

## SECTION 12 - RESERVE DUTY

### A. RESERVE LINES

1. Flight Attendants will use PBS to bid for either a regular line of flying or a Reserve line of flying. Reserve lines will reflect reserve (RSV) duty days and days off ("Golden Days" and "Flex Days"). A Reserve's RSV duty day will begin at 0000 Home Base Time and end at 2359 Home Base Time (HBT), subject to the Reserve Availability Periods (RAPs) specified in Paragraph G. Flight Attendants holding a Reserve line will be Reserve Flight Attendants ("Reserve(s)"). There will be Reserve line(s) that contain Golden Day(s) on holidays and weekends in each base.
2. The Company agrees to consult with and consider recommendations from the National Scheduling Chair regarding Reserve issues.
3. Reserve Rotation

The number of Flight Attendants required to serve reserve is dependent upon the needs of the service, as determined by the Company.

a. Flight Attendants will sit rotating Reserve in accordance with the following provisions:

- i. For the first twelve (12) months after initial training, a Flight Attendant shall be on straight Reserve;
- ii. If needed as a Reserve, once having completed a full year of Reserve duty, a Flight Attendant will serve Reserve on a one (1) month on/ one (1) month off Reserve rotation for a period of three (3) years;
- iii. If needed as a Reserve after four (4) years, the Flight Attendant will serve Reserve duty on a one (1) month on/ three (3) months off rotation;
- iv. If additional Flight Attendants are required to stand Reserve duty in a particular month, they will be selected in reverse order of seniority. Their Reserve duty will not exceed their applicable rotation.

b. Senior Bump

Seniority permitting, a Flight Attendant who is not designated as Reserve may change her/his assigned reserve month by bidding "Reserve" in a month that she/he would not be on the assigned reserve list. Such election must be made prior to the opening of the PBS process and will result in a reserve line of flying. The Flight Attendant will not be eligible for a regular line of flying. When a Flight Attendant bids onto reserve out of regular rotation, it changes her/his future reserve cycle with one exception: A Flight Attendant who is on reserve by her/his own choosing during the same month they are on more than three (3) days approved vacation in a month or Personal Leave (PLOA) have not fulfilled their reserve obligation.

- i. When a Flight Attendant desires to initiate "Senior Bump", she/he must indicate such preference.
- ii. Flight Attendant who is designated as 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 her/his seniority who has not already bumped a more senior Flight Attendant off reserve.

- iii. 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.
- iv. 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.

c. Transfer: Effect on Rotation

If a Flight Attendant transfers to a base where her/his seniority places her/him in the reserve duty group, she/he will be scheduled on reserve the first full scheduling month that she/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 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 she/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. Notwithstanding the exception in Paragraph 12.A.3.b, the above shall not apply to a Flight Attendant who bids reserve out of her/his regular rotation.
- b. No Reserve 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, a Reserve may be granted a leave.

**B. SCHEDULED DAYS FREE OF DUTY**

- 1. A Reserve will be provided scheduled days free of duty as provided for in Scheduling, Section 10. Reserve day off patterns shall conform to the patterns established in Scheduling, Section 10.D.18.
- 2. Golden Days
  - a. A Reserve may not be assigned flight duty on a Golden Day unless she/he consents to such assignment.
  - b. A Reserve may bid for and be awarded a sequence that originates on a RSV day and is scheduled to return to the Reserve's crew base on a Golden Day. Any pay hours for such sequence will be paid as pay and credit. A Reserve may bid for a sequence that originates on her/his Golden Day and terminates on a day off and will be processed for such sequence after all Reserves who are available on such day(s) have been processed. Any pay hours on her/his day off, starting at 0000 of her/his day off, shall be paid as pay no credit. In both such cases, the Reserve shall be deemed to have waived such portion of her/his Golden Day and there shall be no reinstatement of such day.
    - i. Future: A Reserve may elect to work on a Golden Day(s) and the Reserve shall make such choice known to Future Crew Schedule prior to 1700 HBT, concurrent with the beginning of Future Reserve processing. Such election may not be revoked during Future Reserve processing. If not awarded a sequence in Future Processing, the Reserve may, at her/his option, revoke her/his election and have her/his Golden Day(s) reinstated.

- ii. Daily: A Reserve may elect to work on a Golden Day(s) and the Reserve shall make such choice known to Daily Crew Schedule. If contacted for sequence assignment, she/he must accept such sequence assignment, provided she/he is legal to operate the sequence. Such Reserve may opt to reconsider and protect her/his day(s) off, as long as she/he advises Daily Crew Schedule prior to being contacted for a Daily sequence assignment.
  - c. If actual operations cause a Reserve's duty period to be extended into her/his Golden Day(s), any pay hours on or after 0000 of her/his Golden Day shall be paid at pay no credit. If actual operations cause a Reserve's duty period to be extended for one (1) hour or less into her/his Golden Day(s), such day will not be restored. In addition, if actual operations cause a Reserve's duty period to be extended for more than one (1) hour into her/his Golden Day(s), the options specified in Paragraph D, shall apply. The Reserve will be released from all duty for the remainder of the day she/he returns to base.
3. Flex Days
- a. A Reserve may be assigned flight duty into a Flex Day(s) in accordance with the language specified in Paragraphs J and K, and the assignment language in Paragraph M. Once an assignment is made on a Flex Day(s), a new day off will be scheduled in accordance with Paragraph D, and the pay associated with the Flex Day(s) shall be paid as pay and credit. A Reserve may, at her/his option, give up the Flex Day(s) without reinstatement.
  - b. A Reserve who voluntarily picks up a sequence(s) on her/his Flex Day(s) shall be deemed to have waived such Flex Day(s) in accordance with Paragraph B.3.a, and there shall be no reinstatement.
  - c. Other than as specified in Paragraph B.3.a, a Flex Day may not be moved by the Company without the consent of the Reserve.
4. A Reserve may bid for and be awarded a sequence that originates on a RSV day and is scheduled to return to the Reserve's base during any portion of her/his Flex Day. Any pay hours for such sequence will be paid as pay and credit. A Reserve may bid for a sequence that originates on her/his Flex Day and terminates on a day off and will be processed for such sequence after all Reserves who are available on such day(s) have been processed. Any pay hours on her/his day off, starting at 0000 of her/his day off, shall be paid at pay no credit. In both such cases, the Reserve shall be deemed to have waived such portion of her/his Flex Day and there shall be no reinstatement of such day.
- a. Future: A Reserve may elect to work on a Flex Day and the Reserve shall make such choice known to Future Crew Schedule prior to 1700 HBT, concurrent with the beginning of Future Reserve processing. Such election may not be revoked during Future Reserve processing. If not awarded a sequence in Future Processing, the Reserve may, at her/his option, revoke her/his election and have her/his Flex Day reinstated.
  - b. Daily: A Reserve may elect to work on a Flex Day. The Reserve shall make such choice known to Daily Crew Schedule. If contacted for sequence assignment, she/he must accept such sequence assignment, provided she/he is legal to operate the sequence. Such Reserve may opt to reconsider and protect her/his days off, as long as she/he advises Daily Crew Schedule prior to being contacted for a Daily sequence assignment.

