

## ARTICLE 10 – RESERVE

### A. DEFINITION

1. A reserve Flight Attendant is one who does not hold a regular flying assignment and whose function is to be available to back up regular schedules and to perform any open and/or reserve flying not flown by regularly assigned Flight Attendants. Reserve flying assignments are made up in accordance with the number of reserves required by the base. Each month, reserve selections containing pre-planned duty-free periods, as provided in paragraph F. of this Article, shall be offered for bid at every base.

**a. Regular Reserve.** Flight Attendants awarded a regular reserve line will be available for assignment eighteen (18) days in a thirty (30) day month and nineteen (19) days in a thirty-one (31) day month. However, the Company may permit reduced reserve schedules, provided they create no increase in the monthly reserve requirements, with less than eighteen (18) days of reserve duty. These reduced reserve schedules are intended to cover peak periods during the month. Reduced reserve schedules may have as few as twelve (12) days of reserve obligation, with the balance of days as duty-free periods, and these lines will have a pro-rated guarantee. No Flight Attendant will be involuntarily assigned to a reduced reserve schedule.

**b. R-Day Reserve [#]**

2. Reserve Flight Attendants have no choice in assignment to specific trips. Crew Schedule will assign trips as they develop and the necessity to cover such trips arises. Reserve assignments will be made in "time accrued" order (i.e., Flight Attendants will be assigned in order of lowest accrued flight time pay and credit to highest accrued flight time pay and credit for which s/he is legal and available to fly) as provided in paragraphs H., K., and L. of this Article. As an exception notwithstanding the provisions of Article 10.S. and Article 12.H., the following will apply to the International operation:

a. The Company may maintain at all times a separate Language Ready Reserve List comprised only of Flight Attendants who possess a foreign language qualification(s) at bases where such foreign language qualified Flight Attendants are required.

b. The provisions of Article 10.K.2.c. and 10.M.5.a. shall not be made applicable to Language Ready Reserve Flight Attendants.

c. A reasonable effort will be made to balance the number of standby reserve assignments with any given language.<sup>1</sup>

3. Reserve Flight Attendants will be qualified on all equipment and service requirements at her/his domicile to fly both Domestic and International trip sequences and/or be assigned to airport standby. Reserves may be used to fly an adjacent base trip sequence(s) and shall receive, in addition to all other compensation a three dollar (\$3.00) override for each paid flight hour on International leg(s) in accordance with Article 3.B. The assigning of a reserve(s) to an adjacent base trip sequence(s) shall be made in accordance with the Order of Open Time as provided in Article 9.L. of the Basic Agreement.<sup>2</sup>

a. Prior to assigning a Reserve Flight Attendant to a trip sequence at the adjacent base, the Company shall offer such open trip sequence(s) to regularly scheduled Flight Attendants at the base, in order of seniority, whose names appear on the Make-up List and then on the Sick Time Make-up List, and then those reserve Flight Attendants at the base, in order of seniority, whose names appear on the Make-up List and then on the Sick Time Make-up List.

b. Prior to March 2, 2013, the Company shall notify the APFA when the Company begins assigning reserve Flight Attendants to trip sequences at the adjacent base. Such assignments shall not occur unless necessary to maintain the Operation. Crew Schedule shall

provide an explanation of the reason(s) for using a Reserve Flight Attendant at the adjacent base when requested by APFA.

c. Prior to March 2, 2013, Reserves shall not be used for adjacent base flying originating in any one contractual month a second time until all other Reserves at the base who are legal and available have been assigned at least one time. Subsequent assignments shall be allocated among reserve Flight Attendants at the base in the same manner.

d. Crew Schedule shall not assign a Reserve to standby at the adjacent base. However, if a Reserve is called out for a standby assignment, completion of the standby assignment may involve remaining available for other flying assignments, such as deadheading to cover flying at other Bases, or adjacent base flying.

## **B. MONTHLY MAXIMUM/GUARANTEE**

1. Eighty-five (85) credit hours (PROJ) shall constitute the monthly maximum for a reserve Flight Attendant.

2. A reserve Flight Attendant shall be guaranteed seventy-five (75) hours of pay for a full month.

3. Reduced reserve schedules may have as few as twelve (12) days of reserve duty and will have a pro-rated guarantee of four hours and ten (4:10) minutes in a thirty (30) day month and three hours and fifty-six (3:56) minutes in a thirty-one (31) day month multiplied by the number of days of reserve duty in the line.

## **C. DETERMINING COMPLIANCE WITH THE MONTHLY MAXIMUM**

1. **Monthly Credit Maximum Based On Scheduled Flight Time Or Actual Flight Time.** For determining compliance with the monthly credit maximum provided for in B. above, scheduled flight time or actual flight time, whichever is greater on a leg-by-leg basis, will be used.

2. **Last Scheduled Trip Of The Month.** For purposes of compliance with the monthly maximum, a reserve Flight Attendant will be considered legal to fly her/his last scheduled trip or trip pairing of the month, if prior to departure from her/his home base station on such last trip or trip pairing, her/his previous total flight time credit for the month when added to the scheduled flight time plus credited time as provided in Article 8 of this Agreement of such last trip or trip pairing within the contractual month, produces a total which does not exceed her/his monthly maximum of eighty-five (85) hours. Having once embarked on such last trip or trip pairing, such Flight Attendant will be considered legal to fly and complete her/his scheduled assignment.

3. **Reserve Limited Option And Optional Exchange.** Flight time credit earned under the provisions of Limited Option and/or OR will not apply towards the reserve monthly maximum, however flight time pay earned under said provisions will be paid above the applicable reserve guarantee.

4. **Reserve OR Drop.** Flight time credit earned from a trip sequence relinquished under the provisions of D.2.a. below will apply towards the reserve monthly maximum.

