

2025 Vacation Article
Central Schedule Committee

2025 Flight Attendant Vacation Timeline

Vacation Timeline	Date	Time
Open Vacation Election Period	By September 25	
Reserve Letter Lists (HNL & LHR)	By September 23	
Close Election Period	On October 15	0800 HDT
Begin First Vacation Bid Period	By October 23	
Close First Vacation Bid Period	On October 31	0800 HDT
Post First Vacation Awards	By November 4	
Begin Second Vacation Bid Period	By November 8	
Close Second Vacation Bid Period	On November 16	0800 HDT
Post Second Vacation Awards	By November 20	
Open Vacation Allocations Published	By November 24	
Trades by seniority Open	By November 24	1000 HDT
Trades Awarded by Seniority	On November 30	
Final Vacation Allocations Published	By December 4	
Instant Trading Open	On December 5	

Vacation Team Contact Information (Available Monday-Friday 8:00 to 16:00 CST)

Contact Information	Phone Number
United States	1-800-FLT-LINE (Option 1.9.1)
London	0800-89-6516
Email	FAVacationTeam@united.com

Flight Attendant Schedule Months for 2025

Listed below, by month, are the number of days in each month, and the new start and end dates for each Flight Attendant Schedule month for 2025.

Month	Days	Operating Dates	Month	Days	Operating Dates
January	31	12/30/24 - 01/29/25	July	30	06/30//25 – 0729/25
February	31	01/30/25 – 03/01/25	August	30	07/30/25 – 08/28/25
March	30	03/02/25 – 03/31/25	September	31	08/29/25 – 09/28/25
April	30	04/01/25 – 04/30/25	October	31	09/29/25– 10/29/25
May	30	05/01/25 – 05/30/25	November	31	10/30/25 – 11/29/25
June	30	05/31/25 – 06/29/25	December	30	11/30/25 – 12/29/25

Vacation Accrual Letters

In CCS go to -> Vacation-> My Vacation, from here select “To view optional election, click here”.

The following information will be displayed:

- Your vacation accrual seniority date as of August 29, 2024
- Your 2025 base vacation accrual determined by your vacation accrual seniority date

- Your paid activity, by each quarter in the 2023 - 2024 Vacation Accrual Year to be used in determining your vacation accrual for the 2025 Vacation year
- Your 2025 vacation accrual days and hours
- For newly hired Flight Attendants, quarterly paid activity will not be shown

Vacation Accrual & Reduction

With the exception of new hires, a Flight Attendant’s vacation accrual is based on completed years of service with the Company.

Vacation accrual may be reduced based on:

- Paid activity within the vacation accrual year, and
- Leaves of absences taken during the accrual year.

Base Vacation Accrual

Completed Years of Service	Base Vacation Accrual
1-4	12 days
5-9	19 days
10-16	26 days
17-24	33 days
25+	40 days

A Flight Attendant will receive full vacation accrual (**100%**) if she/he has one hundred-twenty (120) hours or more of paid activity for the designated quarter during the 2023 -2024 Vacation Accrual year as listed below.

A Flight Attendant will receive fifty percent (**50%**) of vacation accrual if she/he has fewer than one hundred twenty (120) hours but at least sixty (60) hours of paid activity for the designated quarter during the 2023 -2024 Vacation Accrual year as listed below.

A Flight Attendant will accrue no vacation if she/he has fewer than sixty (60) hours of paid activity for the designated quarter during the 2023 -2024 Vacation Accrual year as listed below. Newly employed Flight Attendants shall accrue one day of vacation for each full month of continuous employment during the remainder of the Vacation Accrual year after the date of their initial employment. If employed prior to the 15th of the calendar month, vacation credit shall be given for the full month.

VACATION ACCRUAL QUARTERS FOR THE 2023 -2024 VACATION ACCRUAL YEAR

1 st	2 nd	3 rd	4 th
08/29/23 - 11/29/24	11/30/23 – 02/29/24	03/01/24- 05/30/24	05/31/24 – 08/28/24

Vacation Reduction

A Flight Attendant on a leave of absence (except occupational), furlough or disciplinary suspension, will have her/his vacation accrual reduced by (1/12th) for each 30 days or major portion on a prorated basis.

