

## **SECTION 16 - DEADHEADING**

- A. A Flight Attendant required by the Company to deadhead shall receive full pay and credit based on scheduled block time or actual flight time, whichever is greater. Additionally, all premiums will apply to the deadhead.
- B. A deadheading Flight Attendant shall be entitled to Per Diem as set forth in Expenses, Section 4.
- C. A deadheading Flight Attendant will be provided positive space authorization for both scheduled and unscheduled deadheads.
  - 1. When a Flight Attendant is on an unscheduled deadhead for the purpose of covering a flying assignment, she/he will be booked on the next scheduled flight on American Airlines or on a carrier whose inventory is controlled by the Company.
  - 2. As an exception, if a Flight Attendant is on an unscheduled deadhead and returning on her/his last leg of the sequence, she/he will be booked on the next scheduled flight for which seats are available on either American Airlines or on a carrier whose inventory is controlled by the Company. The terms and conditions of such positive space travel shall be in accordance with Company policy. The policy regarding travel for ill or injured Flight Attendants shall be no less favorable than the policy afforded to pilots.
- D. In the event off-line air transportation is used for deadheading, a deadheading Flight Attendant shall be paid and credited in accordance with Paragraph A. Flight Attendants will be required to deadhead only on FAR Part 121 certificated scheduled air carriers.
- E. A deadheading Flight Attendant must be in uniform or wear the normal non-revenue attire applicable to the class of service, except the Flight Attendant may not wear shorts, undershirts, or t-shirts with slogans.

### **F. INTERNATIONAL DEADHEAD**

A Flight Attendant required to take a scheduled or unscheduled deadhead on an International flight will be provided a seat in the coach/economy section of the aircraft, unless upgraded to First/Business class in accordance with Paragraph K.5.

### **G. DEADHEAD TO FIRST LIVE LEG OF A TRIP SEQUENCE**

A Lineholder who is scheduled to deadhead on the first leg of a sequence may elect to be released from such deadhead and join the trip sequence at the first live leg. A Flight Attendant electing this option shall:

- 1. Notify Crew Schedule at least two (2) hours prior to scheduled departure of the deadhead;
- 2. Notify Crew Schedule by telephone upon arrival at the downline station;
- 3. A Flight Attendant choosing to waive a deadhead to a layover city must advise the Crew Hotel Desk as soon as possible if she/he needs the hotel room that was secured for her/him;
- 4. If the scheduled deadhead is to a layover city, then the Flight Attendant is also responsible for her/his own transportation to the layover hotel. The Flight Attendant will also be responsible for any additional hotel charges due to an early hotel arrival;
- 5. Be ready to receive passengers on the first live leg according to the provisions of Hours of Service, Section 11;

6. Be paid and credited for the deadhead as if the Flight Attendant had flown the original scheduled deadhead;
7. Be paid Per Diem and duty rig as if the Flight Attendant had flown the original scheduled deadhead; and,
8. Contact Crew Schedule as soon as possible when encountering any unanticipated delays which would affect her/his arrival at the downline station.
9. A Reserve who has been released consistent with the parameters of Reserve Duty, Section 12, may utilize the provisions of Paragraph G.
10. The provisions of Paragraph G will also be made available to commuters if the actual flying portion of the trip sequence begins in the Commuter's Designated City, including SJU.
11. The provisions of Paragraph G will also be made available to commuters if the actual flying portion of the trip sequence begins at a station other than the Commuter's Designated City (as indicated in SABRE). The commuter will be provided with positive space travel under the same pass classification as the originally scheduled deadhead to the station where the actual flying portion of the trip sequence commences.
12. A Flight Attendant at a co-terminal with a deadhead leg(s) at sequence origination may request to have the deadhead originate at a different co-terminal. Such Flight Attendant should contact Crew Schedule as soon as possible to make such a request. Reserves should contact Crew Schedule no later than the conclusion of the reserve call in window if the assignment was given prior to the end of the call in window. If the assignment was given after the conclusion of the call in window, the Reserve should make her/his request at the time of the assignment. Crew Schedule approval of Reserve requests will not be unreasonably withheld. Legalities and pay will be based on the originally scheduled deadhead.
13. A Flight Attendant who chooses to waive the deadhead to a layover city is also considered to have waived any required legal rest for that layover city.
14. Once Crew Schedule has approved a waiver of deadhead on a particular trip sequence(s), the Flight Attendant may not subsequently trade or drop that trip sequence(s).
15. The provisions of Paragraph G will not apply to probationary Flight Attendants.

#### **H. DEADHEAD TO CREW BASE OR COMMUTER CITY ON LAST LEG OF A TRIP SEQUENCE**

A Lineholder scheduled to deadhead on the last live leg of her/his trip sequence may choose not to take the deadhead. The Lineholder shall notify Crew Schedule of her/his election prior to the scheduled deadhead.

