

Timetable for Trades, Open Flying, PTO & A.N.P

Current Month

| ACTION: | TIME PROCESSED: | PERFORMED BY: |
|---|--|--|
| PTO (GWOP) for the 5-day and 15-day award | Midnight local domicile time | Flight Attendant Service Center |
| Trades between flight attendants | Immediate if legal. | Automatic Flight Attendant Service Center |
| Trades with open flying | 0001 (after PTO/GWOP is completed) and 1000 local domicile time. | Flight Attendant Service Center |
| Reserve self-trades | By 1400 local domicile time | Crew Desk |
| Open flying for today | Ongoing | Crew Desk |
| Open flying for future | 1200 noon local domicile time and 1500 (for the next day only) | Flight Attendant Service Center |
| A.N.P. & DAT (DWOP) | By 1500 local domicile time | Crew Desk |

New Month

| ACTION: | TIME PROCESSED: | PERFORMED BY: |
|----------------------------------|--|--|
| PTO (GWOP) for the 15 day award | 0001 starting on the 23rd of old month. (except February where the timeline is modified based on 28 or 29 days in the calendar month) | Flight Attendant Service Center |
| PTO (GWOP) for the 5-day award | 0001 five days before requested date. | Flight Attendant Service Center |
| Trades between flight attendants | Immediate if legal. | Automatic Flight Attendant Service Center |
| Trades with open flying | 0001 on the last two days of the old month and 1000 on the first day of the new month. | Flight Attendant Service Center |
| Reserve self-trades | By 1400 local domicile time | Crew Desk |
| Open flying | 1200 and 1500 on the last day of the old month. (1500 for next day only) local domicile time | Flight Attendant Service Center |
| DAT (DWOP) | If available, after relief lines are awarded on the 28th - 30th of old month. | Crew Desk |
| 30 day A.N.P | Award prior to 1 st day of the new month. | Flight Attendant Service Center |