Flight Attendants may take (borrow) up to ten (10) vacation days from next year's allotment. DATV taken during the accrual period of **August 29, 2023 - August 28 2024** will reduce the 2025 Vacation accrual on a day-for-day basis. Instructions on how to request DATV can be found in Chapter 15 of the *Trip Trades & Adjustments Guide*.

How does paid activity affect vacation accrual?

Your annual (base) vacation accrual will be reduced when the paid activity in each quarter of the Vacation Accrual year does not meet either the 60-hour – 119:59 hour or the 120 hour or greater metric for accrual as follows:

- A Flight Attendant who completes one hundred twenty (120) hours or more of paid activity in each quarter of the Vacation Accrual Year, will receive full vacation accrual (100% of base vacation accrual).
- A Flight Attendant who completes fewer than one hundred twenty (120) hours but at least sixty (60) hours of paid activity in each quarter of the Vacation Accrual Year, will receive fifty percent of vacation accrual (50% of the Base Vacation Accrual.)
- A Flight Attendant who completes fewer than sixty (60) Hours of paid activity for each quarter of the Vacation Accrual Year will accrue no vacation.

The following chart illustrates accrual based on Paid Activity:

Years of Completed Service	Annual Base Vacation Accrual	Accrual per Quarter (<60 hours of paid activity)	Accrual per Quarter (60 – 119:59 hrs. of paid activity)	Accrual per Quarter (120 hrs. or more of paid activity)
1-4	12 DAYS	0	1D 12H	3 DAYS
5-9	19 DAYS	0	2D 9H	4D 18H
10-16	26 DAYS	0	3D 6H	6D 12H
17-24	33 DAYS	0	4D 3H	8D 6H
25+	40 DAYS	0	5 DAYS	10 DAYS

Example #1 - Flight Attendant who did not receive full accrual based on paid activity and additionally was on a leave of absence

The full accrual for a Flight Attendant with 30 completed years of service is 40 days. If the Flight Attendant has 120 hours or more of paid activity in each quarter, the accrual per quarter is: 10 days.

- Quarter 1 paid activity: 240 hours **100%** quarterly accrual: (10 days)
- Quarter 2 paid activity: 270 hours **100%** quarterly accrual: (10 days)
- Quarter 3 paid activity: 160 hours **100%** quarterly accrual: (10 days)
- Quarter 4 paid activity: 115 hours **50%** quarterly accrual: (5 days)

The vacation accrual based on paid activity for the year is **35**.

The same Flight Attendant was also on a non-occupational leave of absence for 90 days during the third and fourth quarters of the vacation accrual year. The vacation accrual is reduced by 1/12 for each 30 days or major portion thereof – a total of 3/12 or 1/4 of the full 40-day accrual = 10 days.

The vacation accrual based on reduction for leave(s) of absence is **30** days = 40 – 10 days. When a Flight Attendant’s base vacation accrual is reduced for **both** paid activity and leaves of absence, the greatest reduction will apply. Therefore, in the above example the Flight Attendant’s 40 days was reduced to 30 days.

NOTE: When the base vacation for a Flight Attendant is reduced for both paid activity and leaves of absence, the greatest reduction is applied. In the above example, the 40-day vacation for the Flight Attendant is reduced to 30 days.

Reserve Letter Designators

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
A	B	A	B	A	B	A	B	A	B	A	B

Reserve (A/B) Rotation

Reserve (A/B) Rotation is only applicable for Flight Attendants based at HNL and LHR. The 2025 Reserve Letter Lists will be made available in your Base and on Flying Together. These lists are effective February 2025 through January 2026

Those Flight Attendants having their 5th anniversary as a Flight Attendant in 2024 will not have their 'R' status changed to an 'A' or 'B' until the month of their anniversary to become effective for bidding the following month. 'A' letter Reserve months are the odd months and 'B' letter Reserve months are the even months.

Reserve (A/B) Rotation letter designator trades are requested in CCS

To submit a trade, log into CCS then select **Scheduling > A/B Rotation Trade Request**. Click on the New Request window and fill in the requested information including the desired effective date for the bid month/year and employee ID number of the Flight Attendant with whom you wish to trade.