## **D. RESERVE - SUPPLEMENTAL FLYING/TRIP TRADING**

### **1. Reserve Limited Option and Sick Make-Up**

a. A reserve Flight Attendant may exercise a Limited Option and/or may perform Sick Make-up flying under the provisions of the Order of Open Time Coverage (Article 9.L.) relinquishing a duty-free period(s) in order to fly an open trip. Trips flown under this provision

must be scheduled to terminate at the Flight Attendant's home base no later than 1145 Home Base Time the day prior to a day of reserve obligation.

b. A reserve Flight Attendant desiring to perform Limited Option and/or Sick Make-up will indicate her/his desire to do so by placing her/his name on the Option List and/or Sick Make-up List, maintained at each base, and indicate the dates of the duty-free period(s) on which s/he desires such flying. A reserve Flight Attendant proffered an Option and/or Sick Make-up trip is under no obligation to accept the assignment. Crew Schedule need make only one attempt to contact the reserve Flight Attendant on the Option List and/or Sick Make-up List. If no contact can be established, the trip may be proffered to the next name on the Option List and/or Sick Make-up List or otherwise handled as open time.

c. Option and/or Sick Make-up flying (including Limited Option) may be afforded to both regular and reserve Flight Attendants in their respective seniority order.

d. For trips flown as Sick Make-up under the provisions of 1. above, sick leave accrual will be restored to the extent of the number of hours flown. The number of hours that may be flown on Sick Make-up will not exceed the number of hours used on paid sick leave since the time of original employment. The opportunity to make-up sick time will not be limited to the month(s) in which the sick instance occurred.

e. Flight time credit earned under the provisions of Limited Option will not apply toward the reserve monthly maximum, however flight time pay earned under said provisions will be paid above the applicable reserve guarantee.

## **2. Optional Exchange (OR)**

a. A reserve Flight Attendant may exercise the provisions of Article 25.B.1., Optional Exchange, to relinquish a trip sequence to another Flight Attendant through Optional Exchange (OR).

(1) A reserve Flight Attendant relinquishing a trip sequence through Optional Exchange (OR) will be credited, unpaid for the scheduled hours of the trip sequence relinquished.

(2) All legalities related to the dropped trip sequence will be assumed, as if flown.

(3) The Company will provide a means of waiving, at Flight Attendant option, the Rest Period At Home Base provisions of Article 7.L. following a trip sequence relinquished through Optional Exchange (OR).

b. A reserve Flight Attendant may exercise the provisions of Article 25.B.2., Optional Exchange, and accept a trip sequence from another Flight Attendant, by relinquishing a duty-free period(s) in order to fly the trip. A trip sequence flown under this provision must be scheduled to terminate at the Flight Attendant's home base no later than 1145 Home Base Time the day prior to a day of reserve obligation.

c. **Flight Time Pay and Flight Time Credit.** Flight time credit earned under the provisions OE will not apply toward the reserve monthly maximum, however flight time pay earned under said provisions will be paid above the applicable reserve guarantee.

## **3. Reserve Trip Trading [#]**

a. A reserve Flight Attendant may exercise the provisions of Article 25.A.2., to trade a reserve assignment with another Flight Attendant.

(1) Regular reserve trip trades will not affect reserve guarantee.

(2) Reserve trips trades may affect a Flight Attendant's position in time accrued reserve order.

(3) Legalities will be applied to the flown sequence.

**4. Monthly Maximum Met or Exceeded.** A reserve Flight Attendant at or above her/his monthly maximum will be released from her/his reserve obligation and shall be considered as a regularly scheduled Flight Attendant for all purposes.

**5. Less Than Average Day**

a. A reserve Flight Attendant with less than the "average day" reserve obligation who is scheduled for a duty-free period on the last day of the contractual month will be released from her/his reserve obligation for the month and will be considered a regularly scheduled Flight Attendant for all purposes.

b. A reserve Flight Attendant with less than the "average day" reserve obligation who is not scheduled for a duty-free period on the last day of the contractual month will be released subject to assignment on the last day of the contractual month. At the point of release, such reserve is a regularly scheduled Flight Attendant for purposes of Option or Sick Make-up or Optional Exchange flying on the day(s) of release and/or duty-free periods relinquished in accordance with paragraph 6. below.

c. "Average day," for purposes of paragraphs a. and b. above, will be as outlined in Article 8.A.2. Average day will not refer to the duty period minimum.

**6. Limitation: Limited Option, Sick Make-Up, Optional Exchange.** A reserve Flight Attendant will be limited to relinquishing no more than four (4) twenty-four (24) hour duty-free period(s) for purposes of performing singularly or in combination, Limited Option, Sick Make-up and/or Optional Exchange flying.

**E. HOURS OF SERVICE**

1. The provisions of Article 7 shall apply in regard to:

- a. Flight Time Limitations-Article 7.I.
- b. Seven Day Limitations-Article 7.J.
- c. Duty Aloft-Article 7.M.
- d. On-Duty Limitations-Article 7.K.
- e. On-Duty Periods/Rest Periods-Article 7.L./7.N-O.
- f. Request to Exceed On-Duty Limitation for Deadhead-Article 7.P.
- g. Call-Out Limitation-Article 7.U.
- h. Termination at Co-Terminal-Article 7.W.

**2. Rest Periods at Home Base Station**

**a. Domestic Trip Sequences**

(1) **Twelve (12) Hour Rest Period.** A twelve (12) hour rest period free of all duty shall be given after the completion of a trip sequence.

**b. International Trip Sequences<sup>3</sup>**

**(1) Twelve (12) Hour Rest Period.** A twelve (12) hour rest period free of all duty shall be given after the completion of a trip sequence.

**(2) Fourteen and One-Half (14:30) Hour Rest Period.** A fourteen hour and thirty minute (14:30) hour rest period, free of all duty, shall be given after the completion of each scheduled trip sequence containing a non-stop leg in excess of seven (7) hours flight time.