- c. If actual operations cause a Reserve's duty period to be extended into her/his Flex Day(s), any pay hours on or after 0000 of her/his Flex Day shall be paid at pay no credit. If actual operations cause a Reserve's duty period to be extended for one (1) hour or less into her/his Flex Day such day will not be restored. In addition, if actual operations cause a Reserve's duty period to be extended for more than one (1) hour into her/his Flex Day(s), the options specified in Paragraph D, shall apply. The Reserve will be released from all duty for the remainder of the day she/he returns to base.
5. A Reserve may not be assigned training on a Flex or Golden Day unless she/he consents to such assignment.

### **C. TRADING DAYS OFF**

1. Trading Days Off with other Flight Attendants
  - a. Reserves shall be allowed to trade days off utilizing ETB or another electronic system. Patterns of days off traded must conform to the patterns established in Scheduling, Section 10.D.18.
  - b. As a result of a trade, if one or more Golden Day(s) is placed in front of a Flex Day(s), such Golden Day(s) will be converted to a Flex Day(s) and the original Flex Day will be converted to a Golden Day. If the swap would result in a Reserve having more than the number of Golden Day(s) off as provided for in Scheduling, Section 10.D.18.b, one of the Reserve's Golden Day(s) will be converted to a Flex Day.
  - c. Reserves may trade days off concurrent with the electronic system bid timeline on a daily basis.
  - d. Trades must occur within the same bid month.
2. Trading Days Off With the Company
  - a. A Reserve may request to trade her/his days off with the Company, which may include one (1) or more days off. All such requests will be subject to Company approval.
  - b. Reserve Flight Attendants' requests for trades of days off 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 day off trade request, all Flight Attendants serving Reserve at the base will be combined into a single seniority list according to the day(s) approved for trade, and requests will be awarded in seniority order.

### **D. RESCHEDULING OF FLEX AND GOLDEN DAYS**

1. In the event a Reserve has been assigned on a Flex Day, or the Reserve has worked into a Golden Day or Flex Day because of actual operations as specified in Paragraphs B.2.c and B.3.e, the Reserve and the Company shall mutually agree to the reinstatement of a Golden Day on a different day in that bid period.
2. The Reserve will be required to contact Crew Schedule for the reinstatement of her/his Golden Day within forty-eight (48) hours of the assignment into such Flex or Golden Day to mutually agree upon an alternative day.
3. If no agreement is reached, or the Reserve fails to call within forty-eight (48) hours of the assignment into such Flex or Golden Day, or the Reserve has no more days of availability in the bid period to be converted into a Golden Day, she/he shall receive pay no credit equal to

the value of a Reserve day, i.e., minimum reserve guarantee divided by the number of originally scheduled days in that line that are not Golden or Flex Days, in lieu of the day(s) off.

If the Reserve has no more days of availability in the bid period to be converted to Golden Days, the Reserve may not be utilized on the Flex Day unless she/he consents to such assignment in which case the pay protections specified in this Paragraph D, shall apply.

#### **E. RESERVE CREW BASE REST**

1. Following any Reserve sequence, a Reserve shall be provided no less than twelve (12) hours rest (calculated from release from duty to report for duty) at her/his home crew base which is reducible at her/his option as specified in Scheduling, Section 10.
2. Unless notified of an assignment for the current reserve duty day in accordance with Paragraph M upon check-out from a Reserve's sequence, or upon completion of a Standby assignment at her/his home or Temporary Duty Assignment (TDY) crew base, she/he shall be considered released from Reserve duty to begin her/his legal crew base rest period. If a Reserve checks in at the airport but does not fly, she/he will resume her/his RAP unless released by Crew Schedule. A Reserve will not be required to be available for contact by Crew Schedule during her/his crew base rest as specified in Hours of Service, Section 11.
3. Upon release into such uninterrupted rest period at a home or TDY crew base, a Reserve; will not be called by Crew Schedule for the first eight (8) and thirty (30) minutes, unless there is an operational need to notify the Flight Attendant of a schedule change to her/his next flying assignment. In such event, the Flight Attendant will not be obligated to answer such call. A Reserve will be required to check the Crew Management System to review and acknowledge any assignment concurrent with the commencement of a RAP or Standby assignment.
4. After the Reserve has completed her/his rest, she/he will be placed on a full RAP shift unless the Reserve requests to be placed on a RAP with a modified start time. Crew Schedule may, but is not required to, award the modified RAP to the Reserve. The modified RAP will contain the same end time as the originally published RAP.

Example: The rest following a reserve sequence ends at 0800. A Reserve was originally assigned RAP A. She/he will be reassigned to RAP B since she/he will be available for the entire RAP. She/he may request RAP A which has a 0700 start time. If Crew Schedule agrees to award a modified RAP, the Reserve will commence RAP A at 0800 and end her/his RAP at 1900.

5. At Crew Schedule's option, at any point a deficit of Reserves exist in a particular RAP, Crew Schedule may offer the option for Reserves, on a first come, first served basis, to request to be reassigned to the RAP where the deficit exists.

