



Trip Trades & Adjustments

Flight Attendant Guide

Updated December 2, 2019





Introduction.....	4
Chapter 1 Getting Started.....	5
Chapter 2 Trading and Adjustments Timeline	11
A. Open Time Trade Windows (Stagger/Brackets)	12
B. Trip Trade Rules	12
C. International Purser	13
D. Language Qualified	14
Chapter 3 Flight Attendant to Flight Attendant Trades	15
A. Direct Trade	15
B. Trading Reserve Days Off	18
C. Reserves Trading Assigned Pairings.....	20
Chapter 4 Advertisements	21
A. Submit an Advertisement for Straight Pick-Up.....	21
B. Submit an Advertisement for Mutual Trade	24
C. Submit an Advertisement for Partial Trade	25
D. Submit a Mutual Trade Advertisement for a Training Pairing.....	27
E. Submit an Advertisement for a Jetway Trade	28
F. Submit a Reserve Day Off Advertisement	29
G. Submit a Reserve Trip Advertisement	30
H. Withdraw an Advertisement.....	32
I. View Open Mutual Trade Advertisements	34
J. View a Jetway Trade Advertisement	37
Chapter 5 Offers.....	43
A. Mutual Trade Offers	43
B. My Offers	43
C. Receiving an Offer	46
Chapter 6 Picking up Trips.....	50
A. Pick up from Open Time.....	50
B. Pick up from Advertisements.....	54
C. Reserve Picking up Time from Other Flight Attendants	56
D. Reserve Picking up From Open Time.....	57
Chapter 7 Real-Time Trades with Open Time	59
A. View Open Time Pairings	59
B. Picking up and Trading Training Pairings	76
Chapter 8 Trading with the Reserve Pool and Bad Day/Worse Day	80



A. Reserve Pool.....	80
B. Trip Trades Involving Blocked Days Due to Minimum Staffing (Bad Day/Worse Day)	84
Chapter 9 Seniority Trip Trade.....	87
Chapter 10 Out of Base Pick-Ups	93
A. Requirements.....	93
B. Out of Base Trades Involving International Bases	93
Chapter 11 Miscellaneous Trading	94
A. Trading While on Sick Leave	94
B. Combined Duty Day	94
C. Complete Line Trades	94
Chapter 12 End of Month (EOM) Adjustment Process	95
A. Adjustments	95
B. Mutual Trade Process	96
C. Self Adjustment Process	97
D. Adjustment by Crew Scheduling.....	99
Chapter 13 Personal Drop.....	101
Chapter 14 Personal Time Off.....	103
Chapter 15 Day at a Time Vacation (DATV).....	105
Chapter 16 Restoration of Days Off – 5:00 Pay Option	107
Chapter 17 Other Resources.....	109
Appendix	110
A. Master Schedule	110
B. eBB Menu Options	115
C. Key Terms and Definitions for Trading and Adjustments	118
D. Key Functionality for Trades & Adjustments	120
E. How to Create an Alert	122
F. How to Create an Alert for a Day Off	125
G. How to Create and Receive Alerts.....	126
H. Lineholder Dropping a Trip	127
I. How to Create an Offer	131
J. How to View Ads in “My Ads”	134
K. Standard Messages	135



Introduction

The focus of this guide is to share information on how you will trade trips and make adjustments for the October bid month and going forward.

Trip Trading features within CCS provide you with flexibility to adjust your schedule immediately after receiving your monthly line award and throughout the bid month. How trips are displayed in the trip trade and adjustment screens in CCS will be different than what you are familiar with today. Accessing CCS will remain the same process as some of you use today; however, the organization, structure and programming within CCS will be different for all.

Disclaimer: please note that the information in this document is for educational use only. The JCBA is the governing document of this work, and nothing in this guide should be construed as altering or conflicting with the information in that contract.



Chapter 1 Getting Started

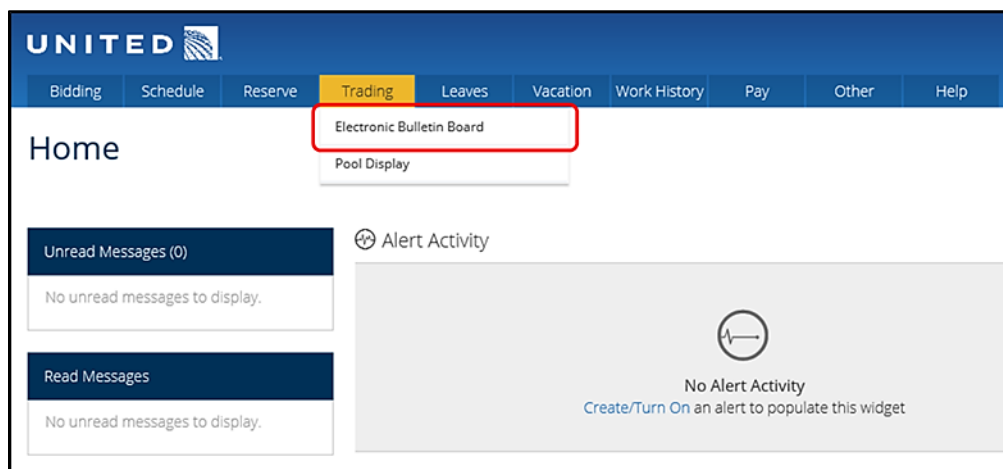


Image 1.01

From the CCS main menu, click on “Trading”. From the sub-menu, click on “Electronic Bulletin Board” as shown in *Image 1.01*.

Electronic Bulletin Board (eBB) Trading Screen

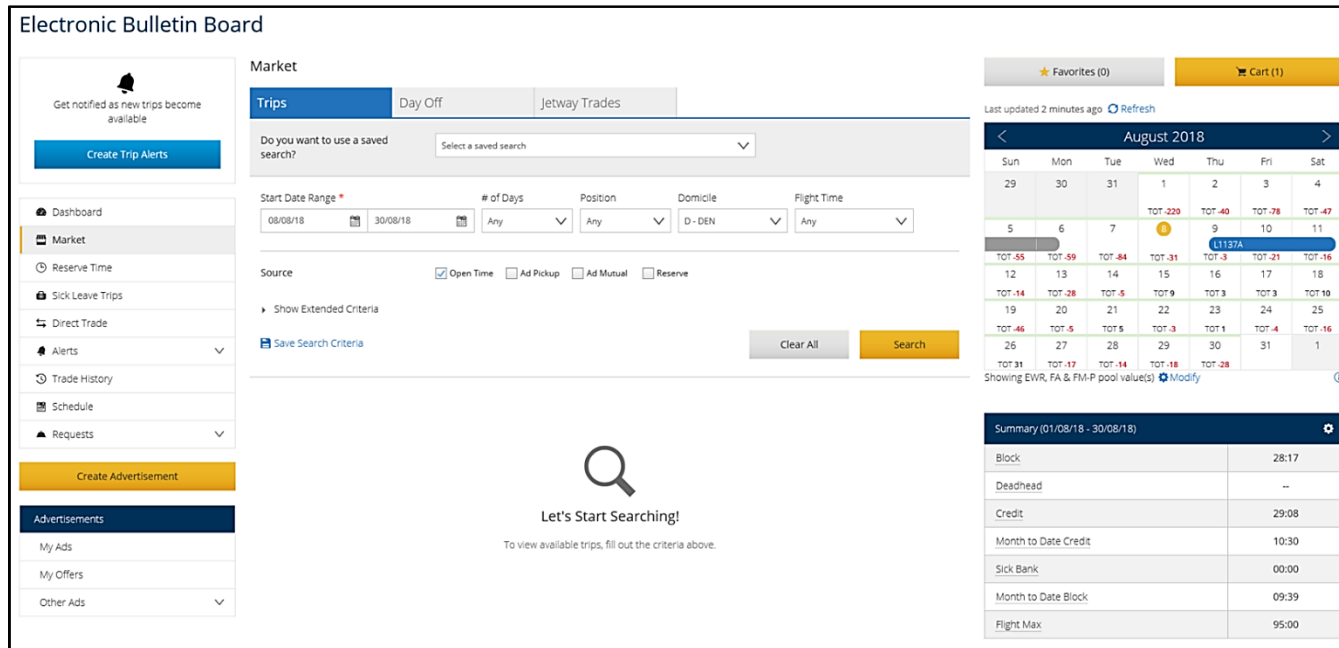


Image 1.02



Starting on the left side of the eBB here is a brief description:

Create Trip Alerts

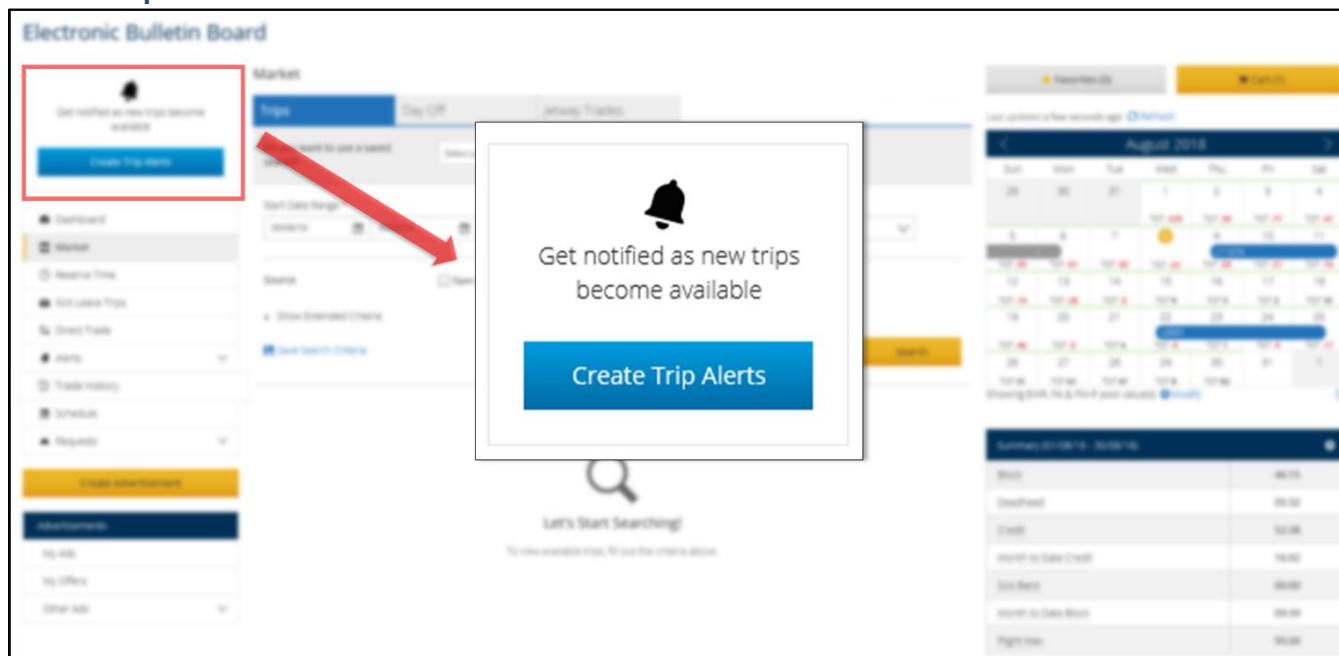


Image 1.03

An alert may be created to notify you of when a trip becomes available either in open time or in an advertisement that meets the criteria you specify.

On the top left of the screen you will find a “Create Trip Alerts” button as shown in *Image 1.03*. Click here to bring you to the “My Alerts” screen where you can set criteria for trip preferences, specific trips, and days off advertisements (RSV), and receive notifications when they become available.



Menu Options

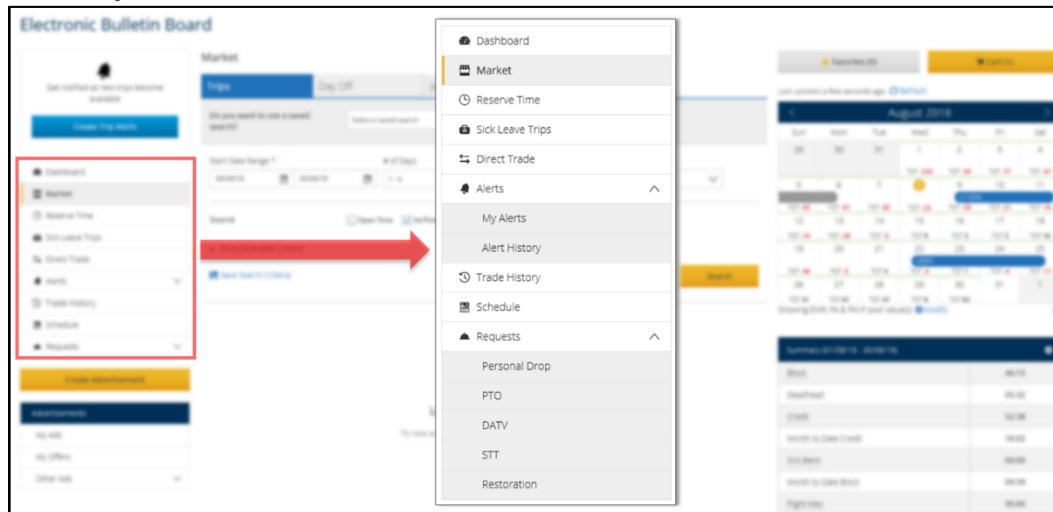


Image 1.04

On the left side of the screen you will find the menu options as shown in *Image 1.04*. These options will take you to various screens such as the market, direct trade, alerts, etc. In full screen mode, the menu is static and will always be visible. In a condensed screen, it will appear as a pull-out menu.

Advertisements

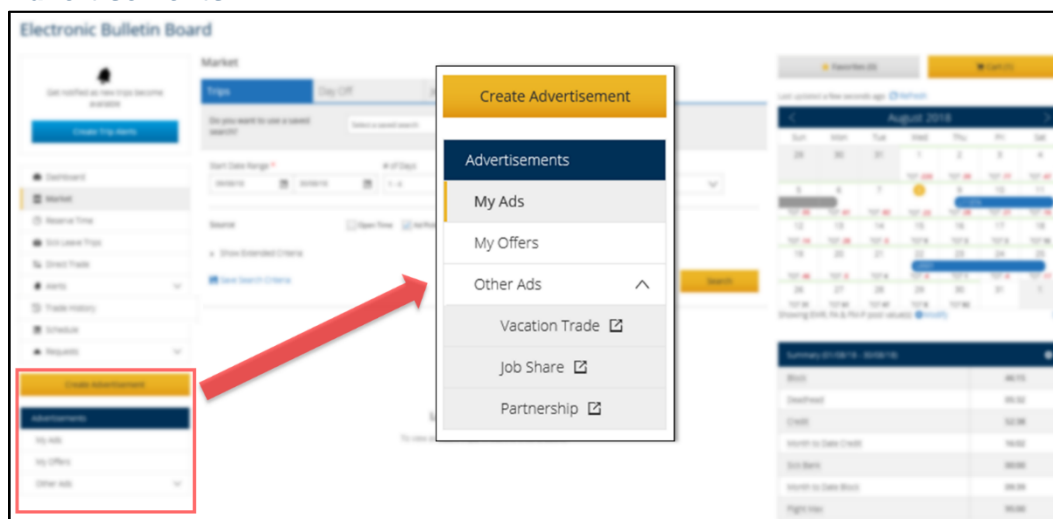


Image 1.05

On the bottom left of the screen you will find the advertisement options as shown in *Image 1.05*. “Create Advertisements” allows you to create a new trip, day off (RSV) or Jetway trade advertisement. The “Advertisement” tabs will take you to various screens to view your advertisements, your offers made, etc. In full screen mode, the menu is static and will always be visible. In a condensed screen, it will appear as a pull-out menu.



Center Screen

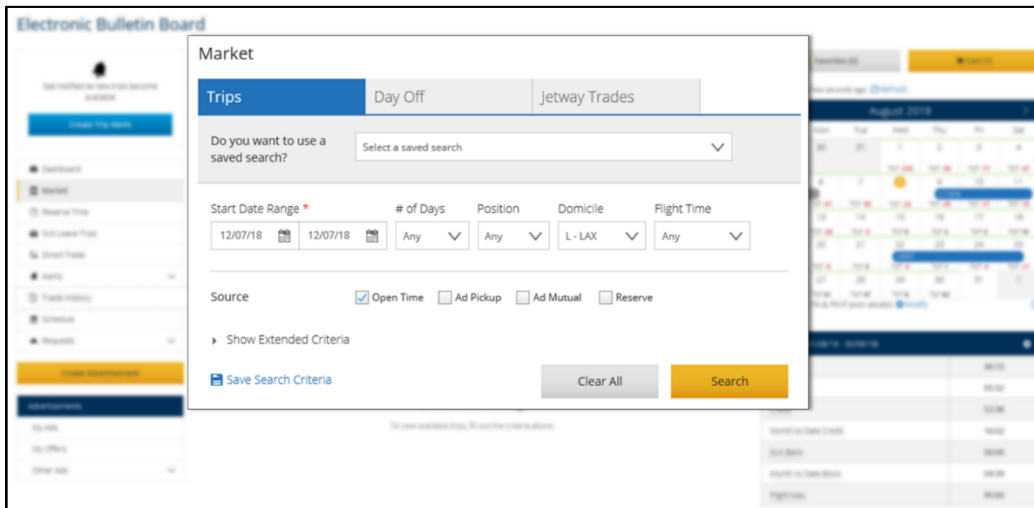


Image 1.06

The center of the screen is dynamic, and is the workspace for whichever function is currently active. The default landing page is the “Market” as shown in *Image 1.06*.

Favorites/Cart/Calendar

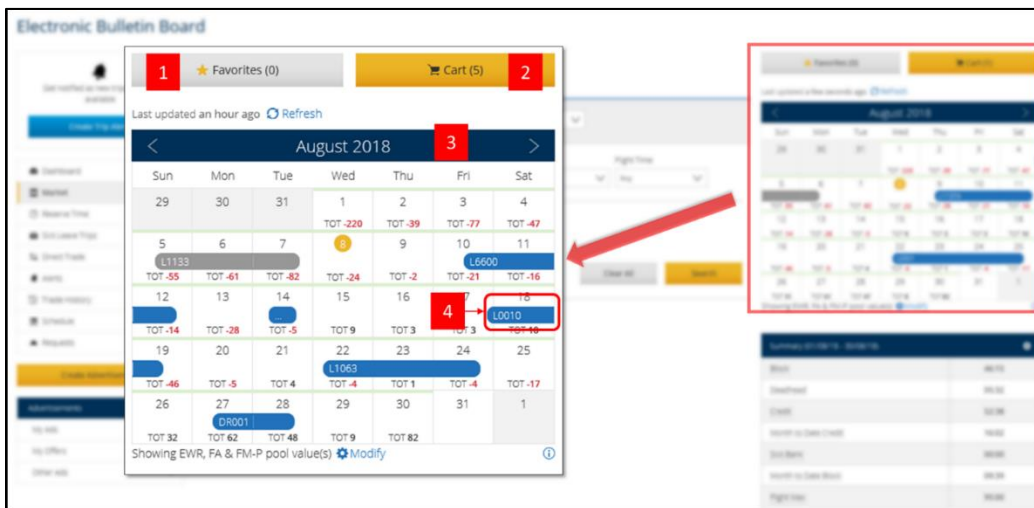


Image 1.07

On the top right side of the screen there are two buttons, “Favorites” and “Cart” as shown in *Image 1.07*. The “Favorites” button (1) will bring you to the screen where you can view any trips, day off advertisements (RSV), or Jetway trades that you marked as a favorite. The “Cart” button (2) will bring you to the screen where you can view any trips or day off advertisements (RSV) placed in your shopping cart.

Underneath, your schedule for the current bid month will be displayed in calendar format (3). Only the current bid month can be viewed. Any trips/days off that are scheduled will appear on the calendar date. Information will update real time as changes occur.

If you click on one of the pairings shown on the calendar date (4), the pairing details will display.



Pairings will be displayed differently in the electronic bulletin board depending on which area you are accessing. While the format may vary, the information contained in the pairing will be the same. Below in *Image 1.08* is an example of how a pairing is displayed in your calendar.

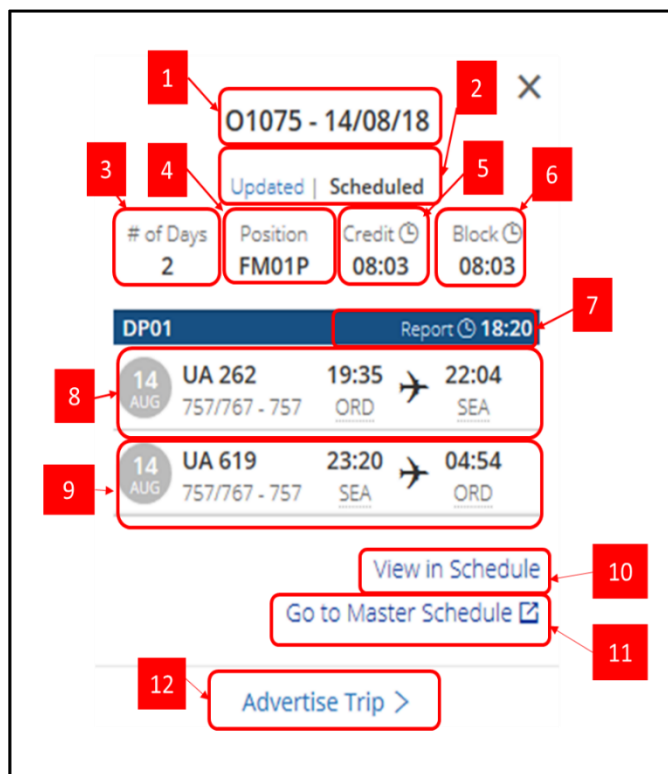


Image 1.08

1. The pairing number here is O1075 and starts on August 14, 2018 (dd/mm/yy)
2. The pairings details will default to "Scheduled". Click "Updated" to view any updates to the pairing.
3. The number of days of the pairing
4. The position – FM01P
5. The credit time of the pairing
6. The block time of the pairing
7. The report time for duty period one (DP01) of this pairing is 18:20
8. The first segment of this pairing is flight 262, departing on August 14, 2018 at 19:35, ORD-SEA, arriving at 22:04
9. The return segment is flight 619, departing at 23:20 on August 14, 2018, SEA-ORD, arriving at 04:54 on August 15, 2018
10. Click here to view full details on this pairing including crew and layover information
11. Click here to view your master schedule *For details on master schedule see the [Appendix A](#) of this guide
12. Click here to advertise this trip

As shown in *Image 1.08*, you can access your Master Schedule (11) from any open pairing. A complete list of descriptors and screens within the Master Schedule can be found in [Appendix A](#) of this guide.



Summary

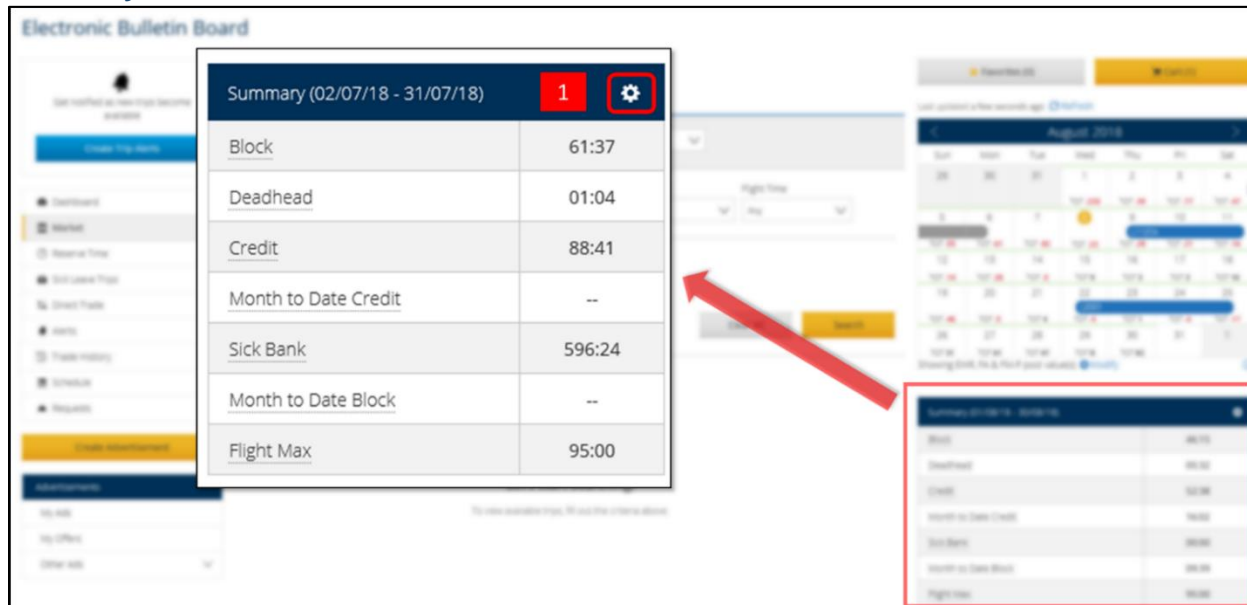


Image 1.09

The bottom right of the screen displays the line values for your current month as shown in *Image 1.09*

IMPORTANT NOTE: All dates in the eBB appear in DD/MM/YY format

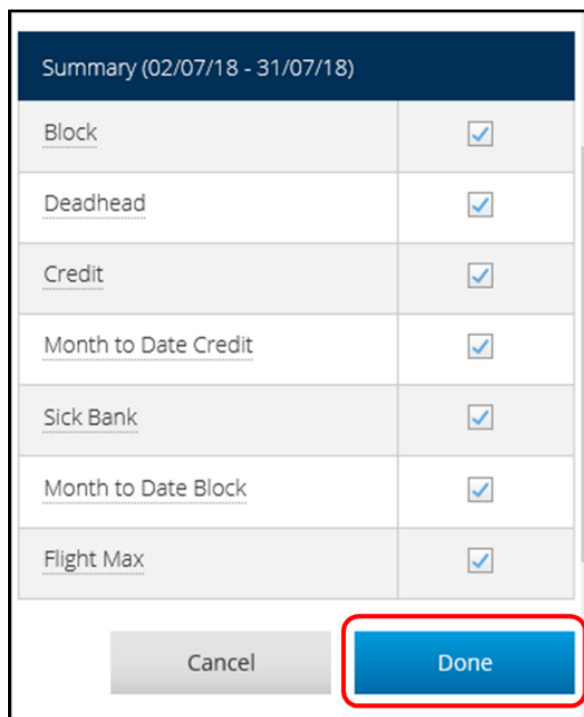


Image 1.10

You can also use the Settings icon (1) in *Image 1.09* to personalize your own Summary screen. When you click on the icon, a screen will display as shown in *Image 1.10* which allows you to select which items you want to be viewable. Once you select the items you want, click "Done".



Chapter 2 Trading and Adjustments Timeline

Mutual trades with other Flight Attendants begin at 1700 on the 18th of the month. The initial round of trades with open time (Real-time trading) begins on the 23rd of the month and is restricted to a specific 2-hour window of time for each base. These windows are indicated on the timeline below as “Stagger/brackets.” The times for your particular base will be found in the monthly bid packet.

Calendar Day	HDT* or Central Time	Activity
18	0800 HDT	Primary award line numbers visible
18	1700 HDT	Finalized primary award loaded
18	1700 HDT	Mutual trading begins
19	2359 Central	EOM conflicts dropped/EOM mutual trades suspended
20	0800 Central	Self adjustment begins
20	2000 HDT	Vacation Relief open*
21	0800 Central	Self adjustment ends
22	0800 HDT	Vacation Relief closes
22	1000 HDT	“Work with” – Restoration of Days off**
22		Vacation Relief award loaded
22	At 1800 HDT	Lines constructed for Flight Attendants returning from leave or extended absence***
23	Stagger/brackets	Real-time trading begins
24		DATV and PTO (15-day and 5-day) awarded
27	0700 HDT	Real-time trading closes
27	1500 HDT	Seniority trading begins
27	2100 HDT	Real-time trading re-starts

Table 2.01

*Vacation Relief bids will open no later than 2000 HDT

**This is the “work-with” window described in Section 7.R.2. and is for Flight Attendants desiring a day off restoration using an assigned trip in their line

***Flight Attendants returning from leave or an absence, who need a line built for the new month, may contact the FAST team beginning at 1800 HDT on the 22nd of the month. For additional information on returning to work from a leave or an absence, see the LOA packet and return to work information located on the Inflight Administration homepage on Flying Together.

IMPORTANT NOTE: Flight Attendants who do not resolve their EOM conflict through mutual trades will be blocked from further mutual trading on the 19th at 2359 Central.

Flight Attendants who resolve their EOM conflicts in the Self Adjustment process will be allowed to immediately resume mutual trades.

Flight Attendants who wait to be adjusted by crew scheduling will not be allowed to resume mutual trades until the entire process is complete on the 23rd.



A. Open Time Trade Windows (Stagger/Brackets)

Table 2.02 below shows the open time brackets for each base.

Base	Real-Time Trade Brackets: Home Domicile Time of the 23rd	Real-Time Trade Re-open: Home Domicile Time	Real-Time Trades Close Home Domicile Time	Seniority-based Trades Run: Home Domicile Time	Real-Time Trades Re-Open: Home Domicile Time
GUM	1700 - 1900	0700 / 24th for all bases	0700 / 27th for all bases	1500 / 27th for all bases	2100 / 27th for all bases
NRT	1600 - 1800				
HKG	1500 - 1700				
FRA	1100 - 1300				
LHR	1000 - 1200				
EWR	0700 - 0900				
IAD/BOS/CLE	0900 - 1100				
ORD	1000 - 1200				
IAH	1200 - 1400				
DEN	1300 - 1500				
LAX/LAS	1400 - 1600				
SFO	1600 - 1800				
HNL	1500 - 1700				

Table 2.02

B. Trip Trade Rules

- Minimum days off, minimum rest and maximum duty day limitations will apply.
- Job share/half month leave and Partnerships may not exceed 55:00 pay and credit for the month excluding vacation pay and credit.
- Requests must be made through the computer at least one (1) calendar day, HDT, before the scheduled departure time of the first trip, except that if the trip being dropped occurs after the trip being picked up, the request must be made at least 12:00 hours prior to check-in of the trip being picked up.
- If the operation permits, as determined by Scheduling, an open time trade may be considered inside twelve hours (12:00) prior to check-in of the trip being picked up.
- Trades involving two trips which both have scheduled departures less than one calendar day after the trade must be done on an exception basis by contacting Crew Scheduling and are subject to operational needs.
- A trade between two Flight Attendants must be made in the computer up to four hours (4:00) prior to check in of the earliest trip involved in the trade.
- Flight Attendants may straight pick up (i.e. no trading) open time via computer up to three (3:00) hours before check-in.
- Trade requests on the same trip may be requested at check-in (with Crew Scheduling), even if it involves the Purser position.



- Trip trade requests must be for trips originating in the same bid month. Month to month trades involving pairings which originate in different months are not allowed.
- Only two Flight Attendants may participate in a trip trade. Three-way trades are not permitted.
- A single duty period which contains a flight segment that departs the base before midnight and a return segment that arriving back in the base after 0400 local time ("red eye turns") will be considered as a one day pairing when trading.
- Trip trades with open time will only be allowed when there is sufficient reserve coverage.
- If your trade will result in you exceeding your monthly maximum on a credit basis, you will be deemed to have automatically opted to a higher monthly maximum. For example: if your trade increases your credit time from 94:00 to 97:00, you will be deemed to have opted to a 100:00 monthly maximum.
- Placing (parking) trips on another Flight Attendant's line to facilitate trading is not permitted.
- Open time trades involving an unequal number of days cannot cause a decrease of flight time of more than three hours (3:00) scheduled block time (not credit time).
- Open time trades involving an equal number of days are not subject to the three hours decrease parameter.

IMPORTANT NOTE: Trading trips of uneven days is permitted, but limited. For example, you may trade a 3-day, 15:00 trip (with 12:00 block time), for a 2-day, 10:00 trip (with 10:00 block time). Although the difference in credit time is 5:00, the difference in block time is only **2:00** and the trade is legal.

In each domicile, there may be sub-bases for International Purser and / or Language Qualified Flight Attendants. Please see below rules that are specific to each sub-base when trip trading.

C. International Purser

- Active International Pursers who are assigned International Purser lines may pick up and trade for open International Purser and non-International Purser open time, subject to the terms of Sections 7.I, 7.J. and 7.K. of the JCBA. An International Purser will be expected to have a minimum fifty (50) hours of flying (twenty (20) for job shares, partnerships and half month leaves) as an International Purser, at their assigned base, at the end of the bid month if they have traded or picked up from open time other than International Purser open time during the month.
- International Pursers cannot drop International Purser trips to anyone who is not an International Purser.
- International Pursers can pick up a trip from another Flight Attendant in their base as long as they have whatever qualifications may be needed.