**(3) Thirty-Six (36) Hour Rest Period.** A thirty-six (36) minimum hour rest period, free from all duty, shall be scheduled to be taken after completion of each scheduled trip sequence containing long-range flying over twelve (12) hours but not more than fourteen hours and thirty minutes (14:30).

**(4) Forty-Eight (48) Hour Rest Period.** A forty-eight (48) minimum hour rest period, free from all duty, shall be scheduled to be taken after completion of each scheduled trip sequence containing extended-long-range flying in excess of fourteen hours and thirty minutes (14:30).

## **F. DUTY-FREE PERIODS [#]**

**1. General.** A reserve Flight Attendant will receive periods of twenty-four (24) consecutive hours free from all duty with the Company at her/his home base station during each contractual month, one of which will be "movable" at Company option, in accordance with the provisions of F.7.b. below. These duty-free periods will be joined into blocks of two (2) or more duty-free periods comprised of twenty-four (24) consecutive hours each. Reserve lines will be comprised of "patterns" of blocks of duty-free periods and periods of reserve obligation. A pattern of duty-free periods shall consist of either three (3) blocks of duty-free periods or four (4) blocks of duty-free periods. Both types of patterns of duty-free periods shall be offered on each base bid sheet.

a. A regular reserve Flight Attendant will receive twelve (12) periods of twenty-four (24) consecutive hours free from all duty.

b. A reduced reserve Flight Attendant will receive up to eighteen (18) days of twenty-four (24) consecutive hours free from duty in a thirty (30) day month and up to nineteen (19) periods of twenty-four (24) consecutive hours free from all duty in a thirty-one (31) day month.

**2. Minimum Pattern of Duty-Free Periods.** The minimum amount of each pattern of duty-free periods that will be offered on each base bid sheet will be twenty percent (20%).

**3. Four (4) Blocks of Duty-Free Periods.** In any reserve line consisting of four (4) blocks of duty-free periods:

a. the number of consecutive days of reserve obligation in that pattern will not exceed five (5).

b. a minimum of thirty-three percent (33%) of such lines will consist of four (4) 72-hour blocks of duty-free periods.

**4. Three (3) Blocks of Duty-Free Periods.** In any reserve line consisting of three (3) blocks of duty-free periods, the number of consecutive days of reserve obligation in that pattern will not exceed six (6).

**5. One or Two Block Patterns of Duty-Free Periods.**<sup>4</sup> In the event the allocated flying at a particular International base meets the criteria of sub-paragraphs a. and/or b. below, duty-free periods for these types of reserve selections may be pre-planned in one and/or two block patterns of duty-free

periods. The total percentage of one and/or two block patterns of duty-free periods will correspond with the percentage of allocated hours of flying in the particular base, which meet the criteria of subparagraphs a. and/or b. below (e.g., if thirty (30) percent of allocated hours at a particular base fit the criteria, then thirty (30) percent of the reserve selections at that base will be pre-planned with one and/or two block patterns of duty-free periods).

- a. Trip sequences of five (5) or more calendar days; or
- b. Any trip sequence involving long-range flying/extended-long-range flying.

**6. Base Exceptions.** The Company and the APFA may mutually agree to exceptions to sub-paragraphs 2., 3. and 4. above, according to the needs of an individual base and limited to the reserve lines at that base. Any such agreement will be renewable and limited in duration to one (1) year.

**7. Percentage of Selections with First/Last Day Off.** Bases with reserve lists of fifty (50) Flight Attendants or more will have ten percent (10%) of the reserve days off selections scheduled with the first and/or last days of the month off.

**8. Pre-Planned Duty-Free Periods**

**a. General.** The scheduled duty-free periods provided in F.1. above shall be preplanned and indicated on the monthly selection sheet and shall be separated by not less than twenty-four (24) hours of reserve obligation.

**b. Movable Duty-Free Periods**

(1) A movable duty-free period will be identified as such on the bidsheet and on the Flight Attendant's monthly activity record.

(2) A movable duty-free period will be scheduled to adjoin a block of consecutive duty-free periods of at least forty-eight (48) hours as either the first or last day of that group of duty-free periods.

(3) Once a duty-free period block has begun, the movable duty-free period may not be added to or removed from such duty-free period block.

(4) If the movable duty-free period is to be added to or removed from a duty-free period block, a Flight Attendant will be provided notice at least twelve (12) hours prior to the start of such duty-free period block.

(5) Once moved, such movable duty-free period may or may not be joined with any other duty-free period block.

(6) The movable duty-free period may only be moved one (1) time per contractual month.

**9. Midnight to Midnight Duty-Free Periods.** Flight Attendants assigned to reserve will be given definite assigned duty-free periods running from midnight to midnight unless otherwise designated by the home base.

**10. Change in Status at End of Month: Reserve to Regular Scheduled.** A reserve Flight Attendant who is to change status to regular schedule in the following month and who flies into the first regularly scheduled duty-free period of the new month will commence her/his rescheduled duty-free period fifteen (15) minutes after arrival, provided there is sufficient time before the next scheduled trip departure. If there is inadequate time before the next trip departure, the duty-free period will be rescheduled later in the new month.

**11. Change in Status at End of Month: Regular Scheduled to Reserve.** A regularly scheduled Flight Attendant who flies into a new month and in doing so disrupts a reserve duty-free period will be given the required off-duty break of twelve (12) hours and then commence the rescheduled duty-free period.

**12. Contact with Company: Rest Periods/Duty-Free Periods/Vacation.** The Company will use its best efforts to avoid contacting a reserve Flight Attendant on a legal rest period between the hours of 2300 and 0600 Home Base Time. No reserve Flight Attendant shall be required to keep the Company advised of her/his whereabouts during the off-duty periods as provided for herein, or during the period while on scheduled vacation.