#### **F. STANDBY RESERVE**

1. A Standby is a Reserve (Standby) who has been awarded or assigned Standby duty in uniform at the airport without a specific flight assignment for the purpose of covering a sequence in order to prevent a delay. A Standby may also be utilized for the purpose of deplaning, boarding or remaining with through passengers on the aircraft.
2. A Reserve awarded or assigned Standby duty must be legal and available for the number of duty days required for the Standby shift. A Flight Attendant must be legal and available for the number of hours times the minimum day (e.g., five (5) hours for a one-day trip, ten (10) hours for a two-day Standby shift, etc.)

3. Standby duty may be awarded or assigned by Future Scheduling or by Daily Scheduling. The number of Standby shifts designated by base will be determined by Crew Schedule.
4. A Reserve may be assigned to either a four (4) or six (6) hour Standby shift. Pay and credit for such Standby shifts shall be as established in Paragraph F.9. The scheduled length of the Standby shift must be indicated in the Future Reserve bidding and communicated to the Reserve at the time of the Future or Daily assignment. A Reserve is not required to check-in with the Company at the end of the Standby shift. A Standby who does not receive flight duty shall be released to begin her/his uninterrupted crew base rest at the end of her/his Standby shift.
5. No Reserve may be involuntarily assigned to a Standby shift more than two (2) times in a month, unless all available Reserves at the base have been assigned two (2) times.
6. Duty time for a Standby shift will begin upon scheduled report time at the airport and will continue until released for applicable legal rest as provided in Hours of Service, Section 11. However, if a Standby is awarded or assigned a sequence that checks-in prior to her/his initial report time at the airport, she/he shall begin accruing duty time one (1) hour before a Domestic or NIPD sequence's scheduled departure or one (1) hour and fifteen (15) minutes before an IPD sequence's scheduled departure. If she/he is not assigned a sequence, duty time shall terminate at the end of the Standby shift. If she/he is not assigned a sequence, duty time will terminate when she/he is released at the end of the Standby shift. If she/he is assigned a sequence, duty time will terminate when she/he is released at the end of the duty period for the assigned sequence.
7. In no event shall a combination of Standby and flight duty be scheduled to exceed the duty time limitations of Hours of Service, Section 11, or International Flying, Section 14, whichever is applicable.
8. If assigned a sequence, such sequence must be scheduled to depart no later than two (2) hours after the Standby scheduled release time.
9. Standby Pay and Credit
  - a. A Standby who does not fly shall be entitled to three (3) hours and thirty (30) minutes for a shift of four (4) hours or five (5) hours and fifteen (15) minutes for a shift of six (6) hours.
  - b. A Standby who is awarded or assigned a sequence departing within her/his Standby shift shall receive the scheduled or actual value of the sequence, whichever is greater. In addition, the duty time while on Standby duty, up to the report time of the sequence, shall be credited with one (1) hour for each one and one-quarter (1.25) hours on duty.
  - c. A Standby who is awarded or assigned a sequence departing outside her/his Standby shift shall receive the scheduled or actual value of the sequence, whichever is greater. In addition, the duty time while on Standby, and including any additional time up to the report time of the sequence, shall be credited with one (1) hour for each one and one-quarter (1.25) hours on duty.

Example:

A Reserve has a Standby shift from 0700 to 1100. The Reserve is assigned a sequence that departs at 1300. The Flight Attendant would receive daily duty rig pay (one for one and one-quarter) for the time between 0700 Standby report and the 1200 sequence report, and the full value of the sequence.

- d. A Standby who is not released at the end of the scheduled Standby shift because of boarding

duty that is assigned before the end of the Standby shift and that continue beyond the end of the Standby shift, shall be compensated for the additional time at the rate of one (1) minute of pay and credit for each one (1) minute of duty beyond the end of the scheduled Standby shift.

10. For the purpose of sequence coverage, a Standby, if checked-in or scheduled to be on duty one (1) hour before scheduled departure of an open time sequence, will be utilized for any sequence that becomes available within two (2) hours of scheduled departure or any sequence that remains uncovered within two (2) hours of scheduled departure.
11. A Reserve shall be given no less than two (2) hours' notice and three (3) hours' notice for a co-terminal to report to the crew room for Standby duty.
12. Boarding duty, if utilized, will be based on days of availability, Standby report time, and in the same terminal, unless Standbys are available for the same number of days, report time, and are in the same terminal, in which case seniority will be utilized.
13. A Standby will not be assigned boarding duty unless the estimated time of arrival of the inbound crew is prior to the end of her/his Standby shift. If the crew does not arrive before the end of the Standby shift, such Standby will be replaced by an oncoming Standby if available. Such Standby will be released after the boarding of that flight and will not be subject to any further boarding duties or flight assignments. A Standby may accept the boarding duties which extend beyond the Standby shift and shall be paid in accordance with Paragraph F.9.d.
14. Duties of a Standby are limited to those assigned to other Flight Attendants.
15. If a Reserve is on Standby, any Standby Daily assignment shall take precedence over any assignment by Future Scheduling.
16. A Standby will be assigned a sequence based on qualifications, days of availability, Standby report time, and in the same terminal. If qualifications, days of availability, Standby report times and terminal are the same, the assignment will be made by seniority. A Standby shall not be assigned a sequence into her/his Flex Day(s) unless she/he is the only Standby available to operate the sequence and Crew Schedule is unable to split the trip prior to her/his Flex Day(s).
17. A Standby must be available for immediate contact and assignment while on Standby duty but is not required to be present in the Standby room.
18. A Reserve may trade a Standby shift with another Reserve who has a Standby shift on the same day. Such trade request must occur prior to the commencement of the Standby shift but in no case later than 1700 HBT on the day the Standby shift is scheduled, concurrent with Future Reserve Processing for the following day.

#### **G. RESERVE AVAILABILITY PERIOD (RAP)**

1. There shall be no more than four (4) RAPs.
2. Crew Schedule shall publish in the bid package the start times for each RAP for the following bid period by each base. All RAPs shall begin on the hour. The availability window for each RAP shall be twelve (12) hours. A Reserve will be automatically released at the end of her/his assigned RAP if she/he is not given an assignment. A Reserve will be released from the last RAP of the day no later than 2359 HBT of her/his last day of availability.