Trading A/B Rotation Letter Designator

Flight Attendants in an International Purser sub-base at these locations may only request an A/B Reserve Rotation letter designator trade with another Flight Attendant in that same International Purser sub-base.

Vacation Elections

The Vacation Election period opens by 0800 Home Domicile Time (HDT) on September 25, 2024 and closes at 0800 HDT on October 15, 2024 in order to provide the full twenty (20) day period to make elections required under the Contract.

Once you know the number of days that you have accrued, if you choose to participate in the optional Vacation Election process, select the “**Proceed to Vacation Election**” button located in the bottom right corner of the accrual letter page. You may also choose not to make any selections in the Vacation Election process and skip this step.

The vacation election screen will appear, and you will be able to make the following selections:

1. Buy Back Vacation Days. Partially accrued vacation days are not eligible.
2. Defer vacation days to your 401(k) or UK Stakeholder Plan
3. Elect Flex Vacation Days (paid or unpaid)

Vacation Buy Back – Two Possible Programs

Vacation days are “sold” back at a rate of **three hours and fifteen minutes (3:15)** of pay per day plus an incentive payment, which shall be determined and announced prior to the annual vacation bid.

1. Annual Vacation Buy Back: The Company offers a vacation buy back option, which allows a Flight Attendant to take pay in lieu of accrued vacation. Flight Attendants must opt to “sell” at least six (6) full days of accrued vacation and partial days are not eligible. Those participating in the Buy Back program may not participate in the Flex program.

Vacation days are “sold” back at a rate of three hours and fifteen minutes (3:15) of pay per day plus an incentive payment, which shall be determined and announced prior to the annual vacation bid.

NOTE: The rate of pay for Vacation buy back is based on your individual rate of pay as of 12/31/24. *International Purser and Purser pay overrides are not included in your hourly rate of pay and are not applicable to Vacation Buy Back payments.*

2. Monthly Vacation Buy Back: In addition, the Company may offer vacation buy back on a month-to-month or base-by-base basis. The Company will determine whether to offer an incentive payment for month-to-month or base-by-base vacation buy back. Vacation buy back will be awarded in base seniority order.

Deferred 401(k) Contribution:

Flight Attendants may elect to contribute a minimum of seven (7) days and a maximum of fourteen (14) days of paid vacation accrued for use in 2025 into their 401(k) savings plan account or UK Stakeholder Group Plan.

Flex Vacation Program

Flight Attendants may elect to take an additional seven days of Flex vacation. Flight Attendants taking Flex vacation will either take the additional seven days as unpaid vacation or elect to have one hour and fifty-four minutes (1:54) pay deducted from their earnings each month to pay for the Flex vacation week.

*Flight Attendants who opt for **paid** Flex vacation will have the **last seven days of their last awarded vacation period** designated as Flex.*

*Flight Attendants who opt for **unpaid** Flex vacation will have their **first seven days of the first awarded vacation period** designated as Flex.*

Once you have finished making your choices, select “**Submit**”. A confirmation page will display showing your 2025 elections. It is recommended that you keep a copy for your records.

At any time while the vacation election period is open you can return to the vacation election page and change/update your selections. **Once the election period is closed, changes can no longer be submitted.**

Contractual Holidays 2025

United States	01/01/25 New Year's Day	07/04/25 Independence Day	11/27/25 Thanksgiving Day	12/25/25 Christmas	Flight Attendant's Birthday
United Kingdom	01/01/25 New Year's Day	04/21/25 Easter Monday	08/25/25 August Bank Holiday	12/25/25 Christmas	Flight Attendant's Birthday

Vacation Bidding Rules

Flight Attendants will have an allocation of days available, by base, for viewing in CCS once the first round of bidding opens on October 23. Once the first round opens, Flight Attendants will be allowed to choose preferences regarding:

1. The number of days they want in each vacation period.
2. The option to “date slide” the vacation, up to three days in either direction of the start/end dates to ensure they receive the maximum number of days utilizing their initial bids
3. Accept fewer days for the vacation period by specifying the number of days by which the vacation is to be reduced.
4. The start date for each vacation period.

