

LAA ON-DUTY CONTRACT GUIDE

AS MODIFIED BY THE JOINT COLLECTIVE BARGAINING AGREEMENT



AUGUST 2015

Dear LAA Flight Attendant:

APFA and AA have worked together to create this 3rd edition of the On Duty Contract Guide (ODCG) for LAA Flight Attendants. Our goal is to help Flight Attendants navigate through this time of tremendous change in our work rules with one document that contains the most commonly referenced work rules.

This guide represents the current work rules in place for LAA Flight Attendants as of August 2015, which includes portions still in effect from the Conditional Labor Agreement (CLA) as well as items implemented from the JCBA.

Items that will ultimately change as a result of the Joint Collective Bargaining Agreement (JCBA) have been identified with a hashtag (#). The Implementation Chart will continue to be updated as more dates are determined for implementation. The Implementation Chart can be found on the APFA website www.apfa.org under the JCBA link. It can also be found on the Flight Service website under Contract Items.

The 2001 Contract (CBA), as modified in 2003 via the Restructuring Participation Agreement (RPA), the 2012 Conditional Labor Agreement, and the 2014 Joint Collective Bargaining Agreement (JCBA) are the prevailing documents. The language in this On-Duty Contract Guide has been paraphrased and in the event of dispute, the source documents will prevail.

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COMPENSATION

RATES OF PAY (Section 3.A)

| Effective Pay Step | January 1, 2015 | January 1, 2016 | January 1, 2017 | January 1, 2018 | January 1, 2019 |
|--------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 1 | \$24.18 | \$24.67 | \$25.16 | \$25.66 | \$26.43 |
| 2 | \$25.65 | \$26.16 | \$26.68 | \$27.22 | \$28.03 |
| 3 | \$27.29 | \$27.83 | \$28.39 | \$28.96 | \$29.82 |
| 4 | \$29.06 | \$29.64 | \$30.24 | \$30.84 | \$31.77 |
| 5 | \$32.01 | \$32.65 | \$33.31 | \$33.97 | \$34.99 |
| 6 | \$36.25 | \$36.98 | \$37.72 | \$38.47 | \$39.62 |
| 7 | \$40.53 | \$41.34 | \$42.17 | \$43.01 | \$44.30 |
| 8 | \$41.83 | \$42.66 | \$43.52 | \$44.39 | \$45.72 |
| 9 | \$42.98 | \$43.84 | \$44.72 | \$45.61 | \$46.98 |
| 10 | \$44.59 | \$45.48 | \$46.39 | \$47.32 | \$48.74 |
| 11 | \$45.82 | \$46.73 | \$47.67 | \$48.62 | \$50.08 |
| 12 | \$48.00 | \$48.96 | \$49.94 | \$50.94 | \$52.47 |
| 13 | \$55.58 | \$56.69 | \$57.82 | \$58.98 | \$60.75 |

ADDITIONAL COMPENSATION

INTERNATIONAL PAY (Section 3.F)

\$3.00 per hour paid on all Non-IPD/Mexico flights including deadhead and pay & credit.
 \$3.75 per hour paid on all IPD sequences to/from Europe, Asia, and Deep South America.
 Includes International trips not flown, e.g. SK, VC/VX, AP, BR, JD, etc. #

PER DIEM /TIME AWAY FROM BASE (TAFB) (Section 4)

| Effective Date | Domestic | International |
|----------------|----------|---------------|
| 1/1/15 | \$2.10 | \$2.40 |
| 1/1/2017 | \$2.15 | \$2.45 |
| 1/1/2019 | \$2.20 | \$2.50 |

Paid from sign-in through end of debrief

CRITICAL COVERAGE #

Company-designated critical coverage sequences paid at 150% of hourly rates and credited at 100%.

Critical coverage pay is only paid for trips flown.

PURSER, LEAD, AFT AND GALLEY POSITION PREMIUM PAY (Section 3.C)

| Aircraft Type | DOMESTIC | | | | INTERNATIONAL | | | |
|---------------------|----------|---------|--------|----------|---------------|------------|--------|----------|
| | Lead | Purser | Aft | Galley | NIPD Lead | IPD Purser | Aft | Galley |
| E190 | \$1.25 | | | | \$1.25 | | | |
| B737-800/900 | \$2.50 | | | | \$2.50 | | | |
| A319/A320 | \$2.50 | | | | \$2.50 | | | |
| MD80 | \$2.50 | | | | \$2.50 | | | |
| A321 | \$3.25 | | | | \$3.25 | | | |
| A321T | \$3.25 | \$4.75* | | \$1.00** | | | | |
| B757 | \$2.75 | | \$1.00 | | \$3.75 | \$5.75 | \$1.75 | |
| B767 | \$3.25 | | | \$1.00** | \$6.50 | \$7.50 | \$1.75 | \$1.00 |
| B777 | \$3.25 | \$5.75* | | \$1.00** | \$6.50 | \$7.50 | | \$1.00** |
| B787 | \$3.25 | | \$1.00 | | \$6.50 | \$7.50 | | \$1.00** |
| A330 | \$3.25 | | \$1.00 | | \$6.50 | \$7.50 | \$1.75 | \$1.00 |
| A350 | \$3.25 | | \$1.00 | | \$6.50 | \$7.50 | | \$1.00** |

Paid the greater of scheduled or actual flight time

Note: Rates shown are per hour.

All Purser positions require a Purser qualification.

**3-class Transcon only (if non-qualified Purser, premium rate is \$3.75)*

*** 1 Galley position per class of service, i.e., 3 class of service – 3 Galley positions, 2 class of service – 2 Galley positions*

Premium pay includes trips not flown, e.g. SK, VC/VX, AP, BR, JD, etc. #

DEADHEADING #

Deadhead is 100% pay / 50% credit based on scheduled time.

The additional 50% “D” time pay does not show on the bid sheet selections. It is printed only on the allocations. When bids are finalized this paid time is reflected in the PPROJ column of the H11.

VOLUNTARY WAIVER OF FLIGHT DUTY LIMITATIONS “VE”

With Crew Schedule/Tracking’s offer and a FA’s acceptance, maximum duty day may be waived:

DOMESTIC (Section 11.0): Crew Schedule may offer each FA the option to “waive” contractual flight duty limitations for pay, no credit, at the rate of 1 minute of flight pay for each 2 minutes on duty for the entire duty period, commencing at the duty period’s actual report time and ending 15 minutes after the actual block. Once a FA has volunteered to exceed the maximum duty limitations, permission cannot be rescinded, and s/he will receive the pay specified above, even if the duty limitations are not exceeded.

INTERNATIONAL (Section 14.D.1): The Voluntary Duty Waiver applies to Non-Long Range duty periods (scheduled 12 hours or less flying time and a scheduled duty day max of 14 hours). If the flight in this duty period is delayed, projecting the crew to exceed their 16 hour duty day max, Crew Schedule may offer each FA the option to “waive” the max duty day. If agreed, FAs are paid 200% of the pay within the duty period, but credited at 100% including premiums.

Appears as “VE” in the sequence and in the HI1, and paid above guarantee. Once waived, no duty day maximums apply.