A Reserve will not be required to be contactable outside of her/his RAP. A Reserve will be required to be available to accept a duty assignment during her/his twelve (12) hour RAP. The sequence report may be no later than two (2) hours after the end of the RAP. For the purpose of Paragraph G.2, the report time shall be the same as the crew assigned to the sequence or, if the Reserve is joining a sequence in progress, the known departure time at the time of assignment plus the check-in time (one (1) hour for Domestic or NIPD, or one (1) hour and fifteen (15) minutes for NIPD). Sequence check-in times will not be shortened in order to make an assignment.

Example:

A Reserve has a RAP 0300 to 1500. The original sequence was PHX-SEA-PHX-LAX-PHX. A Reserve was called out to replace a Flight Attendant on the PHX-LAX-PHX portion. At the time of the call, the PHX-LAX known departure time was 1805. The Reserve could not be given the assignment since the check-in time would have been at 1705.

3. Flight Attendants may be assigned sequences or Standby shifts that report within a RAP prior to the start of the RAP. At the commencement of a RAP, Flight Attendants are responsible for reviewing and acknowledging all assignments through the automated system.
4. A Reserve on a RAP may be assigned a Standby shift that terminates no later than two (2) hours after the end of her/his assigned RAP.
5. At her/his option, a Reserve may extend the end of her/his RAP. A Reserve may not add the extension to the beginning of the RAP. Extensions to the beginning of the RAP are subject to Crew Schedule discretion.

#### **H. MINIMUM RESERVE CALL OUT TIME**

1. A Reserve shall be required to report within two (2) hours from the time she/he is notified of a sequence by Crew Schedule. If a Reserve reports to the airport after check-in time for the sequence, she/he shall receive pay and credit for the sequence as if she/he had checked in for the sequence at the same time as the rest of the crew. As an exception, Reserve Flight Attendants at co-terminals shall be provided three (3) hours call out.
2. Former Shuttle Flight Attendants who were based in DCA on the date the Shuttle Fence was removed will be grandfathered for a three (3) hour Reserve report time if they reside outside of the two (2) hour Mainline report time, unless they bid to or are displaced to another base.
3. Crew Schedule shall first attempt to contact a Reserve at the Reserve's primary telephone number. A Reserve may use a cellular phone number as her/his primary telephone number. If a message device is encountered, the Scheduler shall leave a message.
4. If a secondary contact number is provided and Crew Schedule is unable to contact a Reserve at the Reserve's primary telephone number, the Scheduler shall promptly attempt to contact the Reserve on the secondary contact number. If a message device is encountered, the Scheduler shall leave a message. The Reserve shall have fifteen (15) minutes to respond to Crew Schedule from the second call if a secondary contact number is provided, or fifteen (15) minutes to respond to Crew Schedule from the initial call if no secondary contact number is provided.

#### **I. FUTURE RESERVE BIDDING**

1. A Reserve shall utilize an electronic system to submit a daily bid. Such daily bid must be entered into the electronic system no later than 1700 HBT for sequences which report on or after 0200 HBT the next day through and including sequences that report until 0159 HBT the



subsequent day. The Reserve may indicate that such standing bid which will remain on file within the electronic system. Such bids shall be submitted through the electronic system for the following:

- a. Specific sequences (not applicable to standing bids);
  - b. Sequence preferences consistent with those available for TTS;
  - c. Specific Standby shifts;
  - d. Specific RAPs.
2. Crew Schedule shall utilize the Reserve's standing bid to complete a Reserve award or assignment when a Reserve has not otherwise submitted a daily bid. If a standing bid is not on file and the Reserve fails to submit a daily bid, Crew Schedule shall assign that Reserve during the processing of Reserve awards.

#### **J. FUTURE SCHEDULING AWARD AND ASSIGNMENT**

1. The intent of this section is to provide an orderly process for covering all sequences and Standby shifts which remain open at the time of future processing subject to the number of Reserves who are legal and available to fly. If Crew Schedule determines an operational need due to insufficient Reserve coverage in a particular crew base, sequences may be redistributed to another crew base(s). A snapshot of open sequences, Standby shifts and Reserve bids will be taken at the commencement of future processing. Sequences or Standby shifts which remain open after future processing will be assigned according to Paragraph M. Other sequences and Standby shifts that subsequently open during future processing will be assigned by Daily Scheduling according to Paragraph K.
2. Reserve awards and assignments shall begin one (1) day prior at 1700 HBT. Open sequence positions which have not been awarded from the Unsuccessful Bidders List and which remain open at 1700 HBT shall be awarded to Reserves.
3. For the purposes of determining whether a grouping is Open or Closed, the reference to a sequence as used in Paragraph J, shall not include Standby shifts.
4. Crew Schedule shall publish Standby, sequence, and RAP assignments for the following day for sequences which report on or after 0200 HBT the next day through and including sequences that report until 0159 HBT the subsequent day no later than 1800 HBT through an automated system. A Reserve shall acknowledge the assignment through the automated system, which may include a voice response system prior to 2100 HBT. If the Reserve is on a sequence and unavailable to contact the automated system prior to 2100 HBT, she/he will be responsible for reviewing and acknowledging her/his assignment through the automated system, which may include a voice response system no later than one (1) hour after release.
5. Groupings of sequences and groupings of Reserves shall be established prior to the award or assignment of sequences.
  - a. Reserves shall be grouped according to remaining number of RSV days in her/his current RSV day sequence. Reserves with more than four (4) days of availability will be placed in the four (4) day group.
  - b. Sequences shall be grouped according to number of calendar days each sequence touches. ODAN sequences shall be placed in the two (2) day sequence group.

- c. If the number of sequences in any sequence group is equal to or exceeds the number of Reserves in the corresponding Reserve group, the group will be considered a “Closed” group. A Reserve group will be considered and referred to as a Closed group until the award or assignment of a sequence from the Closed group causes the number of sequences in that group to fall below the corresponding number of Reserves in the group. If at any time, the number of sequences in any sequence group is less than the number of Reserves in the corresponding group, the group will be considered and referred to as an “Open” Group.