Keep in mind, start dates are not pre-set. The vacation bid process will allow you to bid for any start date for a vacation period, if it fits within the month being bid, or complies with the rules for “crossing months.” It’s important to become familiar with the following vacation rules:

- Flight Attendants may opt to split their vacation accrual into periods of not less than six days each. A Flight Attendant may have a maximum of five vacation periods. (Section 12.F.4.)
- A Flight Attendant who has 11 or fewer days of accrued vacation, must bid their entire accrual in a single block. (Section 12.F.4.)
- A partial day of vacation accrual will be rounded up to a full day for the purpose of vacation bidding, but shall be paid as a partial day. A partial day is always the last of the vacation period in which it is awarded. All hours must be bid in the same round. (Section 12.F.5)
- When a Flight Attendant has a partial day vacation, she/he will be relieved of all duty for that entire day, including any trip assignment or Reserve duty. However, compensation for a partial vacation day will be paid on a pro-rata basis. For example, a 12-hour partial day will pay 50% of the 3:15 value of the vacation day
- A Flight Attendant may not bid more than 50% of their accrued vacation days, unless they have 11 or fewer days of accrued vacation. When a Flight Attendant has accrued an odd number of vacation days, the odd day may be added to the 50% maximum for the first round. For example, a Flight Attendant with 19 days of vacation may bid a maximum of 10 days in the first round. (Section 12.F.6.)

What Happens if I Don't Bid for Vacation – Section 12.F.8

If a Flight Attendant does not submit a vacation bid in the first round of bidding, they will be considered a **No Bid. No vacation will be assigned during the first round of vacation bidding.** You will, however, be required to bid all of your accrued days in the second vacation bid round. If a Flight Attendant does not submit a vacation bid in the second round of bidding, she/he will automatically be assigned a vacation. Keep in mind, the vacation you are assigned will be after the second-round vacation awards have been completed for all Flight Attendants submitting a bid. The assigned vacation will be made in seniority order from December backward through January, with the largest block of days being assigned first.

What if My Bid is considered an Insufficient Bid? – Section 12.F.9

When a Flight Attendant submits a vacation bid and is unable to hold any of her/his selections, she/he is considered an *Insufficient Bid*. In this instance, vacation is assigned in seniority order from December backward through January after that round of vacation has been awarded to all bidders. The assignment shall be based on the number of days in your bid with the largest block of days assigned first.

Unpaid Flex Vacation While on Reserve Status

Reserve Flight Attendants who opted to elect Unpaid Flex as part of their Vacation should be aware that any Reserve (R) days that fall within the unpaid Flex vacation period will *reduce* your Reserve line guarantee.

For example:

A Reserve Flight Attendant having opted for a 7-day Unpaid Flex Vacation is awarded a Reserve line in a 30-day schedule month having the contractual 12 days off. Three days of availability are included in the awarded vacation period. Each of these Reserve days is valued at 4:20. Once vacation is applied to the Reserve line, the three days of Reserve availability are dropped by vacation. The value of the Reserve line will be reduced by the value of the Reserve days dropped with vacation. In this case, $3 \times 4:20 = 13$ hours. The 78-hour Reserve minimum guarantee is reduced by 13 hours and will result in the Reserve's new Reserve minimum being 65 hours ($78 - 13 = 65$ hours.)

This reduction in guarantee occurs only in those instances where the Reserve opted for the *Unpaid Flex* option during the Vacation Election.

Partial Vacation Days – Section 12.F.5

A partial day of vacation accrual is rounded up to full day for the purpose of vacation bidding and scheduling but will be paid as a partial day. The partial day is **always** the last day of the vacation period in which it is awarded.

Crossing Bid Months – Section 12.F.7

A Flight Attendant may bid for a vacation period overlapping two bid months. A Flight Attendant may not however bid for a vacation period overlapping two scheduled vacation years: Flight Attendants may not bid a vacation that overlaps from December 2025 into January 2026.

The minimum vacation bid to cross from one month to the next is fourteen (14) full days. In order to cross months using **14, 15 or 16 days** must meet the following rules:

- There must be a minimum of four (4) full days in both months
- Partial Vacation days cannot be counted as a full day.

