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As we begin our fifth year serving the SFO Base, we wanted this Base Brief to highlight issues we get frequent questions about. We hope you will find this information worthwhile and informative.

Misconnection, Illegality, Cancellation (MIC) and last Five Days of the Month Cancellation/Illegality protection are by far, the most common questions we receive. All of this information can be found in the, "On Duty Contract Guide". As a convenience, we added the entire section of, MIC and last Five Days of the Month Cancellation/Illegality to the last pages of this Base Brief. Please save and carry this with you, in the event your trip cancels at origination. Always be sure you follow the exact language of the contract. This insures you are pay protected in all situations. Many times we get calls after the fact, where FAs did not follow the correct procedures and end up forfeiting their pay protection.

**LOCAL APFA RETIREMENT SEMINAR:**

We have arranged for a visit from APFA's retirement specialist, Patrick Hancock, on Monday, May 9<sup>th</sup>, from 10:30-13:30 at SFO, in Conference Room A, which is above the United Airlines ticket counter, in our old terminal. This meeting is for you, if you plan to retire within the next 10 years and you want to learn how to maximize your pension and benefits. Specific Retirement questions can be emailed to: retirement@apfa.org

**BID SHEET:**

Recently, your SFO Chair, Vice Chair and Base Manager coordinated and attended a meeting in DFW with Crew Allocations. Our visit was very informative. We got a better understanding of the complexities and programming involved with building our bidsheet. We expressed the desire to have more of a variety of flying. The April/May bid sheet was a direct result of our efforts. As you all know, the outcome of our bidsheet has a direct impact on the quality of our work life. Anything we can do to force

flying into our base to create a variety of trips, is our main objective. While we may not always see an optimum bidsheet, rest assured, we will continue to push for flying into SFO that tries to meet everyone's needs.

**FAMILY LEAVE:**

Some key points to keep in mind regarding applying for FMLA.

- You have 2 calendar days after returning to work to notify Flight Attendant Service Center your intent to file for Family Leave.
- The completed FMLA Certification Form must be provided to AA Medical & Occupational Health Services within 15 calendar days from the date you give notice of the need for leave.
- In order to qualify as a "serious health condition" for block Family Leave, there must be a period of incapacity of more than 3 consecutive full calendar days as well as an in-person visit to a health care provider within 7 days of the of the first day of incapacity.
- Intermittent Family Leave requires periodic visits, at least twice a year, for treatment by a health care provider.
- If AA Medical & Occupational Health Services requires additional information or clarification, you will be given an opportunity of 15 additional calendar days to have the completed information submitted to AA Medical & Occupational Health Services.

**For additional specific information regarding FMLA please go to Jetnet, "Policies and Procedures", "LOA/FMLA Leave Center".**

### **MAKE UP PROCEDURES:**

As a reminder, currently, if you want to be able to fly up to 85 hours, you must change your "option", or Crew Schedule will not call you. Also, don't forget to update your 30 and 7 if necessary.

### **REQUEST TO DEADHEAD AND EXCEED ON-DUTY LIMITATION**

If you are scheduled to layover prior to deadheading home in order to comply with the on-duty maximum, you may request to exceed the on-duty limitation in order to deadhead home in the same duty period.

1. If permitted, the departure time of the deadhead must be within the actual on-duty limitation.
2. You will be paid and credited for the scheduled legal second duty period.
3. If you elect to waive the on-duty limitation to deadhead home early, you may also waive the legal at-home rest required after the originally scheduled deadhead flight(s). You will then be given legal at-home rest based on the actual deadhead flight(s). However, you must enter the following code, HIHBM/SEQ#/DATE in your personal mode to use actual deadhead legality for home rest and be legal for next trip; otherwise crew schedule may remove you from sequence.
4. If, by exercising this rest waiver, you become legal and available for a sequence from which you had been removed due to an illegality created by the original deadhead flight(s), you can request that Crew Schedules restore that trip to your schedule if it is still available.
5. You must be given the applicable minimum legal home base rest following the sequence as actually flown.