As an exception, a Reserve in a Closed group at the time of processing may select an IPD trip, a pure NIPD trip, or a one (1) day sequence greater than eight (8) hours and fifty-nine (59) minutes block. This exception shall not apply during the period of November 15<sup>th</sup> through January 5<sup>th</sup>.

As an exception, an Open group will be considered Closed at the point when at a Reserve’s time of processing, sequences in higher groups would, at the end of processing, remain uncovered. In such case a Reserve may be awarded or assigned to work on Flex days.

Example:

There are two (2) Reserve(s) with two (2) days of availability (one of which has a Flex Day and is the most senior Reserve), and one (1) Reserve with three (3) days of availability, and three (3) Reserves with four (4) days of availability. All Reserves are legal for all sequences. There is one (1) two-day sequence, two (2) three-day sequences, and one (1) four-day sequence.

- d. A two-day Reserve with a Flex Day is not required to take the three-day sequence because the total number of Reserves in the higher groupings (those with three (3) or four (4) days of availability) equals four (4) Reserves, which is greater than the number of sequences in groups three (3) and four (4) (three (3) sequences).
  - e. During Future Reserve Processing, Reserve will be given an option to:
    - i. Bid to fly a sequence;
    - ii. Bid for a Standby duty; or
    - iii. Conditionally Remain on Call (ROC) subject to covering all sequences and Standby shifts which remain open at the time of future processing in accordance with Paragraph J.10.
6. Sequences and Standby shifts which remain open after processing the list of Reserves shall be assigned in inverse order of seniority in accordance with Paragraph J.9.
7. Sequence and Standby Shift Awards to Reserves on RSV Days
- a. Sequences and Standby shifts shall be offered in seniority order to Reserves within the base. The most senior Reserve on an RSV day regardless of days of her/his availability grouping shall be processed first.
  - b. At the Reserve’s time of processing, if the grouping to which the Reserve belongs is Closed, the Reserve must select a sequence from her/his grouping, except when sequences in higher groups would, at the end of processing, remain uncovered. In such case a Reserve may be awarded a sequence from a higher grouping.

- c. At the Reserve's time of processing, if the grouping to which the Reserve belongs is Open, subject to Paragraph J.7.d, she/he may ROC. Such election shall be conditional and shall not become final until all remaining sequences and Standby shifts are awarded or assigned.
  - d. At the Reserve's time of processing, if the grouping to which the Reserve belongs is Open, subject to Paragraph J.5.c, the Reserve may select a sequence from her/his respective grouping or a different grouping, conditionally ROC pursuant to Paragraph J.10, or select a Standby shift. Such sequence may overlap the same or fewer days than the Reserve's scheduled RSV days. If such Reserve opts to choose a sequence from another group, the Reserve may select from any group. The choice to operate a sequence with fewer days than the Reserve has available:
    - i. Shall not subsequently cause another Reserve to be flown into a Flex Day;
    - ii. Shall not cause a sequence to be split;
    - iii. Shall not cause a sequence to remain uncovered.
8. Sequence Awards to Reserves into One (1) or More Days Off
- a. A Reserve may bid to voluntarily work into one (1) or more days off.
    - i. If at the time of processing the grouping to which the Reserve requests to join is closed, she/he will be processed according to Paragraph J.5.c.
    - ii. If at the time of processing the grouping to which the Reserve requests to join is open, she/he will not be awarded the requested sequence into her/his day off and will be processed in seniority order in her/his own grouping.
  - b. Days off on which Reserves voluntarily operate shall not be reinstated.
9. Sequence Assignment to Reserves into One (1) or More Flex Days
- a. A Reserve may be assigned a sequence by Future Scheduling into her/his Flex Day consistent with this Section and Paragraph 12.M.4.
  - b. At a Reserve's time of processing, if the Reserve's corresponding grouping is Open and the next highest grouping(s) is Closed, a Reserve may be assigned into one (1) or more Flex Days according to Paragraph J.5.c.
10. Remain on Call (ROC)
- a. At a Reserve's time of processing, the choice to ROC:
    - i. Shall not subsequently cause another Reserve to be flown into a Flex Day;
    - ii. Shall not cause a sequence to be split;
    - iii. Shall not cause a sequence to remain uncovered.
  - b. At a Reserve's time of processing, a Reserve may elect to ROC. However:
    - i. the Reserve may subsequently be assigned a sequence or Standby shift, after more junior Reserves not legal to operate sequence(s) have been processed;

- ii. the Reserve who is afforded the option to ROC may be assigned a remaining sequence or Standby shift in the event that a more junior Reserve becomes unavailable during processing (e.g., sick, daily assignment);
- iii. such remaining sequences and Standby shifts will be assigned to the most junior Reserves consistent with their preferences and seniority, while protecting Flex Days.

Example: Ten (10) Reserves were allowed to ROC in the initial run. Due to legality issues, two (2) sequences and one (1) Standby shift remain to be assigned after the initial run is processed. The sequences and Standby shifts will be assigned to three (3) most junior remaining Reserves, starting with the third most junior's preferences.

- c. Once a Reserve elects to ROC, the number of available Reserves in the grouping shall be reduced by one (1). A Reserve's election to ROC may cause a grouping to become Closed.
  - d. At a Reserve's time of processing, a Reserve who belongs to a Closed grouping may not ROC.
  - e. A Reserve who ROCs shall be awarded a RAP pursuant to this Paragraph, and shall only be assigned a sequence which reports within her/his RAP as specified in Paragraph K.
11. A Reserve awarded or assigned a sequence from Future Scheduling shall be required to complete her/his Reserve duty (Standby/RAP or sequence) for the current day. At Crew Schedule's discretion, a Reserve may be released from her/his current RAP. At the conclusion of her/his current day assignment, she/he shall be released until the report time of the RAP or Future Assignment the following day. Such Reserve shall be processed according to the rules specified in Paragraph K.2, unless she/he indicates to Crew Schedule she/he wishes to be assigned a sequence according to the regular Daily Processing rules.

