just to avoid 8-in-24. (Section 7.D.1.c., d.)
- If delayed unexpectedly during the course of a duty period, the Flight Attendant must fly out the duty period as scheduled, even if going over eight flight hours with no 2-for-1 rest—BUT then a 16-hour rest is necessary at the next layover point. (Section 7.D.2.)
- Note Section 3.P.—mutual waiver for scheduling purposes between UA and AFA. Otherwise this legality cannot be waived by either a crew scheduler or a Flight Attendant.



## V. MONTHLY PAY PROTECTIONS FOR RESERVES

### Reserve Override (5.E.)

For all pay and flight time credit purposes, Reserves will always be credited with a minimum of 75 hours per month, even if flown less (assuming they were available every Reserve day) (Section 5.E.).

A Reserve is paid an additional \$1.82/hr. for each hour of credited flight time for the month earned while on Reserve status (Section 5.D.) A Flight Attendant receiving a mid-month Move-Up Line will only receive Reserve override pay for those hours accrued while being on Reserve status.

### Stand-By Pay Protections (10.G.)

While ONSB, Reserves receive 1/2 pay and FTM credit in addition to all other pay protections (Section 10.G.1.).

EXAMPLE: Reports as stand-by Reserve at 0700. Given flight assignment for 1000 departure. Flies 4:45 and released from duty at 1700. Total DTM (0700 to 1700) is 10:00; entitles the Reserve to 5:00 minimum pay and credit. BUT 4:45 FTM plus 1:00 (1/2 of the 2:00 standby time, from standby report to ID check-in at 0900) equals 5:45. The Reserve would get 5:45 pay and credit.

### Move-Up Lines (10.B)

if during the month a Reserve is awarded a Move-Up line, as long as the Reserve as been available for at least one day, they will be paid the 75 hour minimum or the total credit time above 75 hours flown in the month, whichever is greater. It is important to note that all flight time above 75 hours is considered credit time and may be reduced through ANP or RDO activity.