## **G. RESCHEDULING OF DUTY-FREE PERIODS**

**1. Termination of Trip Sequence Twelve (12) Hours into Start of Scheduled Duty-Free Period.** Subject to the provisions of Article 9.L.5., a reserve Flight Attendant may elect or may be required by the Company to change any scheduled duty-free period prospectively, providing that such reserve Flight Attendant is scheduled to fly sequence a trip that is scheduled to terminate at her/his home base station no later than twelve (12) hours from the scheduled start of her/his duty-free period. A reserve Flight Attendant who is so scheduled and flies into such twelve (12) hour period shall have her/his required off-duty rest break and then commence a duty-free period equal to that for which s/he was originally scheduled.

**2. Rescheduling Due to Inadequate Coverage.** In the event that the provisions of Article 9.L., Order of Open Time, do not provide the required coverage at a base to protect the Company's operation and other means of protection which are normally used have been exhausted, any reserve Flight Attendant may have her/his duty-free period changed and such duty-free period must be rescheduled prospectively.

**3. Prospective Rescheduling.** The rescheduling of a duty-free period should be prospectively joined with another duty-free period, or scheduled separately.

**4. Rescheduling of a Multiple Duty-Free Period.** <sup>5</sup> If a multiple duty-free period is to be moved, and such multiple duty-free period cannot be joined with an existing duty-free period, or scheduled separately, such multiple duty-free period shall be separated into twenty-four (24) hour increments and scheduled separately.

**5. Rescheduling of Duty-Free Period for Purpose of Attending Training With Consent of Flight Attendant.** The Company may, with the consent of the reserve Flight Attendant, change one (1) or more duty-free period(s) prospectively for the purpose of assigning such Flight Attendant to training.

**6. Move-Up of Duty-Free Periods.** Definition: A move-up of a duty-free period is the rescheduling of a duty-free period that is scheduled to be taken later in the month to a date that is still prospective but earlier in the reserve month.

a. The Company will make known to Flight Attendants serving reserve the manner in which requests to move-up a duty-free period should be submitted.

b. A move-up of a duty-free period may be requested in increments of twenty-four (24) consecutive hours only, consistent with the start and end time of duty-free periods established at the home base.

c. With the consent of the Flight Attendant, the Company may reschedule one (1) or more duty-free periods prospectively.

d. Operational needs permitting, reserve Flight Attendants' requests for move-ups will be awarded from among those Flight Attendants having requests on file at the specific time

such requests are to be processed each day. For the purposes of awarding a move-up request, all Flight Attendants serving reserve at the base will be combined into a single seniority list according to the particular day requested for move-up, and requests will be awarded in seniority order.

e. A request to move up a duty-free period will be granted, and the reserve Flight Attendant notified, not later than a time to be mutually determined by the Company and the APFA on the day prior to the date for which the request is being made. The Company may grant requests to move-up a duty-free period in advance of the established award time.

f. If granted, the reserve day of obligation displaced by the moved up duty-free period will be rescheduled to the date of the duty-free period which was moved up.

g. The rescheduled duty-free period may be prospectively joined to another duty-free period, or scheduled separately.

h. A Flight Attendant may be denied a request to move-up a duty-free period if such move would create a period of reserve obligated days of seven (7) or more consecutive days.

**7. Trading of Duty-Free Periods.** Reserves will be allowed to trade with other reserves equal numbers of duty-free periods under the following conditions:

a. The trade is submitted to the Company as soon as possible, but no later than three (3) days prior to the first day involved in the trade.

b. Extraordinary circumstances notwithstanding, eligible trades will be processed by the Company as soon as practicable, but no later than the earlier of five (5) calendar days after submission of the trade or twenty-four (24) hours prior to the first day involved in the trade.

c. Trading of a duty-free period(s) will be permitted between two (2) Flight Attendants within the same division only.

d. The trade does not create a period of consecutive reserve obligated days of seven (7) or more, or less than four (4), however, selections originally scheduled with more than six (6) consecutive days of reserve obligation within a contractual month are exempt from this restriction.<sup>6</sup>

e. The trade may only be submitted by either of the two Flight Attendants involved in the trade.

f. Flight Attendants may not submit a trade that is contingent upon any other trade.

g. Duty-free periods may not be traded into or out of any planned absence(s).

h. A Flight Attendant may trade a movable duty-free period if it has been moved.

**8. Movable Duty-Free Period.** Any voluntary act by a Flight Attendant which alters her/his duty-free periods has no effect on the Company's ability to move a Movable Duty-Free Period pursuant to Article 10.F.7.b. above.

## **H. OPERATION OF RESERVE LIST [#] [ @ ]**

**1. Beginning of the Month - First In/First Out.** When the reserve list is prepared at the beginning of the month, the first in/first out principle will be used. The number one available Flight Attendant will be the Flight Attendant whose period of inactivity (including required rest periods, duty-free periods, vacation, sick and other days of unavailability) since her/his last arrival at the base station is the



longest. S/he is followed, in order, by those Flight Attendants whose arrivals followed her/his. If two (2) Flight Attendants have the same arrival time, the senior Flight Attendant will be used first. For purposes of determining first in/first out position, only actual flying assignments are to be considered. Assignments to training, special assignments and other assignments are not considered in determining a Flight Attendant's position on the list.

**2. During the Month - Time Accrued Reserve System (TARS).** Once the month has begun, the following considerations will apply in the nightly preparation of the Flight Attendant reserve list for the next day's flying:

- a. The Reserve List will be arranged in time accrued order.
- b. All reserve assignments shall be made by computer in accordance with time accrued order except as otherwise provided in this Article.
- c. When two (2) Flight Attendants have the same amount of time accrued, the flight assignment will be made on the basis of preference(s). If each Flight Attendant has either no preference or identical preferences, the first in/first out principle will be applied. If there is still no difference, the most senior Flight Attendant will be assigned first.
- d. For purposes of assignments under the Time Accrued Assignment System, credited time for any planned absence, e.g., vacation, will not be considered until after the planned absence has occurred.
- e. When a Flight Attendant is returning from an absence or removal of any kind, her/his relative position on the reserve list will be determined by her/his credited time accrued as of the date of her/his return.
- f. Assignments to Sick Make-up and/or Limited Option flying, and/or flying accomplished under the provisions of paragraph D.2.b. of this Article (Optional Exchange), will not change a Flight Attendant's relative position on the reserve list.
- g. Hours credited for flying relinquished under the provisions of paragraph D.2.a. of this Article, Optional Exchange (OR drop) will be included in time accrued order for the purposes of determining a Flight Attendant's relative position on the reserve list.