## 12. RAP Awards

After all sequences and Standby shifts have been assigned, the remaining Reserves, including those that elected to ROC, will be assigned as follows:

- a. Crew Schedule shall determine a minimum and maximum number of Reserves, if any, to assign to each RAP for the following day. The total Reserves assigned shall be equal to the number of Reserves available;
- b. Reserves to be assigned to a RAP shall be placed in groupings based on their days of availability. Such groupings shall be established for one (1) day of availability, two (2) days of availability, three (3) days of availability and four (4) or more days of availability;
- c. Reserves will be assigned to a RAP in seniority order within the days of availability groupings utilizing the Reserve's daily and standing bid, provided the Reserve is legal and available for the entire RAP, except as provided in Paragraph E.4. The choice of RAPs within that grouping for a senior Flight Attendant may not preclude a more junior Reserve from receiving eleven (11) hours between RAPs. However, if there are not sufficient Reserves to cover a particular RAP, a Reserve may be assigned to a RAP with less than eleven (11) hours between her/his previous RAP.

### 13. Sequence Splits

- a. In the event that the number of sequences in any sequence group exceeds the number of Reserves in that group, Crew Schedule may elect to split a sequence(s) to balance the number of Reserves and sequences within a grouping.
- b. In the event that Crew Schedule elects to split sequences for Reserve processing, such sequences shall be split prior to the beginning of or during the Future and Daily Reserve award process for Reserve assignment or award.

## K. DAILY SCHEDULING AWARD AND ASSIGNMENT

### 1. General

- a. Sequences which open during or after the Future Scheduling Award and Assignment Process 1700 HBT one (1) day prior, and which report during the current or following day, shall be assigned according to Paragraph K.

- b. Release from Duty

Daily (Next Day Assignment) – A Reserve assigned a RAP for the next day, shall complete her/his current day's RAP assignment. If the Reserve receives an assignment within her/his RAP for the next day, she/he shall be released from the next day's RAP until report time of such assignment. However, in the case of irregular operations as declared by the Director of Crew Schedule or her/his designee, the Reserve shall not be released from the next day's RAP and will be responsible to be available for possible reassignment during her/his RAP.

Daily (Day Of Assignment) – A Reserve on a RAP for the current day shall be released from her/his RAP until the report time of an assigned sequence/Standby duty at the time of such assignment. However, in the case of irregular operations as declared by the Director of Crew Schedule or her/his designee, the Reserve shall not be released from her/his RAP and will be responsible to be available for possible reassignment during her/his RAP.

- c. An open Standby shift shall be treated the same as a sequence for the purpose of Daily Awards and Assignments. Open sequence positions and Standby shifts which are covered by this Paragraph K shall be assigned as soon as possible after such position opens. Flight Attendants may be assigned sequences or Standby shifts that report within a RAP prior to the start of the RAP. At the commencement of a RAP, Flight Attendants are responsible for reviewing and acknowledging all assignments through the automated system. A Flight Attendant shall not be called during the period of 0000 to 0500 HBT unless the departure is within three (3) hours or unless necessary to prevent a delay.
- d. Groupings of sequences and groupings of Reserves shall be established for the purposes of assigning sequences. All Reserves shall be grouped according to remaining number of RSV days in her/his current RSV day sequence. Reserves with more than four (4) days of availability will be placed in the four (4) day group. Reserves not legal for all RSV days shall be placed in the group for which sequences they are legal to operate.
- e. Groupings of Reserves on RSV days shall be ordered as follows:
  - i. RAP award;

- ii. Least to most number of previous daily assignments as specified in Paragraph K.5;
  - iii. Then inverse seniority.
- f. If a sequence is legal for more than one (1) RAP, Crew Schedule shall assign the sequence as follows:
- i. A Reserve in the earlier RAP according to K.2.b-e;
  - ii. A Reserve on a later RAP provided according to K.2.b-e;
  - iii. A Reserve in the earlier RAP according to K.2.f-g;
  - iv. A Reserve in the later RAP according to K.2.f-g;
  - v. A Reserve on the earlier RAP according to K.2.h-j;
  - vi. A Reserve on the later RAP according to K.2.h.-j;
  - vii. K.2.j.
2. For sequences which are open more than two (2) hours prior to scheduled departure (three (3) hours in co-terminal bases), Crew Schedule shall assign such sequence in the following order subject to the provisions of Paragraph K.1:
- a. Lineholders on the Unsuccessful Bidder's list pursuant to Scheduling, Section 10.F.3.b;
  - b. "Aggressive Reserves" on RSV days within their RAP, from the most senior to the most junior, who are legal to operate the sequence in its entirety and provided the sequence matches the Aggressive Reserve's list of preference as specified in Paragraph K.4.d. An Aggressive Reserve called by Daily Scheduling during the Daily Reserve Assignment process shall be required to accept any sequence which meets her/his list of preferences;
  - c. Reserves on a RAP from the same grouping who are legal to operate the sequence in its entirety according to the priority established in Paragraph K.1.e;
  - d. Reserves on a RAP from the next highest grouping according to the priority established in Paragraph K.1.e;
  - e. With Crew Schedule consent, "Aggressive Reserves" on a RAP who indicate a desire to work on or be assigned into a Flex Day(s) or Golden Day(s) provided the sequence matches the Aggressive Reserve's list of preference as specified in Paragraph K.4.d;
  - f. A Reserve on a RAP holding a Future assignment for the following day who can operate the sequence in its entirety. Such Future assignment will be dropped;
  - g. Reserves on a RAP from any grouping who must work into one (1) Flex Day. Such sequence shall be assigned according to the priority established in Paragraph K.1.e;
  - h. Reserves on a RAP from any grouping who must work on two (2) or more Flex Days. Such sequence shall be assigned according to the priority established in Paragraph K.1.e;
  - i. Reserves on a RAP from any grouping who must work into one (1) Flex Day and holds an ETB sequence on her/his Flex Day. Such ETB sequence will be dropped and there

will be no pay protection for the ETB sequence. Such sequence assignment shall be assigned according to the priority established in Paragraph K.1.e;

