

Vacation Bidding Rules

Flight Attendants will have an allocation of days available by base to view in CCS once the first round of bidding opens on October 23rd. 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 (3) days in either direction of the start/end dates, to ensure they receive the maximum number of days using 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 allows you to bid any start date for a vacation period, as long as it fits within the month being bid or complies with the rules for “crossing months.” Become familiar with the following vacation rules: Flight Attendants may split their vacation accrual into periods of at least six (6) days each.

- A Flight Attendant may have a maximum of five (5) vacation periods. (Section 12.F.4.)
- A Flight Attendant who has eleven (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 purposes 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, with all hours bid in the same round. (Section 12.F.5)
- When a Flight Attendant has a partial day vacation, they 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 eleven (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

vacation days 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, it will be considered a **No Bid**.
- **No vacation will be assigned during the first round of vacation bidding.**
- The Flight Attendant will be required to bid all accrued days in the second round.
- **If the Flight Attendant does not submit a vacation bid in the second round of bidding, they 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.10

- When a Flight Attendant submits a vacation bid and is unable to hold any of their selections, it 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 who opts for a seven (7) day Unpaid Flex Vacation is awarded a Reserve line in a thirty (30) day schedule month with the contractual twelve (12) days off. The awarded vacation period includes three (3) days of availability. Each of these Reserve days is valued at 4:20. Once vacation is applied to the Reserve line, the three (3) days of Reserve availability are dropped by vacation. The Reserve line value 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 guarantee 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 a full day for 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 (2) bid months; however, may not bid for a vacation period overlapping two (2) scheduled vacation years. *Flight Attendants may not bid a vacation that overlaps from December 2026 into January 2027.*

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, you** 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 six (6) full days in both months.
- Partial Vacation days cannot be counted as a full day.

Vacation Slides – 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 process only the valid slide.

- The system will avoid an award that leaves less than four (4) days in one month on

the 14-, 15-, or 16-day vacation bid, or less than seven (7) days in a 17-day or longer 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 apply to the second bid choice and will continue through all 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:

- They 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 (1) 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 process will apply to the second bid choice and continue through all 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, and all remaining vacation is awarded.*

Combination (Date Slide and Reduce Days)

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

This can be found on Flying Together at: My Work > Inflight Service Home Page > Crew Planning Scheduling and Administration > Crew Resource Planning > Vacation

This information can also be found in the link at: Content Locker > JCBA Resources > Vacations > Step-By-Step Guide to Vacation Bidding

Transfers – Section 12.C.7

A Flight Attendant who changes Bases shall retain their vacation period(s). In the case of a new Base opening, they may be required to re-bid their 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, resulting in the removal of the original vacation period from the period of leave

Or

- A Flight Attendant who is 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 (1) calendar day before their vacation begins, defer the vacation until later in the Scheduled Vacation year.
- Upon return to work, they 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 their 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 Section 12.C.8.c.
- The payment shall be made no later than the employee's 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, the Flight Attendant will choose from available vacation periods after the vacation periods for that year have been awarded.

NOTE: This provision may be used only 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 2027 is as follows:

JAN	12/30/26 - 01/04/27	JUL	07/01/27 - 07/07/27	OCT-NOV	10/28/27 - 11/02/27
MAR-APR	03/24/27 - 04/02/27	SEP	09/02/27 - 09/08/27	DEC	12/18/27 - 12/29/27
MAY-JUN	05/27/27 - 06/3/27				