## **J. RESERVE PREFERENCES [#] [@]**

**1. Assignment Preferences.** For the purposes of assignment in accordance with the provisions of Article 10.K., a reserve Flight Attendant may indicate one (1) or more of the following preferences:

- a. **Co-Terminal.** A trip or standby assignment at one or more co-terminals (at applicable bases) in order of priority. Co-terminal preferences will be awarded first using duration, with the exception that Crew Schedule shall have the ability to override the co-terminal preference.
- b. **Departure Time.** A trip departure time, or standby sign-in time, which falls within a designated AM or PM window.
- c. **Trip Duration.** A trip of a specific duration (1, 2, 3 or more days).
- d. **Layover City.** A desired layover city or cities.
- e. **Additional or Expanded Preferences.** The Company and the APFA may mutually agree upon additional or expanded preferences.

**2. Ready Reserve Preferences.** For the purposes of assignment to Ready Reserve in accordance with the provisions of Article 10.L. or assignment to a sequence while on Ready Reserve Status, a reserve Flight Attendant may indicate one (1) or more of the following preferences:

**a. Long Call Ready Reserve.** A Flight Attendant assigned Long Call Ready Reserve will not be assigned to a trip sequence which signs in prior to 1200 Home Base Time.

**a. (Replaces a. above upon implementation) AM/PM Reserve Availability.** AM/PM reserve windows will be determined by base, with general guidelines as follows:

(1) AM reserves are on call for assignments scheduled to sign in between the hours of 0200-1700 home base time.

(2) PM reserves are on call for assignments scheduled to sign in between the hours of 1200-0300 home base time. PM reserves must have more than one day of reserve availability. PM reserves that confirm following day assignments must remain available on ready reserve until midnight, unless released by Crew Schedule.

(3) Start/end times of 15-hour window subject to change based on specific base/operational requirements. Any changes to the reserve windows will be made for operational reasons only and only after consultation with APFA.

(4) At bases with a planned monthly reserve list of 16 or more, no less than 50% of the unassigned reserves will be awarded/assigned AM/PM reserve preferences. The percentage will be determined after subtracting the number of ready reserves required to provide FAA minimum crew for the largest equipment type flown at base.

(5) At bases with a planned monthly reserve list of less than 16, the number of AM/PM reserve preferences, if any, will be determined by base during day-before coverage under the supervision of the Crew Schedule manager/coordinator and/or senior on duty.

(6) The actual ratio of AM/PM reserves will differ by base and may be modified daily based on the number of ready reserves available after all trips have been covered.

(7) An AM/PM reserve who calls in sick will be charged for a full day of reserve.

(8) AM/PM reserves with partial releases are not allowed to pick up supplemental flying during an active reserve day.

**b. Short Call-Out.** A willingness to be contacted out of time accrued order for the purpose of assignment to a trip sequence which departs in less than two (2) hours. A Short Call-Out preference can be to a specific co-terminal.

**c. Duty-Free Slide.** A willingness to be contacted out of time accrued order for the purpose of assignment to a trip sequence which would cause a conflict with a planned duty-free period as permitted under the provisions of Article 9.L.

**d. Release Assignment.** Reserves may be given release assignments for a stipulated period of time, depending on the requirements of the Company.

**K. RESERVE ASSIGNMENTS [#] [@]**

Reserve assignments made for the following day are made known to reserve Flight Attendants via the automated method as provided in Article 10.N.

**1. Assignments.** All reserve assignments shall be made by computer in accordance with time accrued order except as otherwise provided in this Article. Upon contact with the Company, a reserve Flight Attendant will be advised that s/he has been given one (1) of the following reserve assignments:

- a. Standby Assignment
- b. Specific Trip Sequence
- c. Ready Reserve Status Assignment
- d. Long Call Ready Reserve Assignment
- e. Release Assignment

**2. Standby Assignment.** Standby reserve duty, as set out in Article 10.M., will be assigned first.

a. Crew Schedule will determine the number of standby assignments at a base (and/or its co-terminals), if any, and the specific combination of Flight Attendant qualifications required (e.g., equipment, service, language, days available, etc.).

b. The Flight Attendant(s) with the lowest time accrued possessing the required qualification(s) will be assigned to standby reserve duty subject to the provisions of Article 10.M.

c. A reserve Flight Attendant will not be involuntarily assigned, during any one month, to standby duty for a second time, until all other reserve Flight Attendants at the base who are legal and available for such assignment have been so assigned at least one time. Subsequent standby assignments shall be allocated among reserve Flight Attendants in the same manner. It will be the Flight Attendant's responsibility to inform Crew Schedule of the number of standby assignments held during the reserve month.

d. In the event a Flight Attendant is qualified for two (2) or more standby assignments with the same requirements pursuant to a. above, and which differ only in sign- in time and/or co-terminal as applicable, the Flight Attendant will be assigned the standby which best meets her/his preferences as provided in J.1. a. and/or J.1.b. above, if any.

**3. Specific Trip Sequence.** Following the assignment of standby, trip sequence assignments will be made to reserve Flight Attendants. A Flight Attendant will be assigned to a specific trip sequence based on the credited value of the trip sequence, or the Flight Attendant's preferences, or a combination of the two. If the Flight Attendant has not entered any preferences into the system, or if no trip sequence which meets her/his preferences is available, s/he will be assigned to the highest time trip still open.