- j. Sequences or Standby shifts which remain open after daily processing will be assigned according to Paragraph M.
3. For sequences which open or remain open within two (2) hours prior to scheduled departure (three (3) hours in co-terminal bases), Crew Schedule shall assign such sequences in the following order of assignment:
- a. A Standby Reserve if checked-in, or scheduled to be on duty and checked-in at least one (1) hour prior to departure according to the parameters of Paragraph F;
  - b. If no Standby is available, the order of assignment as specified in Paragraph K.2.b.-j. If a greater delay of a flight would be realized by using the provisions of Paragraph K.2, Crew Schedule may cover such flights by assigning a Standby if one is scheduled to be on duty at the time of departure;
  - c. Crew Schedule will assign sequences as specified in Paragraph K.2.b.-j, or Paragraph M, such assignments will be awarded to the first positive contact with a Flight Attendant. Although the fifteen (15) minute response time is still in effect, Crew Schedule will not be required to wait for a return call and will continue processing until positive contact is made;
  - d. If the sequence continues to remain open, such assignment will be processed according to the parameters of Paragraph M.
4. Aggressive Reserve Status
- a. A Reserve requesting to be assigned first on RSV days, Flex Days or Golden Days must electronically indicate placement into "Aggressive Reserve" status. Such election may be made daily, or for the entire month.
  - b. Once a Reserve reaches forty (40) hours of pay and credit in a month, any hours flown on Aggressive Reserve status above the forty (40) hours shall not be credited when determining if the Reserve has met or exceeded the monthly pay cap.
  - c. Credited hours will be calculated based on a Reserve's month-to-date hours credited to the minute, including credit associated with, but not limited to flight time, sick, vacation, jury duty, bereavement, APFA business, deadhead, etc. Pay no credit hours, ETB sequence time, etc., shall not be considered when calculating credited hours. Credited hours shall be updated at 0000 of each day to reflect all hours credited to that time.
  - d. Aggressive Reserves may indicate conditional status for sequences with the following parameters:
    - i. Minimum notification time from assignment to departure;
    - ii. Sequence preferences consistent with those available in TTS;
    - iii. The Flex or Golden Days on which the Reserve is available;
    - iv. Avoid or Desire Standby shifts;
    - v. Contactable during uninterrupted rest;

vi. The RAP(s) for which the Reserve is available.

5. ASG Indicator

- a. Each Reserve assigned to a sequence will be credited with an ASG code. Such code will be credited to a Reserve once for each calendar day assigned by Daily Scheduling, except:
  - i. Aggressive Reserves assigned to a sequence by Daily Scheduling shall not be credited with an ASG code for such assignment.
  - ii. After receiving the ASG credit the Reserve is unable to report for the assigned sequence.
- b. The ASG code will be applied during the month in which the assigned sequence originates.

**L. CALLING OUT OF TIME**

The monthly maximum for Reserves will be consistent with the monthly maximum established for Lineholders in each base. A Reserve will not be required to accept an assignment that would result in her/him exceeding the monthly maximum. A Reserve shall not be required to be on call once she/he has reached the monthly maximum less the value of a minimum day and will be released from any obligation to remain on call for the remainder of the month. At the time of processing, Crew Schedule will allow a Reserve to ROC or to accept the sequence and exceed the monthly maximum or at Crew Schedule's discretion, split a sequence to allow a Reserve to reach the monthly maximum. As specified in Paragraph K.4.b, pay and credit hours awarded or assigned while in Aggressive Reserve status shall not be credited when determining if the Reserve has met or exceeded the monthly cap.

**M. PRIORITY OF ASSIGNMENT**

The intent of this section is to provide an orderly process for covering all sequences and Standby shifts which remain open after future or daily processing. The priority of assignment will be as follows:

- 1. Out-of-base Reserves, in accordance with inverse seniority, avoiding conflicts with Golden Days and vacation days and, when possible, with Flex Days. An out-of-base Reserve so assigned may choose which sequence she/he will be assigned if more than one sequence remains open at the time of assignment.
- 2. A Reserve on a RAP who was previously assigned a sequence by Daily may be reassigned according to Paragraph K.2.f, and Scheduling, Sections 10.J.4 and 10.J.5.
  - a. Reserves will be assigned in the following manner:
    - i. Awarding the earliest departure to the least senior Reserve whose previously assigned sequence reports at 1200 HBT or later and who is available to fly the sequence in its entirety; or
    - ii. If no Reserve is available to take the sequence in its entirety without creating a conflict with her/his Flex Days, the sequence will be assigned in inverse seniority order such that disruption of Flex Days is minimized.
  - b. A previously assigned unreleased available for duty Reserve who previously volunteered to take an assignment on RSV day(s) that continues into her/his Flex Day(s)



or Golden Day(s) shall not be reassigned unless there are no other Reserves available to take such a trip, but in no case will she/he be reassigned into her/his Golden Day(s).

- c. A Reserve who voluntarily makes herself/himself available on days free from duty (Flex Day(s) and or Golden Day(s)) to Future or Daily Scheduling for a sequence that originates on a Flex Day(s) or Golden Day(s) shall not be reassigned.
  - d. A Reserve who is awarded or assigned a different sequence(s) of a lesser value shall be pay protected to the published value of such originally awarded or assigned sequence. To be eligible for such pay protection, such Reserve must remain available for duty for all of the duty periods covered by the originally awarded or assigned sequence.
3. At the option of Crew Schedule, to legal and available inbound Reserves.
  4. A Reserve on a Flex Day in inverse seniority order.
  5. A Lineholder on days off in inverse seniority order. The following limitations, in addition to those in Hours of Service, Section 11, shall apply:
    - a. A Lineholder shall not be involuntarily assigned while on vacation or on groupings of days off that touch a vacation period;
    - b. A Lineholder shall not be involuntarily assigned more than twice per bid period;
    - c. Crew Schedule shall only use a Lineholder's contact numbers when calling to make an involuntary assignment.
    - d. If the involuntary assignment causes the Flight Attendant's line to be projected over her/his TTS bidding credit window and there is not a trip(s) or segment(s) occurring after the involuntary assignment which could be dropped to bring her/his line projection into the TTS bidding credit window, the Flight Attendant may refuse the involuntary assignment. A Flight Attendant who is involuntarily assigned a trip will have the option of flying her/his sequence(s) later in the month and exceeding the TTS bidding credit window, splitting a later sequence of the Flight Attendant's choice off at a point at or below the monthly maximum pursuant to Scheduling, Section 10.M, or dropping a later trip of the Flight Attendant's choice.

