

## AVAILABILITY 101

### **WHAT IS AN AVAILABILITY FLIGHT ATTENDANT?**

Relief and Regular Availability Flight Attendants (AVBL) are considered regularly scheduled Flight Attendants. An AVBL Flight Attendant's bid line may consist of plotted trips, AVBL days or a combination of plotted trips and AVBL days.

### **HOW DO I ADD AV/AX/HS TRIPS TO MY SCHEDULE?**

An AVBL Flight Attendant can pre-plot a trip onto her/his AVBL day(s) at any time, unless the trip is scheduled to depart on the next day. Next day self-plotting is permitted only between 0500-1159 home-based time (HBT). Trips pre-plotted or self-plotted are code "AX."

A trip can be pre-plotted on any AVBL day of a given AVBL block, including turnarounds.

A pre-plotted trip can originate on a DO and terminate on an AVBL day; or, it can originate on an AVBL day and terminate on a DO. Contact Crew Schedule, preferably directly over the phone, for assistance with such plotting.

An AVBL Flight Attendant can also fly a MU trip into a block of AVBL days, even if the trip potentially creates a 7-day conflict with the remaining AVBL days associated with that specific block.

#### **Ex: 19-20 DO**

#### **21-26 AVBL**

**Flight Attendant is awarded a 3-day MU trip originating on the 19<sup>th</sup>. This MU trip potentially creates a 7-day conflict with the remaining un-plotted AVBL days; however, if necessary, the Flight Attendant may be released at some point in order to satisfy the 24-in-7 rest break rule.**

If the AVBL Flight Attendant chooses not to self-plot in Day Before Coverage, s/he may participate in the Merged MU Round at 1200 HBT. The FA must be on the MU list and submit a HISEND MU Ballot with specific sequences and/or specific types of flying or a request for release. Trips awarded in this round are coded "HS" and the awards will be processed in seniority order for all Flight Attendants eligible to participate in the round (AVBL/MU/MIC/HVBL). No first party contact is required. If awarded, the Flight Attendant is considered notified.

If a Flight Attendant does not self-plot for the next day, Crew Schedule can assign such Flight Attendant a trip by 1330 HBT. The trip will be coded "AV" and first party acknowledgment by the Flight Attendant of the assignment is required. If Crew Schedule does not assign a trip by 1330 HBT, then the Flight Attendant is considered released for the next day.

An AVBL Flight Attendant can swap an assigned trip (AV) for another trip in open time if s/he was flying on the day prior to the assigned trip. The Flight Attendant must contact Crew Schedule before confirming the trip to request the swap no later than 1630 HBT.

Crew Schedule can plot an AVBL Flight Attendant up to 85 hours PROJ; however, an AVBL Flight Attendant can self-plot/pre-plot up to 90 SPROJ/No Opt and 95 SPROJ/Opt 1.

To self-plot/pre-plot in DECS, enter: **HILOT/POSITION/SEQUENCE NUMBER/DATE OF SEQUENCE ORIGINATION.**

To place yourself in test mode to check your legalities for the trip before actually plotting the trip, enter an additional "T" after HILOT.

#### **HOW MAY I BE RELEASED FROM AN AVBL DAY TOMORROW?**

An AVBL Flight Attendant may request to be released from an AVBL obligation for the next day by sending a MU HISEND BALLOT form to Crew Schedule before 12 noon the day before the AVBL day, specifying her/his desire to be released. **If there is a sequence on the ballot that can be awarded (and the AVBL Flight Attendant is on the MU list), it will have priority over the release.** If the ballot only includes a release request, you do not need to be on the MU list and it will be set aside and considered prior to assigning AVBL Flight Attendants after the HISEND MU round. The HISEND MU form must be used. If all AVBL Flight Attendants will not be assigned flying, Crew Schedule will grant release requests in seniority order between 1200-1330HBT . Keep in mind, legalities might impact who is eligible for assignments and therefore who is eligible for release.

#### **WHEN MAY I BE RELEASED FROM THE REST OF MY AVBL DAYS?**

An AVBL Flight Attendant who is **not** AVBL on the last day of the contractual month shall be released from all remaining AVBL days once her/his PROJ has reached 80.01. The Flight Attendant must inform Crew Schedule of her/his desire to be released.

An AVBL Flight Attendant who is AVBL on the last day of the contractual month shall be released from all remaining AVBL days once her/his PROJ has reached 82.01. The Flight Attendant must inform Crew Schedule of her/his desire to be released.