**4. Ready Reserve Status/Long Call Reserve.** Following the assignment of trip sequences, reserve Flight Attendants without assignment may be assigned to Ready Reserve Status or Long Call Ready Reserve, depending on manning needs as determined by Crew Schedule.

a. A Flight Attendant who is placed on "Ready Reserve Status" is required to be available on short notice. Depending upon the reserve Flight Attendant's relative position on the reserve list and the requirements of the Company, a Flight Attendant assigned to Ready Reserve Status may be released by Crew Schedule for a stated period of time at her/his request. Prior to undertaking any activity that would affect the Flight Attendant's ready reserve obligation, a Flight Attendant must have the approval of Crew Schedule. Crew Schedule will set a time for the period of unavailability, and, at the end of this period, the Flight Attendant must return to Ready Reserve Status so as to be available for assignment. Ready reserves who confirm following day assignments must remain available until 1900 Home Base Time for same day assignments,

earlier release subject to Crew Schedule approval, at which time they will be released until the start of such assignment.

b. A Flight Attendant assigned to Ready Reserve Status may determine her/his relative position on the reserve list via a means provided by the Company, however, the provisions of a. above remain in force at all times.

c. A reserve Flight Attendant who is placed on "Long Call Ready Reserve" is considered a Ready Reserve Flight Attendant but is required to be available for and will be obligated to fly any legal trip sequence which s/he is subsequently assigned and which signs in no earlier than 1200 Home Base Time.

(1) Crew Schedule will determine the number of Long Call Ready assignments, if any.

(2) Long Call Ready assignments, if any, will be made in seniority order from among those reserve Flight Attendants placed on Ready Reserve Status and who have requested Long Call Ready as provided in Article 10.J.2.

(3) Notwithstanding (2) above, no Flight Attendant will be eligible nor assigned Long Call Ready who has only one (1) day of reserve obligation or planned absence.

(4) The Long Call Ready Flight Attendant is not required to maintain contact prior to 0800 Home Base Time.

(5) All other provisions for Ready Reserve Flight Attendants, including a. and b. above, apply to Long Call Ready Reserve Flight Attendants.

**5. Release Assignment.** Reserves may be given release assignments for a stipulated period of time, depending on the requirements of the Company. If release assignments are available, the Company will release reserve Flight Attendants with a preference for a release assignment on the basis of highest accrued time.

**6. Override of Time Accrued Computer Assignment.** Crew Schedule may override the time accrued computer assignment of reserve Flight Attendants only for reasons of qualification, and/or utilization as described below.

**a. "Released for Qualifications/Availability".** A reserve Flight Attendant may be bypassed for assignment and released because s/he is needed later in the month for reasons of availability or qualification. Such override shall be reflected on the Flight Attendant's monthly activity record and indicated when the Flight Attendant receives her/his assignment notification with the reason for the override, e.g., released for language qualification.

**b. "Saved for Qualifications/Availability".** A reserve Flight Attendant may be bypassed for a flying assignment and placed on Ready Reserve Status because s/he is needed because of a specific qualification or availability. Such override shall be reflected on the Flight Attendant's monthly activity record and indicated when the Flight Attendant receives her/his assignment notification with the reason for the override, e.g., saved for language qualification.

**c. Duty-Free Slide.** A reserve Flight Attendant may be assigned out of time accrued order in the event the operation requires an assignment of a Flight Attendant to a trip sequence which would conflict with a planned duty-free period under the provisions of Article 9.L.5. or 7.

(1) When assigning a Flight Attendant under the provisions of Article 9.L., the Company may assign the Flight Attendant with the lowest time accrued, who has indicated a preference for a duty-free slide as provided in Article 10. J.2. above.

(2) If no Flight Attendants have indicated a preference for a duty-free slide, assignments under Article 9.L. will be made in normal time accrued order.

**d. 24-in-7 Override.** A TARS override may be made to avoid a potential 24-in-7 conflict with the next month's flying in accordance with Article 7.I. of this Agreement.

**e. Reserve PVD/Mini-Leave.** A reserve Flight Attendant may request and be awarded a PVD/mini-leave for the following day prior to the reserve preference bid run. Requests for reserve PVD/mini-leaves must be made prior to 1500 Home Base Time.

#### **L. READY COVERAGE [#] [@]**

Ready Coverage refers to those reserve assignments made for the same day, or for the following day, to Flight Attendants assigned to Ready Reserve Status or Long Call Ready Reserve. All reserve assignments will be made by computer in Time Accrued Order except as modified in this paragraph, e.g., Overrides for reasons of qualification and/or utilization, and/or Flight Attendant standing preferences as defined herein.

**1. Qualification/Utilization.** A reserve Flight Attendant may be assigned out of time accrued order or bypassed for a flying assignment because s/he is needed because of a specific qualification or availability.

**2. Long Call Ready.** A reserve Flight Attendant may be bypassed for a flying assignment because of restricted availability according to her/his Long Call Ready status pursuant to Article 10. K.4.c. above.

**3. Short Call Out.** A Flight Attendant may be assigned out of time accrued order in the event the operation requires an assignment of a Flight Attendant to a trip sequence which is scheduled to depart in less than two (2) hours.

a. When assigning a Flight Attendant under this provision, the Company may make the assignment to the Flight Attendant with the lowest time accrued, who is otherwise legal and available and who has indicated a preference for a Short Call Out as provided in Article 10.J.2.b. above. In making such assignment to a Flight Attendant indicating a preference for a Short Call Out, the Company will consider the stated co-terminal preference(s), if any.

b. If there are no Flight Attendants who are legal and available who have indicated a preference for Short Call Out, such assignments will be made in normal Time Accrued Order.

**4. Duty-Free Slide.** The provisions of Article 10.K.6.c. above will apply.

#### **M. STANDBY DUTY [#] [@]**

**1. Flight Time Pay and Credit Without a Specific Trip Assignment.** A Flight Attendant called to the airport without a specific flight assignment, to remain at the airport, in uniform, immediately available for flight duty (standby) who does no flying shall receive the greater of:

a. Five (5) hours of pay and flight time credit if s/he performs no flying, or;

b. Flight time pay and credit, as provided in Article 8.E. of this Agreement, from her/his report time continuing until s/he is released to begin her/his legal rest period.