LOCATION DELAY INCENTIVE PAY “LE” (Section 14.M.7)

5 hours of pay and credit including all premiums in addition to the value of the trip for a delay exceeding 10 hours from an IPD station. Once the delay exceeds 24 hours, 5 more hours of pay and credit including all premiums will apply for each subsequent 24 hours or any fraction thereof.

10 hour + 1 minute delay receives 5 hours pay and credit over sequence value

24 hour + 1 minute delay receives 10 hours pay and credit over sequence value

48 hour + 1 minute delay receives 15 hours pay and credit over sequence value

Appears as “LE” below the sequence in the HI1.

SICK (Section 9.A)

Paid at 100% including Optional Exchange, Make-up and Option II. Trips paid at full trip missed value. No monthly sick cap maximum.

HOLDING TIME (Section 3.D)

\$7 per hour – At originating, intermediate, and terminating stations when required to stay on duty with passengers on the aircraft:

- Originating and intermediate stations, begins 31 minutes after scheduled ground time, rate paid for all time spent with passengers
- Crew change stations when required to remain with passengers while waiting for replacements beyond 45 minutes, rate paid for all time spent with passengers
- Does not apply to ATC holds and Diversion Pay (see ACTUAL “OUT” TIME – Code 59 and Diversion Pay)

Holding Time Examples:

Scheduled/Rescheduled Departure 0700; actual departure 0735.

35 minute holding claim resulting in \$7.00 holding pay.

Scheduled/Rescheduled Departure 0700; actual departure 0805.

1:05 holding claim resulting in \$14.00 holding pay.

LANGUAGE PAY (Section 3.I)

\$2.00 paid at greater of scheduled or actual flight hour for all qualified speakers on language of destination flights including deadhead flights.

Language pay is only paid for trips flown.

TRAINING PAY (Section 29.E)

Lineholders and Reserves:

\$75 per day of classroom training \$75 for Recurrent Training online home study
Distance/Online learning pay for non-Recurrent training:

- \$25 for up to 2 hours
- \$50 for 2:01 – 4 hours
- \$75 for 4:01 – 8 hours

Note: Reserve guarantee will not be reduced for each day s/he attends training, but the day will not receive flight pay and credit.

Per diem will apply to all classroom training.

HOLIDAY PAY (Section 3.J)

\$75 for Thanksgiving, Christmas, and New Year's Day if any portion of the sequence or reserve standby duty touches one of those 3 holidays.

Holiday pay is only paid for trips flown.

UNDERSTAFFING PAY (Section 3.E)

\$10.50 paid at greater of scheduled or actual flight hour pro-rated to the nearest minute.

ATC HOLD/ACTUAL "OUT" TIME (CODE 59) (Section 3.L)

ATC hold pay is not automatic; the Captain must input code. If the Captain fails to input code, and FA feels that ATC hold protection applies, FA should contact an APFA representative or Flight Service Manager.

ATC HOLD:

When the Captain elects to delay starting engines due to quoted take-off delays, flight time, at the option of the Captain, will be considered to begin at the time the aircraft would have normally departed.

- FA receives full flight time pay and credit
- Such flight time is not included in calculation of block time
- Does not run concurrently with holding time.

ACTUAL "OUT" TIME (Code 59)

In the following situations FAs will receive flight time pay and flight time credit prior to the actual time out from the point at which the aircraft was ready for immediate departure:

- Delay at the gate awaiting pushback, power back or taxi out due to airport congestion
- Deicing

- Maintenance performed after departure from the gate but prior to take-off
- Delay at the gate awaiting pushback, power back or taxi out due to congestion with deicing operations off the gate
- If egress from the aircraft is prohibited because the doors are closed, regardless of other considerations, the FA is considered legal to complete the leg. Once/if the doors are opened, legalities apply and FA may be illegal to fly and complete the leg

DIVERSION PAY (Section 3.M)

When a flight is diverted and the aircraft is not blocked in at a gate, and/or passengers are not permitted to deplane, the following will apply:

- Each FA will receive full flight time pay and flight time credit for all such time on board
- Such flight time will not be included in the calculation of block time
- If egress from the aircraft is prohibited because the doors are closed, regardless of other considerations, the FA is considered legal to complete the leg. Once/if the doors are opened, legalities apply and FA may be illegal to fly and complete the leg

RANDOM ALCOHOL/DRUG TESTING (Section 3.H)

\$15 for each drug or alcohol test

A FA who reports as directed to the designated testing area for a random drug and/or alcohol test and who has waited 45 minutes from the time of notification indicated on the notification form for a drug testing collector or Breath Alcohol Technician (BAT) who has not arrived at the designated testing area to perform the test, must call her/his Manager on Duty (MOD) or Flight Service Daily Ops at 817-967-8409 and the appropriate contact listed on the test notification form to advise them of the failure of the collector or BAT to appear. The FA shall indicate on the notification form the date and time calls were made and the names of the person with whom they spoke. The FA shall provide a copy of the notification form to her/his Flight Service Manager (FSM) within 5 business days. A FA who has waited 45 minutes when the drug testing collector or BAT has failed to appear and who has followed the procedures outlined above will be free to leave the testing site and will not be considered as refusing to submit to testing.

JURY DUTY PAY

Paid at trips missed. #

TRIP RIGS

DUTY PERIOD MINIMUM AND DUTY RIG

All completed trip sequences, in total, receive the greater of:

- Flight time scheduled or actual, or
- 3 hour minimum day credit, or
- 5 hour average per duty period, or
- Duty Rig (E-time), or
- Trip Rig (F-time/P-time)

Completed Trip Sequence

A completed trip sequence is defined as:

- Landing at an airport other than the airport or co-terminal of departure, or
- If the aircraft returns to the gate at the airport or co-terminal of departure after takeoff for reasons other than mechanical, it is considered a completed trip sequence

If the aircraft returns to the gate at the airport of departure after takeoff because of mechanical reasons and no flying is performed within the on-duty period, it is not considered a completed trip sequence and call-out pay or on-duty time (E-time) applies.

Duty Period Minimum (G-Time)

Minimum Guarantee Pay: G-time ensures that a FA is paid the minimum sequence guarantee. It is a form of pay and credit that occurs if there is insufficient flight pay, E-time, or F-time on a sequence to guarantee the minimum value of 5 hours for a turn-around or the minimum average of 5 hours per duty period on multi-duty period sequences. It appears on the bottom line of a sequence next to P&C.

Duty Rig/1 for 2 (E-Time)

1 hour of flight time pay and credit for each 2 hours on duty; scheduled, rescheduled or actual, whichever is greater, pro-rated on a minute-by-minute basis.

Trip Rig/1 for 3.5 (F-Time/ P-Time)

F-time, Domestic: One minute of flight time pay and credit for each 3-1/2 minutes away from base for sequences that involve 2 or more duty periods.

P-time, International: One minute of flight time pay for each 3-1/2 minutes away from base for sequences that involve 2 or more duty periods. P-time is for pay only (no credit) and is shown only on the allocation, not on the bid sheet selections. When bids are finalized, P-time is reflected in the PPROJ column of the HI1.

