

## ARTICLE 25 - EXCHANGE OF TRIPS

### A. TRIP TRADING BETWEEN FLIGHT ATTENDANTS

#### 1. Regularly Scheduled Flight Attendants

Flight Attendants may, subject to the provisions of paragraphs D., E., F., and G. below, exchange trip sequences by mutual consent between Flight Attendants at the same base, subject to the requirements of the service, with the approval of a designated Company representative. The ability for Flight Attendants to exchange trips includes trades involving an unequal number of trip sequences. A request may be denied for reasons of a pending observation ride only during a Flight Attendant's probationary period.

#### 2. Regular Reserve Flight Attendants

A reserve Flight Attendant may, at her/his option, provided all required qualifications are satisfied, trade a reserve trip assignment provided s/he completes the following:<sup>1</sup>

- a. The reserve Flight Attendant must first confirm the reserve trip assignment.
- b. The reserve Flight Attendant may post the trip for trade. Trips to be traded must be of the same duration (calendar days), (e.g. 3-day for 3-day, turnaround for turnaround.) All required qualifications must be satisfied.
- c. Prior to implementation of an automated trade system that includes reserves, once a match is made, the reserve Flight Attendant must send a HISEND message to crew schedule with the names, employee numbers, and sequence numbers of both Flight Attendants. If the trade meets the requirements and is legal, the trade will be completed by Crew Schedule.
- d. A standby time slot assigned to a reserve may be traded, but an AM/PM preference award may not be traded. Trips assigned to a standby Flight Attendant may not be traded. Reserve trip trades will not be allowed for trips assigned via low-on-time, reassignment, critical coverage, Option / Limited Option, Make-up, or Sick Make-up.
- e. Reserve trip trades can be accomplished at any time prior to sign-in.
- f. Regular reserve trip trades will not affect reserve guarantee.
- g. Reserve trips trades may affect a Flight Attendant's position in time accrued reserve order.
- h. Legalities will be applied to the flown sequence.

#### 3. R-Day Reserve Flight Attendants [#]

A reserve Flight Attendant may, at her/his option, provided all required qualifications are satisfied, trade a reserve trip assignment provided s/he completes the following:<sup>2</sup>

- a. The reserve Flight Attendant must first confirm the reserve trip assignment.
- b. The reserve Flight Attendant may post the trip for trade. Trips to be traded must be of the same duration (calendar days), (e.g. 3-day for 3-day, turnaround for turnaround.) All required qualifications must be satisfied.
- c. Prior to implementation of an automated trade system that includes reserves, once a match is made, the reserve Flight Attendant must send a HISEND message to crew

schedule with the names, employee numbers, and sequence numbers of both Flight Attendants. If the trade meets the requirements and is legal, the trade will be completed by Crew Schedule.

d. A standby time slot assigned to a reserve may be traded, but an AM/PM preference award may not be traded. Trips assigned to a standby Flight Attendant may not be traded. Reserve trip trades will not be allowed for trips assigned via low-on-time, reassignment, critical coverage, Option / Limited Option, Make-up, or Sick Make-up.

e. A block of R-Days may be dropped or traded to another Flight Attendant, subject to legalities and any required qualifications.

f. Reserve trip trades can be accomplished at any time prior to sign-in.

g. Reserve trip trades will not affect reserve guarantee.

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

i. Legalities will be applied to the flown sequence.

## **B. OPTIONAL EXCHANGE**

A Flight Attendant may relinquish a trip sequence(s), including a trip sequence acquired by Optional Exchange, to another Flight Attendant at the same base, subject to qualifications, the requirements of the service and to the limitations of paragraphs D., E., G. and H. below (Optional Exchange). An Optional Exchange request may be denied for reasons of a pending observation ride only during a Flight Attendant's probationary period.

**1. Regularly Scheduled Flight Attendant.** A regularly scheduled Flight Attendant accepting a trip sequence(s) through Optional Exchange shall be compensated for the flying of the trip sequence(s) in its entirety at the hourly rate of pay as provided in Article 3.A. of this Agreement. Such compensation will be used to measure against the applicable monthly guarantee. Flight time credit for flight time limitation purposes, for the flying of a trip sequence(s) obtained through Optional Exchange, shall not be applicable.

**2. Reserve Flight Attendant.** A reserve Flight Attendant accepting a trip sequence(s) through Optional Exchange (coded OR) on a duty free period (DFP) day(s) will be compensated for the flying of trip sequence(s) in its entirety at the hourly rate of pay as provided in Article 3.A.. Such compensation will be paid in addition to her/his applicable reserve guarantee hours. If the reserve subsequently drops or trades that same trip sequence, her/his applicable reserve guarantee will not be reduced.