- Less than 14:00 hours before departure International Pursers can pick up open time in any base regardless of qualifications.
- Less than 14:00 hours before departure International Pursers can pick up advertised trips in any base as long as they have whatever qualifications may be needed.
- If an International Purser picks up a non-qualified trip they will be paid the Flight Attendant rate.

D. Language Qualified

- LQ Flight Attendants who are assigned language lines may pick up and trade for open LQ and non-LQ open time subject to the terms of Sections 7.I, 7.J. and 7.L. of the JCBA. A LQ Flight Attendant will be expected to have a minimum fifty (50) hours of flying (twenty (20) for job shares, partnerships and half month leaves) in their assigned language, at their assigned base, at the end of the bid month if they have traded or picked up from open time other than LQ open time during the month.
- LQs may trade for or pick up any open trip per the rules outlined in the JCBA.
- Between 16:00 and 14:00 hours before departure LQs in a language sub-base may pick up from open time in the language sub-base in all designated languages for which they are qualified.
- Less than 14:00 hours before departure LQs can pick up open time in any base regardless of qualifications.
- Less than 14:00 hours before departure LQs can pick up advertised trips in any base as long as they have whatever qualifications may be needed.

Mutual Trades are trades between Flight Attendants and involve trips or reserve days off.

By 17:00 HDT on the 18th, lines will be finalized in CCS. At this time mutual trading will begin for everyone with the exception of Jobshare (J/S) and Partnership (P/S) Flight Attendants (these lines are locked until the J/S or P/S splits are received by the Company and the process to split the lines is complete).



Chapter 3 Flight Attendant to Flight Attendant Trades

A. Direct Trade

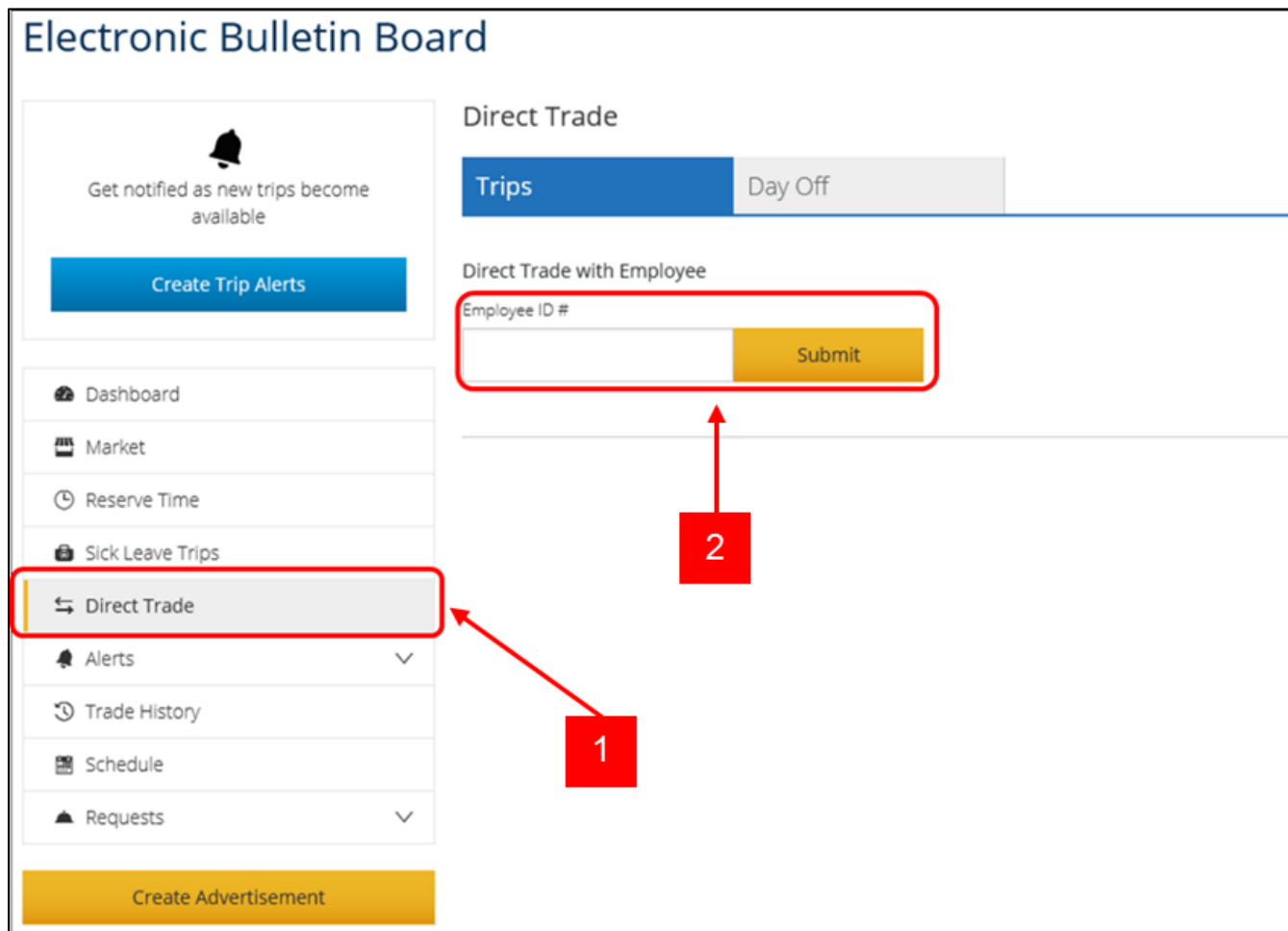


Image 3.01

After agreeing on a trip trade with another Flight Attendant, from the main menu click on “Direct Trade” (1) as shown in *Image 3.01*. The “Direct Trade” screen will appear. Enter the employee number (2) of the Flight Attendant you are trading with. Click “Submit” (2).



Transaction Type: Pickup Drop Trade

U1111KM Me Trade U2222KM Mike Jones

My Pairings: L6600, starts 10/08/18, 3 days, FA01

+ Add Another Pairing

Mike's Pairing(s):

Pairing #	Start Date	Position
L1137A	09/08/18	FA01

+ Add Another Pairing

Cancel Trade

1 2

Image 3.02

It will display the screen as shown in *Image 3.02* if the Flight Attendant you are trading with has requested that their schedule not be viewable by other Flight Attendants. In this scenario, you would select the pairing you would like to trade from the pairing drop-down menu (1). You would then have to manually enter the pairing details you would like to trade for (pairing number, date and position) (2).



U3333KM
Me

Trade

U2222KM
Mike Jones

My Pairings

L0603, starts 15/08/18, 1 days, FA02

+ Add Another Pairing

Mike's Pairing(s)

L0717, starts 14/08/18, 2 days, FA01

+ Add Another Pairing

1

2

Cancel

Trade

Image 3.03

If the other Flight Attendant's schedule is not blocked, there will be a drop-down menu of that Flight Attendant's pairings (1) as shown in *Image 3.03*. Select the appropriate pairing and click "Trade" (2).

Trade Successful

My New Pairing(s)

Pairing #	Start Date	# of Days	Position
L0717	14/08/18	2	FA01

Mike's New Pairing(s)

Pairing #	Start Date	# of Days	Position
L0603	15/08/18	1	FA02

Print Confirmation

New Trade

Go to Market

Image 3.04

Image 3.04 will appear after a successful trade.



B. Trading Reserve Days Off

A Reserve may only trade a day off with another Reserve in their base, or, when applicable, their qualification sub-base beginning at 1700 on the 18th.

- Trades may be done anytime during the month. Requests must be made at least one (1) calendar day local time prior to the day to be traded. For example, if you wish to trade the 5th, the request must be made by the 3rd, leaving a full calendar day between the request and the day to be traded.
- Throughout the month, Reserves may trade an unlimited number of days off with the Reserve availability pool, subject to minimum Reserve coverage.
- Minimum Reserve coverage will be determined by Scheduling. Reserve pool trades will start with the trip trading window(s).
- Reserves must maintain availability for the shortest trip in their base or three days, whichever is greater.
- Rejected trades shall include the reason for being rejected.

How to Submit a Day off Trade with Another Reserve

The screenshot shows the 'Electronic Bulletin Board' interface. On the left is a sidebar with navigation links: Dashboard, Market, Reserve Time, Direct Trade (highlighted with a red box and number 1), Alerts, Trade History, Schedule, and Requests. The main content area is titled 'Direct Trade' and contains a 'Trips' section with 'Day Off' (highlighted with a red box and number 2) and 'Reserve Pool'. Below this is a 'Source' section with 'Employee' (highlighted with a red box and number 3) and 'Reserve Pool'. At the bottom is an 'Employee ID #' field with the value 'u6666km' and a 'Submit' button (highlighted with a red box and number 4).

Image 3.05

To submit a trade with another Reserve, click “Direct Trade” (1) as shown in *Image 3.05*. Select the “Day Off” tab (2), click “Employee” (3), enter the employee ID of the employee you want to trade days with (4) and click “Submit” (4).

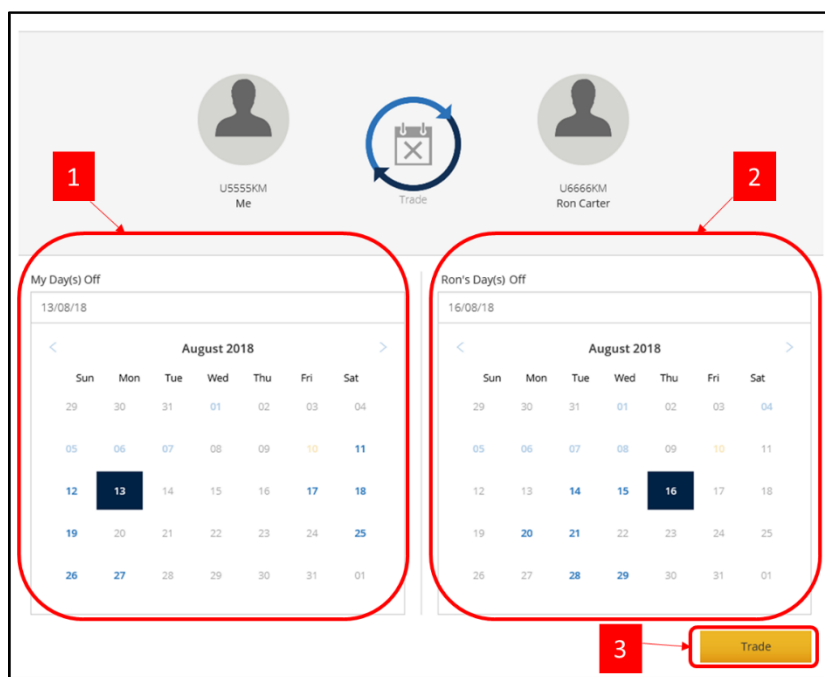


Image 3.06

Results Screen

As shown in *Image 3.06*, select the day(s) off you want to trade (1) then select the day(s) to be traded with the other Reserve. A calendar will appear to select the desired days as shown below. Once selected, click “Trade” (3).

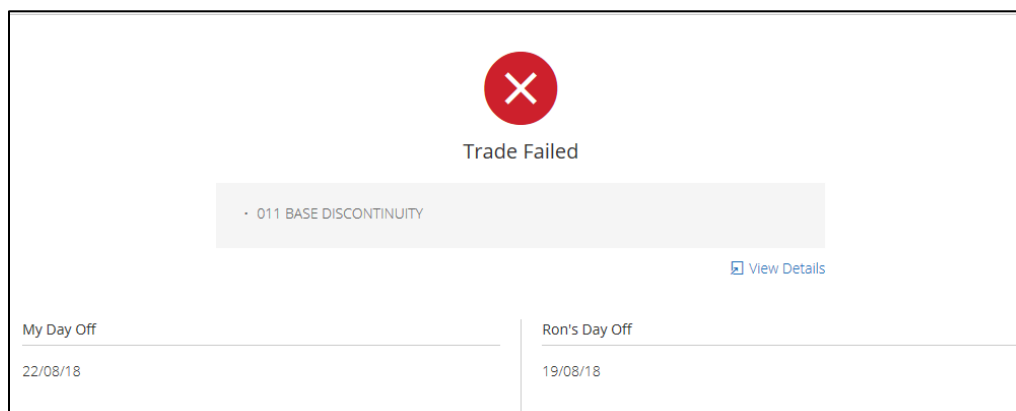


Image 3.07

Your trade will show as successful or failed. If your trade fails, you will be given a reason code as shown in *Image 3.07*. For a list of legality codes, see the [Legalities Guide](#).

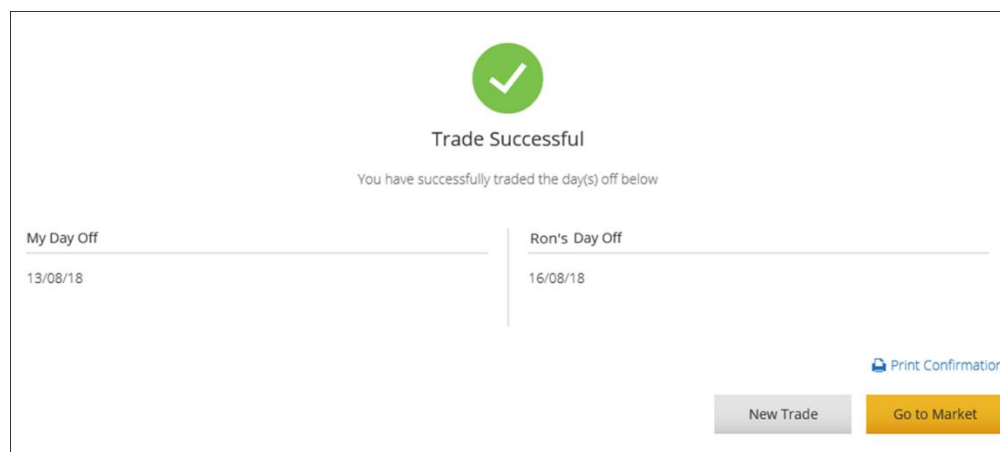


Image 3.08

If your trade is successful, it will appear as shown in *Image 3.08*.

C. Reserves Trading Assigned Pairings

After being assigned a pairing, a Reserve may trade with another Reserve for their assigned Pairing or a Lineholder for their Pairing, or for days off.

- Keep in mind that if you trade your pairing for days off with a Lineholder, your guarantee will be reduced based on the number of available days that were traded away. In this case, you may contact scheduling to restore Reserve days and guarantee for all days vacated, except the first day.

Whether trading with a Reserve or Lineholder, Reserves can trade an assigned pairing, as long as both pairings have the same number of days and depart on the same day. The trade must be made in CCS up to four hours (4:00) prior to check-in of the earliest trip involved in the trade.

When trading trips with a Lineholder, the pairing credit time cannot differ by more than two (2:00) hours and the Reserve who picks up additional time will be considered to have opted over one hundred and five hours (105:00) or (unlimited) for the applicable month.



Chapter 4 Advertisements

The electronic bulletin board (eBB) is available for advertising pairings or portions of pairings for trade/pick up within the base. You are required to fly your original pairing if no other Flight Attendant picks up that flying at least four hours (4:00) prior to check-in. Less than four hours (4:00) prior to check-in, two (2) Flight Attendants may complete a Flight Attendant to Flight Attendant trade before check-in if both are physically present at the base and the trade is approved by Scheduling no later than two hours (2:00) prior to scheduled departure.

IMPORTANT NOTE: *Flight Attendants are not required to create an advertisement in order to conduct a mutual trade(s) or a straight pick-up(s). Mutual trades and straight pick-ups may be accomplished by two Flight Attendants simply entering the mutual trade through “Direct Trade” or “Pickup”.*

A. Submit an Advertisement for Straight Pick-Up

The screenshot displays the 'Electronic Bulletin Board' interface. On the left is a sidebar with navigation links: Dashboard, Market, Reserve Time, Sick Leave Trips, Direct Trade, Alerts, Trade History, Schedule, and Requests. The 'Create Advertisement' button is highlighted with a red box and labeled '1'. The main content area is titled 'Create Advertisement' and has three tabs: 'Trip', 'Day Off', and 'Jetway Trades'. The 'Trip' tab is active. Under 'Advertisement Type', 'Pickup' is selected with a red box and labeled '2'. Below this, the 'Select Pairing' dropdown is highlighted with a red box and labeled '3', showing 'L1137A, starting on 09/08/2018 in Position FA01'. A 'Comment/Contact Info' text area is below. A '+ Advertise Another Trips' link is highlighted with a red box and labeled '4'. At the bottom right, the 'Continue' button is highlighted with a red box and labeled '5', next to a 'Cancel' button.

Image 4.01

To advertise a trip, click “Create Advertisement” (1) as shown in *Image 4.01*. This screen is used to post new advertisements. To advertise for a pickup here, be sure “Pickup” is selected (2). Select the



pairing you want to advertise from the “Select Pairing” drop-down box (3). You can add comments to your advertisement in the “Comment/Contact Info” box. Once you’ve chosen the pairing to advertise you can either click “Continue” (5) or “Advertise Another Trip” (4).

If you choose “Advertise Another Trip”, an additional advertisement box will appear beneath the original so that you can post an additional advertisement.

If you choose “Continue” (5) as shown in *Image 4.01*, the following screen will appear (*Image 4.02*).

Pairing #	Start Date	# of Days	Position
L1137A	09/08/2018	3	FA01

Image 4.02

Verify that all of your information is correct and click “Submit” as shown in *Image 4.02*. Keep in mind that once you create an advertisement, it cannot be edited. If you need to make a change to an advertisement, you will have to delete your advertisement and create a new one to make the changes.



Create Advertisement

Advertisement Created Successfully

The advertisement below successfully posted Jul 11, 18 14:21:36 CST

Open Time Ad Pickup Ad Mutual Reserve

Pairing #	Start Date	Check-In	End	Days	Position	Credit	Block
L1137A	09/08/2018	08:15	19:36	3	FA01	20:40	15:45

[Print Details](#)

[Go to My Ads](#) [Create New Ad](#)

Image 4.03

Once you click “Submit” you will see an “Advertisement Created Successfully” message along with your posted advertisement details as shown in *Image 4.03*. From here you can then “Go to My Ads” to view all ads that you have submitted or “Create Ad” to create a new advertisement.



B. Submit an Advertisement for Mutual Trade

Electronic Bulletin Board

Get notified as new trips become available
[Create Trip Alerts](#)

Dashboard
Market
Reserve Time
Sick Leave Trips
Direct Trade
Alerts
Trade History
Schedule
Requests

Create Advertisement

Trip Day Off Jetway Trades

Advertisement Type Pickup **Mutual Trade**

Select Pairing
O1981, starting on 20/08/2018 in Position FA02

Comment/Contact Info

Start Date Range 14/08/18 14/08/18 Position Any Domicile O - ORD Flight Time Any

Show Extended Criteria

Clear All

Cancel Continue

Image 4.04

To advertise for a Mutual Trade as shown in *Image 4.04*, select “Create Advertisement (1)” from the main menu, then click the “Mutual Trade” (2) Advertisement Type and from the “Select Pairing” drop-down (3), choose the pairing you would like to trade. Then “Continue” (4).

Create Advertisement

Verify Advertisement(s)
Are you sure you want to list the ad below?

Mutual Trade

My Pairing

Pairing #	Start Date	# of Days	Position
O1981	20/08/2018	4	FA02

Comment/Contact Info

Mutual Trade Criteria

Edit Submit

Image 4.05

A screen will appear asking you to “Verify Advertisement(s)” as shown in *Image 4.05*.

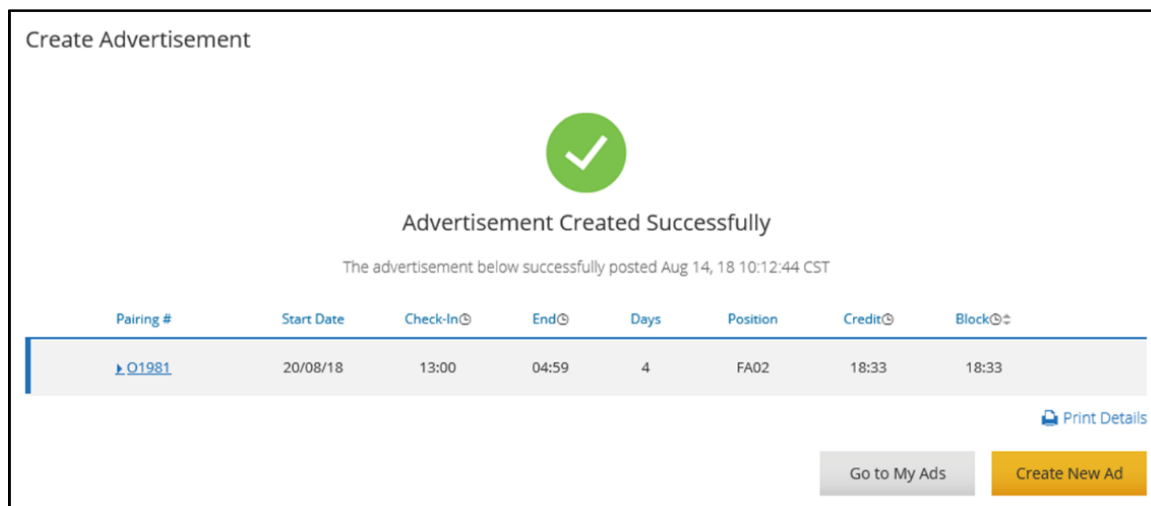


Image 4.06

Once you verify by clicking “Submit”, a confirmation will appear as shown in *Image 4.06*, indicating the Advertisement was successful.

C. Submit an Advertisement for Partial Trade

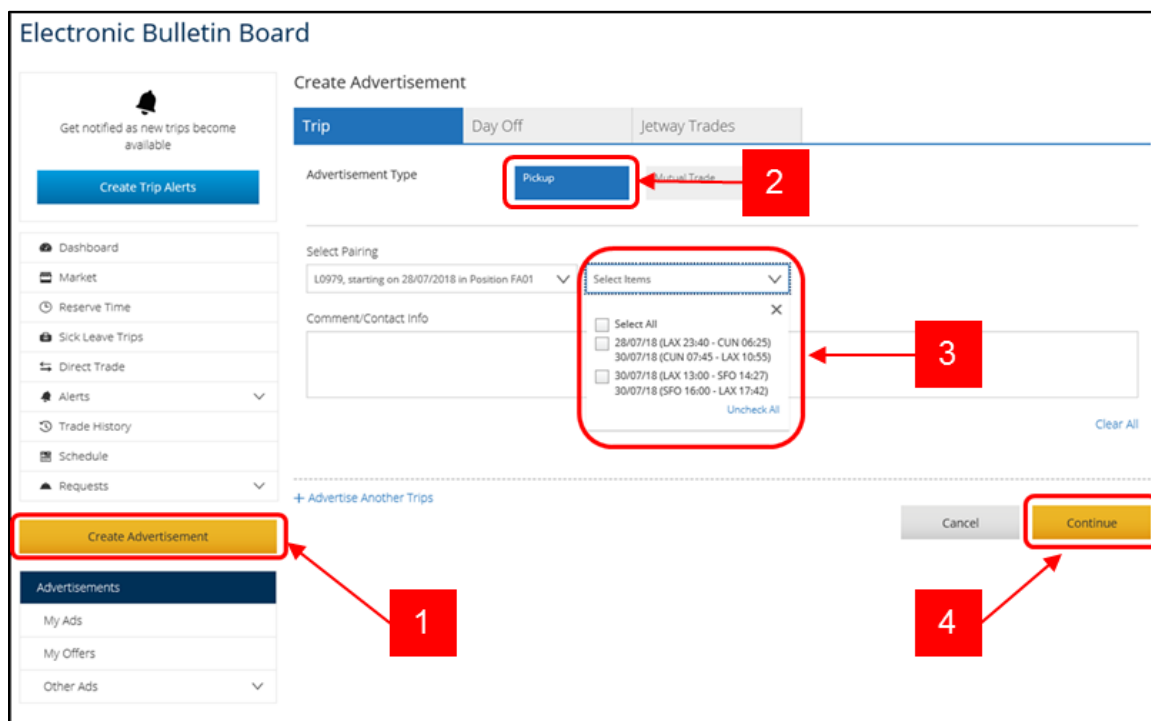


Image 4.07



To advertise a partial trip, click “Create Advertisement” (1) as shown in *Image 4.07*. From the “Create Advertisements” screen be sure “Pickup” (2) is selected. Select the pairing you want to advertise from the “Select Pairing” drop-down box (3). Click one or more of the checkboxes next to the partial segments you want to advertise, and then click the “X” in the top right corner of the pull-down box and click “Continue” (4).

Create Advertisement

?

Verify Advertisement(s)

Are you sure you want to list the ad below?

Pickup

My Pairing

Pairing #	Start Date	# of Days	Position
L0979	28/07/2018	3	FA01

My Partial Pairing(s)

Segment Date	Origin	Destination
28/07/18	LAX 23:40	CUN 06:25
30/07/18	CUN 07:45	LAX 10:55

Comment/Contact Info

Edit Submit

Image 4.08

This will bring you to the verification screen as shown in *Image 4.08*. Once you have verified that your advertisement is correct, click “Submit”.

A trade between 2 Flight Attendants in the same base may be for an entire pairing or for a portion of a pairing, provided the segments begin and end at the base. The partial pairing drop-down box, as shown in *Image 4.07*, lists the segments eligible for a partial trade.

The value (hh:mm) of the segments selected will be deducted from your pairing and reduce your line value. The segments picked up will be paid based on the value (hh:mm) but will not generate a RIG or a hotel room, in and of itself.

When creating a partial trade, the value of the trade will be the scheduled flight time of the segments being traded. Any trip RIG will remain with the original pairing. If you trade an entire duty day, any duty RIG associated with that duty day will be applied to the traded portion of the pairing.



D. Submit a Mutual Trade Advertisement for a Training Pairing

IMPORTANT NOTE: Training pairings can **ONLY** be traded for training pairings; a mutual trade for a non-training pairing will not be accepted.

Electronic Bulletin Board

Get notified as new trips become available
Create Trip Alerts

Dashboard
Market
Reserve Time
Sick Leave Trips
Direct Trade
Alerts
Trade History
Schedule
Requests

Create Advertisement

Trip Day Off Jetway Trades

Advertisement Type: Pickup Mutual Trade

Select Pairing: LR001, starting on 22/07/2018 in Position FT03

Comment/Contact Info

Start Date Range: 18/07/18 18/07/18 # of Days: Any Position: Any Domicile: L - LAX Flight Time: Any

Show Extended Criteria

Position dropdown: Any, FA, FM, FT, LS

Buttons: Cancel, Continue

Image 4.09

To create a mutual trade advertisement for a training pairing click “Create Advertisement” (1) as shown in *Image 4.09*. From there, select “Mutual Trade” (2). Select the training* pairing you want to advertise from the drop-down box (3). Select “FT” from the “Position” drop-down menu (4) and click “Continue” (5).

*Training pairings can be identified by position “FT”.

Note: A pairing can be advertised for mutual trip trades as many times as necessary.



E. Submit an Advertisement for a Jetway Trade

A *Jetway Trade* occurs when a Lineholder drops the last segment of their pairing to another Lineholder.

Electronic Bulletin Board

Get notified as new trips become available

[Create Trip Alerts](#)

[Dashboard](#)

[Market](#)

[Reserve Time](#)

[Sick Leave Trips](#)

[Direct Trade](#)

[Alerts](#)

[Trade History](#)

[Schedule](#)

[Requests](#)

[Create Advertisement](#)

[Advertisements](#)

[My Ads](#)

[My Offers](#)

[Other Ads](#)

Create Advertisement

Trip Day Off **Jetway Trades**

Select Pairing
L0600, Segment IAH to LAX, starting 31/07/18 12:15

Comments

[Clear All](#)

[+ Advertise Another jetway Trade](#)

[Cancel](#) [Continue](#)

Image 4.10

You can advertise a segment of your trip for a Jetway Trade by going to “Create Advertisement” (1) and selecting the “Jetway Trades” tab (2) as shown in *Image 4.10*. Select the pairing you would like to advertise from the drop-down menu (3) and click “Continue” (4).

Create Advertisement

Verify Advertisement(s)

Are you sure you want to post the advertisement(s) below?

My Jetway Trade(s)

Pairing #	Segment Date	Origin	Destination
L0010	19/08/18	EWR 09:15	LAX 12:00

Comment

[Edit](#) [Submit](#)

Image 4.11

Verify your advertisement and click “Submit” as shown above in *Image 4.11*.

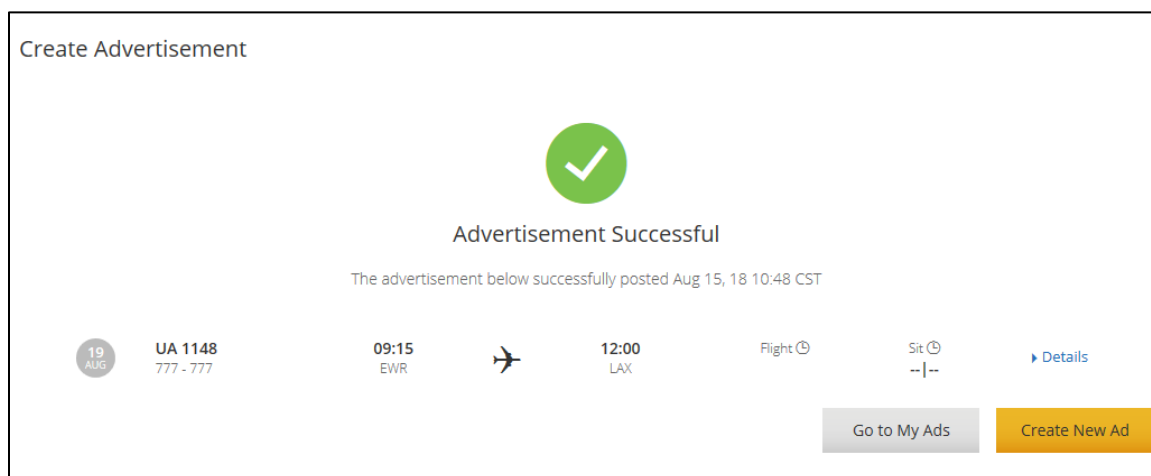


Image 4.12

Once submitted, you will see the “Advertisement Successful” screen as shown above in *Image 4.12*.

A Flight Attendant assigned to one domicile may be involved in a Jetway trade with another Flight Attendant from another domicile. All Jetway trade rules of Section 7.P. of the JCBA must be met and will apply to these trades.

F. Submit a Reserve Day Off Advertisement

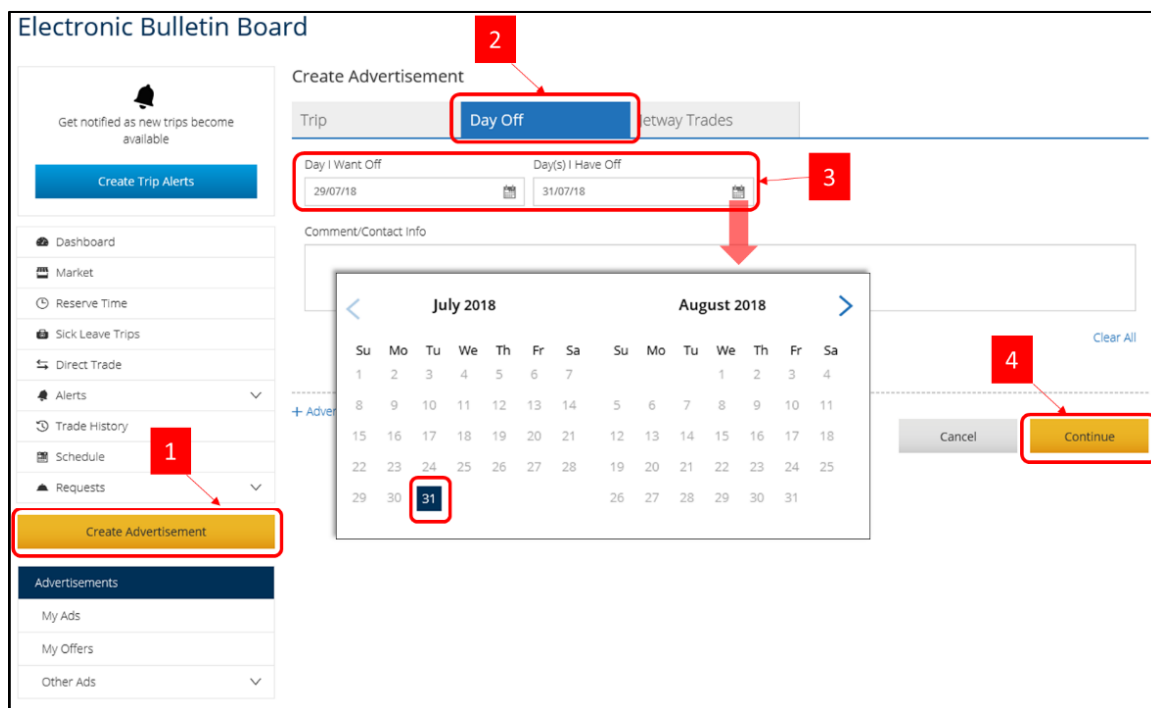


Image 4.13

To submit a day off advertisement, click “Create Advertisement” (1) as shown in *Image 4.13*. From the “Create Advertisement” screen select the “Day Off” tab (2). Select the day you want off from the



calendar (3) and the day(s) you have off. Days you currently have off will be highlighted in dark blue. Once selected, click “Continue” (4).