SCHEDULING

GENERAL

Monthly Maximums

| Type of Schedule | Trip Selection Maximum | SPROJ Maximum | PROJ Maximum |
|--------------------------|------------------------|---------------|--------------|
| No Option | 90 | 90 | 90 |
| Option I/Flex* | 90:01-95:00 | 95 | No Limit |
| Make-Up Over Monthly Max | | 100 | No Limit |
| Option II | | Over 95 | No Limit |
| Reserve | | | 85 Hours |

Pure Bids -Maximum 95 hours, unless mutually agreed to exceed. If awarded a "pure bid" the FA is automatically considered Option I and must fly and complete the published schedule.

*Flex Lines - includes lines in a flex month awarded/assigned.

BIDDING

70 hour minimum with 90 hour maximum credit hours per month. Company can flex individual months up to 5 hours for a maximum of 20 hours per year. Flex beyond 20 hours requires APFA approval. Company may set a system-wide average between 75 and 85 hours that includes all pure bids. In months the company flexes the monthly bid maximum to 95 hours, the system-wide targeted average can be no more than 87 hours. The established monthly maximum will apply in actual operation.

Note: A FA may be denied a trip selection (if the first sequence is long-range or extended-long-range flying) if the awarding of the selection would result in a schedule conflict. Home Base Rest waiver for last sequence will not be recognized during bid run.

CHANGEOVER PAIRINGS

Trip sequences on the bid sheet that originate in one month and terminate in the next month are subject to change. These trip sequences that change are called “Changeover Pairings” or “Prior Removals” and are listed on the base trip selection header sheet. The changeover pairing may be longer or shorter than the original sequence and may affect legality. They may also affect trips to be credited due to vacation or training. Simply put, a trip that has previously been removed for vacation or training may be worth more or less due to a changeover.

MONTH-TO-MONTH CONFLICTS

Schedule conflicts are created when a FA's last trip of one month interferes with the first trip sequence in a new month. This can be a direct overlap of trips or an illegality between the trips.

Conflicts can be voluntary or involuntary.

1. Voluntary: Created when conflict is known to exist once bids are finalized or when conflict, including illegality, is later created by an action of the FA, e.g., Make-Up, Option II flying, etc.
 - a. FA options:
 - i. Trip trade out of conflict with another FA or TTOT regardless of lights until 72 hours prior to the start of the new month
 - ii. Trip drop into open time regardless of lights (no credit, no limitation)
 - iii. Allow trip to drop automatically into open time 72 hours prior to the start of the new month
 - b. Trip drops treated as trip trade down in time, may affect guarantee.
 - c. FA has no further obligation.
 - d. FA has access to open time: eligible to pre-plot and TTOT.
 - e. Carry-over/fly-through time is not considered in determining monthly maximum.
2. Involuntary: Created by events over which the FA has no control after bids are initialized, e.g. reserve trip, availability assignment, reassignment, reschedule, overfly, changeover pairing, etc.
 - a. FA options:

- i. May treat such conflict the same as a schedule conflict and the same rules apply, or
- ii. May elect to protect guarantee by using MIC procedures.
 - Must contact Crew Schedule upon arrival from last trip in preceding month or before to advise of desire to use MIC procedures
 - If no contact made, trip drop will be treated as a trip trade down in time and may affect guarantee

PROJECTION DEFINITIONS

Projection (PROJ) PROJ is the credited projection or actual projection, excluding Optional Exchange (OE). It is the total credited time for the month, including overfly and carry-over/fly-through time. It represents the greater of scheduled or actual flying already performed and scheduled time for flying yet to be performed.

Schedule Projection (SPROJ) SPROJ is the total scheduled time for the month based on the FA's trip selection award. It does not include carry-over/fly-through time from the previous month. The SPROJ can change with a voluntary or involuntary loss of time, trip trading, Make-Up or Option II flying, reschedules and reassignments. Optional Exchange (OE) pick up will not change the SPROJ, but an Optional Exchange (OE) drop will reduce SPROJ.

Pay Projection (PPROJ) PPROJ is the total paid time for the month. Optional Exchange pick up, the additional 50% deadheading (D-Time) pay, International P-time, Critical Coverage, and call-out pay are shown in this column.

ON-DUTY LIMITATIONS

BLOCK TIME (DUTY ALOFT) DEFINITION

Block time is the entire period in which a FA is a working crew member during actual flight time (from block-out to block-in). The following items are NOT used towards block time calculations:

- Pay and credit
- Deadheading
- ATC delays
- Deicing (DEI)
- Ready for departure (RFD)/ Ramp congestion delays (RCD) / Diversion times (DIV)

BLOCK TIME LIMITATIONS – DOMESTIC SEQUENCE #

Scheduled and rescheduled block time maximum is 8:59 in any duty period. The 8:59 limitation may be exceeded in actual operation ONLY if the FA was not scheduled or rescheduled to do so.

BLOCK TIME LIMITATIONS – INTERNATIONAL SEGMENTS #

Non-Long Range Flying (flights 12 hours and under)

- Scheduled and rescheduled block time maximum is 12 hours

Long-Range Flying (flight leg over 12 hours but not more than 14:30 in a sequence)

- Scheduled and rescheduled block time maximum is 14:30

Extended Long-Range Flying (flight leg over 14:30 in a sequence)

- Scheduled and rescheduled block time maximum is based on the originally scheduled flying time. See the On-Duty Limitations-International for Maximums
- Unscheduled landing for operational reasons is still considered non-stop

ON-DUTY LIMITATIONS – DOMESTIC #

On-duty period begins at report time (one hour prior to departure) and ends after 15-minute debrief. Deadheading FAs currently sign-in 30 minutes prior to scheduled deadhead.

| Departure Based on Home Base Time | Scheduled On-Duty Maximum | Rescheduled On-Duty Maximum | Operational On-Duty Maximum |
|--|----------------------------------|------------------------------------|------------------------------------|
| 0600 - 1759 | 13 hours | 13 hours | 15 hours |
| 1800 - 2059* | 11 hours | 12 hours | 13 hours |
| 2100 - 0559* | 10 hours | 11 hours | 12 hours |

**On a block to block basis, if the duty period has a break of at least 5 hours or twice the number of hours of block time preceding the break, whichever is greater, then the 13-hour schedule applies*

Note: All Domestic On-Duty limitations eligible for Voluntary Duty Day Exception (VE) see pg. 2

ON-DUTY LIMITATIONS – INTERNATIONAL #

On-duty period begins at report time (one hour prior to departure) and ends after 30 minute debrief. Deadheading FAs currently sign in 30 minutes prior to scheduled deadhead.

| Schedule Type | Scheduled/Rescheduled On-Duty Maximum | Operational On-Duty Maximum |
|----------------------|--|------------------------------------|
| Non-Long Range* | 14 hours | 16 hours |
| Long-Range | 16 hours | 18 hours |
| Extended Long-Range | Flight Time + Sign-in + debrief | Original Schedule + 3 hours |

**Only Non-Long-Range eligible for Voluntary Duty Day Exception (VE) see pg. 2*

ON BOARD REQUIREMENTS

FA will be on board and ready to receive passengers:

- 30 min prior to Domestic departure for A/C with less than 165 passenger seats
- 35 min prior to Domestic departure for A/C with 165 or more passenger seats
- 45 min prior to departure for all NIPD departures
- 50 min prior to departure for all IPD departures

30 HOURS IN 7 DAYS LIMITATION (30-IN-7) #

Selections consisting entirely of domestic sequences may be built up to 30 block hours in any 7 consecutive days. See page 8 for block time definition.