#### **N. SEQUENCE VERIFICATION AND RESERVE CHECK-IN**

1. Each time a Reserve logs into the crew tracking system, that Reserve shall be required to electronically acknowledge all changes to that Reserve's line in the current bid period and the next bid period, if applicable, before proceeding to any other function in the crew tracking system. At the commencement of a RAP, it is the Reserve's responsibility to review and acknowledge through an electronic system any assignment that has already been added to her/his schedule.
2. A Reserve shall be required to check her/his future assignment as specified in Paragraph J.4.
3. Daily assignments occurring between 1800 and 0200 HBT for the following day will be added to the Crew Schedule system and will require the Reserve to electronically acknowledge such assignment. However, Reserves who have already acknowledged an assignment between 1800 and 0200 HBT for the following day will be notified of any sequence reassignment by positive contact.

4. Daily assignments occurring after 0200 HBT to a Reserve for the same day will be made by positive contact. A Flight Attendant shall not be called during the period of 0000 and 0500 HBT unless the departure is within three (3) hours or unless necessary to prevent a delay.
5. If a Reserve fails to acknowledge an assignment(s) as required, Crew Schedule may remove the Reserve from the affected sequence. In that case, the Reserve shall forfeit all pay and credit associated with the sequence and her/his guarantee may be adjusted as specified in Paragraph S.
6. If a Reserve has not checked-in for a sequence by ten (10) minutes past the scheduled report time, Crew Schedule may remove the Reserve from the affected sequence. In that case, the Reserve shall forfeit all pay and credit associated with the sequence and her/his guarantee may be adjusted as specified in Paragraph S.

**O. ASSIGNMENT INFORMATION**

1. The Company shall provide a Reserve access to an electronic reserve status system providing real-time information that allows a Reserve to view the following. The system shall run continuously in the crew tracking system and be accessible through the Internet.
2. Reserve's name, seniority number, reserve availability shift, and bids, which shall be sorted and displayed by seniority;
3. Date, sequence number, sequence credit, and release time of last assignment;
4. Date, sequence number, sequence credit, and release time of current assignment;
5. Date, sequence number, and time current sequence was assigned by Crew Schedule;
6. Total bid period-to-date earned pay and credit and bid period projected pay and credit;
7. Days of availability remaining; and,
8. Number of Flex Days off adjacent to last day of reserve availability.

**P. NOT LEGAL TO FLY**

If as a result of unscheduled conflicts that would cause a Flight Attendant to remain on duty/on call for seven (7) consecutive calendar days or more without twenty-four (24) consecutive hours free from all restraint or duty, an off day (not legal to fly day) will be scheduled on the day following the termination of the assignment.

**Q. MONTH TO MONTH INTEGRATION**

1. Reserve to Lineholder

If an assignment of a sequence which continues from one month into the next is necessary, she/he shall operate such sequence in its entirety. Such Reserve shall not be assigned a sequence until after the point in the Reserve order of assignment language in which Reserves have been assigned sequences into Flex Days. Such Reserve will be pay protected for any flight time lost, if applicable, as a result of operating the continuation of such sequence. If an assignment of a sequence in the current month causes an illegality for a sequence in the subsequent month, pay protection provided for consistent with Illegal Through No Fault shall apply.

## 2. Lineholder to Reserve

A transition sequence awarded during PBS, TTS, or ETB which overlaps Flex or Golden days in the subsequent month shall be paid as pay no credit and such days off shall not be restored. A transition sequence awarded during PBS, TTS, or ETB which overlaps available days in the subsequent month shall be paid as pay and credit. If such sequence has been awarded prior to PBS, the Flight Attendant shall be able to elect during the PBS bid whether to treat the trip as RSV or days off.

## R. RESERVE TRIP TRADING/DROPPING

### 1. Reserve Trip Trades

- a. A Reserve may trade a reserve assignment with another Flight Attendant.
- b. Time will be pay and credit and will not affect reserve guarantee.
- c. Reserve trip trades on days off will be as specified in Scheduling, Section 10.

### 2. Reserve Trip Drop to Another Flight Attendant

A Reserve may utilize the ETB or Trades through Crew Schedule to relinquish a trip sequence to another Flight Attendant.

- a. A Reserve relinquishing a trip sequence will have her/his Reserve Guarantee reduced by the value of the relinquished trip and such hours will be applied to her/his monthly maximum.
  - b. All legalities related to the dropped trip sequence will be assumed, as scheduled to be flown. A Reserve at her/his option may waive such home base rest consistent with Scheduling, Section 10.
3. When an award or assignment is given to a Reserve, Crew Schedule will identify the published sequence number. If it is an unpublished sequence, the Reserve will be notified of the entire sequence, including routing, duty time, credit, sequence number(s), aircraft type(s), report time and release time. If the layover hotel is different from the normally scheduled hotel, the Reserve will also be notified of the contact number and any special transportation arrangements.

## S. RESERVE FLIGHT ATTENDANTS WITH MISSED TRIPS

1. When a Reserve Flight Attendant receives a missed trip for a particular assignment, the Flight Attendant will be subject to one (1) 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 (1) 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 its 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 is held available to Crew Schedule under Paragraph S and is not assigned another sequence or Standby duty, then her/his guarantee will not be docked for that day, even if a trip is not assigned for that day.
  - c. Under the options in Paragraphs S.1.a. and S.1.b, the original missed trip will remain on

the Flight Attendant's record for attendance purposes.

**T. GENERAL**

1. When an award or assignment is given to a Reserve, Crew Schedule will identify the published sequence number. If it is an unpublished sequence, the Reserve will be notified of the entire sequence, including routing, duty time, credit, sequence number(s), aircraft type(s), report time, and release time. If the layover hotel is different from the normally scheduled hotel, the Reserve will also be notified of the contact number and any special transportation arrangements.
2. All times in this Section are HBT unless otherwise specified.