Create Advertisement

?

Verify Advertisement(s)

Are you sure you want to list the ad below?

My Day Off Request

Want Off	Have Off
29/07/18	31/07/18

Comment/Contact Info

Edit Submit

Image 4.14

Verify the information is correct as shown in *Image 4.14* and click “Submit”.

G. Submit a Reserve Trip Advertisement

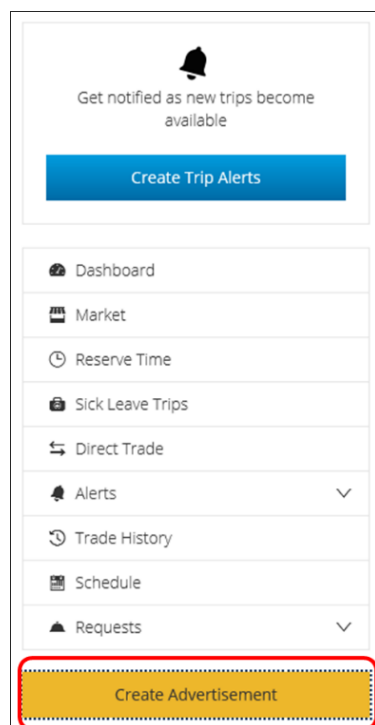


Image 4.15

Once assigned a pairing as a Reserve, you may submit a trip advertisement by going to “Create Advertisement” from the left-hand side of the eBB screen as shown in *Image 4.15*.



Create Advertisement

Advertisement Type

Trip (1) Day Off Jetway Trades

Pickup (2) Mutual Trade

Select Pairing

H5004, starting on 11/05/2018 in Position FA04 (3) Select Items

H5004, starting on 11/05/2018 in Position FA04

H5004, starting on 17/05/2018 in Position FA04

H1071, starting on 20/05/2018 in Position FA01

H5004, starting on 23/05/2018 in Position FA04

Image 4.16

Select Trip (1) and Pickup (2) options under “Advertisement Type” as shown in *Image 4.16*. Select the pairing you would like to advertise from the drop-down menu under “Select Pairing” (3).



H. Withdraw an Advertisement

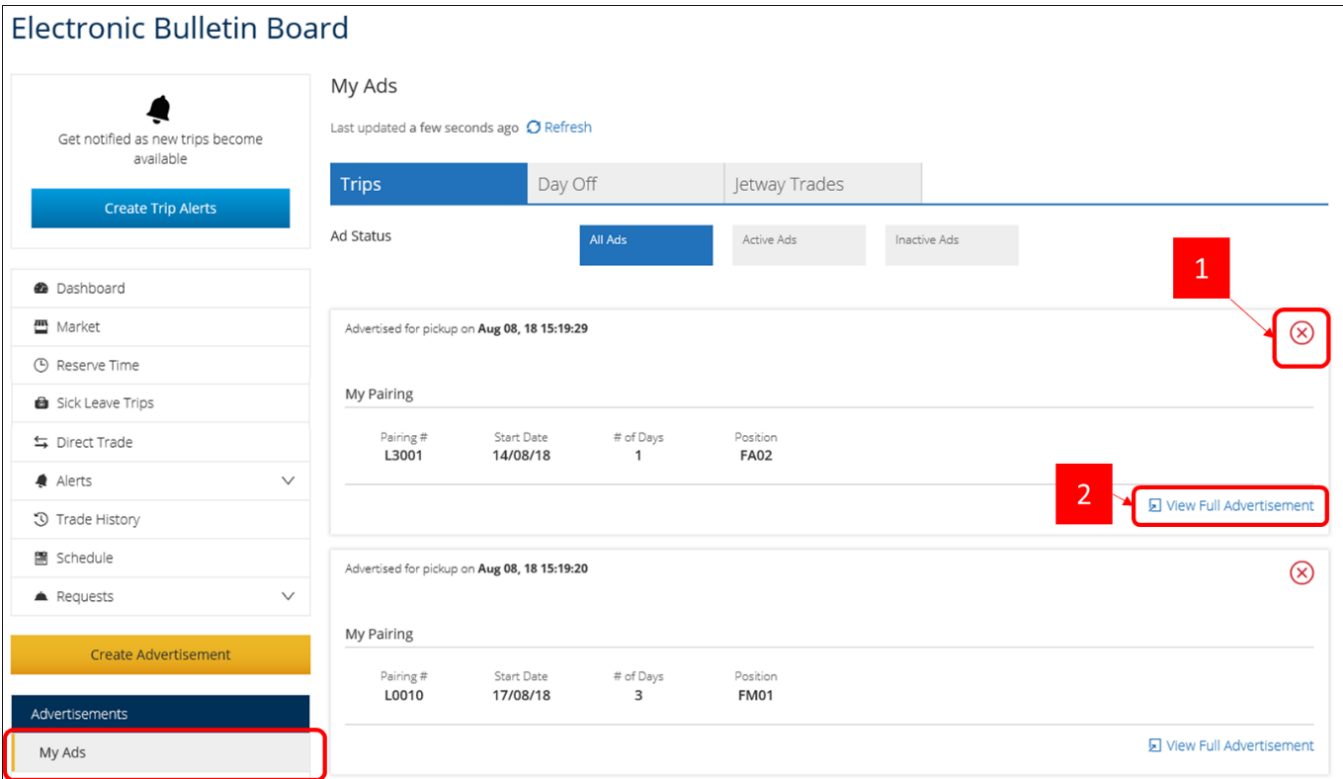


Image 4.17

To withdraw an advertisement, click “My Ads” under the main menu, find the Ad you wish to select from the menu options and click the red “x” to the right to withdraw (1) as shown in *Image 4.17*.

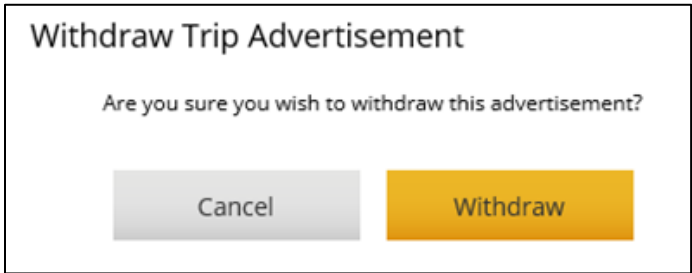


Image 4.18

You will receive a prompt that asks you to confirm that you would like to withdraw this advertisement as shown in *Image 4.18*. Once withdrawn, this ad becomes Inactive.



Inactive Ads

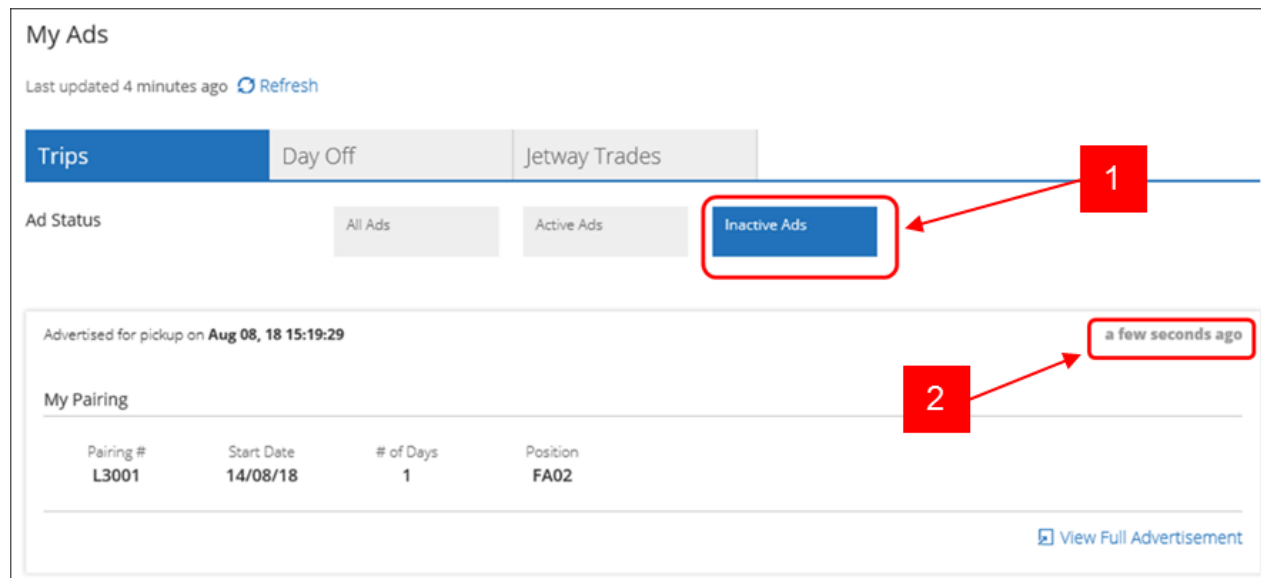


Image 4.19

You are able to view your inactive ads by clicking on “Inactive Ads” (1), as indicated in *Image 4.19*. A timestamp appears to the right indicating when the ad was withdrawn (2).



I. View Open Mutual Trade Advertisements

Electronic Bulletin Board

Get notified as new trips become available
[Create Trip Alerts](#)

Market

Trips | Day Off | Jetway Trades

Do you want to use a saved search?

Start Date Range * # of Days Position Domicile Flight Time

Source ☐ Open Time ☐ Ad Pickup ☒ Ad Mutual Reserve

[Show Extended Criteria](#) [Save Search Criteria](#) [Clear All](#) [Search](#)

Let's Start Searching!
 To view available trips, fill out the criteria above.

Image 4.20

[Hide Extended Criteria](#)

Times & Durations

Check-In Time End Time TAFB Layover Duration Sit Duration

Layovers

TOF Layovers Avoid Layovers

Incentive Pay ☐ White Flag ☐ Purple Flag ☐ LIP

Pairing type

Other Information

Co-Terminal Pairing Number Equipment

Image 4.21

To search for possible Mutual trades, access the Market screen (1) and select “Ad Mutual” (2) as your source as shown in *Image 4.20*.



Next, enter your search criteria:

- Date range
- Number of days
- Position
- Domicile
- Flight time

You also have the option to specify a pairing under the drop-down box that appears (3) or leave it blank as shown in *Image 4.20*. Select “Show Extended Criteria” (4) for additional search options. These fields are shown in *Image 4.21*:

- | | |
|------------------------------|------------------------|
| ▪ Start Date Range | ▪ Sit Duration |
| ▪ # of Days | ▪ Type of Flying (TOF) |
| ▪ Position | ▪ Layovers |
| ▪ Domicile | ▪ Avoid Layovers |
| ▪ Flight Time | ▪ Incentive Pay |
| ▪ Source | ▪ Pairing Type |
| ▪ Check-in Time | ▪ Co-Terminal |
| ▪ End Time | ▪ Pairing Number |
| ▪ Time Away From Base (TAFB) | ▪ Equipment |
| ▪ Layover Duration | |

Then click “Search” (5), as shown in *Image 4.20*, to display the advertisements that meet your criteria.

IMPORTANT NOTE: Flight Attendants are not required to create an advertisement in order to conduct a mutual trade(s) or a straight pick-up(s). Mutual trades and straight pickups may be accomplished by two Flight Attendants simply entering the mutual trade into the system.



Start Date Range

16/07/18 to 31/07/18

X

Report Time

09:00 - 23:59

X

Source

Ad Mutual

X

Layover Duration

18:00 - 999:00

X

Domicile

W - IAD

X

Open Time

Ad Pickup

Ad Mutual

Reserve

Sort by

Posted Time Desc. ▾

Search Results (3)

	Pairing #	Start Date	Check-In	End	Days	Position	Credit	Block		
☆	W5010	19/07/18	16:30	14:30	3	FA03	16:40	16:40		
☆	W5011	31/07/18	16:30	14:15	3	FA03	16:40	07:55		
☆	W5010	22/07/18	16:30	14:30	3	FA03	16:40	16:40		

Displaying 3 of 3

Image 4.22

The results will display as shown in *Image 4.22*. The Field descriptions are shown in *Table 4.01*.

Field	Description
Color Bar	A colored bar will appear to the far-left hand side of each pairing displayed. Yellow: Open time Green: Advertisements for Pickup Blue: Advertisements for Mutual Trade Purple: Reserve open assignments
Star Icon	Unshaded: Click this icon to add this pairing to your favorites. Shaded Yellow: This pairing has already been added to your favorites.
Shopping Cart Icon	Unshaded +: Click this icon to add this pairing to your shopping cart. Shaded -: This pairing has already been added to your shopping cart.
Three Dots Icon	Click here to trade/pickup that particular pairing.

Table 4.01



J. View a Jetway Trade Advertisement

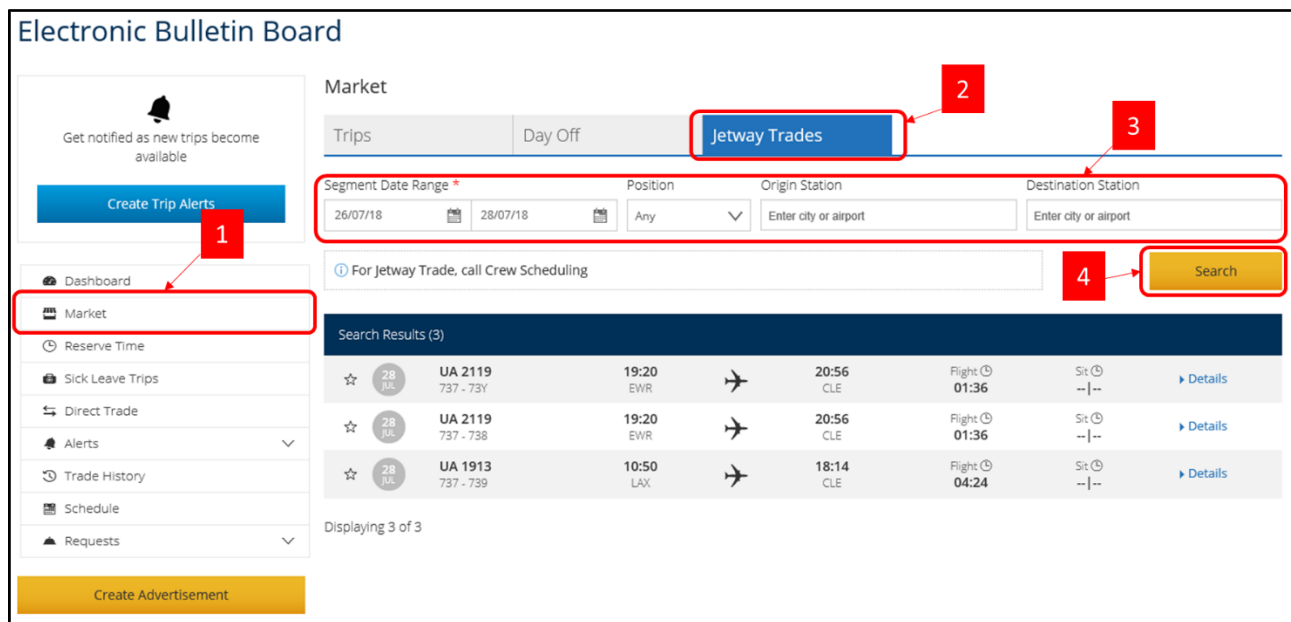


Image 4.23

To view advertisements that Flight Attendants have entered for Jetway Trades, click on “Market” (1) as shown in *Image 4.23*. Select the “Jetway Trades” tab (2). Enter your search criteria (3) and click “Search” (4). A list of trips that match your search will display.

IMPORTANT NOTE: You cannot perform a Jetway Trade in CCS. To perform a Jetway Trade you must call Crew Scheduling.



View Training Pairings Advertised for Mutual Trade

Electronic Bulletin Board

Get notified as new trips become available
[Create Trip Alerts](#)

Market

Dashboard
Market
Reserve Time
Sick Leave Trips
Direct Trade
Alerts
Trade History
Schedule
Requests
Create Advertisement
Advertisements
My Ads
My Offers
Other Ads

Market

Trips | Day Off | Jetway Trades

Do you want to use a saved search? [Select a saved search](#)

1 Date Range * 31/07/18 2 # of Days Any 3 Position Any 4 Domicile L - LAX 5 Flight Time Any

Source ☐ Open Time ☐ Ad Pickup ☒ Ad Mutual [Select Pairings](#) ☐ Reserve

[Show Extended Criteria](#) [Save Search Criteria](#)

Hide Extended Criteria

Times & Durations

Check-In Time End Time TAFB Layover Duration Sit Duration
Any Any Any Any Any

Layovers

TOF Layovers Avoid Layovers
Any Enter city or airport Enter city or airport

Incentive Pay ☐ White Flag ☐ Purple Flag ☐ LIP

Pairing type All Flying Trips **Training**

Other Information

Co-Terminal Pairing Number Equipment
3 Item(s) Selected e.g. H1000, H2000 Any

[Save Search Criteria](#) [Clear All](#) [Search](#)

Image 4.24

To view training pairings that have been posted in advertisements, click “Market” (1) as shown in *Image 4.24*. From here, enter your search criteria and check the “Ad Mutual” box (2). Next click “Show Extended Criteria” (3) to view more search options. From the Extended Criteria select “Training” (4) and “Search” (5).

IMPORTANT NOTE: You **MUST** select “Training” from the **EXTENDED** criteria to view training pairing advertisements. Selecting “FT” from the “Position” drop-down menu in the normal search criteria will not show training pairings.



Start Date Range 18/07/18 to 31/07/18	Pairing Type Training	Source Ad Mutual
--	--------------------------	---------------------

Open Time Ad Pickup Ad Mutual Reserve
Sort by Posted Time Desc.

Search Results (1)

Pairing #	Start Date	Check-In	End	Days	Position	Credit	Block	
☆ LR001	22/07/18	11:15	19:42	3	FT03	09:09	00:00	

Displaying 1 of 1

Image 4.25

Results Screen

Image 4.25 shows an example of a list of a Training pairing that has been advertised.

View Reserve Day Off Advertisements

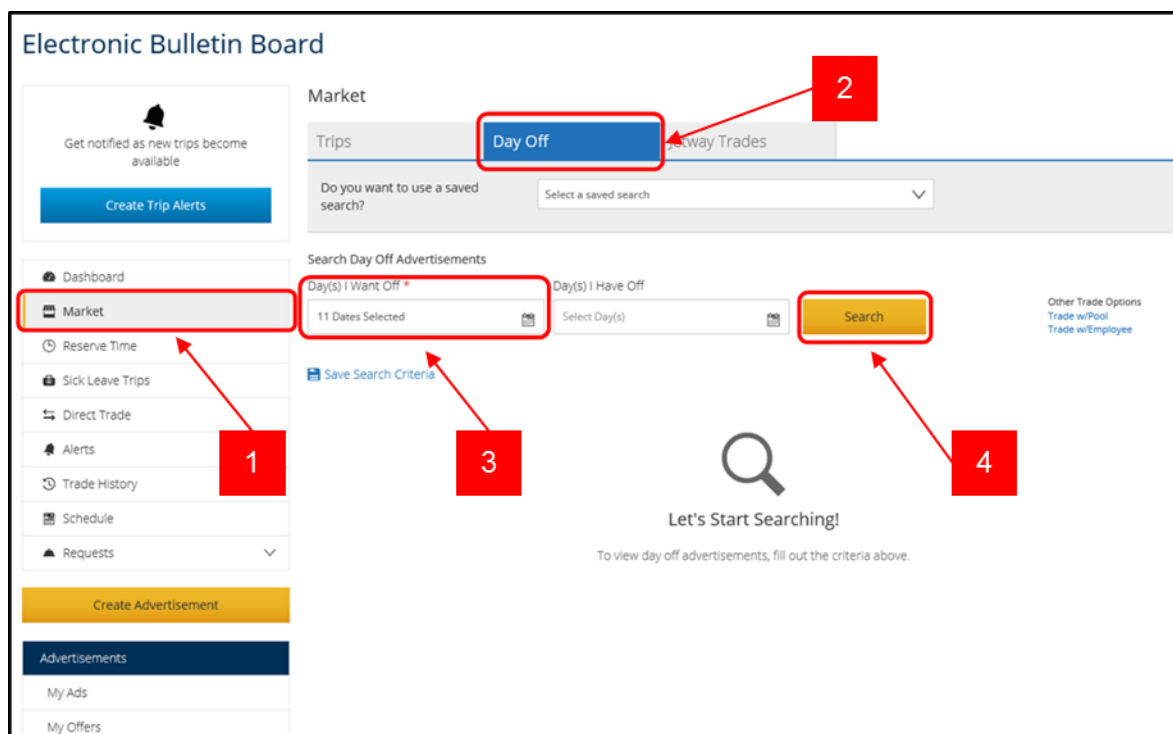


Image 4.26

To view Reserve day off advertisements, go to “Market” (1) on the left-hand side of the eBB screen as shown in Image 4.26. Once in the “Market”, select the “Day Off” tab (2). Under “Day(s) I Want Off” (3) select the date(s) for ads you would like to view and click “Search” (4). You can alternatively select the day(s) that you currently have off and enter them in the “Day(s) I Have Off” field to be able to view ads for your days off.



Search Results (3)						
	Name	Emp. ID	Wants Off ↕	Has Off		
☆			14/08/18	25/08/18	Details	
☆			15/08/18	16/08/18	Details	
☆			21/08/18	Select one ▼	Details	

Displaying 3 of 3

Image 4.27

Results Screen

If another Reserve advertises that they have multiple days to trade, you can click the “Select one” from the drop-down menu to view the days they have available to trade as shown in *Image 4.27*.

Search Results (3)

	Name	Emp. ID	Wants Off ↕	Has Off		
☆			14/08/18	25/08/18	Details	
☆			15/08/18	16/08/18	Details	
☆			21/08/18	16/08/18 ▼	Details	

Posted on Aug 13 18 10:47

Other Advertised Day(s) Have Off
None

Comment
No comments

Trade

Image 4.28

Click on “Details” (1) to view the details of an advertisement. If the days you desire match, instant trade by clicking “Trade” (2) as shown in *Image 4.28*.



The screenshot shows the 'Instant Checkout' interface. At the top, there are three circular icons: a person icon labeled 'U5555KM Me', a circular arrow icon labeled 'Trade', and another person icon labeled 'U6666KM Ron Carter'. Below these is a large question mark icon with the text 'Verify Trade(s)'. Underneath, there are two columns: 'My Day Off' with the date '21/08/18' and 'Ron's Day Off' with the date '16/08/18'. At the bottom right, there are two buttons: a grey 'Cancel' button and a yellow 'Continue' button, which is highlighted with a red rectangle.

Image 4.29

Verify the trade is correct and then click “Continue” as shown in *Image 4.29*.

The screenshot shows the 'Trade Successful' confirmation screen. At the top, there is a green checkmark icon with the text 'Trade Successful' and a sub-message 'You have successfully traded the day(s) off below'. Below this, there are two columns: 'My Day Off' with the date '21/08/18' and 'Ron's Day Off' with the date '16/08/18'. At the bottom right, there are two buttons: a grey 'New Trade' button and a yellow 'Go to Market' button.

Image 4.30

A “Trade Successful” screen will then display as shown in *Image 4.30*.

Status of Advertisements

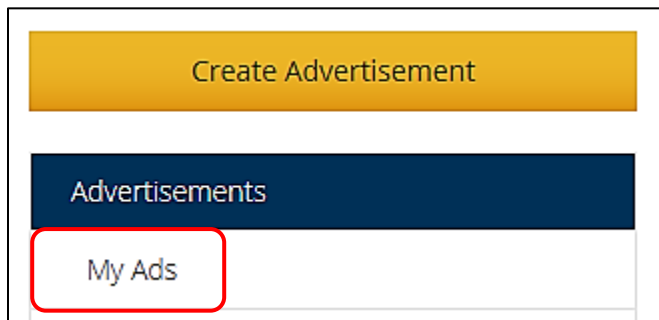
When you create an advertisement to pick up or trade a whole or partial pairing, this advertisement is only valid until it ceases to exist with the same flight details that it contained at the time it was created. If any of the following scenarios occur, the advertisement will be handled as follows:

- If advertisement is deleted by the advertiser, it will be marked as “*Withdrawn*”.
- If advertisement is deleted by the system when the advertiser trades away or gets dropped from the position, it will be marked as “*Expired*”.



- If the advertisement is deleted by the system when a new subset for the pairing is created, it will be marked as “Expired”.
- Every night at 0200 CT, a system clean-up occurs where all advertisements with a pairing start date of 2 days earlier than today are deleted and marked as “Expired”.
- If the pairing in the advertisement has completed, it will be marked as “Completed”.

To check the status of any of your ads, go to CCS > Trading > Electronic Bulletin Board:



Under “Advertisements”, click on “My Ads”, as shown above in the image above.

My Ads

Last updated 12 minutes ago [Refresh](#)

Trips Day Off Jetway Trades

Ad Status **All Ads** Active Ads Inactive Ads

Advertised for pickup on **Oct 04, 18 09:20:22**

1

2

3 **Expired 2 days ago**

My Pairing

Pairing #	Start Date	# of Days	Position
E1673	08/10/18	3	FA01

► Show Comment [View Full Advertisement](#)

Advertised for pickup on **Oct 05, 18 15:09:32**

3 **Expired 2 days ago**

My Pairing

Pairing #	Start Date	# of Days	Position
E1673	08/10/18	3	FA01

► Show Comment [View Full Advertisement](#)

Expired ads will display under “All Ads” (1) or Inactive Ads” (2). The “Expired” indicator will appear to the right of each ad (3), as shown above in the image above.



Chapter 5 Offers

A. Mutual Trade Offers

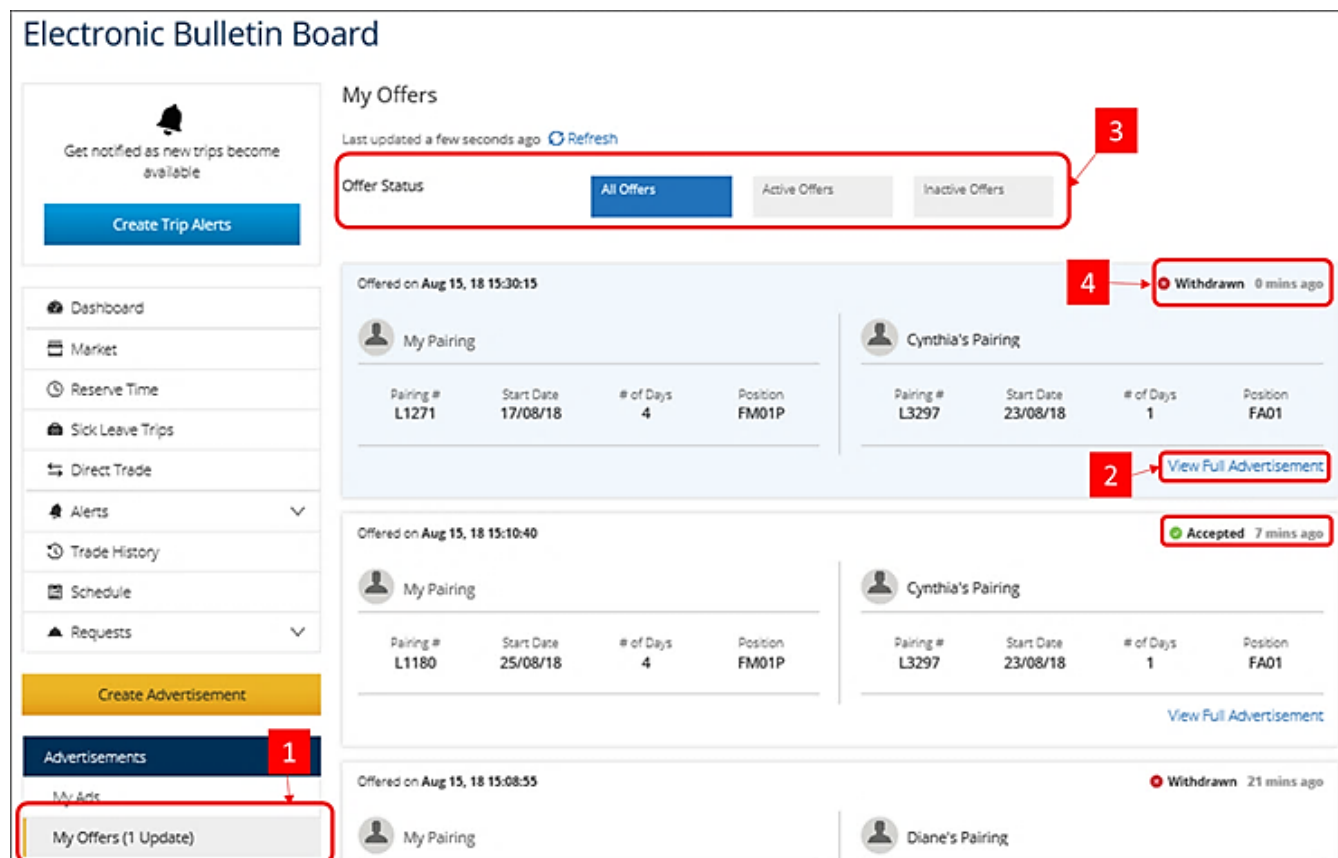


Image 5.01

B. My Offers

To view offers that you have made, click “My Offers” (1) as shown in *Image 5.01*. You can choose to see All Offers, Active Offers, or Inactive Offers (3). You can click “View Full Advertisement” (2) to see the details of the originally advertised pairing. Your individual offer status will appear in the top right corner of the offer (4) as shown in *Image 5.01*.

- **All Offers:** Shows all offers no matter their standing
- **Active Offers:** All offers you have made that have not been acted on by the advertising Flight Attendant (they have not been rejected or failed).
- **Inactive Offers:**
 - **Rejected:** Offers that the advertising Flight Attendant has rejected or that have failed due to legalities.



- **Closed:** Offers that were sent but were not responded to in time.
- **Withdrawn:** You can withdraw any active offer.
- **Accepted** offers that resulted in a mutual trip trade have a status change to show “Accepted”.

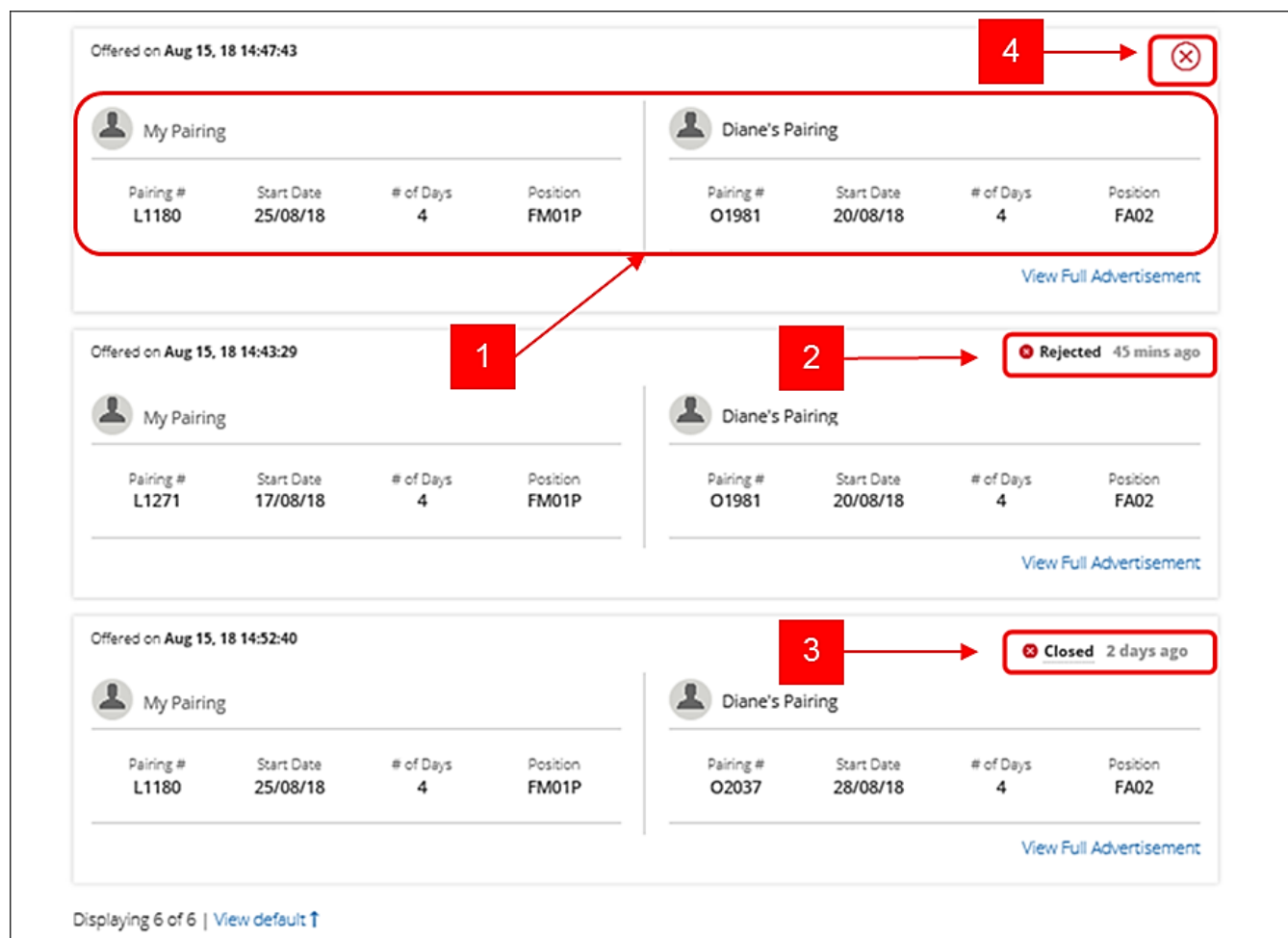


Image 5.02

Image 5.02 displays an Active offer (1), a Rejected offer (2) and a Closed offer (3). You can withdraw any active offer by clicking the “x” (4) in the top right corner of each offer. This will result in a status change to withdrawn.