### **3. Trading/Dropping**

a. The number of Optional Exchanges will not be limited and there is no limit to the number of times a specific Optional Exchange trip sequence can be traded. Such Optional Exchanges will not be credited for flight time limitation purposes.

b. A Flight Attendant may relinquish a trip sequence(s) obtained through Optional Exchange to another Flight Attendant at the same base, subject to the requirements of the service and to the limitations of Article 25.<sup>3</sup>

c. A Flight Attendant may trade a trip sequence(s) obtained through Optional Exchange to another Flight Attendant at the same base. Any trade involving an Optional Exchange trip sequence will result in all trips involved reflecting the Optional Exchange code, subject to the requirements of the service and to the limitations of Article 25.

**4. Sick and PVD Policy.** No changes will be made to the existing Sick and PVD policy or Trip Trading with Open Time (TTOT) procedures regarding Optional Exchange trips.

**C. TRIP TRADING WITH OPEN TIME (TTOT)**

The Company shall establish Trip Trading with Open Time ("TTOT"), a real time, computerized system through which regularly scheduled Flight Attendants at a base may, subject to the provisions of paragraphs D., E., F., G., and H. below, exchange a trip sequence(s) with and/or relinquish a trip sequence(s) into Open Time, i.e., a trip sequence(s) which has been released by the Company and which contains an uncovered Flight Attendant position(s) on a given day at a particular base.

**1. Definitions**

a. "Designators" as used in this Article 25.C. are defined as the means by which the Company shall communicate to a Flight Attendant the operational conditions, i.e., Open Time restrictions and/or operational needs in existence at the time a request to TTOT is initiated, which may impact a Flight Attendant's ability to TTOT. Designators shall control the granting of requests to TTOT and may change minute by minute as operational needs, conditions or restrictions change.

b. "Trip Drop" is defined as the relinquishing by a Flight Attendant of a trip sequence(s) into Open Time at her/his base without obtaining another trip sequence.

c. "One-Way Pickup" The Company and APFA agree to meet and discuss an improved methodology for accessing open time.

**2. Eligibility**

a. A Flight Attendant below her/his applicable monthly maximum shall be eligible to TTOT for a trip sequence of equal, higher or lower flight time pay and credit (trip sequence(s) value), except that s/he may not exceed one hundred (100) hours (SPROJ).

b. A Flight Attendant at or above one hundred (100) hours SPROJ will be eligible to TTOT only for a trip sequence(s) of the same or lower flight time pay and credit.

c. Flight Attendants with an obligation to be available as provided in Article 9.E. and P, and Flight Attendants with available days, as provided in Article 9.C.4., shall, upon release from Crew Schedule, be eligible to TTOT on such days subject to the provisions herein. A Comparable Day (CD) Flight Attendant that has involuntarily lost time will be eligible to one-way pickup from open time on any day in the month, up to the monthly maximum or up to the amount of time lost plus one (1) hour, whichever is greater.

d. A Flight Attendant under the provisions of paragraph 9.K. who is involuntarily low on time will be eligible to one-way pickup from Open Time any day in the month, up to the monthly maximum or up to the amount of time lost plus one (1) hour, whichever is greater.

e. A Flight Attendant assigned to a position on a trip sequence(s) which requires a specific qualification(s) (e.g., foreign language, Purser) shall be required to TTOT for a trip sequence(s) requiring like qualification(s). If operational requirements permit, Crew Schedule may override this requirement for purposes of granting a Flight Attendant's request to TTOT.

**3. Trip Drops into Open Time.** A Flight Attendant may Trip Drop a trip sequence(s) into Open Time by relinquishing a trip sequence into Open Time at her/his base without obtaining another trip sequence. Any Trip Drop shall be made in accordance with the TTOT provisions herein. Trip Drop(s) may reduce a Flight Attendant's applicable monthly guarantee as provided in paragraph G. of this Article. The number of Trip Drops permitted shall be limited to those described in paragraph C.8.c. of this Article.

**4. Subsequent Trip Trade(s) with Another Flight Attendant.** A trip sequence(s) obtained through TTOT may be subsequently trip traded to another Flight Attendant. However, if the Flight Attendant to whom the TTOT trip sequence is traded is scheduled at or above her/his applicable monthly maximum as a result of the subsequent trade, the Flight Attendant who initially obtained the TTOT trip sequence shall be restricted from TTOT for the balance of the contractual month's flying.

**5. TTOT Procedures**

**a. Operational Requirements.** TTOT shall be allowed until 0001 local base time the day before the departure of the earliest leg of the trip sequence involved in the trade (e.g., TTOT for Saturday will be open until 0001 on Friday). Position swaps will be permitted until 0800 the day before the departure of the earliest leg of the trip sequence. As operational needs require, Crew Schedule may prohibit TTOT, including Trip Drop(s), up to 96 hours prior to the departure of the first leg of the earliest trip sequence involved in the trade. In cases of operational necessity, TTOT may be prohibited for longer periods. In such cases, the Company will notify the APFA. In accordance with Article 9 of this Agreement, APFA's Scheduling Committee will have the right to confer with the Company regarding such prohibition.