### **RESERVE:**

#### **MONTHLY MAXIMUM**

The monthly maximum for all reserves is eighty-five (85) hours.

#### **DO I HAVE TO CALL THE TAPE?**

##### **Duty Ends Before the Call-in Window:**

You have two options:

1. Call the tape, or
2. Call Crew Schedule during your debrief to inform them that you will not call the tape and that you will make contact immediately after your rest break ends. When making this contact, you must be available for sign-in at the airport no earlier than one hour later.

##### **Duty Ends During the Call-in Window:**

Yes, you must call the tape.

### **Duty Ends After the Call-in Window:**

No, there is no obligation to call the tape or make any contact with Crew Schedule. You must be available for assignment after the completion of your legal rest.

### **HOME BASE REST - DOMESTIC RESERVE**

Home base rest required after a trip sequence or training for reserves is twelve (12) hours. Home base rest after a carryover/fly-through trip is governed by Flight Attendant status at trip origination, regularly scheduled or reserve. For example, a regularly scheduled trip into a reserve month would require at least eleven (11) hours of rest after completion.

### **SFO E-Group:**

If you would like to be kept up-to-date with the latest information regarding our base and our job, send your email address to [salasjsfo@gmail.com](mailto:salasjsfo@gmail.com) and we will add you to our SFO E-Group list.

Also, please visit [www.apfa.org](http://www.apfa.org). It is a great resource of valuable information. SFO does have a Base page. Follow the links to "Base Pages", "SFO" on the left side of the home page. We will periodically update the SFO Base page, "Bulletin Board" with timely, pertinent and useful information. The weekly Hotline is also available by calling 800-399-APFA, or sign up via [www.apfa.org/hotline](http://www.apfa.org/hotline) to receive the Hotline in your email. To receive text updates, text APFA to 313131. You can also follow APFA on Facebook, Twitter & YouTube.

Facebook.com/APFAunity  
Twitter.com/APFAunity  
YouTube.com/aflightattendants

**As a reminder, please be sure your local APFA phone contacts are up to date in your phones. We still have Flight Attendants using old APFA local phone contacts. Check the numbers below and make sure you are using the correct phone numbers. Thank you.**

In Unity,

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**MISCONNECTION, ILLEGALITY, CANCELLATION (MIC)**

**SEQUENCE ORIGINATION:** Applies to every sequence at origination except schedule conflict and the last sequence during the last five days of the month.

**Flight Attendant:**

1. Must contact Crew Schedule as soon as possible and before leaving the airport for assignment or release.
2. May be entitled to call-out pay.
3. If PPROJ is above monthly maximum, HVBL days apply. See page 27.

**Crew Schedule may do one of the following:**

**1. Require Flight Attendant to deadhead to cover his/her return flight.**

If this happens, Flight Attendant:

- a. Has no further obligation after return to base at termination of the sequence.
- b. Only guarantee is protected.
- c. No greater pay protection (not a reassignment).
- d. In addition to make-up, may pre-plot to recoup lost time.

**2. Assign Flight Attendant to airport availability duty.**

If this happens, Flight Attendant:

- a. Cannot be held at airport for more than four (4) hours without being given another flight assignment that departs in the same duty period (does not have to depart within the four [4] hours). Four-hour period begins at original departure time or time of cancellation; whichever is later.
- b. Must be released at the end of four (4) hours if not assigned, will have no further obligation and is entitled to call-out pay.
- c. Only guarantee is protected.
- d. No greater pay protection (not a reassignment).
- e. In addition to make-up, may pre-plot to recoup lost time.

**3. Reschedule Flight Attendant to another trip or trip sequence.**

If this happens, Flight Attendant:

- a. Has no further obligation after return to base at termination of sequence.
- b. Only guarantee is protected.
- c. No greater pay protection (not a reassignment).
- d. In addition to make-up, may pre-plot to recoup lost time.