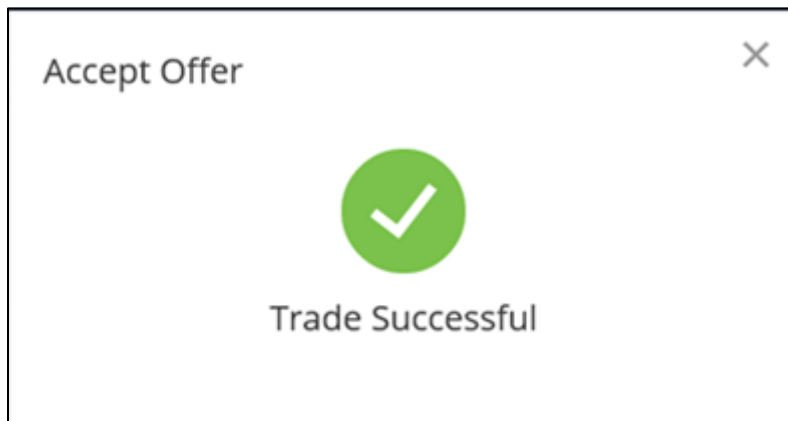


Image 5.03

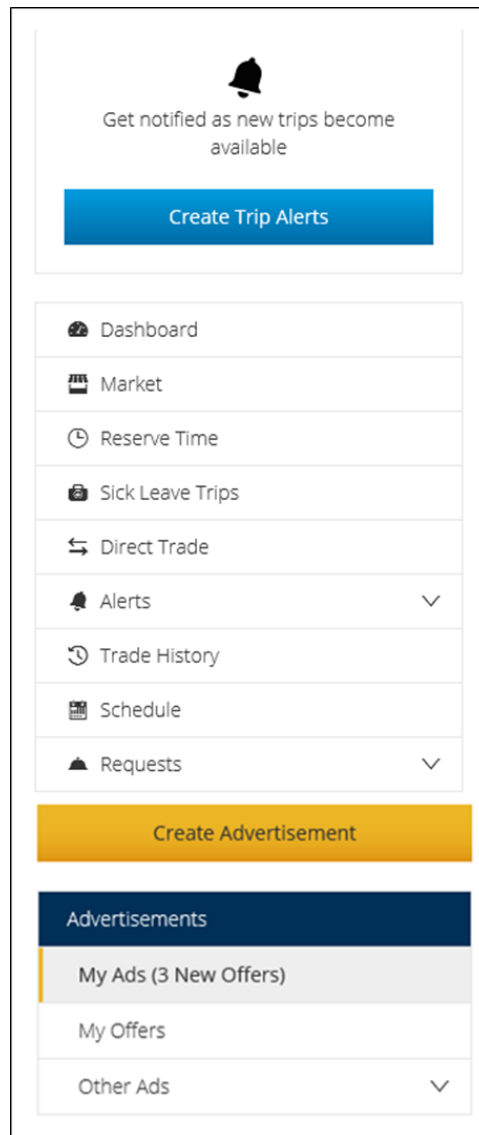
Once an offer has been accepted, the Flight Attendant who accepted the offer will see the display as shown in *Image 5.03*.

Inactive offers will remain on the “My Offers” screen until the end of the bid month. The advertiser will see the offer as “withdrawn” on their corresponding advertisement.



C. Receiving an Offer

Offer Notification



My Ads: View your own advertisements as well as any offers made to them by others

My Offers: Offers that you have made on other Flight Attendants' advertisements

Image 5.04

If you receive an offer on your advertised pairing, a notification will appear next to “My Ads” with the number of offers you received as shown in *Image 5.04*. Notifications will only appear when you first log into the eBB or if you refresh the page.

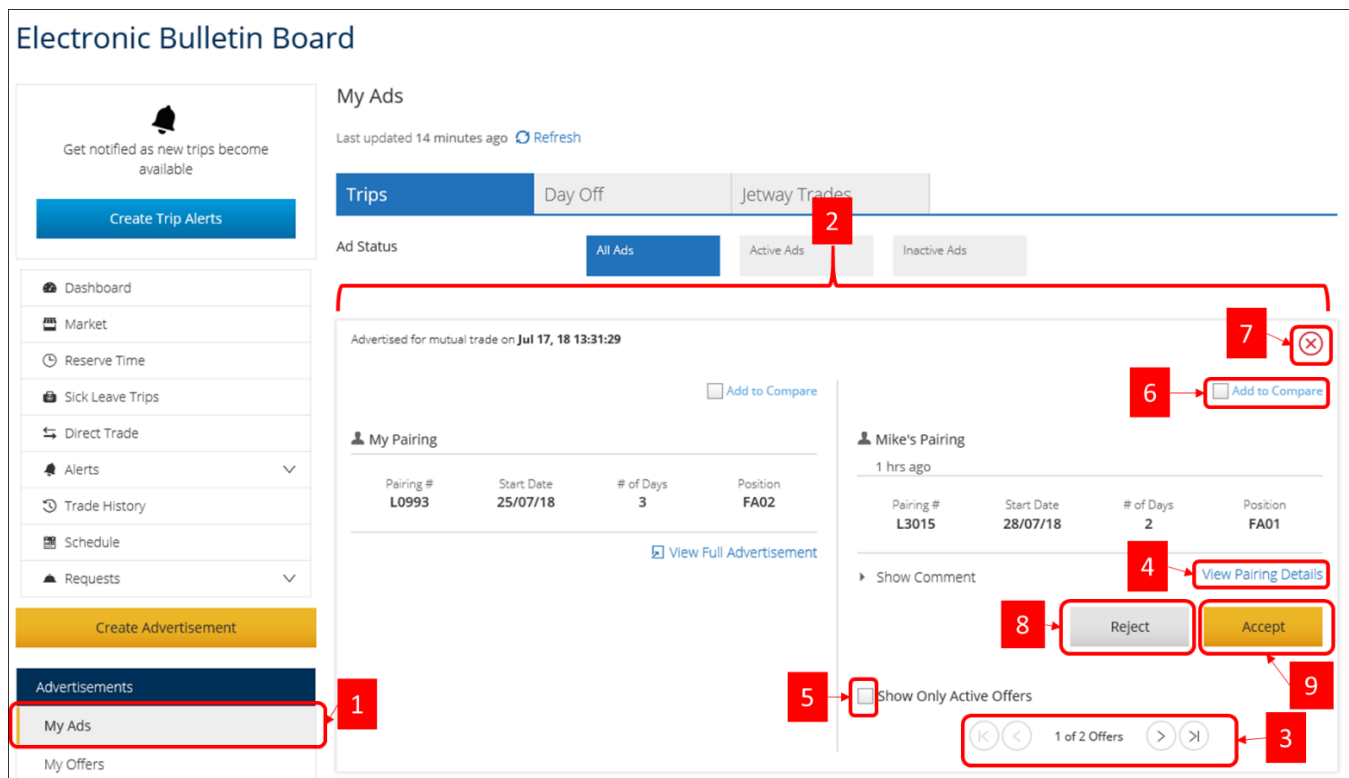


Image 5.05

Click on “My Ads” (1) to view your advertisements with any offers received. Your original advertisement will appear to the left, with any offers made to the right (2) as shown in *Image 5.05*.

Multiple offers on the same advertised pairing will appear grouped together. To scroll through multiple offers, you can click the right/left arrows at the bottom of the offer (3).

You can click “View Pairing Details” (4) on the offer to view details on the pairing being offered.

Check the box “Show Only Active Offers” (5) to hide any old/expired offers. Keep in mind a window will appear underneath where you can add multiple offers to compare against each other. If the offer has an expiration date, you will see it here.

Check the box “Add to Compare” (6) to compare multiple offers against each other (see the [Comparing Offers](#) section of this guide for more information).

If you wish to delete an advertisement at any time you can click the “x” in the upper right-hand corner (7).

Rejecting an Offer

If you decide that you want to reject an offer, select “Reject” (8) as shown in *Image 5.05* and then “Confirm”. The Flight Attendant who made the offer will be notified that it has been rejected on their “My Offers” screen.



Accepting an Offer

If you decide that you want to accept an offer, select “Accept” (9) as shown in *Image 5.05* and then “Confirm”. The trade will be processed and you will be notified if the trade completes successfully. If the trade fails (due to legalities or other issues), you will also be notified.

Comparing Offers

You are able to compare offers from up to four Flight Attendants at the same time. Click the “Add to Compare” (6) box as shown in *Image 5.05*. The window as shown at the bottom of *Image 5.06* will display.

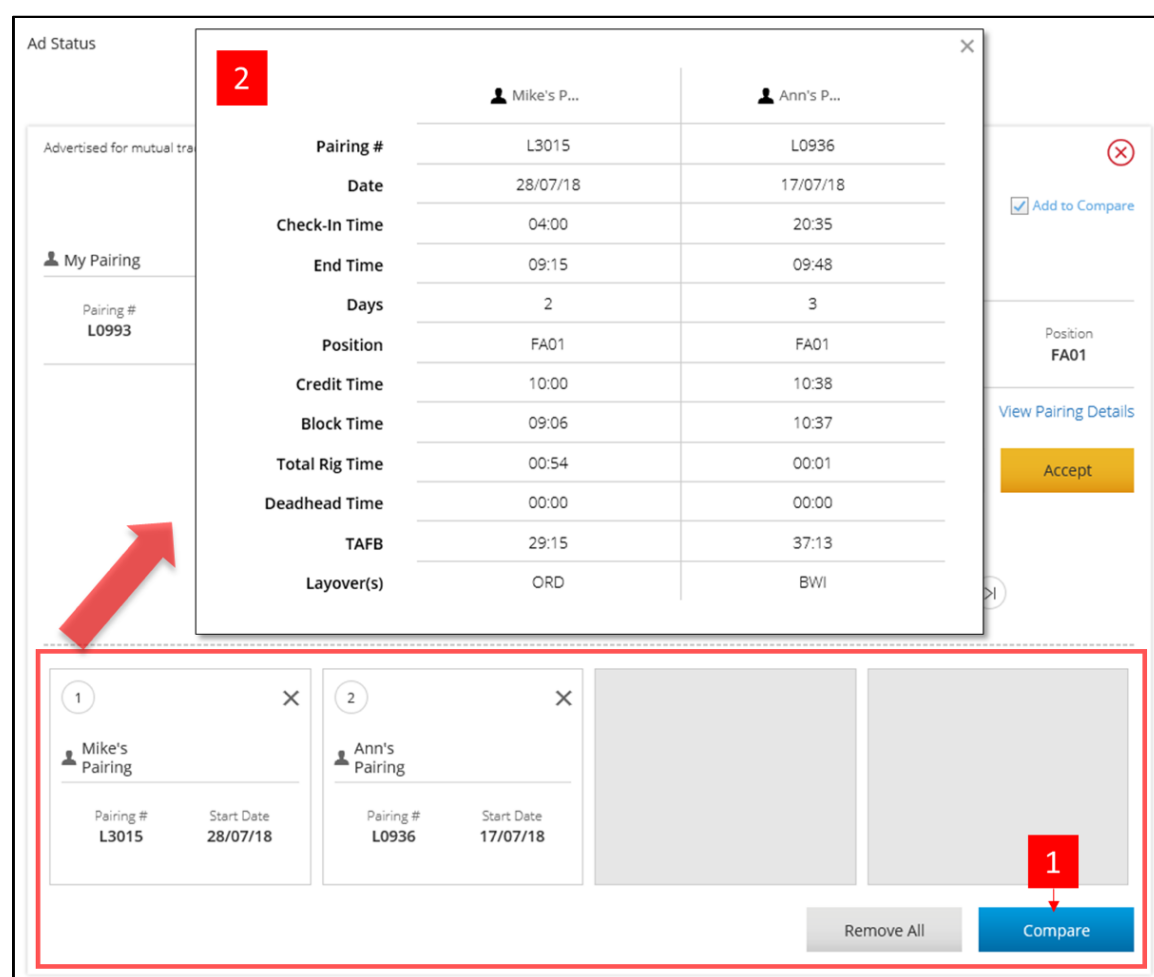


Image 5.06

Click “Compare” (1) and a separate window appears (2) with information to compare the difference in days, check in time, flight time, etc., as shown in *Image 5.06*.



Status of Offers

When you create an offer, it is only valid until it ceases to exist with the same flight details that it contained at the time it was created. If any of the following scenarios occur, the status of the Offer will be changed as follows:

- If an advertisement is deleted, all offer(s) for that advertisement will be marked “*Expired*”.
- If an advertisement is expired, then all offer(s) associated with that ad are marked as “*Canceled*”.
- When an expiration date is set at the time the offer(s) is created, it will be marked as “*Expired*” on that date.
- When an offer(s) is accepted by the advertiser, the offer(s) is now marked as “*Accepted*”.
- When an offer(s) is not accepted by the advertiser, the offer(s) is now marked as “*Canceled*”.



Chapter 6 Picking up Trips

A. Pick up from Open Time

You may pick up a pairing directly from the open time display OR from your shopping cart.

Market

Trips | Day Off | Jetway Trades

Do you want to use a saved search?

Start Date Range * 12/08/18 18/08/18 # of Days 1 - 4 Position Any Domicile L - LAX Flight Time Any

Source ☒ Open Time ☐ Ad Pickup ☐ Ad Mutual ☐ Reserve

Show Extended Criteria

Save Search Criteria Clear All Search

Start Date Range 12/08/18 to 18/08/18 # of Days 1 - 4 Days

Open Time Ad Pickup Ad Mutual Reserve

Sort by Posted Time Desc

Search Results (6)

Pairing #	Start Date	Check-In	End	Days	Position	Credit	Block	
L1138	18/08/18	08:55	20:20	3	FA01	17:43	16:45	
L0010	17/08/18	21:21	12:15	3	FA03	11:07	10:47	
L0010	17/08/18	21:21	12:15	3	FA04	11:07	10:47	
L0010	17/08/18	21:21	12:15	3	FA05	11:07	10:47	

Trade > Pickup >

Image 6.01

From the “Market” screen, check the “Open Time” source box (1) and enter the criteria that is important to you, then click “Search” (2) as shown in *Image 6.01*.

The results of your search will be displayed as shown in *Image 6.01* and will be identified by the yellow color bar (3) indicating they are from open time. Once you have chosen a pairing from open time, click the three dots to display “Pickup” (4).

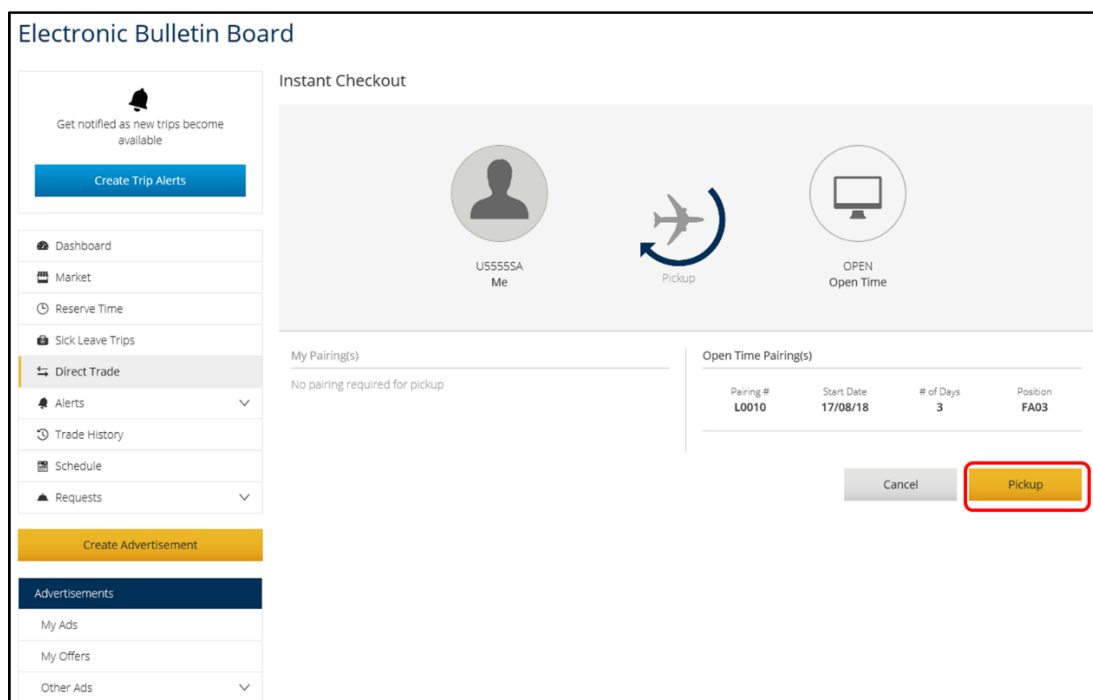


Image 6.02

This will bring you to the “Instant Checkout” screen as shown in *Image 6.02*. From this screen, verify the transaction and click “Pickup”.

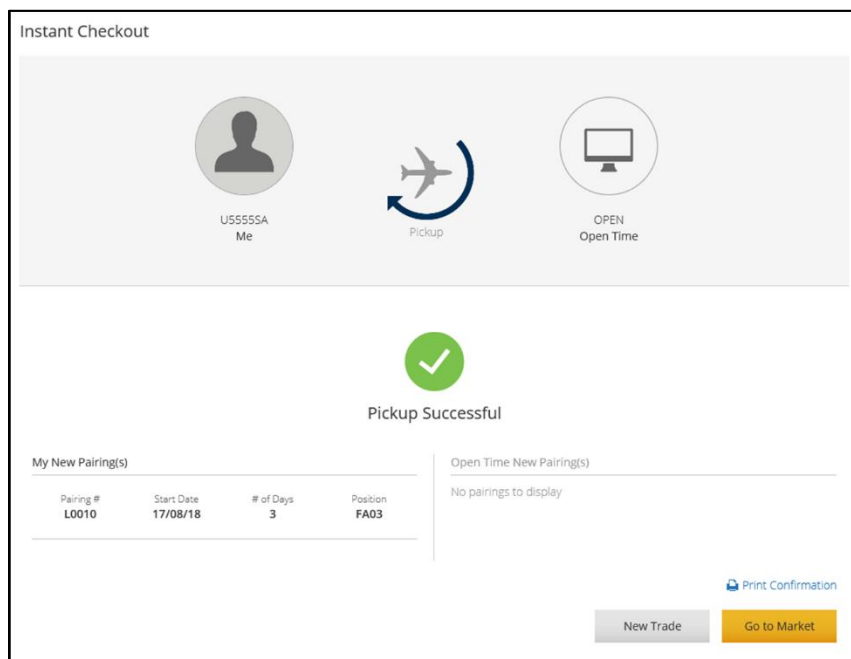


Image 6.03

A confirmation screen displays summary information of the pairing you have successfully picked up as shown in *Image 6.03*.

From this screen, you can go back to the market to search open time or start a new pick-up.



If your pick-up will result in exceeding your monthly maximum on a credit basis, you will be deemed to have automatically opted to a higher monthly maximum. For example, if your pick-up increases your credit from 94:00 to 97:00, you will be deemed to have opted to a 100:00 monthly maximum.

Sick Leave pairings

When Lineholders are on sick leave, their next trip will appear in open time as potentially open trips. If the Lineholders do not come off Sick Leave, these trips will become open pairings at 8:00 hours prior to the scheduled departure time. When they call off sick leave, the trips will be removed from open time. To see the list of potentially open trips due to sick leave, go to *CCS > Trading > Electronic Bulletin Board*.

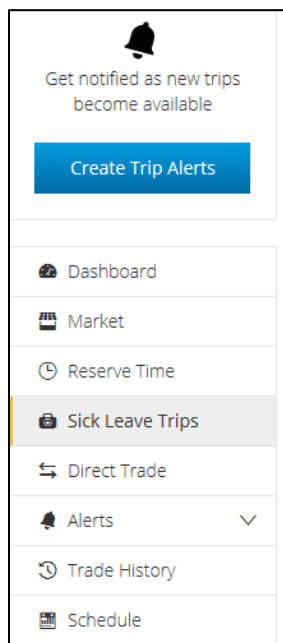


Image 6.04

Select “Sick Leave Trips” from the main menu as shown above in *Image 6.04*.



Potential Sick Leave Open Trips

Potential Sick Leave Open Trips Information
Sick Leave Trips includes potentially open trips from the schedule of flight attendants who are currently on sick leave. If the flight attendants remain on sick leave these trips will be released to open time 8 hours prior to departure.

Domicile - LAS ▼

- 6 - LAS
- B - BOS
- D - DEN
- E - EWR
- F - SFO
- G - GUM
- H - IAH
- J - NRT
- L - LAX
- M - HKG
- N - HNL
- O - ORD
- Q - FRA
- U - LHR
- V - CLE
- W - IAD

go Refresh

Start Date	Check-In	End	Days	Position	Credit	Block
------------	----------	-----	------	----------	--------	-------

Image 6.05

Select the domicile you would like displayed from the drop-down menu, as shown above in *Image 6.05*.

Potential Sick Leave Open Trips

Potential Sick Leave Open Trips Information
Sick Leave Trips includes potentially open trips from the schedule of flight attendants who are currently on sick leave. If the flight attendants remain on sick leave these trips will be released to open time 8 hours prior to departure.

Domicile - IAH ▼

Last updated a few seconds ago Refresh

1 trip(s)

Pairing #	Start Date	Check-In	End	Days	Position	Credit	Block
▶ H5A1E	11/09/18	--:--	--:--	1	FA01	05:00	04:45

Image 6.06

Any potential open trips due to sick leave for that domicile will be displayed, as shown above in *Image 6.06*.



B. Pick up from Advertisements

Market

Trips | Day Off | Jetway Trades

Do you want to use a saved search?

Start Date Range: 09/08/18 to 30/08/18 | # of Days: 1 - 4 | Position: Any | Domicile: L - LAX | Flight Time: Any

Source: ☐ Open Time ☒ **Ad Pickup** ☐ Ad Mutual ☐ Reserve

▶ Show Extended Criteria | [Save Search Criteria](#) | [Clear All](#) | [Search](#)

Start Date Range: 09/08/18 to 30/08/18 | # of Days: 1 - 4 Days | Source: Ad Pickup

Legend: ■ Open Time ■ Ad Pickup ■ Ad Mutual ■ Reserve | Sort by: Posted Time Desc

Search Results (3)

Pairing #	Start Date	Check-In	End	Days	Position	Credit	Block	
▶ L3001	14/08/18	06:15	17:18	1	FA02	06:33	05:10	
▶ L1137B	09/08/18	08:55	20:24	3	FM01P	18:38	10:47	
▶ L0010	17/08/18	21:21	12:15	3	FM01P	11:07	10:47	

[Pickup >](#)

Image 6.07

From the “Market” screen, check the “Ad Pickup” source box (1) and enter the criteria that is important to you, then click “Search” (2) as shown in *Image 6.04*.

The results of your search will be displayed as shown above in *image 6.07* and will be identified by the green color bar (3) indicating they are from “Ad Pickup”. Once you have chosen a pairing, click the three dots to display “Pickup” (4).



3 of 3 Search Results									Legend ⓘ
Pairing #	Start Date	Check-In	End	Days	Position	Credit	Block		
▶ E5A1V (P)	12/09/18	04:55	13:05	1	FA02	05:25	05:25		
☆ ▶ E5A1T (P)	30/09/18	13:55	08:01	2	FA01	03:06	03:06		
☆ ▶ E5A1T (P)	30/09/18	13:55	08:01	2	FA01	03:06	03:06		

Displaying 3 of 3

Image 6.08

Advertised trips that are partial pairings will be indicated by a small “p” to the right of the pairing as shown in Image 6.08.

Instant Checkout

U5555SA
Me

Pickup

U1111KM
Jane Smith

My Pairing(s)

No pairing required for pickup

Jane's Pairing(s)

Pairing #	Start Date	# of Days	Position
L3001	14/08/18	1	FA02

Cancel

Pickup

Image 6.09

This will bring you to the “Instant Checkout” screen as shown above in Image 6.09. From this screen verify the transaction and click “Pickup”.

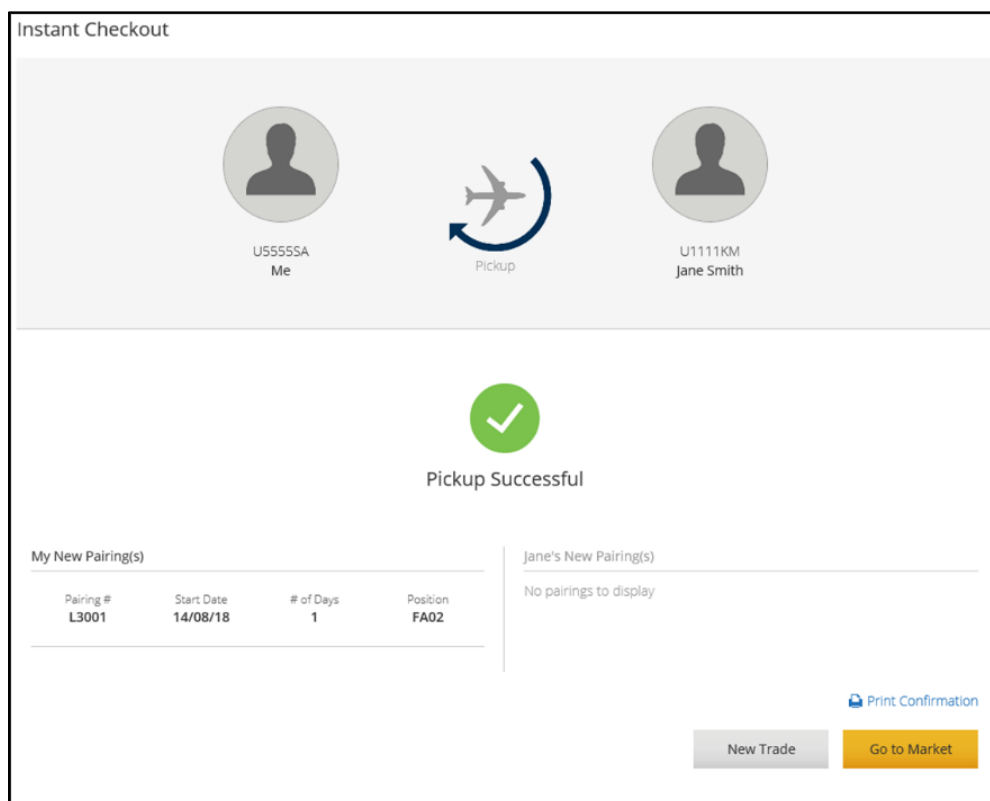


Image 6.10

A confirmation screen displays summary information of the pairing you have successfully picked-up as shown in *Image 6.10*. From this screen you can go back to the market to search open time or start a new pick-up.

C. Reserve Picking up Time from Other Flight Attendants

A Reserve who has been released by Crew Scheduling on her/his last day of availability may pick up, drop and trade pairings from other Flight Attendants.

- A Reserve may only pick up a pairing that is scheduled to return to her/his home domicile in time for a legal rest prior to 0400 of her/his first scheduled Reserve day. A Reserve who does not receive minimum legal rest at home as a result of operational irregularities with the pairing picked up will be deemed to have voluntarily reduced the legal rest at their home base down to the minimum legal rest provided for in Section 6 of the JCBA, if necessary.
- There is no limit to the number of times a Reserve may pick up pairings on days off from other Flight Attendants.
- **Reserves would follow the same procedures as shown in Section B: Picking up from Advertisements.**



D. Reserve Picking up From Open Time

A Reserve may, at his/her own option, pick up open time on, or with Scheduling's permission into scheduled days off, subject to the following:

- A Reserve may only pick up a pairing from open time once she/he has been released into days off.
- A Reserve may only pick up a pairing which is scheduled to return to the home domicile in time for legal rest prior to 0700 of the next scheduled Reserve day, unless otherwise approved by the company.
- If a Reserve chooses to pick up open time on their days off they are waiving 35/7, 1/7 and minimum day off legalities.

A Reserve may pick up a pairing once per month, however, there is no such limit when a Reserve picks up open flying to prevent drafting.

- Reserves can volunteer to pick up open flying to prevent drafting by submitting a request in CCS. If the Company is faced with a drafting situation, Crew Scheduling will process the request and attempt to assign to the Reserve.

A Reserve may also pick up unlimited white or purple flag pairing on their scheduled days off if the Reserve is released by the Company and the trip begins on a day off. Since they are considered "flagged" trips, Reserves can pick up unlimited white and purple flag trips. **Once a Reserve picks up any open trip (including White/Purple flag), it cannot be traded for another trip. She/he may trade the pairing to another Flight Attendant in exchange for days off by submitting the request in CCS. Please note: a Lineholder out of base looking to pick up from a Reserve must continue to call Crew Scheduling for this transaction.**

When a Reserve picks up an open pairing on days off, there will be no restoration of minimum days off.

Picking up will not affect a Reserve's opting for the month.

Refer to [Chapter 7, Section A](#) of this guide for instructions on how to pick up trips from open time.

There are also a few considerations to remember anytime a Reserve elects to pick up trips on days off, whether from Open Flying or from other Flight Attendants:

- When a Reserve picks up a trip on their day off, they are considered Lineholders from report to debrief of the pairing.
- They cannot pick up a pairing until they have been released into their days off by Crew Scheduling.
- They cannot pick up a pairing that departs on a Reserve day, even if they have already been released.



- Once a pairing is picked up, it cannot be traded with Open Flying or another Flight Attendant (except a position trade on the same pairing), but it can be traded to another Flight Attendant in exchange for days off (to a Lineholder or Reserve in the same base).
- They cannot be displaced or senior opted.
- They will not receive Reserve override pay.
- They will be subject to re-assignment in the event of a cancellation.
- Picking up a pairing cannot result in a Reserve being scheduled with less than twenty-four (24:00) hours rest in a seven (7) day period.
- The value of the pairing picked up will be placed in Add Pay and be paid in addition to any applicable Reserve guarantee. The pairing credit will not count towards the Reserve guarantee, monthly maximums, or time accrued.



Chapter 7 Real-Time Trades with Open Time

Trades with open time will be in first come, first served order in staggered brackets opening on the 23rd. These trades will be processed real-time through the electronic bulletin board and restricted to a specific 2-hour window of time for each base. The times for your particular base will be found in the monthly bid packet. Real time trading will restart on the 27th after Seniority Trip Trading has been completed.