35 HOURS IN 7 DAYS LIMITATION (35-IN-7) #

A Reserve may be scheduled up to 35 block hours in any 7 consecutive days. May exceed in actual operations. Supplemental flying (e.g. OR, CR, L2) will not be included in the calculation. See page 8 for block time definition.

24 HOURS IN 7 DAYS LIMITATION (24-IN-7)

A FA must be relieved from duty for a period of 24 hours in any consecutive 7 calendar days. This rest may be on a layover or at home base and may be a rolling 24-hour period. In the event of a creeping delay after sign-in, a FA may complete a flight leg that goes into the 7th day. At termination of the leg, the 24-hour rest period must begin.

The 7-day “clock” is triggered by a trip, Standby, training, or a day of Ready Reserve.

In actual operations, a FA may be scheduled to deadhead to base on the 7th day provided s/he is scheduled for 24 hours free from duty following the deadhead.

TRAINING ON-DUTY LIMITATIONS #

Away from base

- Scheduled on-duty maximum is 14 hours
- Actual on-duty maximum is 16 hours
- FA may elect to exceed on-duty maximum to deadhead home. Flight must be scheduled to depart within the actual on-duty period limitation. In such event, the legal at home base rest is based on the originally scheduled deadhead flight

OFF-DUTY REST

DOMESTIC AND NON-IPD FLYING #

Trip sequences will be built with no less than 9 hours layover rest.

IPD FLYING #

Trip sequences will be built with no less than 10:30 hours scheduled layover rest.

COMPENSATORY REST

Compensatory rest is the amount of rest required when a FA has a layover that is shorter than the thresholds described below. This compensatory rest may be on a layover or at home base.

DOMESTIC LAYOVER REST #

Minimum Rest: Layover rest periods may be reduced to no less than 8:20. If a layover results in less than 9 hours, FA will be provided with required compensatory rest.

Compensatory Rest: This rest must be at least 10 consecutive hours and must be scheduled to begin no later than 24 hours after the beginning of the reduced rest period. It must occur between the end of the scheduled duty period and the beginning of the subsequent duty period and may be on a layover or at home base.

INTERNATIONAL LAYOVER REST #

Scheduled On-Duty Up to 14 Hours:

Minimum Rest Non-IPD Flying: Layover rest may be reduced to no less than 8 hours plus travel time to and from the layover hotel. If a layover results in less than 9 hours, then a FA will be provided with required compensatory rest.

Minimum Rest IPD: Layover rest may be reduced to no less than 10 hours free of duty.

Compensatory Rest: This rest must be at least 10 consecutive hours and must be scheduled to begin no later than 24 hours after the beginning of the reduced rest period. It must occur between the end of the scheduled duty period and the beginning of the subsequent duty period and may be on a layover or at home base.

Scheduled On-Duty Over 14 Hours, and Up To 20 Hours:

Scheduled Rest: Layover rest periods may be scheduled or reduced to no less than 10 hours. If a layover results in less than 12 hours, then FA will be provided with required compensatory rest.

Compensatory Rest: This rest must be at least 14 consecutive hours and must be scheduled to begin no later than 24 hours after the beginning of the reduced rest period. It must occur between the end of the scheduled duty period and the beginning of the subsequent duty period and may be on a layover or at home base.

MINIMUM REST IN ACTUAL OPERATIONS #

If the minimum rest requirements cannot be met in the actual operation of a trip sequence, upon reaching the layover rest city one crewmember should contact Crew Tracking directly to reschedule pickup for the entire crew. It is intended that Domestic and Non-IPD International sequences require “8 hours behind the door” minimum rest in the actual operation.

In order to minimize interruptions to minimum layover rest periods, the following policy applies: If you arrive at your layover station and are projected for less than 8:20 between duty periods, use the following formula to determine your new sign-in time:

Block-in time of last leg of current duty period, plus 8:35/Domestic or 8:50/
International, will equal new report time for your next duty period.

In order to prevent an interruption of your layover, Crew Tracking will not call the crew to advise of the delayed departure time. All other procedures regarding notification, such as for a reschedule, remain in effect. Deadheading FAs should call Crew Tracking before leaving the hotel.

If your limo is provided by the hotel please make arrangements for pick up in the morning. If it is a contract limo service, contact the Hotel/Limo Desk via VIP-CREW to set up the new pick up time. If you are unable to quickly resolve transportation issues with the Hotel/Limo Desk, contact Crew Tracking for immediate resolution.

CO-TERMINAL LAYOVER REST POLICY #

Current practice is that co-terminal layovers will be built on trip selections with no less than 9:30 scheduled layover rest. While minimum layover rest is 8:20, a FA who is scheduled to arrive at one co-terminal and depart from another co-terminal must call Crew Tracking to receive 9:00 hours of rest in actual operations. Next-day departure may or may not be delayed to accommodate the additional rest and FA may be illegal for remainder of trip sequence. If illegal, mid-sequence MIC procedures apply.

HOME BASE REST – DOMESTIC SEQUENCES #

Home base rest required after a trip sequence:

Regularly Scheduled: 11 hours

Reserves: 12 hours

Home base rest after a carryover/fly-through trip is governed by FA status at trip origination, regularly scheduled or Reserve. For example, a Reserve trip into a regularly scheduled month would require at least 12 hours of rest after completion.

HOME BASE REST – INTERNATIONAL SEQUENCES #

Regularly Scheduled (See pg. 28 for Reserve rest following International sequence)

| If Trip Sequence Contains... | Required Home Base Rest Period is... | Reducible by the Company? | Reducible by the FA? |
|--|---|---------------------------------------|-----------------------------|
| No flight legs in excess of 7 hours | 12 hours | Yes; to 10 hours in actual operations | No |
| Non-stop leg of more than 7 hours | 14 ½ hours | No | No |
| Long Range Non-stop leg over 12 hours, but not more than 14-1/2 hours | 36 hours | No | Yes. May reduce to 24 hours |
| Extended Long Range Non-stop leg in excess of 14-1/2 hours | 48 hours | No | Yes. May reduce to 24 hours |

HOME BASE REST – AFTER TRAINING

- Regularly Scheduled: 11 Hours
- Reserves: 12 Hours

Home base rest is based on the scheduled deadhead to your base city, not commuter city. Late arrivals for scheduled deadhead must contact Crew Schedule for adjustments due to legalities.

IRREGULAR OPERATIONS (IROPS) / OFF-SCHEDULE OPERATIONS (OSO)

ATC HOLD

ATC hold pay is not automatic; the Captain must input code. If the Captain fails to input code, and FA feels that ATC hold protection applies, FA should contact an APFA representative or Flight Service Manager.

Delayed Engine Start (ATC HOLD) When the Captain elects to delay starting engines due to quoted take-off delays, flight time, at the option of the Captain, will be considered to begin at the time the aircraft would have normally departed.