**b. Designators.** The Company may designate, in its discretion, by base, division, date, and sequence duration any operational restrictions on TTOT by the use of "Red Light," "Yellow Light" and/or "Green Light"(s) which will be designated by the Company for TTOT transactions based on operational needs. There will be one (1) set of lights designated for each base, division, date, and sequence duration.

**(1) Trip Trade(s) with or Trip Drops Into Open Time.** There will be a Green Light, Red Light, or a Yellow Light designator for the base, division, date, and sequence duration (measured in days) that is applied to sequence drops or the dropped sequence in a trade with Open Time.

**(2) Trade Down Variable Buffer.** A "variable buffer" will be incorporated into the system to allow Flight Attendants to trade a higher value sequence for an open lower value sequence provided that the difference between the two sequences does not exceed this variable buffer. This Trade Down Buffer may be raised or lowered depending on the operational considerations of a given day. The initial buffer will be set at one (1) hour.

**c. Requirements for TTOT**

(1) For a trip drop into open time, the Green Light designator must be on for the base, division, date, and sequence duration of the sequence to be dropped.

(2) For trip trades with Open Time, the base, division, date, and sequence duration Green Light designator must be on for the dropped sequence in the trade. Trip trades with Open Time for which the Green Light designator is not on can occur, qualifications permitting (see C.2.d.), and subject to the following conditions:

(a) The sequence being dropped is designated yellow and the sequence picked up from Open Time is designated red.

(b) The sequence being dropped is designated red, the sequence picked up from Open Time is also red, the sequences originate on the same date and;

i. The picked up Open Time sequence terminates on the same date or a later date (i.e., 2-day dropped for 2, 3 or 4-day picked up) and;

ii. The same or more time is picked up or when trading down in time the difference between the two sequences does not exceed the Trade Down Variable Buffer.

(c) The sequence being dropped is designated red, the sequence picked up from Open Time is also red, the sequences originate on different dates and;

i. The picked up Open Time sequence flies the same number of calendar days as the trip being dropped (i.e., 2-day dropped for 2, 3 or 4-day picked up) and;

ii. The same or more time is being picked up or when trading down in time the difference between the two sequences does not exceed the Trade Down Variable Buffer and;

iii. The picked up Open Time sequence is redder than the dropped sequence. One sequence is "redder" than another when coverage is worse on one sequence origination date versus another.

(d) The sequence being dropped is designated red, the sequence picked up from Open Time is red, and;

i. The picked up Open Time sequence overlaps the dropped sequence. A picked up sequence overlaps a dropped sequence when it originates on an earlier calendar date and terminates on the same or a later calendar date (i.e., 2-day dropped on the 15th for a 3 or 4-day picked up on the 14th) and;

ii. The same or more time is picked up or when trading down in time the difference between the two sequences does not exceed the Trade Down Variable Buffer.

(e) When both the dropped and picked up sequences are designated yellow the rules for same date red-for-red or different date red-for-redder will apply.

(3) The following Open Time trades will not be allowed:

(a) The sequence dropped is designated red and the picked up Open Time sequence is yellow or green.

(b) The sequence dropped is designated yellow and the picked up Open Time sequence is green.

**d. Trip Trade Finder.** The TTOT system will feature a "Trip Trade Finder" to assist Flight Attendants in locating "tradeable" Open Time sequences within Flight Attendant legalities and the TTOT operational requirements.

## **6. Optional Exchange**

a. A trip sequence(s) obtained through TTOT may not be subsequently relinquished to another Flight Attendant through Optional Exchange.

b. Trip sequences may not be obtained through Optional Exchange from Open Time.

## **7. Limitations**

a. Only the individual Flight Attendant desiring to TTOT may accomplish such trade(s). A Flight Attendant is responsible for ensuring that TTOT transactions are accomplished by her/himself only. Trip Trade Services may not access TTOT for transactions on behalf of a Flight Attendant. TTOT transactions cannot be accomplished by a Flight Attendant for another Flight Attendant.

b. In no case may a Flight Attendant temporarily trade a trip sequence(s) for the purpose of dropping below her/his applicable monthly maximum in order to subsequently become eligible for TTOT under the provisions of paragraph 1.a. above, i.e., "Parking" trips is prohibited. Flight Attendants must ensure that all TTOT trades/Trip Drops contained within their schedule are traded/dropped in compliance with the TTOT rules.

c. Trip Drops into Open Time will not exceed six (6) calendar days in a contractual month. Such Trip Drops will not be credited for flight time limitation purposes.

d. A Flight Attendant with "Available Days," "Comparable Days," or an obligation to be available on "Days Originally Scheduled to Fly" must be released by the Company from further duty on such days in order to be eligible for TTOT on those days.