To cross months using **seventeen (17) days or more**, the following rules must be met:

- Both months must have a minimum of seven (7) full days in both months.
- Partial Vacation days cannot be counted as a full day.

Date Slide – Section 12.F.3

Flight Attendants have the option to 'slide' the vacation period up to three (3) days in either direction from the start date of the vacation period.

The vacation award will be based on the ability of the vacation award logic to award the vacation by sliding in the following sequence: original bid start date +1, -1, +2, -2, +3, -3.

- If the bid slides into another month, the system will only process the slide that is valid. It will avoid that day that will leave less than four (4) days in one month on the 14, 15, 16-day vacation bid or less than seven (7) days in the 17 days or more bid. After the slide, the vacation must meet the cross-bid month rules.

- If none of the slide options can be awarded using the first bid choice, the process will be applied to the second bid choice and we be continued through all of the bid choices.

Reduce Vacation (Fewer Days Option)

Flight Attendants have the option of accepting 'fewer days' than that for which they bid under the following circumstances:

- Must have accrued twelve (12) or more full vacation days.
- Vacation will be based on the ability to award the longest stretch of available days within each bid choice according to the bidding rules.
- The vacation will be reduced one day at a time up to the number of days specified.
- The bid may be reduced to a minimum of six (6) days anywhere within the original bid.
- If at least six (6) days of the first choice cannot be awarded, the processes will be applied to the second bid choice and will be continued throughout all of the bid choices.
- When a Flight Attendant chooses to reduce days in Round #1, any un-awarded (reduced) vacation days are rolled over to Round #2.
- When a Flight Attendant chooses to reduce days in Round #2, the reduced days are added to the last vacation period.
- In the second round of bidding, the last vacation period cannot be reduced.

Combination (Date Slide and Reduce Days)

The award process will evaluate all options (Date Slide & Reduce Days) for the start dates specified prior to moving into your next vacation bid. (Refer to pages 13 & 14 in the 2020 Vacation Bidding Guide for examples.)

Transfers – Section 12.C.7

A Flight Attendant who changes bases shall retain her/his vacation period(s). In the case of a new base opening, a Flight Attendant may be required to re-bid her/his remaining vacation days.

Vacations Encompassed by a Leave of Absence – Section 12.C.8

Vacations Encompassed by a Leave of Absence shall be treated in the following manner:

- The vacation may be left intact and the Flight Attendant will be paid for the vacation period, or
- Permit a trade of vacations in accordance with the trading provisions of Section 12.C. The result is the removal of the original vacation period from the period of leave, or
- A Flight Attendant scheduled for jury duty, or on medical leave or occupational leave or who is hospitalized due to illness or injury may, not later than one calendar day before her/his vacation begins defer the vacation until later in the Scheduled Vacation year.
 - Upon return to work, she/he will choose from available vacation periods.
 - If no vacation period is open and the deferred vacation was a paid vacation, the Flight Attendant will be paid for the deferred vacation at her/his rate of pay in the last month of the Scheduled Vacation year in which the vacation would have been taken.

- A Flight Attendant will have the option to either carry unused vacation into the following vacation year under the terms of Section 12.C.8.d. or be paid for the vacation under the terms of Section 12.C.8.c.
- A Flight Attendant must advise the Company of their election to carry unused vacation into the following vacation year no later than November 30. If no election is made by November 30, vacation will be paid out under the terms of Section 12.C.8.c.
- The payment shall be made not later than their February 1 paycheck of the following year.
- Flex Vacation cannot be carried into the following year.
- If an election is made to carry over the deferred vacation days to the following Scheduled Vacation year
- She/he will choose from available vacation periods after the vacation periods for that year have been awarded.
- This provision may only be utilized once per Scheduled Vacation year.

Blocked Vacation Slide Dates

As provided for in Section 12.G., the list of blocked days for vacation slides in 2025 is as follows:

12/30/24 - 01/03/25	06/30/25 - 07/09/25	11/25/25 - 11/29/25
04/17/25 - 04/24/25	08/29/25 - 09/04/25	12/18/25 - 12/29/25
05/22/25 - 05/28/25	10/27/25 - 11/03/25	12/30/25 - 01/04/26