- FA receives full flight time pay and credit, and
- Such flight time is not included in calculation of block time, and
- Does not run concurrently with holding time

CALL OUT PAY

Eligibility

- FA reports to airport but does not fly
- Must call Crew Schedule or Crew Tracking
- May also be eligible for ground or holding time
- Cannot be held at the airport for more than 4 hours without being given a flight assignment that departs within same on-duty period #
- Does not apply if notified prior to duty; or if Company attempts to notify 3 or more hours prior to original departure time, even if unsuccessful #

Sequence Origination, FA receives greater of

- Duty Rig (E-time) from scheduled report to actual release, or
- 3 hours of flight pay

Mid Sequence, FA receives greater of

- Duty Rig (E-time) from scheduled report to actual release, or
- Trip Rig (F-time) or,
- 3 hours of flight pay and credit
- Must contact Pay Comp

CODE 59 - ACTUAL "OUT" TIME

Code 59 pay is not automatic; the Captain must input code. If the Captain fails to input code, and FA feels that Code 59 protection applies, FA should contact an APFA representative or Flight Service Manager.

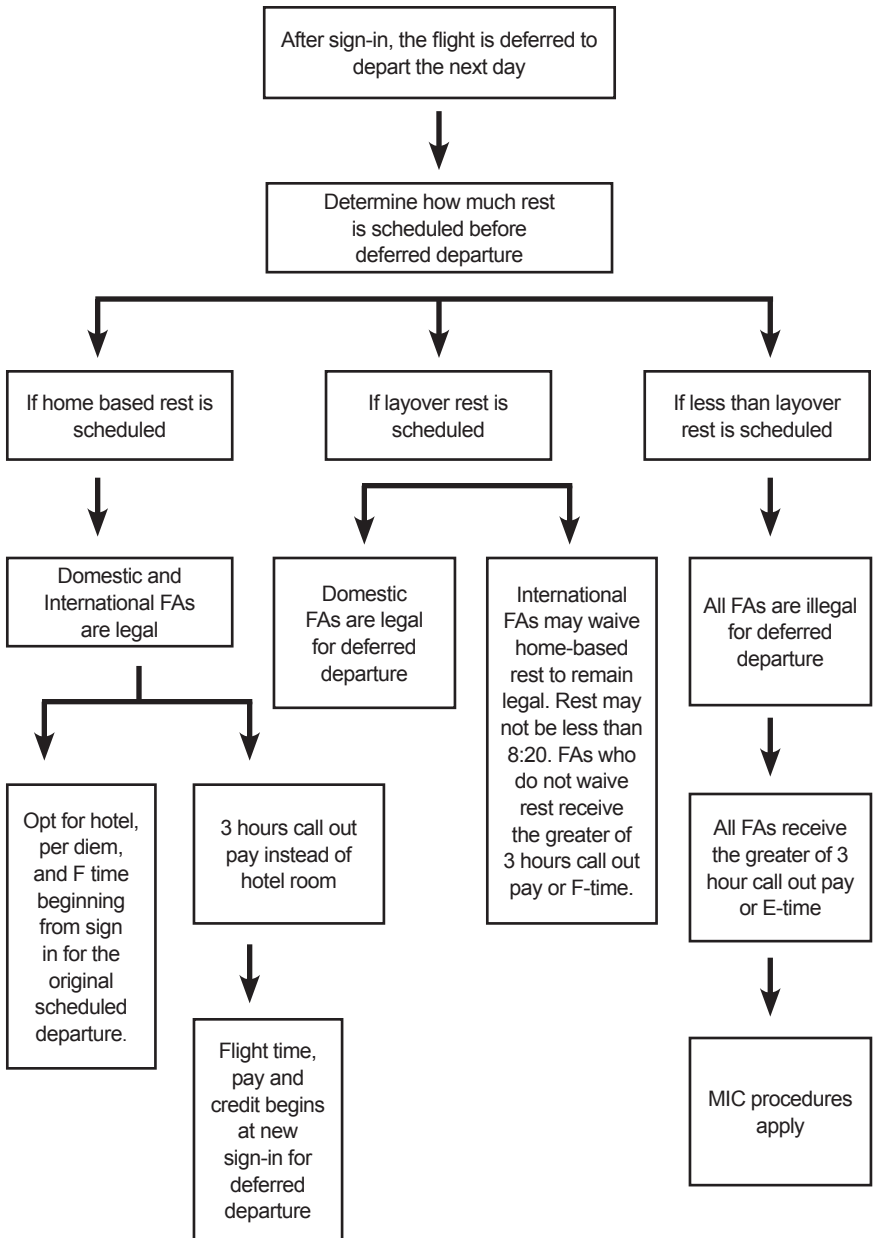
Actual "Out" Time (Code 59) In the following situations, FAs will receive flight time pay and flight time credit prior to the actual time out from the point at which the aircraft was ready for immediate departure:

- Delay at the gate awaiting pushback, power back or taxi out due to airport congestion
- Deicing
- Maintenance performed after departure from the gate but prior to take-off
- Delay at the gate awaiting pushback, power back or taxi out due to congestion with deicing operations off the gate
- If egress from the aircraft is prohibited because the doors are closed, regardless of other considerations, the FA is considered legal to complete the leg. Once, if the doors are opened, legalities apply and FA may be illegal to fly and complete the leg

DEFERRED FLIGHTS #

Sequence origination

- Flight leg scheduled to operate in one on-duty period is “deferred” to operate in a new on-duty period
- Can occur before or after sign-in
- Flight legs remain the same; however, the flight number(s) may change
- FAs on a Domestic trip sequence may be scheduled for layover rest or home base rest. If scheduled for layover rest, FA will be provided a hotel and F-time will apply. If home base rest is provided, FAs may choose to receive call-out pay or a hotel at time of notification of deferred flight
- FAs on an International trip sequence may waive home base rest to remain legal at time of notification of deferred flight, however, in no case may rest be less than 8:20. Such FAs shall receive a hotel. FAs who choose not to waive home base rest receive the greater of 3 hours call-out pay or P-time. If legal home base rest is provided, FA remains obligated for the deferred flying. FA may elect call-out pay or hotel at time of notification of the deferred flight
- Scheduled on-duty limitations apply



DIVERSIONS (Section 3.M)

When a flight is diverted and the aircraft is not blocked in at a gate, and/or passengers are not permitted to deplane, the following will apply:

- Each FA will receive full flight time pay and flight time credit for all such time on board, and
- Such flight time will not be included in the calculation of block time.
- If egress from the aircraft is prohibited because the doors are closed, regardless of other considerations, the FA is considered legal to complete the leg. Once/if the doors are opened, legalities apply and FA may be illegal to fly and complete the leg.