An AVBL Flight Attendant shall have no obligation to fly a trip on an AVBL day if the scheduled departure time of the last leg of the Flight Attendant's current sequence departs on or after 0001HBT on that AVBL day. The Flight Attendant shall be considered released from AVBL for the remainder of that day; however, the Flight Attendant can elect to fly on that day following her/his applicable home-based rest break.

#### **HOW IS MY GUARANTEE AFFECTED BY TRIP TRADING?**

If you are on Availability and start the month with 18 AVBL days and 0:00 PPROJ, you have a 80:00 hour guarantee. As you add trips to your schedule, your PPROJ increases and your guarantee remains at 80:00. Previously, when full month Availability Flight Attendants traded down or dropped a trip, the guarantee was reduced to match her/his current PPROJ.

The 2012 CBA created a reducible guarantee for these FAs. The guarantee reduction for full month AVBL Flight Attendants who trip trade down in time (or a trip drop) will now only reduce by the value of the time difference lost in the trade. For example, on Availability you plotted two

15-hour trips on your schedule and you have 12 AVBL days remaining in the month. Your PPROJ shows 30:00 and your guarantee is 80:00. If you trade one of the 15-hour trips down to a 10-hour trip your PPROJ will show 25:00 hours and the guarantee system currently in place will automatically drop your guarantee to 25:00 hours. But since Article 25.G.3 provides that your guarantee is reducible, it should be reduced to 75:00 hours (80:00 hours minus the 5:00 hour difference in the trip trade down) instead of all the way down to 25:00 (PPROJ).

This reduced guarantee is now considered your “applicable guarantee” and it will remain at 75:00 for the month. Any further drops in time would reduce from 75:00 unless you restore guarantee.

Since the system cannot currently adjust your guarantee in this way at this time, Pay Compensation will manually correct and adjust, if applicable, the records of any full month AVBL F/A with a guarantee that was incorrectly reduced.

If you hold a relief or an AVBL schedule with pre-plotted sequences, you will reduce to actual PPROJ when you trade down in time or have other unpaid absences.

FYI - Being released from AVBL or trip trading for equal or greater time does not impact a Flight Attendant's guarantee.

#### **WHAT HAPPENS WHEN I CALL IN SICK?**

An AVBL Flight Attendant who misses a plotted AVBL trip due to a sick absence will be paid and credited for the full value of the sequence, if s/he has sufficient time in her/his sick bank to cover the value of the trip. If no trip is plotted on the AVBL day, then the Flight Attendant shall be paid and credited 4.26 hours. If there is not enough time or no sick time available, then the hours would be credited at full value and the PPROJ and guarantee adjusted based on the type of AVBL line. Incrementally for a 18 day availability line with no trips and actual for any other line.

An AVBL Flight Attendant who does not clear the sick list by 12 noon on a day before an AVBL day will be charged sick for that day and her/his sick bank will be charged for the value of the AVBL day.

**WHAT'S THE MAXIMUM NUMBER OF AVBL DAYS I'LL BE PLOTTED ON A FULL/PARTIAL AVBL SCHEDULE?**

NBR AVBL DAYS	DOM/INTL PROJ HOURS
18	0-8:00
17	8:01-12:30
16	12:31-17:00
15	17:01-21:30
14	21:31-26:00
13	26:01-30:30
12	30:31-35:00
11	35:01-39:30
10	39:31-44:00
9	44:01-48:30
8	48:31-53:00
7	53:01-57:30
6	57:31-62:00
5	62:01-66:30
4	66:31-71:00
3	71:01-74:00
2	74:01-77:00
1	77:01-80:00

- The projection is based on any plotted trip sequences.

<b>Method of obtaining trip</b>	<b>Timeline</b>	<b>Add code</b>	<b>Required Contact with Crew Scheduling</b>	<b>Computer Entry</b>
Pre-plot	Permitted until 0001 the day before sequence	AX	None	HILOT/POSITION/SEQUENCE NUMBER/DATE OF SEQUENCE ORIGINATION
Self-plot	0500-1200 day before sequence	AX	None	HILOT/POSITION/SEQUENCE NUMBER/DATE OF SEQUENCE ORIGINATION
HISEND MU round	1200	HS	None, but must add name to MU list and send HISEND	HIHP/STARTDATE/ENDDATE/MU HISEND appropriate MU Ballot
Crew Schedule AV plot	Assigned by Crew Schedule by 1330 HBT	AV	First Party acknowledgement*	

\* Unconfirmed assignments will be removed with a TM. For FAs flying during the assignment window, s/he must make contact upon arrival to confirm sequence for following day and swap will be permitted if trips available until 1630 HBT.