**8. Future Enhancements.** The Company and the APFA may agree to increase or eliminate the calendar day limitation on Trip Drops into Open Time as detailed in 8.d. above. In addition, should programming enhancements permit, the Company and the APFA may agree to ease other restrictions of TTOT.

## **D. EXCHANGES INVOLVING DUTY-FREE PERIODS**

In accordance with paragraphs A., B. or C. above, a Flight Attendant(s) may exchange a trip sequence(s) involving scheduled duty-free periods provided that any such exchange must result in all duty-free periods, as required in Article 7.Q. of this Agreement, for the Flight Attendant(s) involved in the exchange(s). A Flight Attendant may waive up to two (2) duty-free periods in accordance with Article 7.Q.

## **E. TRIP EXCHANGE LEGALITY BUFFER**

In accordance with paragraphs A., B., or C. above, the Company will grant an exchange provided there is a one (1:00) hour additional buffer between trips for all applicable legality provisions.

## **F. OPTIONING AS A RESULT OF A TRIP TRADE**

A Flight Attendant who has not optioned, but who, as a result of a trip trade as provided in paragraphs A. or C. above, schedules herself/himself above one hundred (100) hours SPROJ will be considered to have exercised Option status. However, if the trade is for the same or fewer hours, Option status will not be triggered automatically.

## **G. EXCHANGES INVOLVING GUARANTEE**

In accordance with the provisions of paragraphs A., B., and/or C. above:

1. A Flight Attendant who is originally scheduled above her/his applicable monthly guarantee but who, because of the exchange of a trip sequence is below the monthly guarantee, shall have her/his applicable monthly guarantee reduced by the number of hours exchanged below the applicable monthly guarantee.

2. A Flight Attendant who is originally scheduled below her/his applicable monthly guarantee and who, through an exchange(s) further reduces her/his actual scheduled hours, shall have her/his applicable monthly guarantee reduced to equal the new projection, with the exception that:

3. Notwithstanding paragraph 2 above, a Flight Attendant with a full line of available days (AVBL) that reduces her/his actual scheduled hours through an exchange(s) will have her/his guarantee reduced by the value of the sequence dropped or by the difference between the trips traded from seventy (70) hours. Subsequent reduction in time will be based on the applicable reduced guarantee.

4. A Flight Attendant who during the month has exchanged a trip sequence(s) and in so doing scheduled herself/himself below her/his monthly guarantee as provided in 1. 2. and 3. above, but through subsequent flying and/or exchanges has increased her/his projection to her/his applicable monthly guarantee or more, shall be entitled to the monthly guarantee and shall be paid and credited without regard to the initial reduction below the monthly guarantee.

5. A Flight Attendant, who during the month has exchanged a trip sequence(s), and in doing so scheduled herself/himself below her/his applicable monthly guarantee, as provided in 1., 2. 3., and 4. above, but through subsequent flying has increased her/his pay projection to her/his applicable monthly guarantee or more, will be entitled to the monthly guarantee and will be paid and credited without regard to the initial reduction below the monthly guarantee.

#### **H. GENERAL RESTRICTIONS**

The provisions of paragraphs A., B. and C. of this Article do not apply to trip sequences obtained through Make-Up (including Sick Make-Up, Option, and Critical Coverage), except that a Flight Attendant who obtained such trip sequence may effect a Position Swap with another Flight Attendant on the same trip sequence.

#### **I. EXCHANGE OF TRIPS WHILE ON PROBATION**

1. Probationary Flight Attendants will be permitted to trip trade and/or Optional Exchange drop (TT, OE, OR) without notice or approval for the period following bid finalization up to first day of the next contractual month.

2. After the beginning of the contractual month, a Probationary Flight Attendant may change her/his schedule (TT, OE, OR) during the contractual month provided contact is made and approval is given by her/his Flight Service Manager or, in the Flight Service Manager's absence, the Flight Service Manager's designee. The decision to grant or deny the required schedule change will not be unreasonably withheld.

#### **J. FUTURE ENHANCEMENTS**

1. The Company and APFA agree to meet and discuss TTOT enhancements to lights and trading flexibilities.

2. If automation permits prior to a fully combined operation, the Company may allow trip trading between adjacent bases subject to the qualifications of the Flight Attendants trading trips. The Company agrees to meet with APFA to discuss procedures governing such exchange of trips.

3. Schedule Enhancement Period (SEP). The Company will provide an automated system to permit Flight Attendants to enhance their schedule by trading, picking up and/or dropping trips after the completion of the bid award period. The SEP may be a monthly run system or it may be run daily.