MISCONNECTION, ILLEGALITY, CANCELLATION (MIC) BID LINE GUARANTEE #

Bid Line Guarantee Protection for MIC

- Applicable for Line Holder/AVBL FAs
- If FA has reported to the airport, Crew Schedule may choose one of the following options:
 - Require FA to deadhead to pick up balance of sequence, *or*
 - Assign FA to airport availability for up to 4 hours after cancellation or scheduled departure, whichever is later (trip assigned may depart outside of the 4 hours provided the duty period ends within the scheduled on-duty limits), *or*
 - Reschedule FA to another trip or trip sequence, *or*
 - Release FA within 2 hours and hold for remaining Days Originally Scheduled to Fly (DOSTF).
- If FA was notified prior to report, Crew Schedule may choose one of the following options:
 - Require FA to deadhead to pick up balance of sequence, *or*
 - Reschedule FA to another trip or trip sequence, not to exceed monthly max, *or*
 - Hold for DOSTF, if FA's PPROJ is below guarantee.
- If FA is held for DOSTF, the FA may choose one of the following options:
 - Forego pay protection and be released from DOSTF. Guarantee will be adjusted like a trip trade down in hours, *or*
 - Protect pay by attempting to recover the lost time as follows:
- Call to plot an open time trip(s) between 0800-1200 the day prior to each DOSTF, if trips are available, *or*
- If no trip(s) are available or requested, FA must add name to MU list and submit a HISEND MU message no later than 1159 HBT the day prior to each DOSTF
- If no HISEND or insufficient number of trips bid, and FA did not add "plot to protect guarantee", FA is considered to have opted out and guarantee will be reduced
- If illegality or cancellation occurs at or after 1200, FA may be rescheduled to deadhead to pick up balance, rescheduled to another trip, or if no trip is available, must call Crew Schedule between 2000-2400 that same night
- Elect to participate in subsequent MU/II/CC proffer rounds. (Guarantee will not be reduced if FA passes after HISEND MU round)

Mid-Sequence MIC

Crew Schedule may reschedule FA as necessary prior to termination at home base, and FA's guarantee is protected.

Additional Considerations

- HVBL FAs (PPROJ above monthly max after MIC) may request a trip by participating in the HISEND MU round
- If LO assigned trip cancels, FA assumes original obligation for the MIC trip lost
- If FA is on a DFP or planned absence, s/he must make contact with Crew Schedule immediately following DFP or planned absence, or FA may:
 - Choose to call during the applicable obligation window
 - If no trip assigned or awarded, FA must participate in HISEND MU round
- An illegality resulting from training is eligible to participate in bid line guarantee protection

Last 5 Days of the Month Pay Protection

Trip criteria:

- Be the last trip scheduled
- Originate in the last 5 days of the month
- FA does not fly any part of the trip
- Includes MU, OE, CC or II trips

Pay Protection For Last 5 Days of the Month

- Pay protection:
 - Pay may exceed the individual bid line guarantee
 - Does not include carry-over time
- After sign in, Crew Schedule has same options as MIC – deadhead or reschedule or hold at the airport or release
- To qualify for pay protection, FA must:
 - Add name to MU list for each DOSTF
 - Submit a HISEND MU message for each DOSTF
 - Participate in each HISEND MU round until obligation is fulfilled - one trip flown will fulfill obligation
 - Obligation extends until the earlier of 8 hours after originally scheduled trip sequence termination or midnight last day of the contractual month (if DOSTF + 8 hours extends past midnight last day of scheduled trip, FA must be on MU list the additional day)
 - FA may opt to participate in subsequent MU/II/CC proffer rounds and will not forfeit protection if FA passes or is unable to be reached at time of proffer
 - See Make-Up HISEND requests on page 25

- If FA elects to opt out of pay protection:
 - Pay for last trip is forfeited
 - Guarantee may be incrementally reduced by the value of the lost trip
- If LO assigned trip for Last 5 Day Pay Protection cancels, FA has no further obligation and pay will be protected

Reassignment #

A reassignment occurs when you are removed by Crew Schedule or Crew Tracking from a trip or leg for which you are legal and available and then assigned to a different trip or leg that you are obligated to fly. You are pay protected for the greater sequence total of the time lost or time flown. You are credited with the actual sequence.

During the month, other than the last five days, the pay protection applies only to the one trip you were reassigned from even if the reassignment causes you to lose more than one trip.

Unlike MIC, during the last five days of the month, you are pay protected for all trips you lose due to the reassignment without a make-up obligation. This pay protection is confined to the contractual month in which the reassignment takes place.

Reschedule #

A reschedule is defined as a change in a trip sequence, such as destination or flight number, that are the result of irregularities due to weather delays, equipment delays, crew shortages, misconnections, illegalities and/or cancellations.

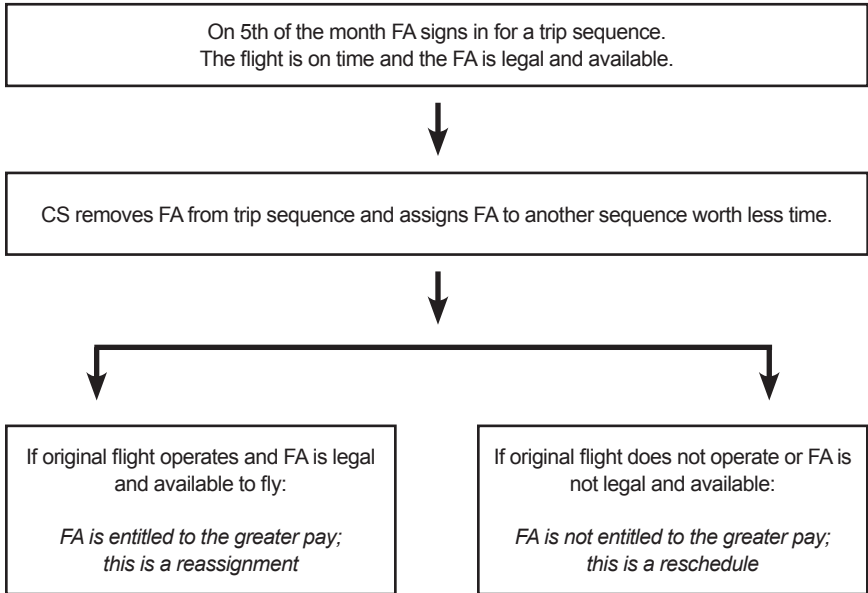
Reschedules occur frequently, so be aware of the monthly limitations and over-projection procedures. Even if you are Option II, you cannot be flown an unlimited amount of hours when it comes to a reschedule.

Reschedule

- If prior to sign-in, scheduled on-duty limitations apply
- Flight number(s) or destination(s) changes
- May include additional legs
- If after sign-in, duty period may be scheduled to the rescheduled on-duty maximum
- In actual operations, the on-duty maximum applies

“Creeping delays” are not considered reschedules. Additionally, a FA is not considered rescheduled when the flight number does not change, even if an unscheduled landing is added. In actual operations, the on-duty maximum applies.

Reassignment/Reschedule Flow Chart



ORDER OF OPEN TIME COVERAGE - DAY BEFORE #

All times are based on Home Base Time (HBT) except for AM/PM balloting

| CALL/HISEND/BID TIMES | COVERAGE GROUP | REQUIRED FOR TRIP AWARD | COMPUTER ENTRY |
|---|---------------------|--|---|
| 0001-1459 CT <i>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. | Flight Service website → Crew Resources → Quick Links |
| 0500-1200 HBT | 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). | HILOT/POS#/SEQ#/DATE HIHP/STARTDATE/ ENDDATE/MUHISEND then enter specific base HISEND code. |

ORDER OF OPEN TIME COVERAGE - DAY BEFORE # cont.

