

ORDER OF OPEN TIME COVERAGE

| CALL/HISEND/BID TIMES | COVERAGE GROUP | REQUIRED FOR TRIP AWARD | COMPUTER ENTRY |
|--|---|---|--|
| 0001-1459 <i>Please note balloting must be done during one single time-period for all bases. Please adjust time accordingly for your Home Base time (e.g. West Coast will bid 2201-1259 and East Coast will bid 0101-1559 each day prior)</i> | AM/PM Reserves | Submit web-based ballot via Flight Service Crew Resources page. Ballots are only good for one day and may be submitted/rescinded throughout the bid period. Last ballot submitted will be final for award. | Click on Crew Resources link on the Flight Service website |
| 0500-1200 | AVBL/HVBL self plot | Self-plot or HISEND by 1159 to bypass self-plot round for HS round. Must also place name on MU list for HISEND MU Round (HS). | HIPLOT/POS#/SEQ#/DATE HIHP/STARTDATE/ENDDATE/MU HISEND then enter specific base HISEND code. |
| 0800 | PVDs(V6)/MINI-LEAVES (ER) awarded | Requests must be received by 0759 | HIPVD |
| 0800-1200 | MIC/LO | MIC FA must call prior to each day originally scheduled to fly (DOSTF) for assignment to protect line guarantee; if multiple trips are open FA may preference trip. If no trips are available FA must submit a HISEND by 1159 to participate in the HS round and place name on the MU list for HISEND MU Round. MIC FAs who opt out will forfeit pay protection | HISEND then enter specific base HISEND code. HIHP/STARTDATE/ENDDATE/MU |
| 1130 | Voluntary Purser (VP)/Voluntary Language (VL) ballots closed (note FAs with a "V" on the NS will be moved prior to VP awards) | | HISEND then enter specific base Purser/Language Ballot code. |
| 1159 | HISEND MU Round message due | All FAs must have name on MU list and HISEND trip requests | HIHP/STARTDATE/ENDDATE/MU |
| 1200 | Sick (SK/US/IOD) next day trips dropped into open time | | |
| 1200 | Voluntary Pursers (VP) and Voluntary (VL) awards | | HISEND then enter specific Purser/Language ballot code |
| 1200-1330 | HISEND MU Round (HS). NO PHONE CALLS WILL BE MADE BY CS | Eligible FAs must submit HISENDs by 1159. Requested trips may exceed 100 hours in | |

| | | | | | | | | | | | | | | | |
|---------|---|---|---|---------|----------|---------|---------|---------|----------|---------|---------|---------|---------|---------|---------|
| | | <p>SPROJ as long as SPROJ is below 100 hours prior to request. Awarded in seniority order to AVBL/MIC/MU/HVBL FAs as one group.</p> <p>Flight Attendants as SPROJ may not exceed 100 hours.</p> | | | | | | | | | | | | | |
| 1330 | <p>AVBL FAs plotted any remaining trips. Considered released if not plotted by 1330.</p> | AV Assignments require first party acknowledgement | | | | | | | | | | | | | |
| 1330 | <p>MU/SM/II/CC/AB Proffered in seniority order within groups.</p> <p>GROUP 1: MU under 100 hours SPROJ</p> <p>GROUP 2: SM</p> <p>GROUP 3: OPTION</p> <ul style="list-style-type: none"> • Regular FAs over 100 hours. Option is always open and not left to CS discretion • L2: Limited Option for reserves on DFPs (paid over guarantee) • AB: Adjacent Base flying under or over 100 hours SPROJ: HISEND ONLY /NO CALLS; must be received by 1330 and is only available for award during this 1330 round • CC/CR: Critical Coverage for regular and reserve FAs on DFP (pay over guarantee for reserves on DFPs)* <p>*may be available after the 1330 round, including day of</p> | <p>HISEND will be accepted or one phone call will be made to your "H"number</p> <p><i>*MIC/Last Five Day FAs may participate in this round and turn down any proffered trips without forfeiting their line protection</i></p> | <p>MU: HIHP/STARTDATE/ENDDATE/MU</p> <p>SM: HIHP/STARTDATE/ENDDATE/SM</p> <p>OPTION: HIHP/STARTDATE/ENDDATE/II HIHP/STARTDATE/EDDATE/L2</p> <p>AB: HISEND ONLY to adjacent base CS For AB flying see RF 8803A CCS to see if available at a specific base.</p> <p>AB HISEND Form Number</p> <table border="1"> <tr> <td>BOS 197</td> <td>BOSI 198</td> </tr> <tr> <td>ORD 195</td> <td>IOR 196</td> </tr> <tr> <td>LAX 109</td> <td>LAXI 110</td> </tr> <tr> <td>MIA 122</td> <td>IMA 123</td> </tr> <tr> <td>DFW 149</td> <td>IDF 177</td> </tr> <tr> <td>LGA 184</td> <td>JFK 185</td> </tr> </table> <p>CC/CR: HIHP/STARTDATE/ENDDATE/XC For CC/CR/L2 see RF 8803 CCS to see if available at a specific base.</p> | BOS 197 | BOSI 198 | ORD 195 | IOR 196 | LAX 109 | LAXI 110 | MIA 122 | IMA 123 | DFW 149 | IDF 177 | LGA 184 | JFK 185 |
| BOS 197 | BOSI 198 | | | | | | | | | | | | | | |
| ORD 195 | IOR 196 | | | | | | | | | | | | | | |
| LAX 109 | LAXI 110 | | | | | | | | | | | | | | |
| MIA 122 | IMA 123 | | | | | | | | | | | | | | |
| DFW 149 | IDF 177 | | | | | | | | | | | | | | |
| LGA 184 | JFK 185 | | | | | | | | | | | | | | |

| | | | |
|-----------|--|---|---|
| | <i>flying, if open</i> | | |
| 1700 | HISEND awards considered confirmed | | |
| 1700-2100 | <p>Reserves call to confirm next day reserve assignments.</p> <p>If assigned a next day sequence or SB assignment Reserves are still available for same day coverage until 1900 even after next day trip is confirmed.</p> | | <p>Release: HIRLS/DATE</p> <p>Relative position: HI25/DATE</p> <p>Preferences: HIPREF/MONTH/PRIORITY/TYPE/ PREF/PREF/PREF/PREF/PREF PREF codes:</p> <ul style="list-style-type: none"> • CT (co-terminal) • DT (departure time) • DS (trip duration) • LO (layover) |
| 1800 | AM/PM Reserve awards | <p>Submit ballots daily between 0001-1459 <u>CENTRAL TIME</u> for next day reserve assignment. Awards will be posted on your HII as released:</p> <p>AM: 1301-2358*</p> <p>PM: 0001-1059</p> <p>*when calling the tape after 1800, AM assignments will say released through 2358; this is NOT a release assignment and FAs will be obligated for the AM reserve duty as shown on the HII. Refer to Scheduling page on APFA.org for obligation when assigned AM/PM for tomorrow</p> | |
| 2000-2400 | MIC FAs notified of cancellation after 1200 | FAs held for DOSTF must contact CS for next day assignment to protect guarantee. If no assignment is available then FA must place name on MU list and participate in next day HISEND MU round | |