A. View Open Time Pairings

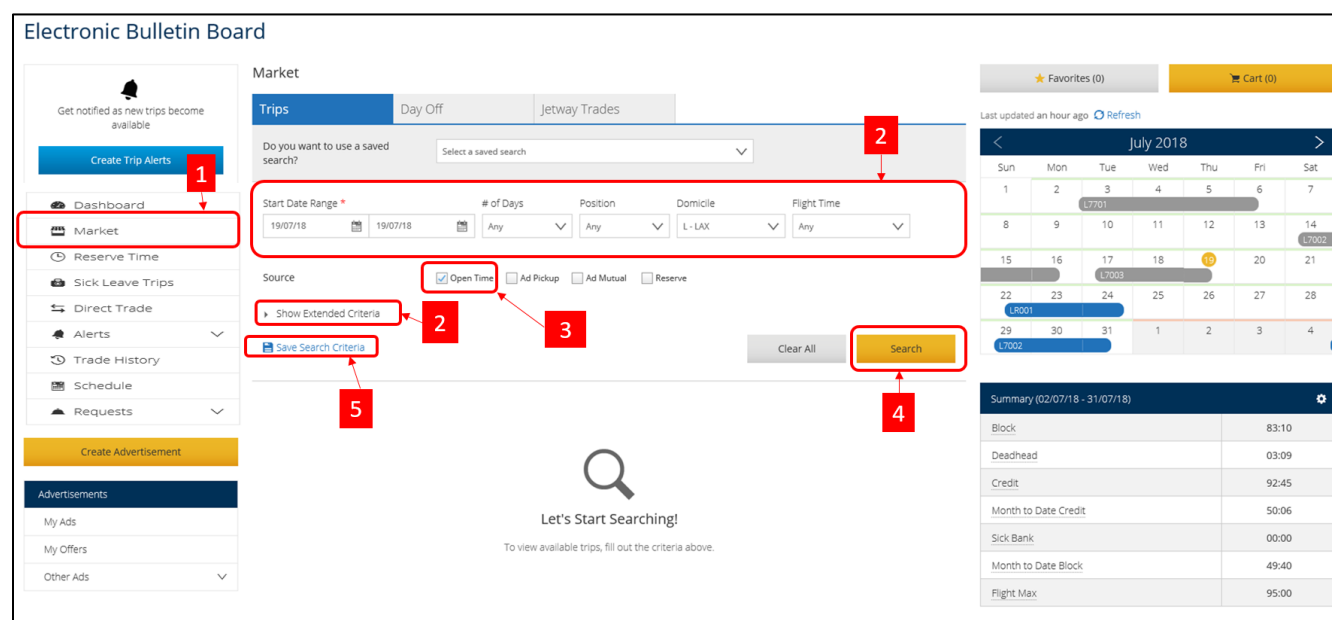


Image 7.01

To view pairings available in open time, click on “Market” (1) as shown in *Image 7.01*.

The Market contains all flying and training pairings for the entire month. Use the search criteria to refine your search to specify types of flying from open time (2). The search criteria are the same as those used for mutual trades. Check the “Open Time” box (3) and click “Search” (4).

You can save search criteria for future use by clicking “Save Search Criteria” (5).



► Show Extended Criteria

Save Search Criteria Clear All Search

Start Date Range 19/07/18 to 20/07/18 X # of Days 1 - 3 Days X

Open Time Ad Pickup Ad Mutual Reserve Sort by Posted Time Desc. ▼

Search Results (9)

Pairing #	Start Date	Check-In	End	Days	Position	Credit	Block	
☆ L0719	20/07/18	05:20	23:10	2	FA02	12:57	12:57	✕ ⋮
☆ L6500	19/07/18	16:35	17:40	3	FA01	21:30	21:30	✕ ⋮
☆ L6000	20/07/18	12:05	17:40	3	FA01	25:25	25:25	✕ ⋮
☆ L1031	19/07/18	05:20	15:45	3	FM01P	18:55	18:55	✕ ⋮
☆ L3006	19/07/18	10:00	19:51	1	FA01	06:35	06:35	✕ ⋮
☆ L3A0C	19/07/18	10:15	19:51	1	FA02	06:35	06:35	✕ ⋮
☆ L7002	20/07/18	06:05	13:30	3	LS01	16:45	16:45	✕ ⋮
☆ L0694A	20/07/18	00:15	11:48	2	FA01	11:31	11:31	✕ ⋮
☆ L3A0C	19/07/18	10:15	19:51	1	FA01	06:35	06:35	✕ ⋮

Displaying 9 of 9

► Quick Open Time Checkout 0 selected (6 max) Trade Pickup

Image 7.02

The open time pairings that match your criteria are displayed as shown in *Image 7.02* above. The more information you provide in your search, the quicker the response because there are fewer pairings to display. To change the trips that are displayed, you can enter new search criteria and click “Search” again, or you can edit your existing search by clicking the “x” in the corner of any criteria box you would like to remove, and the display will update automatically based on the remaining criteria as shown in *Image 7.02* above.



View Details of an Open Time Pairing

Search Results (9)

Pairing #	Start Date	Check-In	End	Days	Position	Credit	Block	
☆ <div>L0719</div> 1	20/07/18	05:20	23:10	2	FA02	12:57	12:57	
Posted on Jul 18 18 20:30								Print Pairing Details
Total Rig	Deadhead		TAFB		Layover			
00:00	00:00		41:50		TPA			
<div>Show Visual</div>								
▼ Duty Period 01		Report	Debrief	Block	Duty	Duty Rig		
20/07/18		05:20	20:52	07:18	12:32	00:00		
	UA 360	06:20		14:14	Flight	Sit		
	737 - 37K	LAX		IAD	04:54	03:59	► Crew	
	UA 360	18:13		20:37	Flight	Sit		
	737 - 37K	IAD		TPA	02:24	--:--	► Crew	
Layover 21:28 in TPA 20/07/18 20:37 - 21/07/18 19:05								2 <div>Layover Information</div>
▼ Duty Period 02		Report	Debrief	Block	Duty	Duty Rig		
21/07/18		18:20	23:10	05:39	07:50	00:00		
	UA 1234	19:05		20:20	Flight	Sit		
	737 - 37X	TPA		IAH	02:15	01:11	► Crew	
	UA 1813	21:31		22:55	Flight	Sit		
	737 - 37X	IAH		LAX	03:24	--:--	► Crew	
<div>Pickup</div>					<div>Trade</div>			
								3 <div>Collapse all</div>

Image 7.03

After displaying the open time search results, you can view the details for any pairing as shown in *Image 7.03* above. Click on the pairing number (1) to display duty periods, flight segments and layover information. To view additional layover information, click “Layover Information” (2). To remove the details, click the pairing number again or “Collapse all” (3) and the information will collapse back to the summary pairing information.



Search Results (9)

Pairing #

Start Date

Check-In

End

Days

Position

Credit

Block

☆

L0719

20/07/18

05:20

23:10

2

FA02

12:57

12:57

Posted on Jul 18 18 20:30

Print Pairing Details

Total Rig

Deadhead

TAFB

Layover

00:00

00:00

41:50

TPA

Show Visual

Duty Period 01

Report

Debrief

Block

Duty

Duty Rig

20/07/18

05:20

20:52

07:18

12:32

00:00

20 JUL

UA 360

737 - 37K

06:20

LAX

14:14

IAD

Flight

04:54

Sit

03:59

Crew

20 JUL

UA 360

737 - 37K

18:13

IAD

20:37

TPA

Flight

02:24

Sit

--:--

Crew

Print Crew Info

Name

Emp. ID

Sys. Sen.

Pairing #

Start Date

Position

Deadhead

H5B12

18/07/18

CA01

-

LH

H5B12

18/07/18

FO01

-

LH

E3764

19/07/18

FA01

-

LH

L0719

20/07/18

FM01

-

LH

L0719

20/07/18

FA01

-

LH

L0719

20/07/18

FA02

-

-

Open Time

-

-

L0719

20/07/18

FA02

-

-

Layover 21:28 in TPA 20/07/18 20:37 - 21/07/18 19:05

Layover Information

Duty Period 02

Report

Debrief

Block

Duty

Duty Rig

21/07/18

18:20

23:10

05:39

07:50

00:00

Image 7.04

To view the crew list for a flight segment, click on the yellow “Crew” box for each flight segment to expand crew information as shown in *Image 7.04*. To remove the crew list, click the “Crew” box again and the information will collapse back into the pairing detail.



Put Open Time Pairings in a Cart to Evaluate

Save Search Criteria Clear All Search

Open Time Ad Pickup Ad Mutual Reserve Sort by Posted Time Desc. ▾

Search Results (6)




Pairing #	Start Date	Check-In	End	Days	Position	Credit	Block	
☆ L7002	20/07/18	06:05	13:30	3	LS01	16:45	16:45	
☆ L0694A	20/07/18	00:15	11:48	2	FA01	12:30	11:31	
☆ L0610	20/07/18	05:05	15:55	1	FA02	05:25	05:24	

Image 7.05

As you look at a pairing in open time, you can put it in a shopping cart so that you have a shorter list to evaluate before making trade or pickup decisions. This makes it easier to evaluate the pairings in a smaller list in case the first few selections are already taken when you attempt to trade/pickup.

To put open time pairings in your cart, click the shopping cart icon to the right side of the pairing you want to add and it will be added to your shopping cart as shown in *Image 7.05*.

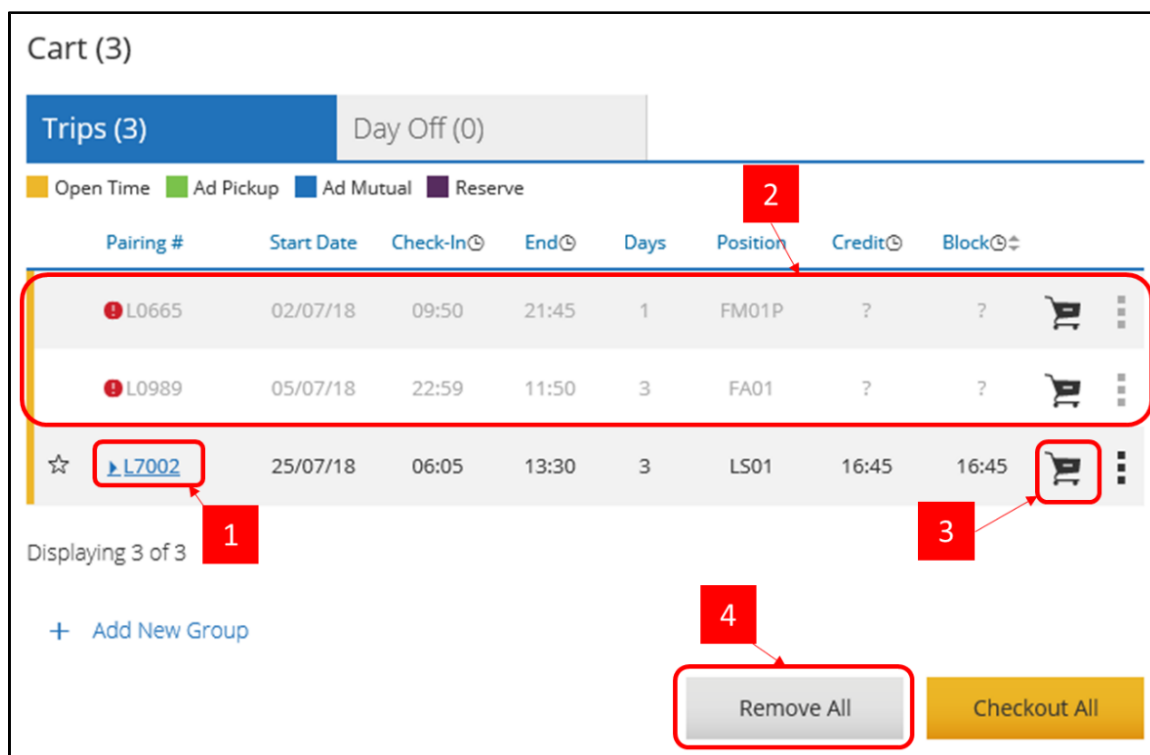


Image 7.06

If a pairing you have in your cart is picked up from open time by another Flight Attendant, that pairing will be greyed out as shown in the circled area in *Image 7.06 (2)*, and there will be a red circle with an exclamation point next to the pairing.

All pairings put in your shopping cart will remain there until you clear them. This includes pairings that have been traded for or picked up; which will be greyed out. To clear a pairing from your shopping cart, click on the cart icon (3) and it will be removed from the list. To clear all pairings from the cart, click "Remove All" (4).

If you have previously put open time pairings in your shopping cart, you can click the "Cart" in the upper right corner of the eBB home screen.



How to Trade for a Single Pairing from Open Time

You may trade for a pairing directly from the open time display OR from your shopping cart.

The screenshot shows the 'Open Time' display with a search results table. The table has columns: Pairing #, Start Date, Check-In, End, Days, Position, Credit, and Block. The first row is highlighted with a red box labeled '3' around the pairing number 'L3008'. To the right of the table, a red box labeled '1' highlights a three-dot menu icon. Below the table, there is a 'Trade >' button highlighted with a red box labeled '2'. At the bottom of the screen, there is a 'Trade' button highlighted with a red box labeled '4'.

Pairing #	Start Date	Check-In	End	Days	Position	Credit	Block
L3008	7/07/18	11:00	22:36	1	FA01	08:32	08:32

Posted on Jul 20 18 10:32

Total Rig 00:00, Deadhead 00:00, TAFB 11:36

Duty Period 01: 24/07/18, Report 11:00, Debrief 22:36, Block 08:32, Duty 11:36, Duty Rig 00:00

Date	Flight	Time	Location	Flight Time	Sit	Crew
24 JUL	UA 269	12:15	LAX	04:05	01:34	Crew
24 JUL	UA 411	19:54	ORD	04:27	--:--	Crew

Pickup, Trade

Image 7.07

From the open time display: as shown in *Image 7.07*, click on the three dots icon (1) on the pairing you would like to trade for, and click “Trade” (2) or click on the pairing details (3) and click “Trade” (4). This will bring you to the “Instant Checkout” screen shown in *Image 7.09*.



Cart (4)

Trips (4) Day Off (0)

Open Time Ad Pickup Ad Mutual Reserve

Pairing #	Start Date	Check-In	End	Days	Position	Credit	Block		
L0989	05/07/18	22:59	11:50	3	FA01	?	?		
L7002	25/07/18	06:05	13:30	3	LS01	16:45	16:45		
L0A0CA	22/07/18	18:05	22:07	1	FA01	05:00	01:50		1
L3008	24/07/18	11:00	22:36	1	FA01	08:32	08:32		2

Displaying 4 of 4

+ Add New Group

Remove All Checkout All


Trade > Pickup >

Image 7.08

From the shopping cart screen: as shown in *Image 7.08*, click on the three dots icon (1) on the pairing you would like to trade for and click “Trade” (2). This will bring you to the “Instant Checkout” screen shown in *Image 7.09*.



Electronic Bulletin Board



Get notified as new trips become available

Create Trip Alerts

Dashboard

Market

Reserve Time

Sick Leave Trips

Direct Trade


Alerts

Trade History


Schedule

Requests


Instant Checkout



U1111KM
Me



Trade



OPEN
Open Time

My Pairings

L0A0CA, starts 22/07/18, 1 days, FA01

+ Add Another Pairing

Open Time Pairing(s)

Pairing #	Start Date	# of Days	Position
L3008	24/07/18	1	FA01

Cancel

Trade

Image 7.09

Use the “My Pairings” drop-down menu, as shown in *Image 7.09*, to select a pairing from your schedule to trade and click “Trade”.

Published August 17, 2018
Updated December 2, 2019

67



Electronic Bulletin Board

Get notified as new trips become available

Create Trip Alerts

- Dashboard
- Market
- Reserve Time
- Sick Leave Trips
- Direct Trade
- Alerts
- Trade History
- Schedule
- Requests

Create Advertisement

Advertisements

- My Ads
- My Offers
- Other Ads

Instant Checkout

U1111KM
Me

Trade

OPEN
Open Time

Trade Successful

My New Pairing(s)

Pairing #	Start Date	# of Days	Position
L3008	24/07/18	1	FA01

Open Time New Pairing(s)

Pairing #	Start Date	# of Days	Position
L0A0CA	22/07/18	1	FA01

Print Confirmation

New Trade

Go to Market

Image 7.10

A confirmation screen displays summary information of the pairing you have successfully traded as shown in *Image 7.10* or displays any transaction errors. Print for your records by selecting “Print Confirmation”. From this screen, you can go back to the market to search open time or start a new trade.

Training pairings will be loaded on the 23rd of the month, and will be available for pick up beginning with the opening of the first open trade window for your base, through the 5th of the new month. Following this period, you will be assigned by FAST in your “due” month or “grace” month.

Trip trades with open time are restricted based on the availability of Reserves who cover those trips. The number of net available Reserves can be found on the eBB calendar each day. “Bad day/worse day” can be found in [Chapter 8, Section B](#) of this guide.



How to Trade for Multiple Pairings

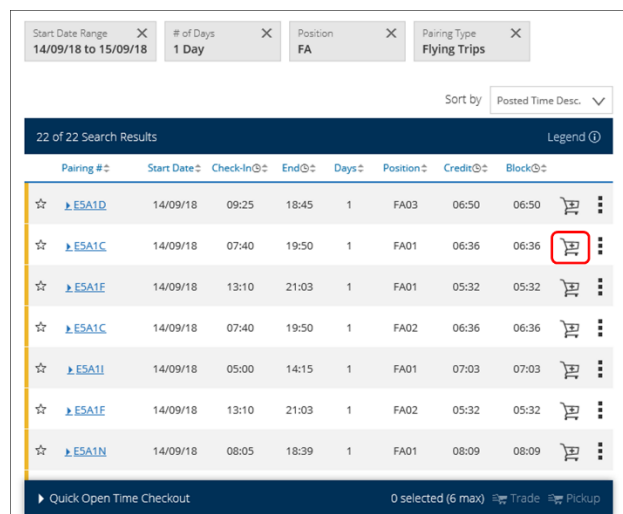


Image 7.11

To trade one of your trips for multiple pairings, search the market for your specific criteria. From your Search Results in open time, click on the Shopping cart icon to the right of the pairings for which you wish to trade as shown above in *Image 7.11*.

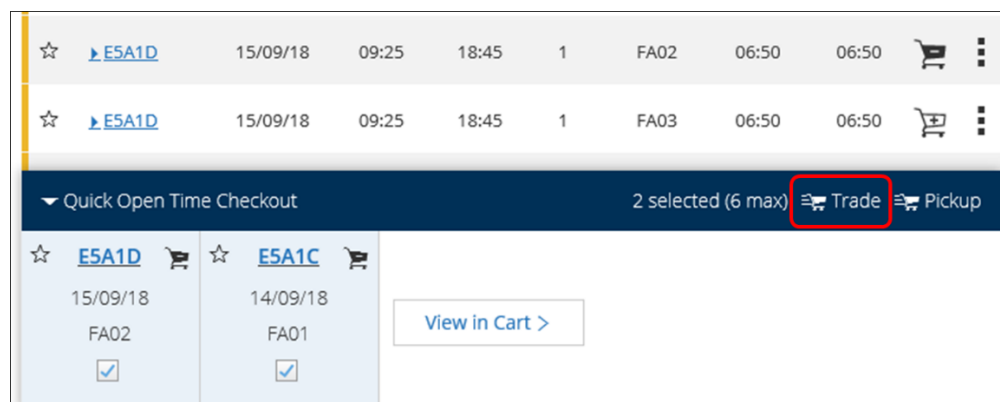




Image 7.12


As shown above in *Image 7.12*, your selected pairings will display under the "Quick Open Time Checkout". Select "Trade".



Instant Checkout


U1111KM
Jane Smith


Trade


OPEN
Open Time

My Pairings

ESA1V, starts 12/09/18, 2 days, FA02

+ Add Another Pairing


Open Time Pairing(s)

Pairing #	Start Date	# of Days	Position
ESA1D	15/09/18	1	FA02
ESA1C	14/09/18	1	FA01

Cancel Trade

Image 7.13

Select the pairing you would like to trade from your list of pairings as shown above in *Image 7.13* and select “Trade”.


Trade Successful

My Pairing(s)

Pairing #	Start Date	# of Days	Position
ESA1V	12/09/18	2	FA02

Open Time Pairing(s)

Pairing #	Start Date	# of Days	Position
ESA1D	15/09/18	1	FA02
ESA1C	14/09/18	1	FA01

New Trade Go to Market

Image 7.14

A confirmation screen displays summary information of the pairing you have successfully traded as shown above in *Image 7.14*. If not successful, it will display any transaction errors.



Direct Trade for Multiple Pairings

Electronic Bulletin Board

Get notified as new trips become available

Create Trip Alerts

Dashboard

Market

Reserve Time

Sick Leave Trips

Direct Trade

Alerts

Trade History

Schedule

Requests

Create Advertisement

Direct Trade

Trips Day Off

Direct Trade with Employee

Employee ID # Submit

After agreeing on a trip trade for multiple pairings with another Flight Attendant, from the main menu click on “Direct Trade” (1) as shown in the image above. The “Direct Trade” screen will appear. Enter the employee number (2) of the Flight Attendant you are trading with. Click “Submit” (2).




Direct Trade


Trips Day Off **1**


Direct Trade with Employee

Employee ID #
u241092 **Submit**

Transaction Type Pickup Drop **Trade** **2**


U1111KM
Me


Trade


U2222KM
Mike Jones

My Pairings

Select a pairing to trade ▼

+ Add Another Pairing

Mike's Pairing(s)

Select a pairing to trade ▼

+ Add Another Pairing




The above screen will appear. Make sure to select “Trips” (1) at the top of the screen. Then select “Trade” (2).



Direct Trade with Employee

Employee ID #
u241092 Submit

Transaction Type
Pickup Drop Trade

 U1111KM Me 1  Trade  U2222KM Mike Jones 2

My Pairings
Select a pairing to trade ▼
+ Add Another Pairing

Mike's Pairing(s)
Select a pairing to trade ▼
+ Add Another Pairing

The screen in the image above will appear. There are 2 drop down menus; one showing a list of your scheduled pairings (1) and the other showing a list of the other Flight Attendant's scheduled pairings (2).

 U1111KM Me  Trade

My Pairings
1 E1673, starts 08/10/18, 3 days, FA01 ▼
+ Add Another Pairing 2

From the drop-down menu, select the first of your pairings you would like to trade (1). To select a second pairing, click the “+” icon next to “Add Another Pairing” (2).



Transaction Type: Pickup Drop Trade

U1111KM Me Trade U2222KM Mike Jones

1

2

My Pairings

- E1673, starts 08/10/18, 3 days, FA01
- E1653, starts 11/10/18, 3 days, FA01
- + Add Another Pairing

Mike's Pairing(s)

- E7745, starts 25/10/18, 3 days, LS01
- + Add Another Pairing

Cancel Trade

When you are done selecting the pairings you would like to trade (1), follow the same process in selecting the other Flight Attendant's pairings that you would like to trade for (2).



Transaction Type: Pickup Drop **Trade**

U1111KM
Me

Trade

U2222KM
Mike Jones

My Pairings

- E1673, starts 08/10/18, 3 days, FA01
- E1653, starts 11/10/18, 3 days, FA01
- + Add Another Pairing

Mike's Pairing(s)

- E7745, starts 25/10/18, 3 days, LS01
- E7743, starts 28/10/18, 3 days, LS01
- + Add Another Pairing

Cancel
Trade

You can trade one or more of your pairings for one or more of another Flight Attendant's pairings. Use the "+ Add Another Pairing" icon (1) to add additional pairings. You may also remove pairings from your list by selecting the "—" icon to the left of the pairing. Once all pairings have been selected, click "Trade" (3).

Trade Successful

My New Pairing(s)

Pairing #	Start Date	# of Days	Position
E1673	08/10/18	3	FA01
E1653	11/10/18	3	FA01

Mike's New Pairing(s)

Pairing #	Start Date	# of Days	Position
E7745	25/10/18	3	LS01
E7743	28/10/18	3	LS01

Print Confirmation

New Trade
Go to Market

The screen depicted in the image above will appear after a successful trade. To see all rules related to Trip Trades, see Section 7.I. of the JCBA.



B. Picking up and Trading Training Pairings

A Lineholder may pick up from, or trade training pairings with, open time for any open dates as long as they occur in the same bid month. Training pairings will be loaded on the 23rd of the month, and will be available for pick up beginning with the opening of the first open trade window for your base, through the 5th of the new month. Following this period, you will be assigned by FAST in your “due” month or “grace” month.

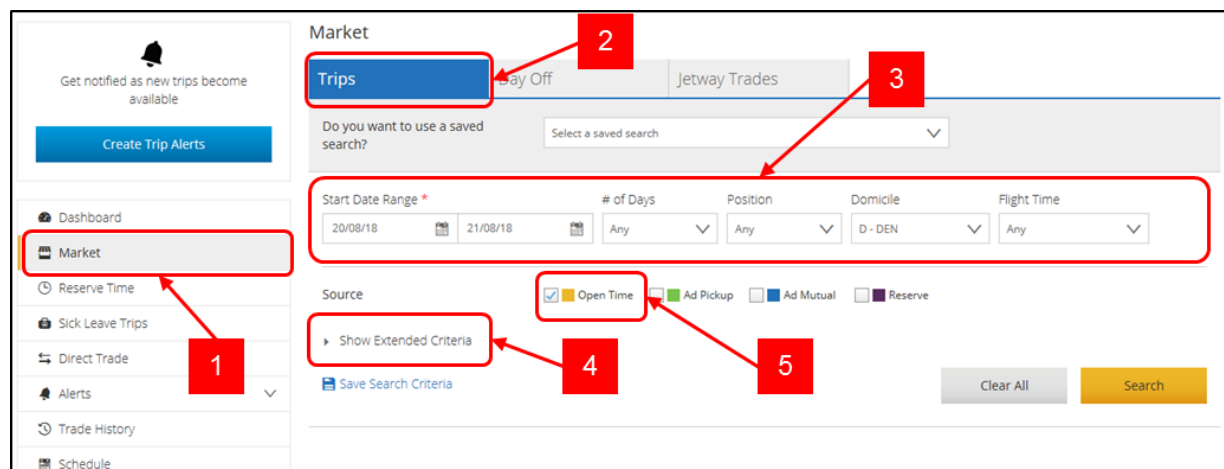


Image 7.15

To locate trading pairings in open time, go to “Market” (1), then select “Trips” (2), enter your Search Criteria (3) and “Show Extended Criteria” (4) as shown above in *Image 7.15*. In the “Source area, make sure only the “Open Time” box (5) is checked.



Get notified as new trips become available

Create Trip Alerts

Dashboard

Market

Reserve Time

Sick Leave Trips

Direct Trade

Alerts

Trade History

Schedule

Requests

Create Advertisement

Advertisements

My Ads

My Offers

Other Ads

Do you want to use a saved search? Select a saved search

Start Date Range: 20/08/18 to 21/08/18

of Days: Any

Position: Any

Domicile: D - DEN

Flight Time: Any

Source: ☒ Open Time ☐ Ad Pickup ☐ Ad Mutual ☐ Reserve

Hide Extended Criteria

Times & Durations

Check-in Time: Any

End Time: Any

TAFB: Any

Layover Duration: Any

Sit Duration: Any

Layovers

TOF: Any

Layovers: Enter city or airport

Avoid Layovers: Enter city or airport

Incentive Pay: ☐ White Flag ☐ Purple Flag ☐ LIP

Pairing type: All ☐ Flying Trips ☒ Training

Other information

Co-Terminal: 1 Item(s) Selected

Pairing Number: e.g. H1000, H2000

Equipment: Any

Save Search Criteria

Clear All

Search

Image 7.16

After selecting “Show Extended Criteria”, the window expands to include additional options. Select “Training” (1) from the pairing type and click “Search” (2) as shown above in *Image 7.16*.

Start Date Range: 20/08/18 to 21/08/18

Pairing Type: Training

Domicile: D - DEN

Sort by: Posted Time Desc.

4 of 4 Search Results

	Pairing #	Start Date	Check-In	End	Days	Position	Credit	Block	
☆	▶ DR001	20/08/18	08:00	16:30	2	FT02	06:00	00:00	
☆	▶ DR001	20/08/18	08:00	16:30	2	FT01	06:00	00:00	
☆	▶ DR001	21/08/18	08:00	16:30	2	FT02	06:00	00:00	
☆	▶ DR001	21/08/18	08:00	16:30	2	FT01	06:00	00:00	

Displaying 4 of 4

Image 7.17



Posted on **Aug 11 18 07:56** [Print Pairing Details](#)

Total Rig ☹	Deadhead ☹	TAFB	Layover
06:00	00:00	32:30	DEN

[↓ Show Visual](#)

▼ Duty Period 01 20/08/18	Report ☹ 08:00	Debrief ☹ 16:30	Block ☹ 00:00	Duty ☹ 08:30	Duty Rig ☹ 03:00
20 AUG TRN-4898533-20-10 🚗	08:00 DEN	✈ 16:30 DEN	Flight ☹ 08:30	Sit ☹ --:--	Crew
🕒 Layover 14:45 in DEN 20/08/18 16:30 - 21/08/18 08:00 Layover Information					
▼ Duty Period 02 21/08/18	Report ☹ 08:00	Debrief ☹ 16:30	Block ☹ 00:00	Duty ☹ 08:30	Duty Rig ☹ 03:00
21 AUG TRN-4898533-40-30 🚗	08:00 DEN	✈ 16:30 DEN	Flight ☹ 08:30	Sit ☹ --:--	Crew

Image 7.18

The system will display any training pairings that match your selected criteria as shown in *Image 7.17*. To view the details of a training pairing, click on the pairing number (1). A window displays showing the details of the training pairing as shown in *Image 7.18*.

To pick up the pairing, click on the “3 dots” icon to the right of the pairing (2) as shown in *Image 7.17*. Then select “Pickup” (3).

To trade with open time for a training pairing, it is done the same way, but you would select “Trade” (4) and enter the training pairing you would like to trade.

You are also able to trade a training pairing with another Lineholder. To do this, follow the instructions for a “Direct Trade” in [Chapter 3, Section A](#) of this guide, or “Submit Mutual Trade Advertising for a Training Pairing” in [Chapter 4, Section D](#) of this guide.

All trades must be completed at least forty-eight (48) hours in advance of the start of any training or general meeting. The start of training is based on the report time for the training pairing. If the training pairing contains a deadhead segment(s), trading must be completed forty-eight (48) hours prior to the report time for the first deadhead segment.

How to Submit a Reserve Day off Trade with the Pool

Reserve pool trades will start along with trip trading window in brackets on the 23rd with times published for each base in the bid packet. Each month, Reserves may trade an unlimited number of days off with the Reserve pool; however, the ability to trade days off with the pool is based on the available Reserve coverage on the days being traded.

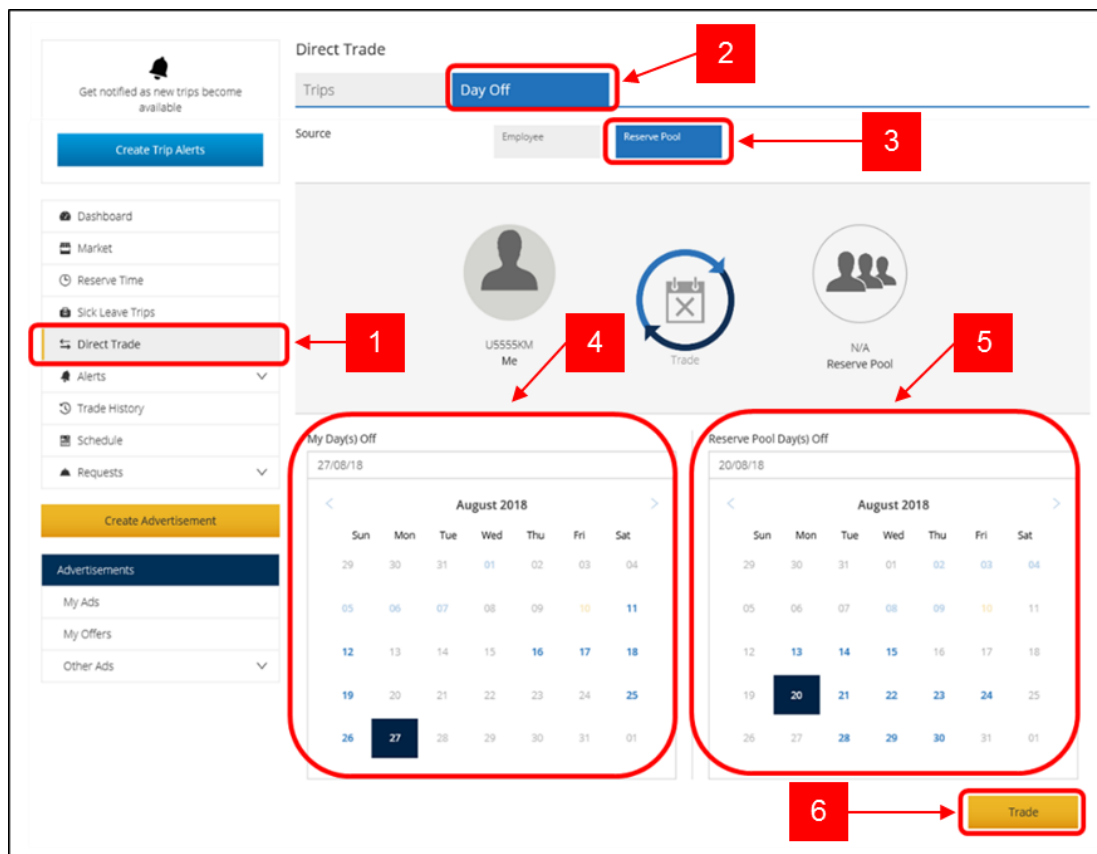


Image 7.19

To trade days off with the pool, click “Direct Trade” (1) as shown in *Image 7.19*. From the “Direct Trade” screen select the “Day Off” tab (2) and click “Reserve Pool” (3). Select the day(s) you have off (4) and the day(s) that you would like to trade with the pool (5) and click “Trade” (6).