All times are based on Home Base Time (HBT) except for AM/PM balloting

| CALL/HISEND/BID TIMES | COVERAGE GROUP | REQUIRED FOR TRIP AWARD | COMPUTER ENTRY | | | | | | | | | | | | | | | | | | | | |
|--------------------------|--|--|--|-----|----|-----|----|-----|----|-----|----|-----|----|-----|----|-----|----|-----|----|-----|----|-----|-----|
| 0800 HBT | PVDs(V6)/MINI-LEAVES (ER) awarded | Requests must be received by 0759 | HIPVD | | | | | | | | | | | | | | | | | | | | |
| 0800-1200 HBT | MIC/LO | MIC FA may 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 or requested, 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 | HIHP/STARTDATE/END DATE/MU HISEND then enter specific base HISEND code. <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr><td style="padding: 2px;">BOS</td><td style="padding: 2px;">61</td></tr> <tr><td style="padding: 2px;">DCA</td><td style="padding: 2px;">62</td></tr> <tr><td style="padding: 2px;">DFW</td><td style="padding: 2px;">64</td></tr> <tr><td style="padding: 2px;">LAX</td><td style="padding: 2px;">70</td></tr> <tr><td style="padding: 2px;">LGA</td><td style="padding: 2px;">71</td></tr> <tr><td style="padding: 2px;">MIA</td><td style="padding: 2px;">67</td></tr> <tr><td style="padding: 2px;">ORD</td><td style="padding: 2px;">69</td></tr> <tr><td style="padding: 2px;">RDU</td><td style="padding: 2px;">73</td></tr> <tr><td style="padding: 2px;">SFO</td><td style="padding: 2px;">76</td></tr> <tr><td style="padding: 2px;">SLT</td><td style="padding: 2px;">78</td></tr> </table> | BOS | 61 | DCA | 62 | DFW | 64 | LAX | 70 | LGA | 71 | MIA | 67 | ORD | 69 | RDU | 73 | SFO | 76 | SLT | 78 |
| BOS | 61 | | | | | | | | | | | | | | | | | | | | | | |
| DCA | 62 | | | | | | | | | | | | | | | | | | | | | | |
| DFW | 64 | | | | | | | | | | | | | | | | | | | | | | |
| LAX | 70 | | | | | | | | | | | | | | | | | | | | | | |
| LGA | 71 | | | | | | | | | | | | | | | | | | | | | | |
| MIA | 67 | | | | | | | | | | | | | | | | | | | | | | |
| ORD | 69 | | | | | | | | | | | | | | | | | | | | | | |
| RDU | 73 | | | | | | | | | | | | | | | | | | | | | | |
| SFO | 76 | | | | | | | | | | | | | | | | | | | | | | |
| SLT | 78 | | | | | | | | | | | | | | | | | | | | | | |
| 1130 HBT | Voluntary Language (VL) ballots closed | | HISEND then enter specific base Language Ballot code. <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr><td style="padding: 2px;">BOS</td><td style="padding: 2px;">24</td></tr> <tr><td style="padding: 2px;">DCA</td><td style="padding: 2px;">30</td></tr> <tr><td style="padding: 2px;">DFW</td><td style="padding: 2px;">22</td></tr> <tr><td style="padding: 2px;">LAX</td><td style="padding: 2px;">35</td></tr> <tr><td style="padding: 2px;">LGA</td><td style="padding: 2px;">46</td></tr> <tr><td style="padding: 2px;">MIA</td><td style="padding: 2px;">48</td></tr> <tr><td style="padding: 2px;">ORD</td><td style="padding: 2px;">79</td></tr> <tr><td style="padding: 2px;">RDU</td><td style="padding: 2px;">97</td></tr> <tr><td style="padding: 2px;">SFO</td><td style="padding: 2px;">99</td></tr> <tr><td style="padding: 2px;">SLT</td><td style="padding: 2px;">229</td></tr> </table> | BOS | 24 | DCA | 30 | DFW | 22 | LAX | 35 | LGA | 46 | MIA | 48 | ORD | 79 | RDU | 97 | SFO | 99 | SLT | 229 |
| BOS | 24 | | | | | | | | | | | | | | | | | | | | | | |
| DCA | 30 | | | | | | | | | | | | | | | | | | | | | | |
| DFW | 22 | | | | | | | | | | | | | | | | | | | | | | |
| LAX | 35 | | | | | | | | | | | | | | | | | | | | | | |
| LGA | 46 | | | | | | | | | | | | | | | | | | | | | | |
| MIA | 48 | | | | | | | | | | | | | | | | | | | | | | |
| ORD | 79 | | | | | | | | | | | | | | | | | | | | | | |
| RDU | 97 | | | | | | | | | | | | | | | | | | | | | | |
| SFO | 99 | | | | | | | | | | | | | | | | | | | | | | |
| SLT | 229 | | | | | | | | | | | | | | | | | | | | | | |
| 1159 HBT | HISEND MU Round message due | All FAs must have name on MU list and HISEND trip requests | HIHP/STARTDATE/ ENDDATE/MU | | | | | | | | | | | | | | | | | | | | |
| 1200 HBT | Sick (SK/US/IOD) next day trips dropped into open time | | | | | | | | | | | | | | | | | | | | | | |

ORDER OF OPEN TIME COVERAGE - DAY BEFORE # cont.

All times are based on Home Base Time (HBT) except for AM/PM balloting

| CALL/HISEND/BID TIMES | COVERAGE GROUP | REQUIRED FOR TRIP AWARD | COMPUTER ENTRY |
|-----------------------|---|--|----------------|
| 1200 HBT | Voluntary Language (VL) awards FAs with a "V" on NS moved up to open Purser position | | |
| 1200-1330 HBT | HISEND MU Round (HS). NO PHONE CALLS WILL BE MADE BY CS | Eligible FAs must submit HISENDs by 1159. Requested trips may not exceed 100 hours in SPROJ (exception: HVBL FAs) Awarded in seniority order to AVBL/MIC/MU/ HVBL FAs as one group. ALL FAs MUST HAVE THEIR NAME ON THE MU LIST <i>*MIC FAs who include "plot to protect guarantee" in their HISEND message after their preferred sequences will have fulfilled their MIC obligation for that day</i> | |
| 1330 HBT | AVBL FAs plotted any remaining trips. Considered released if not plotted by 1330. | AV Assignments require first party acknowledgement | |

ORDER OF OPEN TIME COVERAGE - DAY BEFORE # cont.