**2. Flight Time Pay and Credit With a Specific Trip Assignment.** A Flight Attendant called to the airport without a specific flight assignment, to remain at the airport, in uniform, immediately available for flight duty (standby) who is subsequently assigned to a trip sequence shall receive:

a. On-Duty Time, flight time pay only, as provided in Article 8.E. of this Agreement, for each minute of the standby duty from the standby report time until one hour (1:00), thirty minutes (:30) if deadheading, prior to the departure of the trip sequence; and

b. Flight time pay and flight time credit for flying performed.

**3. Flight Time Pay and Credit in the Event of a Cancellation or Delay After Trip Sequence Assigned.** A Flight Attendant who is assigned a trip sequence but does not fly such trip sequence due to a subsequent cancellation or delay shall be paid in accordance with M.1.above.

**4. Maximum Standby Period Without a Specific Trip Assignment.** A standby Flight Attendant shall not be required to remain at the airport for a period in excess of six (6) hours without being given a flight assignment scheduled to depart within the six (6) hours.

#### **5. Standby Assignments**

a. **Reserve Limitations.** A reserve Flight Attendant will not be involuntarily assigned, during any one month, to standby duty for a second time, until all other reserve Flight Attendants at the base who are legal and available for such assignment have been so assigned at least one time. Subsequent standby assignments shall be allocated among reserve Flight Attendants in the same manner. It will be the Flight Attendant's responsibility to inform Crew Schedule of the number of standby assignments held during the reserve month.

b. **Language Ready Reserve.** The provisions of paragraph a. above shall not be made applicable to Language Ready Reserve Flight Attendants. A reasonable effort will be made to balance the number of standby reserve assignments with any given language.<sup>7</sup>

### **N. RESERVE ASSIGNMENT CONFIRMATION**

Reserve Flight Attendants will be provided an automated method of obtaining and acknowledging reserve assignments. All reserve Flight Attendants will be required to call-in to the Company for assignment at a specified time each day (Company designated call-in period) prior to a day of reserve obligation, except as provided below for a Flight Attendant who is on a duty-free period, vacation or legal rest at home base station.

**1. Designated Call-In Period.** The designated call-in period will be determined by the requirements of the Company and will be made available to reserve Flight Attendants. The call-in period may vary by base as determined by the Company. Changes in a designated call-in period(s) will not occur without notification to the Flight Attendants at the affected bases and will be noted on the monthly allocation.

**2. Confirmation of Assignment - Off Duty Periods.** The following will apply to a reserve who is on a duty-free period, vacation or legal rest at home base station during the entire designated call-in period and has elected not to call-in during such off duty period for assignment.

a. **Legal Rest at Home Base Station.** In the event the designated call-in period is entirely within a reserve Flight Attendant's legal rest period at home base station and such Flight Attendant has elected not to call-in for assignment during the designated call-in period s/he must contact the Company at the end of the on-duty period which triggered the legal rest period to advise the Company that s/he will accept her/his next reserve time accrued assignment. Should the Flight Attendant elect this option, s/he must contact Crew Schedule for assignment no later than immediately following the conclusion of her/his legal rest period. A Flight Attendant who has

elected this option is not precluded from contacting the Company during the designated call-in period.

**b. Duty-Free Period/Vacation.** In the event the designated call-in period is entirely within a reserve Flight Attendant's duty-free period or vacation and such Flight Attendant has elected not to call-in for assignment during the designated call-in period, s/he must confirm her/his next reserve assignment by contacting the Company no later than immediately following the conclusion of such period of unavailability.

**c. Conclusion of All Off Duty Periods. [Ⓜ]** A reserve Flight Attendant on an off duty period as provided for in paragraphs a. and b. above is responsible for her/his assignment(s). If such reserve Flight Attendant has not confirmed her/his next reserve assignment during the designated call-in period, s/he must contact the Company no later than immediately following the conclusion of such off duty period and be available for sign-in at the airport no earlier than one (1) hour following the conclusion of the off duty period, (two [2] hours prior to departure of the first leg of the trip sequence) unless agreement is reached between Crew Schedule and the Flight Attendant on an earlier report time. The Company may elect to waive the one (1) hour report time as provided in Article 7.L.

**O. REQUIRED RETURN FROM VACATION**

A reserve Flight Attendant will not be required to return from her/his vacation until the time when s/he is required to be available to Crew Schedule for reserve assignment.

**P. ORDER OF OPEN TIME COVERAGE**

The provisions of Article 9.L. will be applicable.

**Q. FLIGHT TIME PAY/CREDIT FOR TRIPS NOT FLOWN [#]**

For purposes of computing maximum monthly flight time limitations under this Article:

**1. Paid Absences.** A reserve Flight Attendant will receive four hours and ten minutes (4:10) pay and flight time credit in a thirty (30) day contractual month (three hours and fifty-six minutes [3:56] in a thirty-one [31] day contractual month) for each day of reserve obligation spent in paid meeting(s), paid classroom training, vacation, special assignment, union leaves, personal emergency, and paid sick leave.

**2. Unpaid Absences.** A reserve Flight Attendant will receive four hours and ten minutes (4:10) flight time credit in a thirty (30) day contractual month (three hours and fifty-six minutes [3:56] in a thirty-one [31] day contractual month) for each day of reserve obligation while on unpaid sick, personal leave, and suspension.

**3. Clearing the Sick List.** A Reserve Flight Attendant who has not cleared the sick list by 1200 noon Home Base Time on a day of Reserve obligation will be charged sick (SK/US) for the day. A Reserve Flight Attendant who clears the sick list by 1200 noon Home Base Time on a reserve day will become available for same day assignment.