1. With Crew Schedule's consent, a Reserve scheduled to deadhead on the last live leg of her/his sequence may choose not to take the scheduled deadhead, provided that she/he is available for her/his subsequent Reserve assignment.
2. A Flight Attendant who elects not to take a scheduled deadhead will be paid and credited for the originally scheduled deadhead portion as if the Flight Attendant had flown the deadhead. Per Diem and duty rig will be paid as if the Flight Attendant had flown the deadhead.
3. A commuter Flight Attendant who notifies Crew Schedule of her/his election under Paragraph H may also request to deadhead to her/his commuter city (as indicated in

SABRE) in lieu of her/his crew base. If granted, the commuter will be provided with positive space travel on the next available flight on either American Airlines or on a carrier whose inventory is controlled by the Company. Positive space travel will be limited to one (1) segment within the forty-eight (48) contiguous states, unless the trip sequence includes more than one (1) deadhead segment at termination. In no case will the positive space travel exceed the number of segments returning to base. For International flights, positive space travel will be limited to one (1) leg back to the contiguous forty-eight (48) states.

4. A Flight Attendant who would like to change her/his terminating deadhead segment to a different co-terminal airport should contact Crew Schedule to make such a request at the conclusion of the last working segment. Legalities and pay will be based on the originally scheduled deadhead. A Flight Attendant who voluntarily requests to change the co-terminal of origination or termination will not be entitled to transportation; however, local agreements regarding transportation may apply.
  5. A Flight Attendant scheduled to work the last segment of her/his trip sequence may trade with a Flight Attendant scheduled to deadhead on such flight, provided the Flight Attendants notify Crew Schedule, and the flight will not take a delay to accomplish such change. Each Flight Attendant accepting the trade must be legal to accept such flight assignment. The Flight Attendant who was originally scheduled to work the flight will be paid as if she/he had worked such flight.
- I. A Flight Attendant who elects to take an on-line flight other than her/his scheduled deadhead flight shall travel on a space-available basis.

**J. SURFACE TRANSPORTATION**

1. Except as provided in Paragraph J.2, a Flight Attendant required by the Company to surface deadhead between airports shall receive pay and credit for travel time in accordance with Paragraph A, which shall be determined by dividing the American Automobile Association miles between the applicable airports by forty (40). A Flight Attendant may request additional pay in cases of extraordinary delays during surface deadheads by submitting a pay exception form. However, in no instance will a Flight Attendant be credited with less time than a pilot for the same airport combination. Surface deadhead means:
  - a. Company required ground transportation of a Flight Attendant between two (2) airports without an intervening layover;
  - b. Company required ground transportation of a Flight Attendant between a hotel and an airport that is more than fifty (50) American Automobile Association miles apart; or
  - c. Company required ground transportation of a Flight Attendant between a hotel and an airport when the Flight Attendant flies into one airport and out of another.
2. A Flight Attendant required by the Company to surface deadhead between airports which are included in the Ground Transportation Chart below shall be paid and credited as provided in the chart and such times shall be used for purposes of duty time calculations. The Company shall meet and confer with the Union regarding the applicable flight time credit for travel between airports in the same metropolitan area which are not included in the Chart. If the parties are unable to agree to the pay and credit, the matter shall be submitted to Expedited Arbitration pursuant to System Board of Adjustment, Section 31, for a determination. The arbitrator's award shall govern any travel being grieved and all future instances of travel between the two (2) airports. However, in no instance will Flight Attendants be credited with less time than pilots for the same airport combination.

City Pairs	Duty Time	City Pairs	Duty Time
LGA-JFK	1:30	ONT-LGB	2:00
LGA-EWR	1:30	SNA-LGB	1:00
JFK-EWR	2:00	DCA-BWI	1:15
MDW-ORD	2:00	DCA-IAD	1:15
LAX-LGB	1:00	IAD-BWI	1:45
LAX-BUR	1:15	SFO-OAK	1:00
LAX-ONT	2:15	SJC-OAK	2:00
LAX-SNA	2:00	SFO-SJC	1:00
BUR-SNA	2:15	DFW-DAL	1:00
BUR-LGB	1:30	MIA-FLL	1:45
ONT-BUR	2:00	TPA-PIE	1:00
ONT-SNA	1:15	FLL-PBI	1:00
MIA-PBI	2:00	SEA-BFI	:45

- For the purpose of scheduling release, report and connection times, a surface deadhead will be treated as if it were a flight deadhead, including the normal check-in and check-out times applicable to the flight deadhead. A Flight Attendant may call Crew Schedule to revise her/his release time if the actual release exceeds the schedule release time. Such additional time shall be used to adjust her/his rest and in calculating her/his trip and duty rigs.
- All premiums and Per Diem will apply to surface transportation.
- A Flight Attendant will not be required to drive a vehicle when surface deadheading. Only when alternate transportation is not available will a Flight Attendant be required to surface deadhead with passengers.