**4. Hold Flight Attendant for duty on all days originally scheduled to fly.**

If this happens, Flight Attendant:

- a. Must contact Crew Schedule for assignment on each day prior to a day s/he was originally scheduled to fly: 0800-1200 for Domestic, 1000-1200 for International.
- b. Is subject to multiple assignments that must:
  - 1) Originate on days originally scheduled to fly (DOSTOF).
  - 2) Not create a conflict with a duty-free period.
  - 3) Not exceed monthly maximum.
- c. May elect to have remaining days originally scheduled to fly converted to AVBL for self-plotting purposes.
- d. Has no further obligation once pay projection is at or above monthly guarantee.
- e. Only guarantee is protected.
- f. No greater pay protection (not a reassignment).
- g. In addition to make-up, may pre-plot to recoup lost time.

**5. Release Flight Attendant from duty with no further obligation; guarantee not protected.**

Crew Schedule must ask Flight Attendant if s/he would like to protect guarantee. Flight Attendant may:

- a. Decide s/he does not want to protect guarantee and end further contact.
  - 1) Flight Attendant is then eligible to pre-plot a trip(s) later in the month or use make-up to recover the lost time.
  - 2) If using pre-plot, must not alter schedule until after pre-plotted trip(s) are obtained. (See Pre-Plot)
  - 3) Time lost due to MIC will be treated as a trip trade down in time.
- b. Decide to protect guarantee by advising Crew Schedule at point of contact that s/he is going to use "comparable" days to protect

guarantee.

- 1) Comparable days are unscheduled days off (DO's) later in the month on which s/he agrees to be AVBL for flying to recover time lost because of MIC.
- 2) Depending on number of DO's remaining in month, comparable days should be equal to number of days in original sequence.
- 3) If the MIC occurred after s/he had reported to the airport, the number of comparable days is one less than the number of days in original sequence.
- 4) To protect guarantee should contact Crew Schedule for assignment on each day prior to a comparable day: 0800-1200 for Domestic, 1000-1200 for International

**LAST FIVE (5) DAYS OF THE MONTH**

**CANCELLATION/ILLEGALITY PROTECTION:**

1. Pay protection and obligation limited to contractual month in which the sequence was scheduled to originate.
2. Applies only at origination of Flight Attendant's last trip of the month, including Make-Up, Option II and Optional Exchange.
3. Last trip of the month must originate in last five days of the month.
4. If Flight Attendant is at or above guarantee and wants to protect her/his hours, s/he must:
  - a. Place her/his name on the make-up list for all days originally scheduled to fly, including the eight (8) hour period after the scheduled termination of the trip sequence lost or until midnight of the last day of the contractual month.
  - b. Accept any trip offered that originates up to eight (8) hours after the scheduled termination of the trip sequence lost. Flight Attendant must be legal and available for assignment.
    - 1) If not offered such a trip on make-up, s/he is pay protected for lost time.
    - 2) If offered and actually flies a trip worth less than trip lost, s/he is pay protected for the greater time.
5. If Flight Attendant is at or below guarantee:
  - a. No further obligation.
  - b. Only guarantee is protected

**ON-DUTY LIMITATIONS - DOMESTIC**

Domestic on-duty period begins at sign-in and ends after debrief.

- Sign-in is one (1) hour prior to departure for working Flight Attendants.
- Sign-in is thirty (30) minutes prior to departure for deadheading Flight Attendants.
- Debrief is fifteen (15) minutes.

Departure	Scheduled On-Duty Maximum	Rescheduled On-Duty Maximum	Operational On-Duty Maximum
0600-1759	13 hours	13 hours	15 hours
*1800-2059	11 hours	12 hours	13 hours
*2100-0559	10 hours	11 hours	12 hours

\*On a block-to-block basis, if the duty period has a break of at least five (5) hours or twice the number of hours of duty aloft preceding the break, whichever is greater, then the thirteen (13) hour schedule applies.

<b>WHEN DO I GO ILLEGAL?</b>	
Sign in	_____
Add Operational Maximum Day	+ _____
	= _____
Subtract Debrief: 15 minutes Domestic	- _____
30 minutes International	= _____
Subtract Scheduled Flying Time	- _____
Ready to Depart with Door Closed	= _____
<i>*Be sure to convert to one time zone.</i>	