**R. PURSER/FOREIGN LANGUAGE DRAFTING PAY [#]**

A Flight Attendant who is drafted out of seniority to a trip selection or onto reserve due to her/his Purser/language qualification shall receive the monthly earnings of the trip selection or reserve hours flown or the trip selection denied, whichever is greater, in accordance with the provisions of Article 3.M. of this Agreement.

**S. RESERVE ROTATIONS**

**1. Regular Rotations.** Each base maintains reserve duty records comprised of the junior Flight Attendants at the base. The number of Flight Attendants required to serve reserve is dependent upon the needs of the service, as determined by the Company.

a. Once having completed a full month of replacement, Flight Attendants will serve reserve on a one (1) month on/one (1) month off reserve rotation for a period of three (3) years. If needed as a reserve after this period, they will serve reserve on a one (1) month on/three (3) months off rotation.

b. If additional Flight Attendants are required to stand reserve duty, they will be selected in reverse order of seniority. Their reserve duty will not exceed one (1) month on/three (3) months off.

**2. Senior Bump.** Seniority permitting, a Flight Attendant may change her/his assigned reserve month by bidding all reserve selections first (before regular selections) in a month that s/he would not be on the assigned reserve list. This procedure is known as "Senior Bump." When a Flight Attendant bids onto reserve out of regular rotation, it changes her/his future reserve cycle with one exception: Flight Attendants who are on reserve by their own choosing (bidding on) the same month they are on an approved vacation or PLOA have not fulfilled their reserve obligation.

a. When a Flight Attendant desires to initiate "Senior Bump", s/he must indicate such preference on her/his bid ballot.

b. Flight Attendant(s) who are planned on reserve but desire to be bumped off should bid a regular trip selection(s) and/or reserve selection(s). The Flight Attendant's desire will be honored only if there is a Flight Attendant who is desiring "Senior Bump" above or below her/his seniority who has not already bumped a more senior Flight Attendant off reserve.

c. Should the number of Flight Attendants desiring to bump onto reserve exceed the number of Flight Attendants desiring to bump off reserve, the junior Flight Attendant(s) may be displaced from the planned reserve list.

d. Flight Attendant(s) who are bumped off or are displaced from the planned reserve list will be considered available for the next month's reserve rotation.

**3. Transfer: Effect on Rotation.** If a Flight Attendant transfers to a base where her/his seniority places her/him in the reserve duty group, s/he will be scheduled on reserve the first full scheduling month that s/he is at the new base. Such assignment shall be irrespective of previous service as a reserve at the former base. The Company and APFA will explore options for staggering reserve rotations for long term reduction in force, new hires and recalls.

**4. Vacation/PLOA: Effect on Reserve Rotation**

a. A Flight Attendant who is granted a vacation or approved leave of absence for part or all of the month during which s/he would normally be scheduled for active reserve duty will be considered as fulfilling her/his obligation for an entire month's service as an active reserve and will maintain her/his normal position in rotation. The above shall not apply to a Flight Attendant who bids reserve out of her/his regular rotation.

b. No reserve Flight Attendant will be granted a personal leave, except in conjunction with her/his vacation, until all leaves have been granted to Flight Attendants with monthly flying assignments. Once these leaves have been granted and there is still an overage, reserve Flight Attendants may be granted a leave.

**T. RESERVE DAYS OFF SELECTION/BIDDING [#]**



Reserve days off selections will be posted for bid by reserve Flight Attendants at each base. Selections will indicate the duty-free periods, provided in paragraph F. of this Article. Unselected reserve assignments will be assigned in reverse order of seniority.

#### **U. ADDITIONS TO RESERVE LIST**

1. If, because of a transfer, sick leave, personal leave, vacation or other extended absence, it is necessary to assign additional Flight Attendants to active reserve duty during the month, such additions will be made in accordance with the following:

- a. Flight Attendants who are displaced from reserve on original bid awards,
- b. Flight Attendants who bid off reserve,
- c. Flight Attendants who were alerted on the monthly trip selection of possible designation to reserve.

2. If a Flight Attendant is added to the active reserve list during the month and serves for only part of that month, the partial service will be considered as fulfilling her/his obligation for an entire month of reserve duty.

#### **V. RESCHEDULING/IRREGULAR OPERATIONS**

If a cabin crew is to be split because of a reschedule and a reserve is a member of the crew, the reserve should be rescheduled prior to a regularly scheduled Flight Attendant.

#### **W. MINIMUM PAY AND CREDIT**

The provisions of Article 8 shall apply except as modified herein.

#### **X. MONTHLY ACTIVITY RECORD**

A reserve Flight Attendant's monthly activity record shall reflect Specific Trip Sequence Assignments, Standby Assignments, Ready Reserve Status Assignments, Long Call Ready Reserve Assignment, Release Assignments and/or any overrides made by Crew Schedule. As new reserve programming permits, it is the Company's intent to provide each Flight Attendant with access to relevant information pertaining to her/his status and reasons for assignment. Providing such information will not alter a reserve Flight Attendants' obligations under the provisions of Article 10.

#### **Y. RESERVE FLIGHT ATTENDANTS WITH MISSED TRIPS <sup>8</sup>**

1. When a Reserve Flight Attendant receives a missed trip for a particular assignment, s/he will choose from one of the following options:

a. Release from her/his availability obligation for the remainder of the day. If this option is chosen, then her/his guarantee will be docked for that one day only. The Flight Attendant will then be released until her/his next day of obligation to the Company.

b. Remain available for the remainder of that day. In this option, Crew Schedule may, at their discretion, either: 1) assign the Flight Attendant to another trip, 2) assign the Flight Attendant to airport standby, or 3) assign the Flight Attendant back to her/his reserve obligation for that day. If the Flight Attendant chooses to make her/himself available to Crew Schedule under this second option, then her/his guarantee will not be docked for that day, even if a trip is not assigned for that day.

Under both of these options, the original missed trip will remain on the Flight Attendant's record for attendance purposes.