IMPORTANT NOTE: Throughout the month a Reserve may trade an unlimited number of days off with the reserve availability pool. Reserve pool trades will start with the trip trading window on the 23rd.



Chapter 8 Trading with the Reserve Pool and Bad Day/Worse Day

A. Reserve Pool

The “FA Pool Display” reflects the minimum number of Reserves the Company has determined will be necessary for each day of the month, the actual number of Reserves available on each day of the month, and the net number of available Reserves for each day when compared to the current open pairings operating throughout the month. As a result, the Reserve pool numbers will fluctuate as staffing needs change and trades are processed during the month.

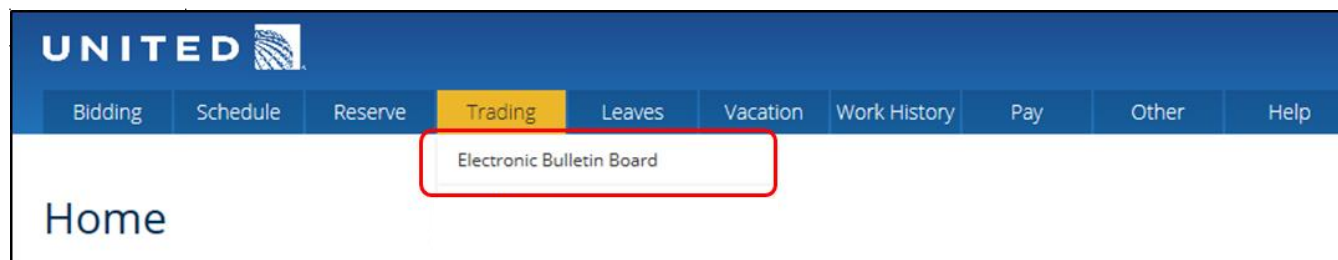


Image 8.01

To view the Reserve availability pool in CCS, select the “Trading” tab from the top of the home screen and select “Electronic Bulletin Board” from the drop-down menu as shown above in *Image 8.01*.

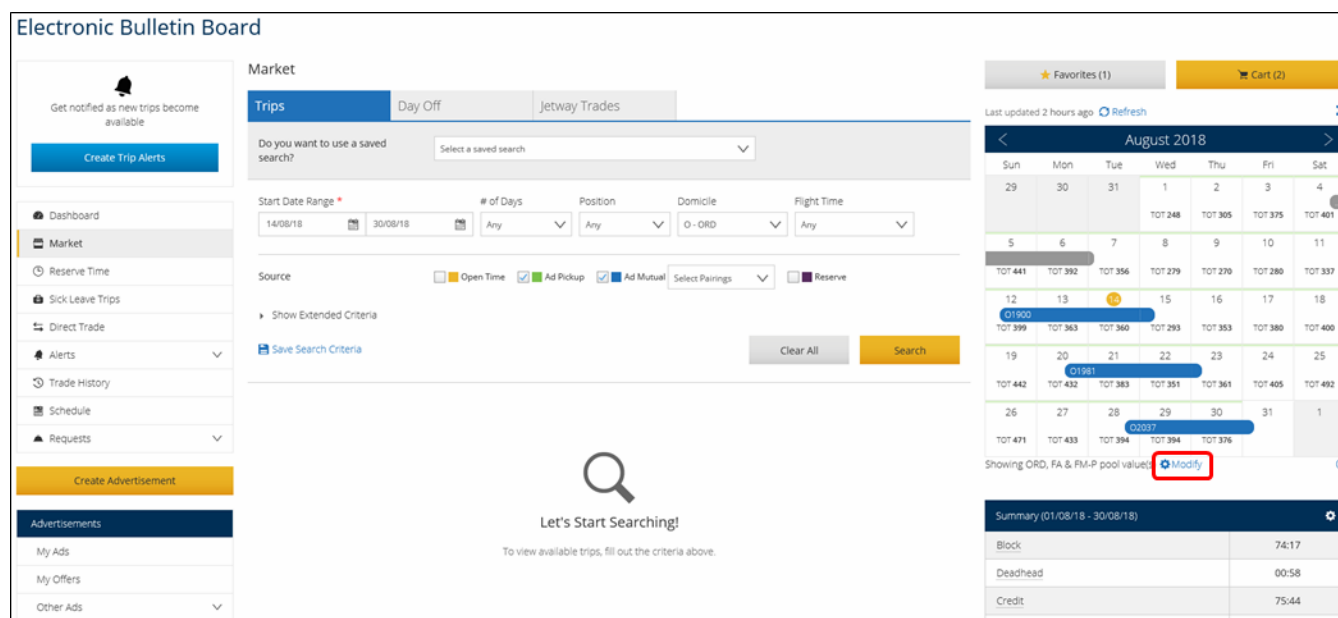


Image 8.02

From the Home screen, you can access the FA Pool Display from the “Modify” link under your calendar as shown above in *Image 8.02*.



Domicile

Position

L - LAX

FA & FM

☒ Show All
 ☒ Show Available Reserves
 ☒ Show Open Pairings
 ☒ Show Net Reserves
 ☒ Show Minimum Level
 ☒ Show Restriction Indicator
 ☒ Show Total

Once you select “modify”, a window displays as shown on the left in *Image 8.03*, where you can select the items you would like displayed. After you select the items, the calendar will redisplay with the information requested.

Image 8.03

Last updated a few seconds ago Refresh

September 2018

<

>


Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
			E7720		RSV 15 OPN 167 NET -152 LVL - RST - TOT -152	RSV 4 OPN 138 NET -134 LVL - RST - TOT -134
2	3	4	5	6	7	8
RSV 9 OPN 151 NET -142 LVL - RST - TOT -142	RSV 15 OPN 157 NET -142 LVL - RST - TOT -142	RSV 16 OPN 186 NET -170 LVL - RST - TOT -170	RSV 14 OPN 202 NET -188 LVL - RST - TOT -188	DRF DRF DRF RSV 16 OPN 194 NET -178 LVL - RST - TOT -178	DRF DRF DRF RSV 23 OPN 204 NET -181 LVL - RST - TOT -181	DRF DRF DRF RSV 16 OPN 188 NET -172 LVL - RST - TOT -172
9	10	11	12	13	14	15
RSV 18 OPN 183 NET -165 LVL - RST - TOT -165	RSV 20 OPN 186 NET -166 LVL - RST - TOT -166	RSV 13 OPN 210 NET -197 LVL - RST - TOT -197	RSV 9 OPN 223 NET -214 LVL - RST - TOT -214	RSV 12 OPN 238 NET -226 LVL - RST - TOT -226	RSV 14 OPN 212 NET -198 LVL - RST - TOT -198	RSV 16 OPN 202 NET -186 LVL - RST - TOT -186
16	17	18	19	20	21	22
RSV 19 OPN 199 NET -180 LVL - RST - TOT -180	RSV 21 OPN 185 NET -164 LVL - RST - TOT -164	RSV 20 OPN 184 NET -164 LVL - RST - TOT -164	EB1AIV RSV 20 OPN 199 NET -179 LVL - RST - TOT -179	RSV 15 OPN 196 NET -181 LVL - RST - TOT -181	RSV 19 OPN 203 NET -184 LVL - RST - TOT -184	RSV 23 OPN 173 NET -150 LVL - RST - TOT -150
23	24	25	26	27	28	29
RSV 19 OPN 161 NET -142 LVL - RST - TOT -142	EB1ADC RSV 23 OPN 165 NET -142 LVL - RST - TOT -142	RSV 19 OPN 171 NET -152 LVL - RST - TOT -152	RSV 19 OPN 196 NET -177 LVL - RST - TOT -177	RSV 21 OPN 199 NET -178 LVL - RST - TOT -178	RSV 23 OPN 191 NET -168 LVL - RST - TOT -168	RSV 22 OPN 176 NET -154 LVL - RST - TOT -154
30	1	2	3	4	5	6
RSV 26 OPN 184 NET -158 LVL - RST - TOT -158	RSV - OPN 122 NET -122 LVL - RST - TOT -122	RSV 1 OPN 78 NET -77 LVL - RST - TOT -77	RSV 1 OPN 40 NET -39 LVL - RST - TOT -39	RSV 1 OPN 22 NET -21 LVL - RST - TOT -21	RSV - OPN 11 NET -11 LVL - RST - TOT -11	RSV - OPN - NET - LVL - RST - TOT 0

Showing EWR, FA pool value(s)

Modify

1

Image 8.04

By clicking , found above the right-hand corner of the calendar, you can increase the size of the window for better viewing. The table on the following page shows a description of each category.



The table below shows a description of each category as explained in *Image 8.02*:

	Description
RSV	The total number of Reserves available.
OPN	The total number of unassigned open pairings.
NET	The number of Reserves projected to be available once the current open pairings have been assigned.
LVL	The minimum number of Reserves the Company has determined to be necessary for the day.
RST	<i>This category is currently not used.</i>
TOT	<p>NET – RSV MIN = TOT This is a calculation of the number of Reserves over or under the minimum level required for the day.</p> <ul style="list-style-type: none"> When the number is positive, it will be black and you will be able to trade that day with the pool. When the number is negative, it will be red and you will not be able to trade that day with the pool. <p>NOTE: If the number is zero, it will be black; however, you will not be able to trade that day with the pool, as the number must be more than zero.</p>

Table 8.01

Image 8.05

You can also access the FA Pool Display from the “Modify” link under your calendar as shown above in *Image 8.05*.



✕

Domicile Position

L - LAX ▼ FA & FM ▼

- ☒ Show All
- ☒ Show Available Reserves
- ☒ Show Open Pairings
- ☒ Show Net Reserves
- ☒ Show Minimum Level
- ☒ Show Restriction Indicator
- ☒ Show Total

Image 8.06

Once you select modify, a window displays as shown in *Image 8.06*, where you can select the items you would like displayed.



August 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
			RSV 420 OPN 246 NET 174 LVL 395 RST - TOT -221	RSV 523 OPN 300 NET 223 LVL 261 RST - TOT -38	RSV 611 OPN 244 NET 367 LVL 443 RST - TOT -76	RSV 659 OPN 176 NET 483 LVL 530 RST - TOT -47
5	6	7	8	9	10	11
L1133					L6600	
RSV 680 OPN 135 NET 545 LVL 600 RST - TOT -55	RSV 581 OPN 104 NET 477 LVL 540 RST - TOT -63	RSV 577 OPN 113 NET 464 LVL 552 RST - TOT -88	RSV 522 OPN 120 NET 402 LVL 468 RST - TOT -66	RSV 484 OPN 125 NET 359 LVL 440 RST - TOT -81	RSV 510 OPN 126 NET 384 LVL 445 RST - TOT -61	RSV 598 OPN 115 NET 483 LVL 530 RST - TOT -47
12	13	14	15	16	17	18
						L0010
RSV 660 OPN 119 NET 541 LVL 580 RST - TOT -39	RSV 560 OPN 116 NET 444 LVL 530 RST - TOT -86	RSV 593 OPN 101 NET 492 LVL 571 RST - TOT -79	RSV 497 OPN 97 NET 400 LVL 455 RST - TOT -55	RSV 618 OPN 78 NET 540 LVL 545 RST - TOT -5	RSV 585 OPN 83 NET 502 LVL 490 RST - TOT 12	RSV 629 OPN 77 NET 552 LVL 530 RST - TOT 22
19	20	21	22	23	24	25
			L1063			
RSV 710 OPN 72 NET 638 LVL 670 RST - TOT -32	RSV 734 OPN 64 NET 670 LVL 585 RST - TOT 85	RSV 644 OPN 64 NET 580 LVL 570 RST - TOT 10	RSV 538 OPN 75 NET 463 LVL 470 RST - TOT -7	RSV 619 OPN 73 NET 546 LVL 550 RST - TOT -4	RSV 671 OPN 77 NET 594 LVL 605 RST - TOT -11	RSV 756 OPN 70 NET 686 LVL 710 RST - TOT -24
26	27	28	29	30	31	1
	DR001					
RSV 790 OPN 67 NET 723 LVL 670 RST - TOT 53	RSV 640 OPN 64 NET 576 LVL 500 RST - TOT 76	RSV 611 OPN 49 NET 562 LVL 500 RST - TOT 62	RSV 573 OPN 45 NET 528 LVL 500 RST - TOT 28	RSV 544 OPN 44 NET 500 LVL 400 RST - TOT 100		

Showing EWR, FA & FM-P pool value(s) [Modify](#)

Image 8.07

The calendar will expand to display the totals for all options selected, as shown above in *Image 8.07*.

B. Trip Trades Involving Blocked Days Due to Minimum Staffing (Bad Day/Worse Day)

“Reserves Needed” means the minimum number of Reserves needed to staff flights determined by the Company. This will show up as “LVL” in CCS.

“Reserves Available” means actual reserves available for duty. This will show as “NET” in CCS.

To calculate the Reserve coverage for a certain day, subtract the Reserves Needed from Reserves Available (NET-LVL).



To calculate the Reserve coverage for a trip pairing, add the cumulative sum of Reserve coverage for each day of the trip. E.g. If the Reserve coverage for a three-day trip starting on the 7th is -6, the 8th is +2, and the 9th is -3, the coverage for the whole trip would be -7. $(-6+2-3)$

Things to remember when trying to accomplish a Bad Day/Worse Day Trade

- If you are trying to trade two trips, each of which have one (1) or more days that are negative, you may do so if the trip being dropped has a greater cumulative sum Reserve Coverage than the trip being picked up, **and**
- If the trip being dropped occurs later in the month, its lowest Reserve coverage day can be no more than 5 lower than the lowest Reserve coverage day on the trip being picked up, OR
- If the trip being dropped occurs earlier in the month, its lowest Reserve Coverage can be no lower than the lowest Reserve coverage day on the trip being picked up. This trade must be executed at least 7 days prior to the first day of the trip being dropped.

Below are two examples of a Bad Day/ Worse Day trade.

Example 1

Trip 1				Trip 2		
Date	7 th	8 th	9 th	18 th	19 th	20 th
Reserves Available	95	102	107	104	109	94
Reserves Needed	100	100	110	100	110	100
Reserve Coverage	-5	+2	-3	+4	-1	-6
Total Reserve Coverage	-6 $(-5+2-3)$			-3 $(+4-1-6)$		

A Flight Attendant wants to drop **Trip 2** and pickup **Trip 1**. Since **Trip 2** has better coverage, the trip trade is acceptable, following point 1 above. **Trip 2** is later in the month, as well as the lowest day in **Trip 2** (-6) is only 1 lower than the lowest day in **Trip 1** (-5), following point 2 above.



Example 2

Trip 3				Trip 4		
Date	9th	10th	11th	18th	19th	20th
Reserves Available	105	108	97	94	100	109
Reserves Needed	100	110	105	100	100	110
Reserve Coverage	+5	-2	-8	-6	0	-1
Total Reserve Coverage	-5 (+5-2-8)			-7 (-6+0-1)		

On the third day of the month, a Flight Attendant wants to drop **Trip 3** and pick up **Trip 4**. Since **Trip 3** has higher Reserve Coverage, the trade is acceptable according to point 1 above. **Trip 3** is earlier in the month and because the lowest day in **Trip 3** (-8) is lower than the lowest day in **Trip 4** (-6) the trade would be denied following point 3 above. In addition, the trade does not occur at least seven days prior to the first day of **Trip 3** (the trade would have to occur on the 2nd to meet the 7 day requirement) so the trade would be denied for that as well.

All trip trades involving carryover pairings will be handled pursuant to the rules of paragraph 7.N.7. of the JCBA.

- The beginning Reserve Coverage for days in carryover trips occurring in the following bid month will be considered to be zero (0).
- When a Flight Attendant trades off a day in a carryover trip which occurs in the following bid month, the Reserve Coverage will be reduced by one (1).
- When a Flight Attendant picks up a day in a carryover trip which occurs in the following bid month, the Reserve Coverage will be increased by one (1).

In summary, if the trip you want to drop is later in the month than the trip you want to pick up, paragraph 5 and 5.a. of the JCBA apply. If the trip you want to drop is earlier in the month than the trip you want to pick up, paragraph 5 and 5.b of the JCBA apply. If the trip you want to drop is earlier in the month than the one you want to pick up, the trade must be accomplished seven calendar days before the first day of the trip being dropped. Finally, both trips must have blocked days (paragraph 5).



Chapter 9 Seniority Trip Trade

One seniority based trade run with open time will occur on the 27th of the month at 1500 HDT.

The open window for real-time trades will close at 0700 HDT on the 27th. This will allow Flight Attendants to enter or modify requests for open time trades, based on the trips currently available.

After the Seniority Trip Trade (STT) process has been completed real time trading will resume at 2100 that same day.

Seniority Trip Trades are processed in the following manner: The most senior Flight Attendant's trade request(s) are evaluated. Once one trade is awarded any remaining requests are bypassed, if no trade can be awarded, the program moves on to the next most senior Flight Attendant. This process is repeated for each Flight Attendant, in seniority order, until the end of the list. This process begins again at the top of the list and continues running until no awards can be made or no trade requests remain.

How to Submit a Seniority Trip Trade Request

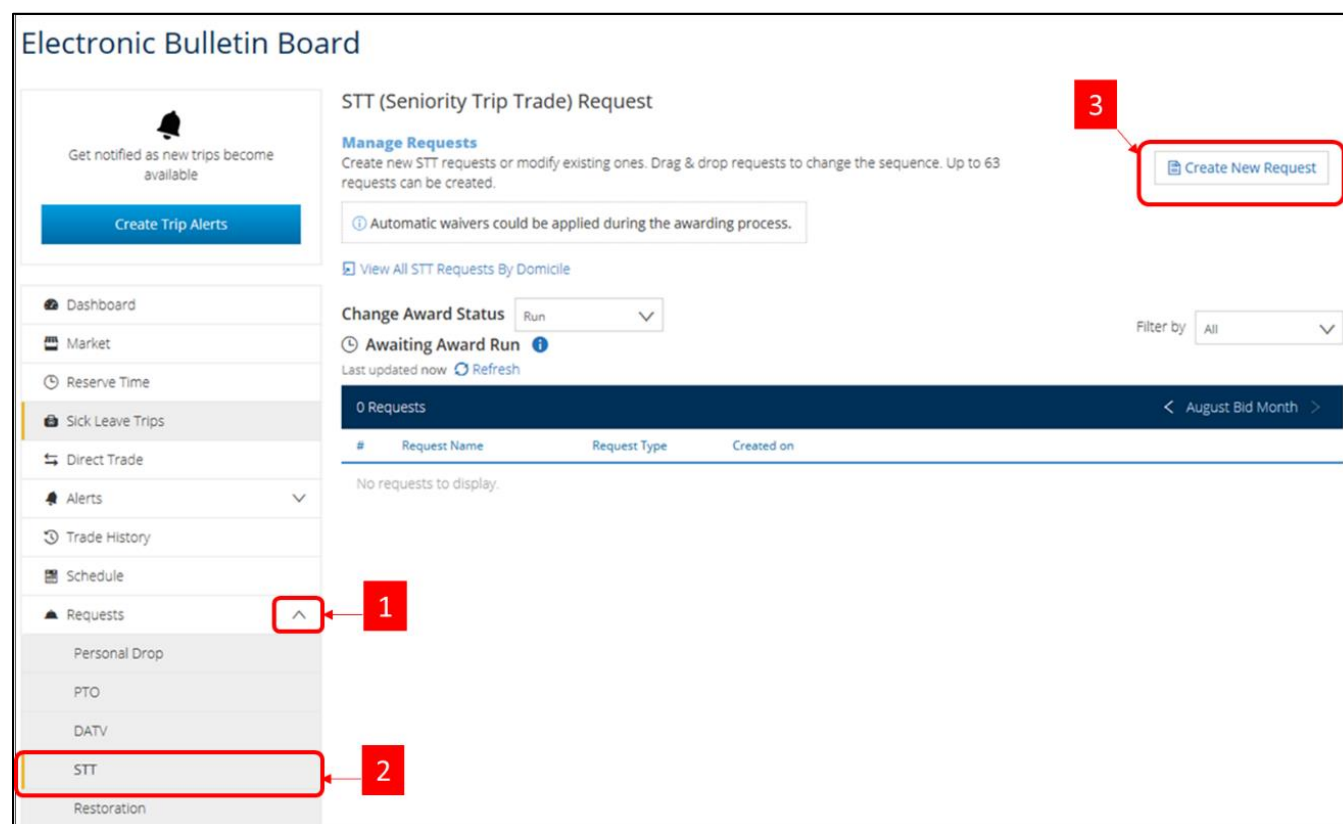


Image 9.01

To submit a seniority trip trade request, click on the drop-down arrow on the “Requests” tab (1) as shown in *Image 9.01* and select “STT” (2) from the drop-down menu. From the “Seniority Trip Trade Request” screen click “Create New Request” (3).



Specific Trip

The screenshot shows the 'STT (Seniority Trip Trade) Request' interface. On the left is a sidebar with navigation links: Dashboard, Market, Reserve Time, Sick Leave Trips, Direct Trade, Alerts, Trade History, Schedule, and Requests (expanded to show Personal Drop, PTO, DATV, STT, and Restoration). The main content area is titled 'STT (Seniority Trip Trade) Request' and includes a 'Manage Requests' section with instructions and a 'Create New Request' button. Below this is a 'View All STT Requests By Domicile' link. The 'New Request' section has two tabs: 'Preference' and 'Specific Trips' (selected). A red box labeled '1' highlights the 'Specific Trips' tab. A red box labeled '2' highlights the 'Request Based On' dropdown menu. A red box labeled '3' highlights the 'Request Name' input field, which contains 'Request 1'. A red box labeled '4' highlights the 'Pickup Pairing(s)' section, which includes a table with columns for Pairing #, Start Date, and Position. The table contains one row with 'L1189', '30/07/18', and 'FA'. A red box labeled '5' highlights the 'Save' button at the bottom right. Other elements include a 'Create Trip Alerts' button, a 'Create Advertisement' button, and a 'Cancel' button.

Image 9.02

You can set a request for a specific trip as shown in *Image 9.02*, or a preference request as shown in *Image 9.03*.

For a request based on “Specific Trips” (1) type a name in the “Request Name” box (2) as shown in *Image 9.02*. You can name it anything you want (ex. “HNL turn”, “LHR layover”). Select which pairing you would like to drop from the drop-down menu (3). If you would like to add multiple trips click “Add Another Pairing”.

Type the pairing number of the trip you would like to trade for, the start date for that pairing and which position you would like (4).

Once you have finished entering your information click “Save” (5). A success message will appear like the one in *Image 9.05*.



Preference

New Request

Request Based On: **Preference** (1) | Specific Trips

Request Name (2):

My Pairing(s) to Drop * (3):

Back-to-back Pairings? (4):

Pairing Start Date (5):

Pairing(s) To Pick Up (6):

(7)

Image 9.03

As shown in *Image 9.03*, for a request based on “Preference” (1) enter the request name (2) and select the pairing(s) you wish to drop (3). Select whether or not you have back to back pairings (4). Enter the date that you wish to trade to into (5). If there is a specific pairing you wish to trade for you can enter that here (6). Click “Show Criteria” (7) to view extended criteria as shown in *Image 9.04*.



▼ Hide Criteria ⓘ

of Days ▼ Flight Time ▼ Position * ▼ Position # ▼

Times & Durations

Check-in Time ▼ End Time ▼ TAFB ▼ Layover Duration ▼ Sit Duration ▼

Layovers & Destinations

TOF ▼ Layover Avoid Layover

Other Information

Co Terminal(s) ▼ Equipment ▼ Avoid Equipment ▼

Clear All

Cancel Save

Image 9.04

In order to save a preference request, you must show the extended criteria and select a “Position” (1). Once you have set your preferences click “Save” as shown *Image 9.04*.



Electronic Bulletin Board

Get notified as new trips become available

Create Trip Alerts

- Dashboard
- Market
- Reserve Time
- Direct Trade
- Alerts
- Trade History
- Schedule
- Requests
 - Personal Drop
 - PTO
 - DATV
 - STT
 - Restoration

STT (Seniority Trip Trade) Request

Successfully created STT Request.

Manage Requests
Create new STT requests or modify existing ones. Drag & drop requests to change the sequence. Up to 63 requests can be created.

Automatic waivers could be applied during the awarding process.

[View All STT Requests By Domicile](#)

Change Award Status Run Filter by All

Awaiting Award Run
Last updated a few seconds ago [Refresh](#)

1 Requests < July Bid Month >

#	Request Name	Request Type	Created on			
1	Request 1	Specific Trips	July 25 18 13:52	Edit		Pending

Image 9.05

Once your request has been submitted, you can create additional requests, edit or delete a request as shown in *Image 9.05*. After you complete your request, and prior to trades being run, your request will show as *pending*. After the trade process has been completed, *pending* will change to either *awarded* or *rejected*.

You can see the details regarding each request by returning to the STT Request Screen, setting the “Change Award Status” to “Completed” and clicking details on the request you are interested in viewing.



STT (Seniority Trip Trade) Request

Manage Requests

Create new STT requests or modify existing ones. Drag & drop requests to change the sequence. Up to 63 requests can be created.

 [Create New Request](#)

 Automatic waivers could be applied during the awarding process.

 [View All STT Requests By Domicile](#)

Change Award Status

Run



Filter by

All



Awaiting Award Run

Last updated 5 minutes ago  [Refresh](#)

3 Requests

< August Bid Month >







#	Request Name	Request Type	Created on			
1	Request 2	Specific Trips	August 16 18 13:05	▶ Edit		 Pending
2	Request 1	Specific Trips	August 16 18 13:05	▶ Edit		 Pending
3	Request 3	Specific Trips	August 16 18 13:07	▶ Edit		 Pending

Image 9.06

If you want to change the priority order of your trade requests, you can drag and drop the requests. The processing order in the left column. For example, Request 2 was moved to position 1, making it the first request to be processed as shown in *Image 9.06*.



Chapter 10 Out of Base Pick-Ups

Flight Attendants may pick up trips from open time or advertisements in bases other than their own, subject to the following requirements. A Flight Attendant may pick up or trade for a trip which does not originate in their home base as long as they meet the requirements for such trade/pickup, if any.

A. Requirements

- Less than fourteen hours (14:00) prior to departure, you may pick up any advertised trips from another Flight Attendant in any base, provided you have the designated special qualification for the advertised trip, if any.
- Less than fourteen hours (14:00) prior to departure. You may pick up trips from open time in any base, regardless of special qualification.
- If you wish to pick up a trip from open time that requires a special qualification and you don't have that specified qualification, you must contact Scheduling to process this pick-up. Scheduling may deny your request if they anticipate that a Reserve with the required qualification will be used to cover the pairing.
- **Once you have picked up an Out of Base pairing, you may not trade that pairing for another pairing. You may give the pairing to a Flight Attendant assigned to the base from which the pairing originates in exchange for days off by contacting Crew Scheduling.**

B. Out of Base Trades Involving International Bases

Flight Attendant may pick up pairings as an Out of Base pick-up or from an advertisement, subject to the following:

- Flight Attendants based in the 50 United States and Guam may pick up any pairings from another base.
- Flight Attendants based in Hong Kong, Narita, Frankfurt and London may **only** pick up International pairings from another base.
- International pairings are those pairings which contain only flying to and from South America, Europe, Asia, Africa, Australia and Antarctica. Flying to and from Guam and any other island countries outside of the Caribbean is also considered International flying.
- Due to work visa requirements, Flight Attendants based in Hong Kong, Narita, Frankfurt and London may **not** pick up Domestic pairings or Mixed International pairings from another base*.
- Domestic and Mixed International pairings are pairings that involve flying within the 50 United States, Mexico, Canada, Central America or the Caribbean.
- Flight Attendants based in Hong Kong, Narita, Frankfurt and London may not pick up pairings between Honolulu and Guam.

*Because Visa/Passport status cannot be linked to domicile codes, LHR, FRA, NRT, HKG, Flight Attendants are limited to picking up International pairings only.



Chapter 11 Miscellaneous Trading

A. Trading While on Sick Leave

Flight Attendants may continue to trip trade and pick up trips while on sick leave. The following rules will apply if the Flight Attendant remains on sick leave and is unable to fly those trips:

- If your line value was 93 hours or less at the time you went on sick leave you may use accrued sick leave for the trips that were traded/picked up, not to exceed 93 hours for the bid month.
- If your line value was over 93 hours at the time you went on sick leave you may use the accrued sick leave for the trips that were traded/picked up while on sick leave only up to the line value when you went on sick leave. (e.g. if you had 100 hours when you went on sick leave and picked up trips after, you can only be covered for the trips you picked up/traded up to 100 hours.)

B. Combined Duty Day

JCBA Section 7.I.16. allows Flight Attendants to combine two duty periods from two separate pairings, sometimes referred to as “piggy-backing.” The programming for this provision is not currently available but is included in items scheduled for the future.

C. Complete Line Trades

Complete line trades are permitted including line trades between Lineholders and Reserves regardless of whether or not those lines include any vacation time.

Line trade requests must be submitted one calendar day HDT before the first day of the new bid month.

Complete line trades may only be accomplished by contacting Crew Scheduling.



Chapter 12 End of Month (EOM) Adjustment Process

End of month adjustments are necessary when a Flight Attendant's old month and new month schedules conflict, either because trips overlap or result in a legality.

In any month where you have a scheduled vacation you will not be subject to adjustment regardless of overlapping trips.

A. Adjustments

If the credit time difference between the inbound trip from the old month carried into the new month, and the conflicting trip(s) is greater than 3:00 you will be subject to an adjustment. Per the JCBA, adjustments will be made in this order:

- The value of the replacement pairing(s) will be +/- 3:00 on the days originally scheduled to work.
- The value of the replacement pairing(s) will be +/- 3:00 on any available day(s).
- The value of the replacement pairing(s) will be no more than + 5:00 on any available day(s).

United and AFA have agreed to use a parameter of not more than 3:00 for implementation due to programming limitations. At some point in the future, we will correct the programming to allow for the use of the 5:00 parameter. We will announce this change in advance of its implementation.

For example, if you bring 6:00 in from the old month, and it makes you illegal to fly your first trip in the new month (worth 15:00), then the credit time difference is 9:00. You will be subject to an adjustment of 9:00 +/- 3:00, making the line value adjustment range 6:00-12:00. In the future when programming is available you could be adjusted up to 14:00.



Adjustment Timeline

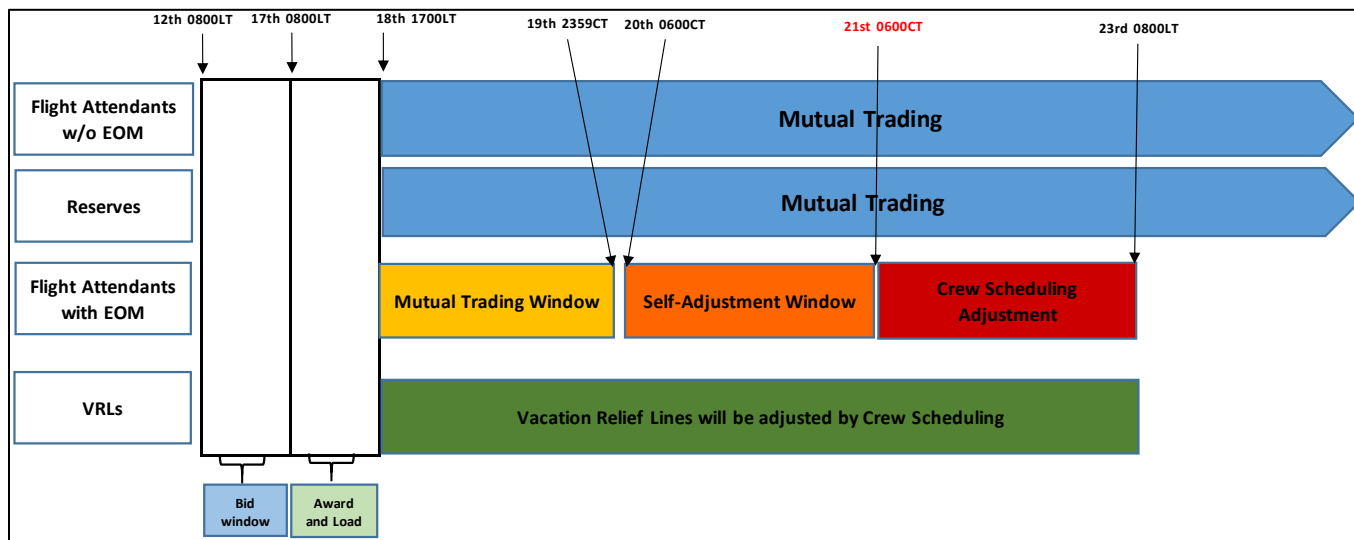


Image 12.01

B. Mutual Trade Process

The first option to resolve an EOM conflict in the next month is to trade one of the conflicting trips with another Flight Attendant. You can trade either the trip in the old month or the conflict trip(s) in the new month. Mutual trading begins at 17:00 HDT on the 18th. You will have at least 24 hours to complete a trade with another Flight Attendant that eliminates the conflict, you may also conduct mutual trades without resolving the conflict. If you are unable to resolve your conflict, or choose not to resolve the conflict through mutual trades, at 23:59 Central Time on the 19th, your line will be blocked from further mutual trading until the conflict is resolved. Once the conflict has been resolved, your guarantee will be reset, your line will be “unlocked” and you will be able to conduct mutual trades for the duration of the bid month.