#### K. BOARDING PASSES AND SEAT ASSIGNMENTS

- A deadheading Flight Attendant unable to obtain a boarding pass through self-service options may request a boarding pass at the gate.
- At the time trip sequences are published, the Company shall book all scheduled deadheads in aisle and window seats, if available. However, in no case will such seat assignments be in non-reclining seats unless no other seats are available at the time of booking. Paragraph K is not intended to displace a passenger already holding a seat assignment when the scheduled deadhead seats are booked. The provisions of Paragraph K shall only apply to flights on which the Company provides advance seat assignments for passengers or deadheading flight crew members.
- For deadheads that are not scheduled in advance, at the time of departure every effort shall be made to seat deadheading Flight Attendants in window and aisle seats, with reclining seats. This Paragraph is not intended to displace a passenger already holding a seat assignment or to preclude an agent from assigning a seat to a revenue passenger(s) prior to the arrival of a deadheading Flight Attendant to the gate.
- A deadheading Flight Attendant may pre-board the aircraft or board immediately if boarding has commenced. Prior to pre-boarding, a deadheading Flight Attendant shall leave her/his boarding pass with the gate agent. In the event overhead bins are full, a deadheading Flight Attendant in uniform shall have her/his bag(s) valet checked. The bags shall be off loaded before checked baggage and brought to the aircraft door upon arrival.

A commuting Flight Attendant in uniform occupying the jumpseat shall secure her/his luggage in an available overhead bin(s). If the luggage cannot be accommodated in the overhead bin(s), the Flight Attendant may valet check her/his crew luggage at the gate.

5. A deadheading Flight Attendant attired either in uniform or in accordance with the dress code required for First or Business Class non-revenue employee travel shall be eligible for upgrade from coach on a space-available basis in accordance with Company policy. In no case shall Flight Attendants requesting an upgrade have a less favorable boarding priority than other flight crew members.
- L. A Flight Attendant who becomes sick or injured on a trip and is unable to complete her/his trip will be provided positive space transportation to her/his crew base or residence on the next available flight on American Airlines or on a carrier whose inventory is controlled by the Company. At the request of the Company, a Flight Attendant may be required to obtain a medical release to travel, at the Company's expense, prior to returning to her/his crew base or residence. If the Flight Attendant is unable to fly, appropriate alternate ground transportation will be provided by the Company. The terms and conditions of such positive space travel shall be in accordance with Company policy. The policy regarding travel for ill or injured Flight Attendants shall be no less favorable than the policy afforded to pilots.
- M. To avoid a delay or cancellation, a deadheading Flight Attendant may be required to work the flight, instead of deadheading, if the Flight Attendant scheduled to work the flight is unavailable and there is inadequate time to utilize the order of assignment procedures specified in Reserve Duty, Section 12. Any such assignment shall be in inverse order of seniority among all deadheading Flight Attendants on the segment unless a more senior Flight Attendant volunteers.
- N. If Flight Attendants experience repeated difficulties associated with deadheading or surface transportation, the Union may notify the Vice President of Flight Service, or a designee, of the Union's desire to convene an ad hoc Deadheading Committee comprised of Company and Union representatives to investigate the perceived difficulties and report back to the Company and the Union on the Committee's findings and recommendations, if any.

**O. REQUEST TO DEADHEAD AND EXCEED ON-DUTY LIMITATION**

Where a Flight Attendant flies from A to B, and due to the on-duty limitation must be scheduled to lay over and then deadhead from B to A, such Flight Attendant may request that she/he be permitted to deadhead home in the first duty period, and the Company may, if it chooses, permit her/him; provided however, that the departure time of such deadhead is within the actual on-duty limitation. However, she/he shall be paid and credited for the scheduled second duty period in lieu of the extension of the first duty period.

1. A Flight Attendant electing to waive her/his on-duty limitation to deadhead home early may, at her/his option, waive the legal at-home rest following the originally scheduled deadhead flight(s) and be scheduled instead for legal at-home rest according to the actual deadhead flight(s). If, by such a waiver, a Flight Attendant becomes legal and available for a sequence from which she/he had been removed due to an illegality related to the original deadhead flight(s), e.g., legal break, Crew Schedule will, at Flight Attendant request, restore said sequence to the Flight Attendant activity record, if such requested sequence is still available.
2. In no instance will a Flight Attendant receive less than the applicable minimum legal at-home rest following her/his sequence as actually flown, including deadheading.