Jobshare (J/S) and Partnership (P/S) Flight Attendants will be locked out from mutual trading until the line has been split. Once the J/S or P/S lines have been split the mutual trades may be conducted under the same parameters as above.



C. Self Adjustment Process

If you do not resolve your EOM conflict with a mutual trade, at 2359 Central Time on the 19th your conflict trip(s) will be dropped and you may use the self adjustment process which begins at 0600 Central Time on the 20th. You will be given a list of solutions, involving one or more pairings, in the self adjustment process that are pre-checked for legalities in your line. These trip(s) may also be presented in other Flight Attendant's self adjustment options, and will be used on a first come, first served basis.

Ideally, solutions will involve trips on days you were originally scheduled to work, however if none are available, or you are not legal, any other available day(s) may be used.

How to Perform a Self Adjustment

When the self adjustment window opens on the 20th, you will be able to adjust your schedule by selecting "Self Adjustment" from the Schedule tab in CCS as shown in *Image 12.02*. The self adjustment screen will display complete solutions, or partial solutions, if complete solutions do not exist, that will recover the time lost due to your conflict.

To perform a self adjustment go to **CCS > Schedule > Self Adjustment**.

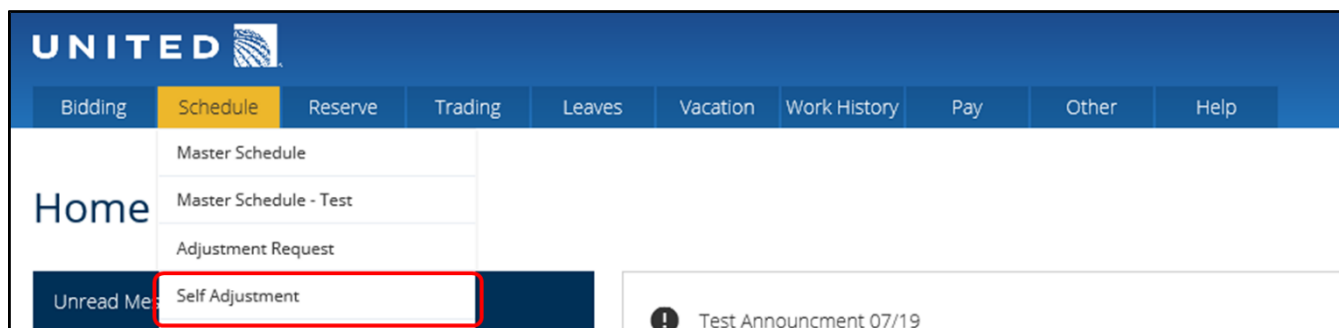


Image 12.02



Complete Solutions

If one or more pairings or group of pairings exist that will satisfy the self adjustment requirements, these complete solutions will display as shown below in *Image 12.03*.

Self Adjustment										
Employee ID: U025199				Bid Period: Aug 18						
Minimum adjustment needed (HHMM): 00735				Maximum adjustment needed (HHMM): 01335						
Complete Solution Credit	Pairing Class	Pairing Number	Pairing Date	Pairing Position	Credit (HHMM)	Credit Carryover(HHMM)				
01001	F	B0769	Aug 06 18	FA01P	01001					
00835	F	B0658	Aug 08 18	FA01	00835					
01335	F	B0658	Aug 08 18	FA01	00835					
	F	B3205	Aug 10 18	FA01	00500					
01335	F	B0658	Aug 08 18	FA01	00835					
	F	B3205	Aug 11 18	FA01	00500					
01335	F	B3205	Aug 08 18	FA01	00500					
	F	B0623	Aug 11 18	FA02	00835					
01335	F	B3205	Aug 08 18	FA01	00500					
	F	B3209	Aug 11 18	FA01	00835					
01335	F	B0658	Aug 08 18	FA01	00835					
	F	B0616	Aug 17 18	FA02	00500					
01335	F	B0658	Aug 08 18	FA01	00835					
	F	B3205	Aug 17 18	FA01	00500					
01335	F	B3205	Aug 08 18	FA01	00500					
	F	B3208	Aug 18 18	FA01	00835					

Image 12.03

- Employee ID:** Your employee number
- Minimum Adjustment Needed:** The minimum number of hours required to adjust your schedule
- Bid Period:** The bid month for which the adjustment is needed
- Maximum Adjustment Needed:** The maximum number of hours required to adjust your schedule
- Complete Solution Credit:** The number of hours that your schedule will be adjusted by based on each specific solution. *This column will vary based on the type of solution that is available (could also show "Partial Solution Value")
- Pairing Class:**
- Pairing Number:** The pairing number of the solution
- Pairing Date:** The start date for the pairing
- Pairing Position:** The Flight Attendant position
- Credit Time:** The number of hours the pairing is worth
- Credit Carryover:** Amount of time carried into future month

To view the details of a pairing, click on the pairing number. To view flight information, click on the flight number while the pairing information is expanded.



00745	F	B3211	Aug 19 18	FA01	00745
01248	F	B3211	Aug 19 18	FA01	00745
	F	B3206	Aug 28 18	FA01	00503
01003	F	B0617	Aug 19 18	FA02	00500
	F	B3206	Aug 28 18	FA01	00503

Image 12.04

Choose a solution that you desire by clicking the radio button. Then click “Submit” as shown in *Image 12.04*. You may print your confirmation by right clicking on the screen and selecting “Print”.

Partial Solutions

If there are no solutions that completely satisfy the self adjustment requirements, a list of partial solutions will be displayed as shown in *Image 12.05* below. Partial solutions are legal pairings that partially satisfy the line value adjustment range. You must pick as many partial solutions as are necessary to satisfy the line value adjustment. You may see additional trips from Open Time, which have not been pre-checked for legalities in your line, but may resolve your conflict, either by themselves or in combination with a partial solution.

Self Adjustment						
Employee ID: U108416			Bid Period: Aug 18			
Minimum adjustment needed (HHMM): 00651			Maximum adjustment needed (HHMM): 01251			
Selection	Pairing Class	Pairing Number	Pairing Date	Pairing Position	Credit (HHMM)	Credit Carryover(HHMM)
Partial Solutions from CMS						
<input type="checkbox"/>	F	B0616	Aug 09 18	FH01P	00500	
<input type="checkbox"/>	F	B0629	Aug 10 18	FH01P	00507	
<input type="checkbox"/>	F	B0629	Aug 10 18	FA02	00507	
OpenTime Pairings						
<input type="checkbox"/>	F	B0769	Aug 06 18	FH01P	01001	
<input type="checkbox"/>	F	B0769	Aug 06 18	FA02	01001	
<input type="checkbox"/>	F	B0658	Aug 08 18	FA01	00835	
<input type="checkbox"/>	F	B3212	Aug 08 18	FA01	00507	
<input type="checkbox"/>	F	B3205	Aug 08 18	FA01	00500	
<input type="checkbox"/>	F	B0726	Aug 09 18	FH01P	01207	
<input type="checkbox"/>	F	B3002	Aug 09 18	FA02	01201	
<input type="checkbox"/>	F	B0770	Aug 09 18	FA01	01040	
<input type="checkbox"/>	F	B0770	Aug 09 18	FA02	01040	
<input type="checkbox"/>	F	B0770	Aug 09 18	FH01P	01040	
<input type="checkbox"/>	F	B3205	Aug 09 18	FA01	00500	
<input type="checkbox"/>	F	B3002	Aug 10 18	FA02	01201	
<input type="checkbox"/>	F	B0661	Aug 10 18	FA01	01051	
<input type="checkbox"/>	F	B0612	Aug 10 18	FA02	00648	
<input type="checkbox"/>	F	B3212	Aug 10 18	FA01	00507	
<input type="checkbox"/>	F	B0635	Aug 10 18	FA02	00501	
<input type="checkbox"/>	F	B3205	Aug 10 18	FA01	00500	
<input type="checkbox"/>	F	B3209	Aug 11 18	FA01	00835	

Image 12.05

Choose as many partial solutions or combinations with open time as necessary to satisfy the line value range, by checking the boxes. Then click “Submit”. You may print your confirmation by right clicking on the screen and selecting “Print”.

D. Adjustment by Crew Scheduling

If you are unable to resolve the conflict through mutual trading or self adjustment, Crew Scheduling will resolve the conflict without your input. You may be assigned to any legal pairing that meets the adjustment criteria on any open day in your schedule.

If ~~the~~ Crew Scheduling cannot find a suitable pairing(s) to resolve your conflict, you could be assigned ~~to~~ Reserve Adjustment (RA) days on the days you were originally scheduled to fly, and then on remaining days(s) off in the new bid period, **even as a Lineholder**. **The RA days will be placed on your**



Master Schedule anytime up until the start of the trade windows on the 23rd of each month. You will not be considered a Reserve, however you may participate in Reserve Preferencing or contact Crew Scheduling to be assigned a trip from open time prior to Reserve Preferencing.

- A Lineholder may elect not to be assigned RA days, which would result in a subsequent reduction in line guarantee, if they specify this in the Adjustment Request screen in CCS during bidding.

IMPORTANT NOTE: If you do not wish Crew Scheduling to have the option to assign you RA days during the adjustment process, you must select this option during the primary bidding process each month. You must select this option before you know whether you have an EOM that will require an adjustment. If you select the “do not use” for the RA days option, Crew Scheduling will still have the ability to adjust your schedule with available pairings, but will not be able to use RA days as an option.

It’s important to understand, that if you select “do not use” for the RA days option, and if there is no pairing available to satisfy your EOM, your guarantee will be reduced by the value of the conflict pairing that is dropped from your new month’s schedule.

In CCS, under the Schedule tab, select the Adjustment Request screen. There is a difference between the Adjustment Request screen and the Self Adjustment screen.



Chapter 13 Personal Drop

How to Request a Personal Drop

Flight Attendants may request to drop their scheduled pairing the day before the trip beginning at 0001 HDT. Requests will be granted on a first come, first served basis, dependent on operational needs. Additionally, a request can be made to drop a portion of a trip, if it transits the base on the day of the trip by calling Crew Scheduling.

To submit a Personal Drop, you must submit a request through CCS between midnight and 1500 the day **before** the report time of the scheduled pairing or the Reserve day. Personal Drop requests can be submitted for the next day and the following day.

To submit a Personal Drop for a pairing or partial pairing on the same day the pairing is operating, you must contact Crew Scheduling.

Image 13.01

Submit a request via CCS

To request a personal drop via CCS, select the tab “Personal Drop” as shown in *Image 13.01*.



Electronic Bulletin Board

Get notified as new trips become available

Create Trip Alerts

- Dashboard
- Market
- Reserve Time
- Sick Leave Trips
- Direct Trade
- Alerts
- Trade History
- Schedule
- Requests
 - Personal Drop
 - PTO
 - DATV

Personal Drop Request

Manage Requests
A request for the current day can be submitted up until the report time of the first trip scheduled on the current day, and up until 2359 for a reserve day on, on the current day.

Personal Drop requests are processed on a first come first serve basis.

[View All Pending Requests by Domicile](#)

Request for
Today, Tuesday, August 14, 2018 Submit

Last updated now [Refresh](#) Filter by All

0 Requests < August Bid Month >

Submitted on ↑	For ↓	Request # ↓
No requests to display.		

Image 13.02

Enter the date you want the Personal Drop in the “request for” field and “submit” as shown in *Image 13.02*.

Personal Drop Request

✓ Your request was successfully submitted. You are number 2 on the list.

Personal drop request for tomorrow, Thursday, July 26, 2018 Submit Request

ⓘ The request must be submitted before 3PM HDT.

[View All Requests by Domicile](#)

Last updated 12 minutes ago [Refresh](#) Filter by All

1 Request < July Bid Month >

Submitted on ↑	Request # ↓	
July 25 18 19:57	2	🗑️ 🕒 Pending

Image 13.03

Once submitted, a screen will display showing it was entered successfully as shown in *Image 13.03*. In the “Request” column, it shows your place on the Personal Drop list. In this example, the Flight Attendant is number 2 on the list.



Chapter 14 Personal Time Off

Guaranteed Personal Time Off (PTO) will be made available on a daily basis regardless of White Flag. Guaranteed PTO consists of 1% of a domicile's active Flight Attendant population on any day. PTO will be granted on a seniority basis a day at a time; however, to ensure equitable distribution, Flight Attendants may use the guaranteed PTO for 8 days a year. **Pre-merger CO and pmCMI Flight Attendants will receive a prorated 2 days of Personal Time Off for 2018.**

The daily percentage will be allocated in 2 equal parts. The first part will be awarded 15 days in advance. Any unused PTO will be allocated to the corresponding 5 day-in-advance portion. A 1-day notice is required to qualify for the remaining guaranteed PTO time.

If the needs of the service permit, any unused slots may continue to be available until 0001 of the requested day. Those requests will have priority over personal drops.

The number of PTO days associated with a pairing should equal the number of duty periods within the pairing. For example, a 4-day, 3 duty period pairing counts as 3 PTO days. If a Flight Attendant has only 1 PTO day left, it can be used for 1 day of a multi-day trip provided personal drops are available for the other day(s) of the pairing.

Submit a PTO Request via eBB

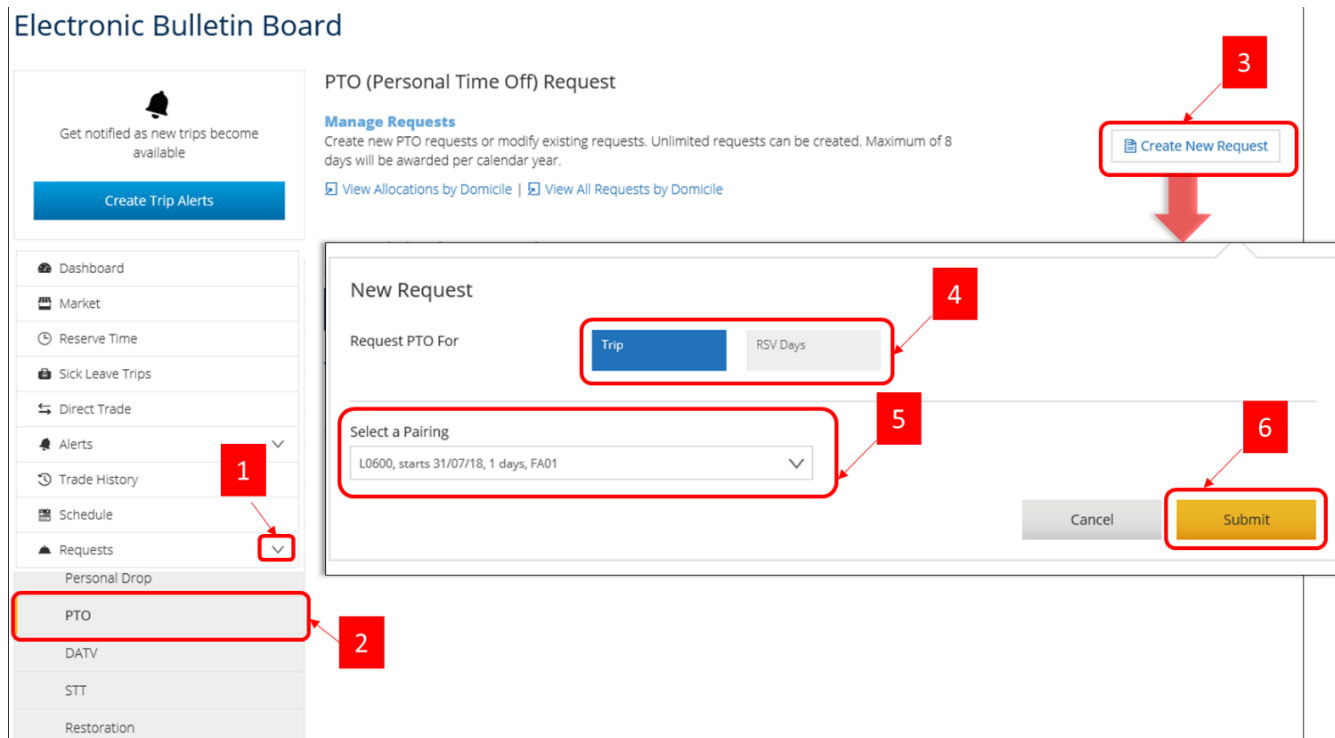


Image 14.01

To submit a request for PTO, click on the drop-down arrow on the "Requests" tab (1) and click "PTO" (2) as shown in *Image 14.01*. Select "Create New Request" (3) from the PTO request screen to



populate a new request. From there, Lineholders will select the “Trip” tab, Reserves will select the “RSV Days” tab (4). Select the pairing you wish to have PTO for from the drop-down menu (5) (Reserves will select days off) and click “Submit” (6).

PTO (Personal Time Off) Request

✓ Your request was successfully created!

Manage Requests
Unlimited requests can be created. Maximum of 8 days will be awarded per calendar year. A request for the current day can be submitted up until 0001 of the current day. [Create New Request](#)

ⓘ PTO requests are processed on a seniority basis.

[View Allocations by Domicile](#) | [View All Requests by Domicile](#)

✎ Awarded 0 of 8 PTO Days for 2018
Last updated a minute ago [Refresh](#) Filter by All

1 Request < 2018 Bid Year >

Created on ↓	For	# of PTO Days ↕	
August 15 18 18:44	L0010, starts 17/08/18, 2 days, FM01P	2	Pending

Displaying 1 of 1

Image 14.02

You will receive a success message as shown in *Image 14.02*. Your request will show as pending until requests are awarded.



Chapter 15 Day at a Time Vacation (DATV)

Each Flight Attendant may take up to ten (10) vacation days each year in addition to their awarded vacation(s). The days used will be deducted from the following year's vacation allotment.

- DATV, when available, will be granted after vacation relief lines are awarded and before the beginning of the month in seniority order
- Once the month begins, DATV will be awarded the day before and only to the extent personal drops are available
- DATV will be paid at 3:15 per day.
- Day at a time vacation may not be made up.
- Flight Attendants will have their minimum guarantee and/or line guarantee reduced by the difference between the pairing dropped and the value of the vacation day(s).

How to Request DATV

The screenshot shows the Electronic Bulletin Board (eBB) interface. On the left is a sidebar menu with options: Dashboard, Market, Reserve Time, Sick Leave Trips, Direct Trade, Alerts, Trade History, Schedule, Requests, Personal Drop, PTO, DATV, STT, and Restoration. The 'Requests' tab is selected, and a red box with the number 1 points to the drop-down arrow next to it. Below 'Requests', the 'DATV' option is highlighted with a red box and the number 2. The main content area has a header 'Electronic Bulletin Board' and a section 'DATV (Day at a Time Vacation) Request'. This section includes a 'Manage Requests' link, a description of the request process, and a 'Create New Request' button highlighted with a red box and the number 3. Below this is a 'New Request' form. In the form, the 'My Day(s)' field is highlighted with a red box and the number 4, showing the dates 28/07/18 and 29/07/18. The 'Submit' button at the bottom right of the form is highlighted with a red box and the number 5. A 'Cancel' button is also visible.

Image 15.01

To submit a DATV request, from the eBB, click on the drop-down arrow on the “Requests” tab (1) and click “DATV” (2) as shown in *Image 15.01*. From the “DATV (Day at a Time Vacation) Request” screen, click “Create New Request” (3) to populate a new request. Select the days you wish to use vacation on (4) and click “Submit” (5).



DATV (Day at a Time Vacation) Request

✓ Successfully created DATV request.

Manage Requests

Unlimited requests can be created. Only 10 days will be awarded towards next year's vacation allowance. A request for the current day can be submitted up until the report time of the first trip scheduled on the current day, and up until 2359 for a reserve day on, on the current day.

ⓘ DATV requests are processed on a first come first serve basis.

[View All Requests by Domicile](#) | [View Schedule](#)

🏆 Awarded 0 of 10 DATV Days for 2018
Last updated a minute ago [Refresh](#)

Filter by All

1 Request

< 2018 Bid Year >

Created on	Selected Dates	# of Days		
August 09 18 14:24	10/08/2018 - 10/08/2018	1		Pending

Image 15.02

You will receive a success message as shown in *Image 15.02*. Your request will show as pending until requests are awarded.



Chapter 16 Restoration of Days Off – 5:00 Pay Option

Under some circumstances, you may be eligible for restoration of day(s) off. Please see the [Legalities Guide](#) for details.

If you wish to have your day off restored, this is accomplished by contacting Crew Scheduling.

If you wish to be paid 5:00, you can make a request for the pay through CCS as shown in *Image 16.01*.

IMPORTANT NOTE: *If you are worked into a day off you must take action on your own to either have the day restored or to receive pay for the lost day; it will not be resolved automatically.*

How to Request Restoration Pay via CCS

The screenshot displays the 'Electronic Bulletin Board' interface. On the left is a sidebar menu with options: Dashboard, Market, Reserve Time, Sick Leave Trips, Direct Trade, Alerts, Trade History, Schedule, Requests, Personal Drop, PTO, DATV, STT, and Restoration. The 'Requests' section is expanded, and 'Restoration' is highlighted. The main content area shows a 'Restoration Pay Request' section with a 'Create New Request' button. A 'New Request' modal window is open, showing a 'Select Lost Day' dropdown menu with the date '04/07/18' selected. The modal also has 'Cancel' and 'Submit' buttons.

Image 16.01

On the main menu under “Requests” (1), select “Restoration” (2). Then select “Create New Request” (3). This will prompt another window to display where you would enter the “Lost Day” (4), then “Submit” (5), as shown in *Image 16.01*.



Restoration Pay Request

✓ Your request was successfully created!

Manage Restoration Days

Create requests to receive payment for lost days off. To restore lost days off, call scheduling.

Create New Request

Last updated a minute ago Refresh

Filter by All

2 Requests

< 2018 Bid Year >

Created on	Lost Day	
July 25, 2018 16:19	06/07/18	✓ Approved
August 09, 2018 14:26	06/08/18	Pending

Image 16.02

You will receive a success message as shown in *Image 16.02*. Your request will show as pending until requests are awarded. Crew Scheduling will receive the information daily. If the request is approved you will be able to see the entry in your pay register. You will receive a response if the request is rejected.



Chapter 17 Other Resources

This guide covers the trip trades and adjustments process. Refer to other guides and education materials, when available, on this and other topics, which are listed below:

- [Bidding & Awards](#)
- [Legalities](#)
- [Reserve](#)
- [Permabid](#)
- [Pay](#)

This concludes the *Trip Trades & Adjustments Guide*. Additional tools such as video tutorials, overviews and other education materials will be available on ***Flying Together > One United***. We encourage you to review all of these materials to prepare for upcoming changes.



Appendix

A. Master Schedule

For each bid month, your Line of Flying or Reserve Line, will be posted in your master schedule. The master schedule provides a detailed view of your trips, or days off for the month in real time. Your schedule will update based on changes that occur with the most current information, and will track those changes in the “History” section of your master schedule.

In addition to having access to the master schedule from your calendar in eBB your master schedule will be located in CCS under the “Schedule” tab.

IMPORTANT NOTE: Information from your master schedule is used to calculate your pay for the bid month, so it is important to check your master schedule often to ensure that the information is accurate.



Below are examples of a Lineholder and Reserve master schedule, with a description of each field shown.

Lineholder Master Schedule view

(-) :

(-) :

EWR Last update 13:06 CDT

[Alerts](#) [History](#)

Summary

Sys Seniority	Language Qual	FSL Qual	Line Award Number	EOM Conflict
21778	--	NO	--	NO
Partner Ship/Job Share				
NO				

Month to Date Block	Block	Flight Max	Month to Date Credit	Credit
--	17:00	100:00	--	--
Sick Bank				
84:00				
Deadhead				
--				

June, 2018

Current

Date	Schedule	Start	End	Block Time	Credit	Trip Time
02 L						
03 L						
04 L						
05 L						
06 L	<input type="checkbox"/> E0001 FA01	06:30	17:10	07:50	07:50	--
07 L	<input type="checkbox"/> E0007 FA01	06:55	17:35	07:50	07:50	--
08 L	<input type="checkbox"/>					
09 L						
10 L						
11 L						
12 L	<input type="checkbox"/> E0007 FA01	06:55	17:35	07:50	07:50	--
13 L	<input type="checkbox"/> E0007 FA01	06:55	17:35	07:50	07:50	--
14 L	<input type="checkbox"/> E0007 FA01	06:55	17:43	08:11	08:11	--
15 L	<input type="checkbox"/>					
16 L						
17 L						

Date	Schedule	Start	End	Block Time	Credit	Trip Time
18 L						
19 L						
20 L	<input type="checkbox"/> E0007 FA01	06:55	17:35	07:50	07:50	--
21 L	<input type="checkbox"/> E0007 FA01	06:55	17:35	07:50	07:50	--
22 L						
23 L						
24 L						
25 L						
26 L	<input type="checkbox"/> E0007 FA01	06:55	17:35	07:50	07:50	--
27 L	<input type="checkbox"/> E0007 FA01	06:55	17:35	07:50	07:50	--
28 L	<input type="checkbox"/> E0007 FA01	06:55	17:35	07:50	07:50	--
29 L	<input type="checkbox"/>					
30 L						
01 L						

Alerts (1)

Daily (0)

Monthly (1)

Alerts	MSG DISPLAY	Base	Eff. Date
MDOs (Minimum Day Off)	ACTUAL TIMES MISSING	SJU	

History (27)

PAY	FROM	TO	SCHED	CDE	MESSAGE	SCHEDR	DATE	TIME
	300518	020618	E0018	000	BID AWARD PRNG ASSG	C222620	05/10/18	17:09
	230518	250518	E0010	000	BID AWARD PRNG ASSG	C222620	05/10/18	17:09



Labels	Description
Summary Fields	
Language Qual	Displays all the languages that the FA is qualified for. Primary language awarded for the month is in bold and other languages are in <i>italics</i> . e.g: GER , <i>SPN</i> , <i>MAN</i>
FSL Award	Displays “Yes” if the FA is awarded a FSL line for the month and “No” if not.
Line Award No	Displays the line award number; If the line contains VRL or Secondary Award indicators, the “VRL” or “SEC” will display prior to the line award number.
EOM Conflict	Displays “Yes” if the FA has end of the month conflict else it displays “NO”
Partnership/ Job Share	If the line is a partnership, it displays “PS – UXXXXXX”. If it is job share, it displays “JS UXXXXXX”. If neither, it displays “NO”
Month to Date Block	Sum of actual block for completed trips till date. It is represented in hours and minutes (HHH:MM).
Block	Sum of actual block for completed trips and scheduled block for the remaining trips. It is represented in hours and minutes (HHH:MM).
Flight Max	Maximum flight credit for the bid period. It is represented in Hours and minutes (HHH:MM).
Month to Date Credit	Sum of actual credit for completed trips till date. It is represented in Hours and minutes (HHH:MM)
Credit	Sum of actual credit for completed trips and scheduled credit for the remaining trips. It is represented in hours and minutes (HHH:MM).
Sick Bank	Sick balance as of the current month. It is represented in hours and minutes (HHH:MM).
Deadhead	Total deadhead time for the entire month. It is represented in hours and minutes (HHH:MM).
Daily Fields	
Date	Date of the month. L represents that the FA is lineholder on that day.
Schedule	Displays the flying (with position code) or non-flying assignment for the day.
Start	Displays start time of the activity. For flying (trip) activity, it shows the report time of the pairing. Start time is displayed against the last day of the trip only. Time displayed is local base time. It is represented in 24-hour clock (HH:MM).
End	Displays end time of the activity. For flying (trip) activity, it shows the release time of the pairing. End time is displayed against the last day of the trip only. Time displayed is local base time. It is represented in 24-hour clock (HH:MM).
Block Time	Displays the total block time of the trip. For trips that have not begun, it displays the scheduled block time. For completed trips, it displays the actual block. For trips in progress, it shows the estimated block time based on flight actuals/estimated/scheduled times. It is represented in 24-hour clock (HH:MM).



Daily Fields	
Credit	Displays total credit value of the trip. For trips that have not begun, it displays credit time based on the schedule. For completed trips, it displays the actual credit value of the trip. For trips in progress, credit value will be updated to show real time credit after each flight block in. It is represented in 24-hour clock (HH:MM).
Trip Guar	<p>For Lineholders: Displays total guarantee value of the trip. For trips that have not begun or are in progress, it displays scheduled guarantee value of the trip. Once the trip is completed, it displays actual trip guarantee value. It is represented in 24-hour clock (HH:MM).</p> <p>For Reserves: Display the values only for those trips that a Reserve picks up on a day off. For rest of the trip assignments, this field will be blank.</p>
Daily Alerts Fields	
Alerts	Alert Name
Msg Display	Message type for alert
Station	Station at which the alert is effective
Eff. Date	Date on which the alert is effective for the month
Monthly Alerts Fields	
Alerts	Alert Name
Msg Display	Message type for alert
Station	Station at which the alert is effective
Eff. Date	Date on which the alert is effective for the month
History Fields	
From	Start date/previous value of the activity being affected
To	End date/previous value of the activity being affected
Sched	Flying/Nonflying activity
Cde	System code related to the Flying/Nonflying activity
Message	Description of the change
Schedr	Employee (scheduler/flight attendant/admin)/System identifier
Date	Date the transaction was made
Time (PST)	Time of the transaction. It is represented in 24 hours clock (HH:MM) in Pacific time zone.



Reserve Master Schedule view

(-) :

SFO Last update 16:06 CDT

[Alerts](#)
[History](#)

Summary

Sys Seniority	Language Qual	FSL Qual	Line Award Number	EOM Conflict
24008	--	NO	--	NO
PartnerShip/Job Share				
NO				

Month to Date Block	Block	Flight Max	Month to Date Credit	Credit
--	21:50	100:00	--	21:50
Sick Bank				
21:53	--			

[June, 2018](#)

Current

Date	Schedule	Start	End	Block Time	Credit
02 R					
03 R					
04 R					
05 R					
06 R					
07 R					
08 R					
09 R					
10 R					
11 R					
12 R					
13 R					
14 R					
15 R					
16 R					
17 R					

Date	Schedule	Start	End	Block Time	Credit
18 R	OFF	00:01	14:40		
19 R	OFF	00:01	14:40		
20 R	OFF	00:01	14:40		
21 R					
22 R	F7503 LS01	10:10			
23 R					
24 R			11:35	21:50	21:50
25 R	OFF	00:01	14:40		
26 R	OFF	00:01	14:40		
27 R	OFF	00:01	14:40		
28 R					
29 R					
30 R					
01 R					

Alerts (0)

History (16)

PAY	FROM	TO	SCHED	CDE	MESSAGE	SCHEDR	DATE	TIME
	220618	240618	F7503	721	RESERVE ASSIGN NOTE	U264372	06/21/18	14:29
	020618	020618	BRK	757	24 HR BREAK	U264372	06/21/18	14:29



B. eBB Menu Options

The following defines each menu option:

1. Dashboard

On the “Dashboard” you can check for any alerts you have preset, your shopping cart and your starred favorites. This screen can be modified by clicking the “Modify” gear icon. *Screens may change based on your settings.*

2. Market **This is the default screen when you first enter the eBB.*

The “Market” screen has three available tabs – “Trips”, “Day Off”, and “Jetway Trades”.

- *“Trips” tab* – you can search open time trips, trips advertised for pickup, trips advertised for mutual trade, as well as trips which have been assigned to Reserves
- *“Day Off” tab* – Reserves can search day off advertisements and navigate to the “Trade w/Pool” or “Trade w/Employee” screens
- *“Jetway Trades” tab* – you can search Jetway Trade advertisements

3. Reserve Time

The “Reserve Time” screen is a list of open time pairings and standby Reserve assignments for the balance of the current day and the next day. No action can be performed from the “Reserve Time” screen.

4. Sick Leave Trips

The “Sick Leave Trips” screen displays trips that are currently in the line of a Flight Attendant who is on sick leave. These trips are displayed, but cannot be picked up until they move into Open Time eight hours (8:00) prior to the departure of the first flight in the pairing.

5. Direct Trade

The “Direct Trade” screen has two available tabs: “Trips” and “Day Off”.

- *“Trips” tab* – you can perform a mutual trade with another Flight Attendant. Three transactions can be performed under the “Trips” tab after entering the other employee’s ID number – “Pickup”, “Drop”, or “Trade”.
 - *Pickup* – you can pick up a pairing from another Flight Attendant
 - *Drop* – you can drop a pairing you have to another Flight Attendant
 - *Trade* – you can trade a pairing or pairings with another Flight Attendant
- *“Day Off” tab* – you have two options: “Employee” or “Reserve Pool”



- *Employee* – you can trade days off with another Reserve in your base
- *Reserve Pool* – you can trade days off with the Reserve pool

5. Alerts

Flight Attendants have the ability to set a notification parameter so that the system will send them an alert when certain trips or days off become available.

▪ My Alerts

From the “My Alerts” screen there are two available tabs: “Trips” and “Day Off”

- *Trips* – you can create an alert to notify you when specific Reserve trips fall in to open time
- *Day Off* – you can create an alert to notify you when specific day off advertisements fall into ads

▪ Alert History

From the “Alert History” screen there are two available tabs: “Trips” and “Day Off”

- *Trips* – you can see your previous trip alerts.
- *Day Off* – you can see your previous day off alerts

6. Trade History

From the “Trade History” screen there are two available tabs, “Trips” and “Day Off”

- *“Trips” tab* – you can see your previous successful and failed trip trade requests, as well as details about why your trade did not go through. *Your trade history will be cleared after the end of each bid month.*
- *“Day Off” tab* – you can see your previous successful and failed day off trade attempts, as well as details about why your trade did or did not go through. *Your trade history will be cleared after the end of each bid month.*

7. Schedule

From the “Schedule” screen you can view your past, present and future scheduled trips and assignments. Additionally, you can view other Flight Attendants’ master schedules from this screen by entering the employee number, unless they have locked their line.



8. Requests

▪ Personal Drop (PD)

From the “Personal Drop Request” screen, you can submit a request for a PD and view the status of your personal drop request for the next day. In addition, you can also view all other drop requests by domicile.

▪ Personal Time Off (PTO)

From the “PTO Request” screen, you can submit a new request for PTO as well as view and manage your PTO requests. In addition, you can view the number of days of PTO slots remaining for the month for each domicile and all requests that have been submitted by other Flight Attendants (by domicile).

▪ Day at a Time Vacation (DATV)

From the “DATV Request” screen, you can view your existing requests as well as modify any request. In addition, you can view all requests by domicile. *Note only 10 DATV days will be awarded and DATV days will be deducted from next year’s vacation accrual.

▪ Seniority Trip Trade (STT)

From the “STT Request” screen, you can submit a request, modify an existing request and can drag and drop your requests to change the order. In addition, you can view all STT requests by domicile.

IMPORTANT NOTE: If you choose to lock your line, other Flight Attendants will be prevented from viewing it. In addition, you will be prevented from viewing other Flight Attendants’ schedules.



C. Key Terms and Definitions for Trading and Adjustments

Throughout this guide, there are references to terms that may be unfamiliar to one or more Flight Attendant workgroups. Below is a quick chart with these terms and what they mean. Please note that the terms here are specific to Trip Trades and Adjustments.

Term	Definition
Adjustment	Flight Attendants whose old month and new month schedules conflict, either because trips overlap or result in a legality, may be subject to adjustment.
Advertisement (also known as “ads”)	A Flight Attendant can post a pairing, partial pairing, a Reserve day off or a training pairing to be picked up or traded with another Flight Attendant. Advertisements will be made in the electronic bulletin board.
Crew Scheduling Adjustment	If a Flight Attendant cannot or does not resolve their month-to-month conflict through mutual trading or self adjustment, scheduling will resolve the conflict. Only applies when the difference between the time brought in to the month and the time lost is in the new month is 3:00 or more.
Day at a Time Vacation (DATV)	Each Flight Attendant may take up to ten (10) vacation days in each scheduled vacation year separate from their awarded vacation period. The days used will be deducted from the following scheduled vacation year’s allotment. DATV awards will be granted after relief lines are awarded and before the beginning of the month in seniority order. DATV will also be granted on a first-come-first-serve basis along with Personal Drops.
Direct Trade	A Flight Attendant to Flight Attendant Trade through the eBB. An advertisement and offer is not necessary.
Electronic Bulletin Board (eBB)	The platform where Flight Attendants will view open time, Advertisements and Reserve time. This is also the platform on which trades in CCS are performed.
End of Month (EOM) Conflict	Any conflict at the end of the bid month that prevents a Flight Attendant from being able to fly the first trip(s) in the new month.
Jetway Trades	Dropping the last segment of your trip to another Flight Attendant
Mutual Trades	Trading pairings or days off with another Flight Attendant
Offer	An offer of one pairing, or Reserve day off, for another. Offers will be made on Flight Attendant advertisements in the electronic bulletin board.
Reserve Time	A list of open time pairings, standby Reserve assignments and conditional sick leave trips for the balance of the current day and the next day
Open Time	A list of open pairings available for pickup and trading.



Term	Definition
Out of Base Trades	Picking up trips from a different base. No trades allowed.
Personal Drop (PD)	A request that a Flight Attendant submits to drop an assigned trip or work day.
Personal Time Off (PTO)	Guaranteed time will be available on a daily basis and will consist of one percent (1%) of the Domicile's active Flight Attendant population. PTO will be granted in seniority order a day at a time. This is a two-part process awarded fifteen days in advance with the remaining unused days awarded five days in advance.
Pick up (Straight Pickup)	Selecting a trip from open time or from advertisements and adding it to your line of flying without trading any other pairing.
Real Time Trades	Trading and picking up pairings from available trips in open time. These trades can be done instantly once the trading window has opened.
Reserve Trades	Trading days off with another Reserve or the Reserve Pool as well as trading assigned trips with another Reserve or Lineholder.
Self adjustment	If a Flight Attendant is subject to an End of Month (EOM) adjustment and does not resolve the conflict by way of mutual trade, the conflict pairing(s) is dropped and they will be provided the opportunity to adjust their schedule with a legal trip during a specified window of time, referred to as the self adjustment process.
Seniority Trip Trades (STT)	Seniority based trades that occur during the seniority trip trade window on the 27th
Staggered Brackets	Each base will have a different time period on the 23rd where real-time trades begin. Real-time trading with open time will continue until it closes for the seniority based trade the 27th
Trade Window	A specified period of time when trades can be accomplished. Ex: The 20th of the month at 0800 HDT to 1600 HDT
Work With	Lines constructed for Flight Attendants returning from inactive status, who were unawarded in the primary bid process



D. Key Functionality for Trades & Adjustments

The following functions and common actions performed during trades. Some processes and language are new for each pre-merger group. See the table below for how to perform each action.

Function	Actions
Advertise a Trip – Advertise an assigned trip to trade/pickup	Create Advertisement → Trip → Pickup/Mutual Trade Enter the pairing to advertise and any comments <i>For Lineholders and Reserves</i> <i>Can be done immediately after lines load</i>
Advertise Day(s) Off – Reserves Advertise assigned days off to trade/pickup	Create Advertisement → Day Off Enter the day(s) you want off (and the day(s) you have off if you choose) to advertise <i>Can be done immediately after lines load</i>
Day at a Time Vacation Request – Request a vacation day to be used from your next year's allotment for a day off	Requests → DATV Create a new request <i>Can be done immediately after lines load</i>
Direct Trade (Lineholder) – Instantly trade/pickup trips with/from another FA	Direct Trade → Trips Enter the employee number of the FA to trade with and enter trade criteria on the following screen to perform a direct trade <i>Can be done immediately after lines load and does not require an Ad/Offer</i>
Action	Function for JCBA (eBB)
Direct Trade Employee (Reserve) – Instantly trade days off with another Reserve	Direct Trade → Day Off → Employee Enter the employee to trade with and enter the required fields on the following screen <i>Can be done immediately after lines load</i>
Direct Trade Pool (Reserve) – Instantly trade assigned days off with the Reserve Pool	Direct Trade → Day Off → Reserve Pool Select the days you have off and the days to trade for <i>Can be done immediately after lines load</i>
Jetway Trade – Pick up a segment of a pairing from another FA originating in a location other than base	To search Jetway Trade advertisements go to: Market → Jetway Trade To perform a Jetway Trade, call Scheduling



Action	Function for JCBA (eBB)
Mutual Trade – Ads and Offers Trade assigned trips with another FA by making/ receiving an offer Open Time Trade (Real time) – Trade/pickup trips with open time	My Advertisements → Mutual Trade Offers Accept or reject an offer to perform a mutual trade <i>Can be done immediately after lines load</i> Search “Market” for available trips to real time trade/pickup <i>Can be done once trade window opens</i>
Personal Drop – Request a trip/day off to be dropped for the next day	Requests → Personal Drop Submit your request starting at midnight until 1500 HDT the day before
Personal Time Off – Request a specific trip/day off to be dropped	Requests → PTO Create a new request for a trip or RSV days.
Pickup Trips from Advertisements – Pickup another FA’s trip that was posted in advertisements	Market → Ad Pickup Search posted advertisements from other FA’s and choose to pickup <i>Can be done immediately after lines load</i>
Self adjustment – Adjust an EOM conflict on your own	Schedule → Self adjustment Adjust from the list of open time pairing(s) to fix an EOM conflict <i>once the adjustment window opens</i>
Seniority Trip Trade – A trade based on seniority	Requests → STT Search “Market” for available trips to Seniority Trip Trade



E. How to Create an Alert

To create an alert, sign into the eBB.

UNITED

Bidding Schedule Reserve Trading Leaves Vacation Work History Pay Other Help

Electronic Bulletin Board

Get notified as new trips become available

Create Trip Alerts

Market

Trips Day Off Jetway Trades

Do you want to use a saved search? Select a saved search

Start Date Range * 11/09/18 11/09/18 # of Days 1 Position FA Domicile E - EWR Flight Time Any

Source ☒ Open Time ☐ Ad Pickup ☐ Ad Mutual ☐ Reserve

Show Extended Criteria

Save Search Criteria Clear All Search

On the left-hand side of the screen, you will see a “Create Trip Alerts” option. Once you select “Create Trip Alert” the following screen will appear:

My Alerts

Trips Day Off

Manage Trip Alerts

Create new trip alerts or turn on alerts for saved searches. Only 6 trip alerts can be turned on at any time.

Create New Trip Alert

Saved Searches

No saved searches from the market to display. Go to Market >

You can create an alert for a Trip or a Day Off (1). To create a trip alert, select “Create New Trip Alert” (2).



The screenshot shows a web form titled "New Trip Alert". It contains several input fields and checkboxes. Red boxes and arrows highlight specific areas, numbered 1 through 4:

- 1**: Points to the "Alert Name" text input field, which has a placeholder "Name your alert".
- 2**: Points to the "Start Date Range" section, which includes two date pickers both set to "31/08/18".
- 3**: Points to a row of four dropdown menus labeled "# of Days", "Position", "Domicile", and "Flight Time". The "Domicile" dropdown is currently set to "F - SFO".
- 4**: Points to the "Source" section, which includes four checkboxes: "Open Time" (checked), "Ad Pickup", "Ad Mutual", and "Reserve".

Below the "Source" section is a link "Show Extended Criteria" and a "Clear All" link. At the bottom are "Cancel" and "Save" buttons.

The above screen will appear. You can name your alert anything you want (i.e. MCO turns, CDG trip, etc.) by entering the name in the “Alert Name” field (1). Then, select the date range for your alert (2). You can use the drop-down boxes (3) to add other details (# of Days, Position, Domicile and Flight Time). In the “Source” area (4) you can designate where the trip is coming from.

- **Open Time** – Trips available in Open Time
- **Ad Pickup** –Trips that were advertised by Flight Attendants for pick up
- **Ad Mutual** – Trips advertised by Flight Attendants to be mutually traded
- **Reserve** – Trips assigned to Reserves



If you select “Show Extended Criteria”, you can select additional trip details, as noted in the image below.

Once you have entered all the criteria for your desired Trip Alert, click “Save”.

The above screen appears verifying your alert was successfully created (1). Once created, you must toggle the alert to “On” (2) in order for the alert to be activated. You will also notice that from this screen, you may create a new trip alert (3).

Please note that once you create an alert, when you sign back into the eBB screen, the “Create Alert” button will no longer be visible.



Electronic Bulletin Board

Dashboard

Market

Reserve Time

Sick Leave Trips

Direct Trade

Alerts

My Alerts

Alert History

Trade History

Schedule

Requests

Market

Trips

Day Off

Jetway Trades

Do you want to use a saved search?

Select a saved search

Start Date Range *

of Days

Position

Domicile

Flight Time

11/09/18

11/09/18

1

FA

E - EWR

Any

Source ☒ Open Time ☐ Ad Pickup ☐ Ad Mutual ☐ Reserve

Show Extended Criteria

Save Search Criteria

Clear All

Search

To create another Alert, go to “Alerts”, then “My Alerts” on the left-hand side of the screen. From there, you can create additional alerts following the same process as noted above.

F. How to Create an Alert for a Day Off

My Alerts

Trips

Day Off

Manage Day Off Alerts

Create new trip alerts or turn on alerts for saved searches. Only 6 trip alerts can be turned on at any time.

Create New Day Off Alert

New Day Off Alert

Alert Name

Name your alert

Day(s) I Want Off *

Day(s) I Have Off

Select Day(s)

Select Day(s)

Cancel

Save

Saved Searches

No saved searches from the market to display.

Go to Market >



To create an alert for a Day off, select the “Day Off” tab from the “My Alerts” screen (1). The above screen will appear. Enter the day off details (2). Then click “Save” (3).

The above screen will appear verifying your day off alert was successfully created (1). You must toggle the alert to “On” (2) in order for the alert to be activated (the default setting is “OFF”).

G. How to Create and Receive Alerts

Once you create an alert, you can request to receive a text or email notification when your desired trip(s) becomes available.



Select the down arrow to the right of where your name and select “General Settings”.

The screenshot shows the 'General Settings' page. On the left is a sidebar with a 'General Settings' section containing links for 'Opting', 'Move Up (flying)', 'Schedule Opting (flying)', 'Alert Settings', and 'VSI'. Below this is a 'My Info' section with links for 'Employee info', 'Qualifications', and 'Travel Documents'. The main content area is titled 'Alert Settings' and includes a 'Set Alerts' instruction: 'Enter your email/phone number to receive Pairing Modification Notifications (PMN) and/or EBIB Trip/Day Off Alerts via email or text message. Pairing modifications may occur within 24 hours of check in time.' There are two main sections highlighted with red boxes and numbered arrows. Box 1 points to the 'Alerts via Email' section, which has a text input for 'Email Address *' (with a placeholder 'e.g. username@domain.com'), and two checkboxes: 'My Alerts in EBB' and 'Pairing Modification Alerts'. Box 2 points to the 'Alerts via Text Message' section, which includes instructions on how to format a text message address (e.g., '(555) 123-4567@t-mobile.com'), a 'Show Examples of Email Extensions' link, an 'SMS Email Address *' input field, and checkboxes for 'My Alerts in EBB' and 'Pairing Modification Alerts'. Below these are a 'Send Text Message' button and a '+ Add Another SMS Email Address' link. A footer note states: 'Standard text message charges may apply from the company providing your cell phone service.'

Here you can request to receive notifications of your Alerts via Email (1) or Text (2).

H. Lineholder Dropping a Trip

If you would like to drop a trip to another Flight Attendant, you would perform a Direct Trade. Select “Direct Trade” from the main menu:



Direct Trade

Trips Day Off

Direct Trade with Employee

Employee ID #

U241092 **Submit**

Transaction Type

Pickup **Drop** Trade

U5555KM Me Trade U6666KM Ron Carter

My Pairings

Select a pairing to trade

+ Add Another Pairing

Domenica's Pairing(s)

No pairing required for drop

Select "Trips" on the top of the screen (1). Enter the employee ID (2) of the Flight Attendant who will be picking up your trip. Make sure the "Drop" (3) button is selected. Select "Submit" (4).



Transaction Type

Pickup

Drop

Trade

U5555KM

Me

Trade

U6666KM

Ron Carter

My Pairings

Select a pairing to trade

Select a pairing to trade

E8A0G, starts 05/09/18, 3 days, FA02

E5A1V, starts 12/09/18, 2 days, FA02

E5A1C, starts 17/09/18, 1 days, FA01

E5A1T, starts 18/09/18, 2 days, FA02

E5A1D, starts 23/09/18, 1 days, FA02

E5A1S, starts 24/09/18, 3 days, FA02

E5A0Y, starts 30/09/18, 2 days, FA01

Domenica's Pairing(s)

No pairing required for drop

Cancel

Drop

On the bottom left-hand side, a drop-down menu will appear displaying all of your scheduled trips for the month.



Transaction Type: Pickup Drop Trade

U5555KM Me Trade U6666KM Ron Carter

My Pairings: E5A1T, starts 18/09/18, 2 days, FA02
+ Add Another Pairing

Domenica's Pairing(s): No pairing required for drop

Cancel Drop

1 2

Select the pairing you would like to drop (1). Then select “Drop” (2).

Drop Failed

152 The requested trade will create an incorrect overlapping of times on master schedule or the incorrect overlap of times already exists

[View Details](#)

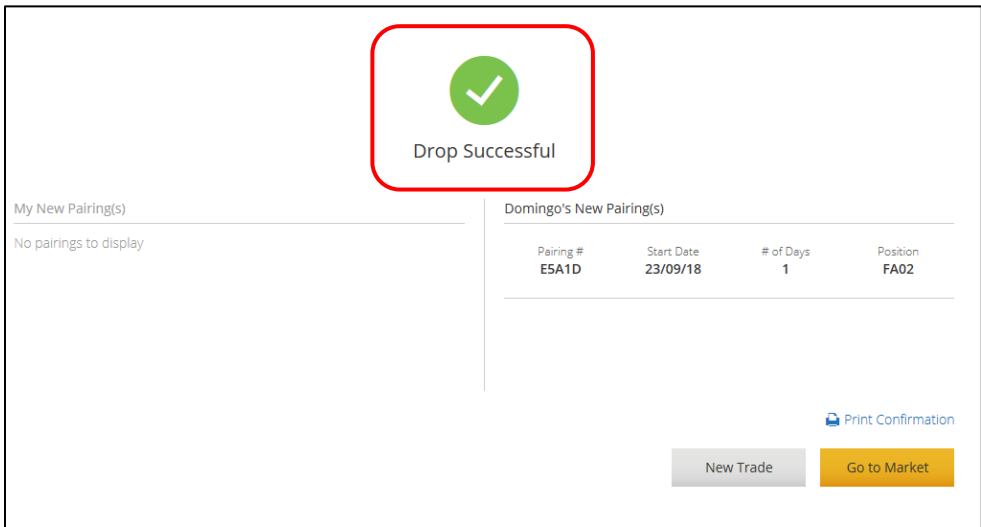
My Pairing(s):

Pairing #	Start Date	# of Days	Position
E5A1T	18/09/18	2	FA02

Domenica's Pairing(s): No pairing required for drop

New Trade Go to Market

If the drop cannot be assigned into the other Flight Attendant’s line due to illegalities, etc., you will see an error message that says, “Drop Failed”, along with an explanation as to why it could not be processed.



If the trade goes through, you will see a “Drop Successful” message as shown above.

I. How to Create an Offer

Making an Offer on a Mutual Trade Advertisement

Once you have chosen a pairing from mutual advertisements that you wish to trade, you will need to make an offer. From the search results as seen in *Image 6.4* you can click the three dots (1) to reveal the “Make Offer” button (2) or you can click on the advertisement you are interested in to display the pairing details (3). At the bottom of the pairing details is an additional “Make Offer” button (4).



Open Time
Ad Pickup
Ad Mutual
Reserve

Sort by Posted Time Desc

Search Results (1)

Pairing #	Start Date	Check-In	End	Days	Position	Credit	Block	
<div> <div>☆</div> <div>L0993</div> </div>	25/07/18	22:59	12:47	3	FA02	11:19	11:19	<div> <div>🛒</div> <div>⋮</div> </div>

Posted on Jul 17 18 13:17

Total Rig 00:00

Deadhead 00:00

TAFB 37:48

Layover DFW

Print Pairing Details

Make Offer >

Show Visual

Duty Period 01

25/07/18

Report 22:59

Debrief 09:07

Block 04:36

Duty 08:08

Duty Rig 00:00

25 JUL	UA 717 737 - 37K	23:59 LAX	✈	05:18 IAH	Flight 03:19	Sit 02:17	<div> <div>👤</div> <div>Crew</div> </div>
26 JUL	UA 1401 737 - 73Y	07:35 IAH	✈	08:52 DFW	Flight 01:17	Sit --:--	<div> <div>👤</div> <div>Crew</div> </div>

Layover 19:53 in DFW 26/07/18 08:52 - 27/07/18 05:45

Layover Information

Duty Period 02

27/07/18

Report 05:00

Debrief 12:47

Block 06:43

Duty 09:47

Duty Rig 00:00

27 JUL	UA 1155 737 - 73G	05:45 DFW	✈	08:08 ORD	Flight 02:23	Sit 02:04	<div> <div>👤</div> <div>Crew</div> </div>
27 JUL	UA 531 757/767 - 75A	10:12 ORD	✈	12:32 LAX	Flight 04:20	Sit --:--	<div> <div>👤</div> <div>Crew</div> </div>

Mutual Trade Criteria

Start Date Range
26/07/18 to 27/07/18

of Days
1 - 2 Days

Domicile
L - LAX

Make Offer

Click one of the “Make Offer” buttons as seen in the image above to bring you to the “Instant Checkout” screen as seen in the image on the following page.



Electronic Bulletin Board

Instant Checkout

Get notified as new trips become available
[Create Trip Alerts](#)

Dashboard
Market
Open Flying
Direct Trade
Alerts
Trade History
Schedule
Requests

[Create Advertisement](#)
Advertisements
My Ads
My Offers
Other Ads

U2222KM Me
Mutual Trade Offer
U1111KM Jane Smith

1 My Pairings
L3015, starts 28/07/18, 2 days, FA01

2 Comment

3 ☒ Set Offer Expiration

4 Date* 21/07/18 Time* 10:00

Jane's Pairing(s)

Pairing #	Start Date	# of Days	Position
L0993	25/07/18	3	FA02

Cancel [Send Offer](#)

Select the pairing you would like to offer from the drop-down menu (1). *Note that only one pairing can be offered for one pairing (i.e. you cannot offer two, two-day trips for one four-day trip).* However, you can indicate there is a second pairing you are willing to trade by adding any comments you would like to appear with your advertisement in the “Comment” box (2). Additionally, you can set an expiration date/time limit on your offer by checking the box (3) and inputting the date and time (4). Click “Send Offer” (5) to make an offer.

Offer Sent

My Pairing(s)

Pairing #	Start Date	# of Days	Position
L3015	28/07/18	2	FA01

Expires on 21/07/18 10:00

Jane's Pairing(s)

Pairing #	Start Date	# of Days	Position
L0993	25/07/18	3	FA02

[Print Confirmation](#)

[New Trade](#) [Go to Market](#)

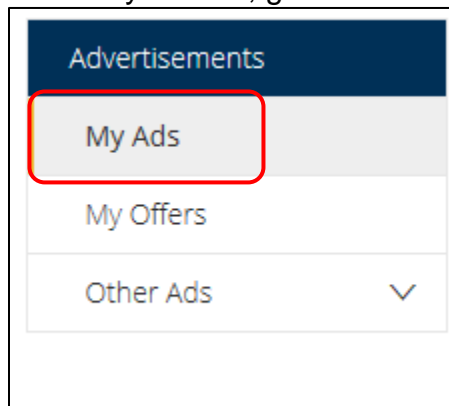
A message will appear as the one shown above if the offer was made successfully.

Trip advertisements and mutual trade offers can be made once bid awards are loaded into the system.

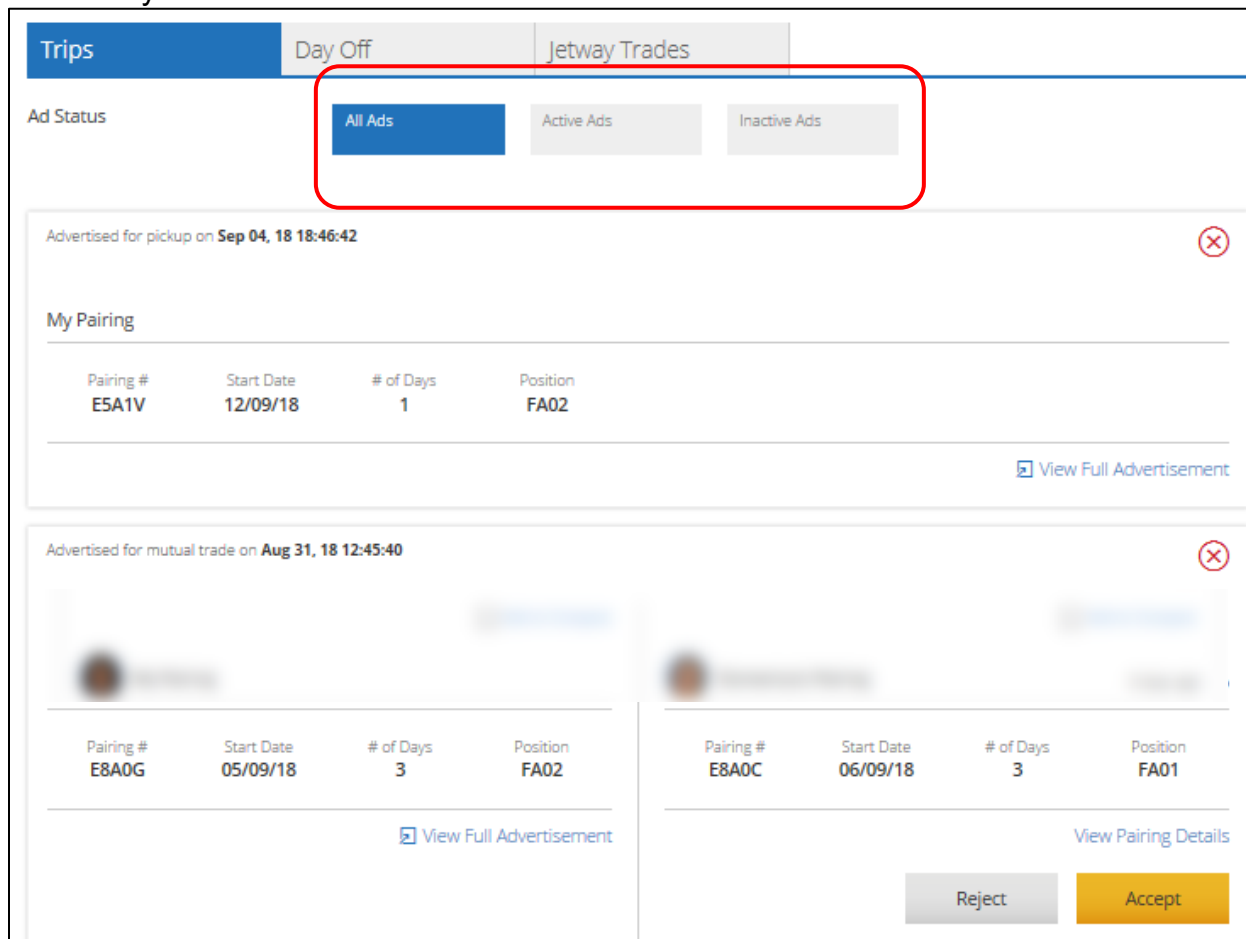


J. How to View Ads in “My Ads”

To view your ads, go to the Advertisements section on the left-hand side of the screen:



Select “My Ads”.

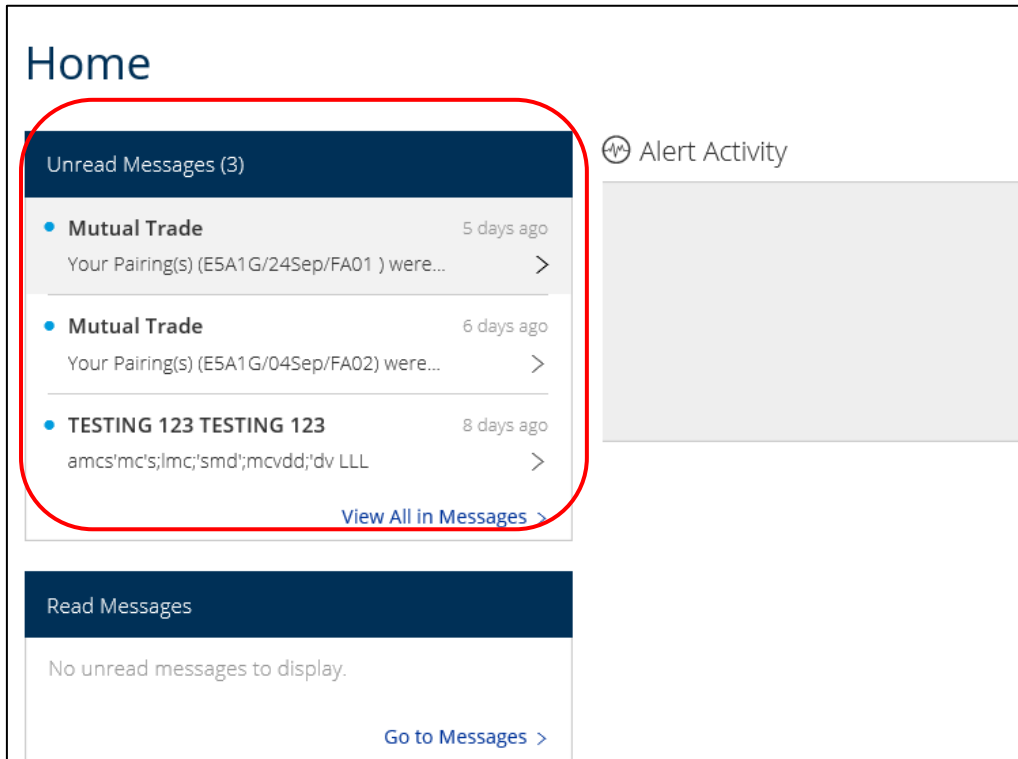


You can request to see a display of “All Ads, Active Ads, or Inactive Ads”, as shown above. They will display in the bottom section of the screen.

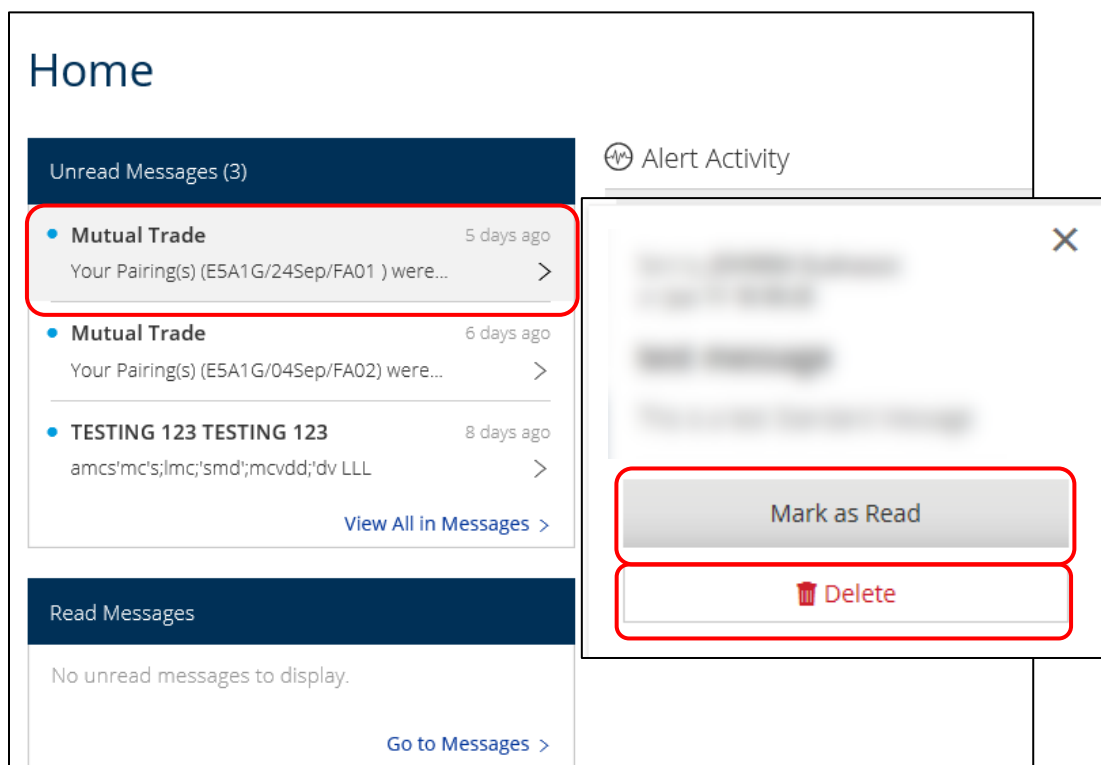


K. Standard Messages

Once your trade or pick up is awarded, you will see a list of messages when you sign into CCS:



The message or messages will appear on the left side of the screen under “Unread Messages”.



When you select the message, another window appears showing the message. You will have the option to “Mark as Read” or “Delete” the message.