All times are based on Home Base Time (HBT) except for AM/PM balloting

| CALL/HISEND/BID TIMES | COVERAGE GROUP | REQUIRED FOR TRIP AWARD | COMPUTER ENTRY |
|--------------------------|--|--|---|
| 1330 HBT | <p>MU/SM/II/CC Proffered in seniority order within groups.</p> <p>GROUP 1: MU over schedule max up to 100 hours SPROJ</p> <p>GROUP 2: SM</p> <p>GROUP 3: OPTION II</p> <ul style="list-style-type: none"> • Regular FAs requesting to be scheduled over applicable monthly and MU max (SPROJ). • L2: Limited Option II for reserves on DFPs (paid over guarantee)* • CC/CR: Critical Coverage (no maximum) for regular and reserve FAs on DFP (pay over guarantee for reserves on DFPs)* <p><i>*may be available after the 1330 round, including day of flying, if open</i></p> | <p>HISEND will be accepted or one phone call will be made to your "H" number</p> <p>Crew Schedule is required to make only 1 phone call to the number listed in (H). If no contact is made, Crew Schedule may proceed down the list.</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 II: HIHP/STARTDATE/ ENDDATE/II HIHP/STARTDATE/ ENDDATE/L2</p> <p>CC/CR: HIHP/STARTDATE/ ENDDATE/XC For CC/CR/L2 see RF 8803 CCS to see if available at a specific base.</p> |
| 1700 HBT | <p>HISEND awards considered confirmed</p> | | |

ORDER OF OPEN TIME COVERAGE - DAY BEFORE # cont.

All times are based on Home Base Time (HBT) except for AM/PM balloting

| CALL/HISEND/BID TIMES | COVERAGE GROUP | REQUIRED FOR TRIP AWARD | COMPUTER ENTRY |
|--------------------------|--|--|---|
| 1700-2100 HBT | <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"> • DV (division) • CT (co-terminal) • DT (departure time) • DS (trip duration) • LO (layover) |
| 1800 HBT | AM/PM Reserve awards | <p>Submit ballots daily between 0001-1459 CT for next day reserve assignment. Awards will be posted on your HI1 as released: AM: 1301-2358* PM: 0001-1059</p> <p><i>*when calling AVRS 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 HI1.</i></p> | |
| 2000-2400 HBT | MIC FAs notified of cancellation after 1200 | <p>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.</p> | |

ORDER OF OPEN TIME COVERAGE - SAME DAY #
(DFW, ORD, BOS, STL RDU)

| More than 3 Hours Before Trip Departure | Less than 3 Hours Before Trip Departure |
|--|---|
| Proffer Makeup in seniority order | Proffer Makeup and/or |
| Proffer Sick Make-up in seniority order | Proffer Short Call Makeup and/or |
| Proffer Option/Limited Option (Company option) | Short Call Reserves (consider co-terminal preference) |
| Proffer critical coverage (Company option) | Assign Reserves and/or Standby |
| Remaining steps in Article 9.M | Take other emergency action to maintain the Operation |

CO-TERMINAL* CITIES - ORDER OF OPEN TIME COVERAGE - SAME DAY #
(NYC, MIA, LAX, SFO, DCA)

| More than 4 Hours Before Trip Departure | Less than 4 Hours Before Trip Departure |
|--|---|
| Proffer Makeup in seniority order | |
| Proffer Sick Make-up in seniority order | Proffer Short Call Makeup and/or |
| Proffer Option/Limited Option (Company option) | Short Call Reserves (consider co-terminal preference) |
| Proffer critical coverage (Company option) | Assign Reserves and/or Standby |
| Remaining steps in Article 9.M | Take other emergency action to maintain the Operation |

*Co-Terminal shall mean 2 or more airports serving the same metropolitan area.

MAKE-UP – DAY BEFORE DEPARTURE OR DAY OF DEPARTURE #

Make-Up (MU) flying is proffered in seniority order. There are two methods used to award MU flying.

1. At 1200 HBT, the HISEND MU Round is processed. The FA must be on the MU list (including AVBL/MIC/LO/HVBL FAs) and must submit a HISEND request for either specific sequences or specific sequence attributes.
 - a. FA must indicate a request to be called if not awarded a trip in this round, but desires to be contacted after 1330 HBT for subsequent open trips
 - b. MIC-obligated FAs must include “plot to protect guarantee” on HISEND request in the event FA is not awarded a trip, but desires to protect guarantee
2. After 1330 HBT, MU may be awarded based on HISENDs until 1700 HBT or first party contact with Crew Schedule. Crew Schedule is required to make only one call to the number listed under “H”. If no contact is made, Crew Schedule may proceed down the list. (**Note:** A MIC FA is not obligated to accept a trip proffered after 1330 in order to protect FA’s guarantee.)

Short-Call Make-Up #

Allows a FA to obtain MU flying for trips departing in 3 hours or less (4 hours or less for co-terminal cities) for the current day’s operation. FAs desiring short-call must be at or near the airport. FAs must have their names on the regular MU list, and enter the DECS entry indicating desire for short-call. Personal mode DECS entries are:

HISCM/BASE/DATE/A Adds to short-call list HISCM/BASE/DATE/D Deletes from short-call list

Make-Up HISEND Requests #

FAs on the MU list may use HISEND to request and confirm a specific trip.

- Specific sequence requests are better than preference requests
- Non-sequence requests must be specific such as division, position number, sequence numbers, length of trip, total trip value, layover city, sign-in time, and/or legs in a duty period, etc.
- Generic requests, such as high-time, easy, early trips or commutable will not be awarded because they are subject to interpretation. Use specific parameters, for instance, “turn with 2 legs signing in between 0800 and 1000 worth more than 8 hours paid time.”
- Position requests should be made using position numbers, not terms, such as galley, aisle, or letters such as A, B, or C. Crew Schedule (CS) is not always aware of the duties of each position on specific aircraft types.
- Detailed requests may require multiple HISENDs and should be numbered clearly, such as “1 of 3”, “2 of 3” etc. Otherwise, only the last HISEND will be considered.
- Multiple sequences may be listed on each line across the form. Preferences on the same line are read left to right and lines are read top to bottom.
- If the request is awarded based on the HISEND prior to 1700 HBT, the assignment is considered confirmed and no phone call will be made by CS.
- HISEND requests are not accepted for same day coverage.
- To be called in subsequent MU rounds if HISEND criteria is not met, add remark “call with other sequences.”
- If submitting for Bidline Guarantee protection, after specific request, add “plot to protect guarantee.” For regular MIC assignments, trips cannot conflict with DFP or future assignments. For Last Five Day, the assignment cannot sign-in outside of the obligation period in the HI1 header

PRE-PLOTTING OPEN TIME – IN ADVANCE OF DAY BEFORE DEPARTURE #

Pre-plotting is the ability of an eligible FA to contact Crew Schedule to pick-up a trip from open time. Pre-plotted trip sequences may not exceed applicable monthly SPROJ maximums. Carry-over/fly-through time and Optional Exchange trips do not count in the SPROJ. Pre-plot does not apply to trips for the same day or the following day. Eligibility for pre-plot is limited to FAs who are involuntarily low on time, including those who have:

- AVBL days and/or HVBL days
- a low bid line
- a MIC and have been released by Crew Schedule
- a MIC and have been held for Days Originally Scheduled To Fly (DOSTF)
- a schedule conflict

Note: Crew Schedule may pre-plot trip sequences on AVBL schedules.

HVBL/"HAS NO OBLIGATION" #

FAs who lose an entire trip sequence due to Misconnection, Illegality or Cancellation (MIC) and whose pay projection is at or above the monthly maximum following the involuntary loss of time may recover the time through HVBL days. Not applicable for mid-sequence MIC.

- HVBL days will equal the number of days in the original sequence
- HVBL days are automatically placed on the original days of flying but may be moved via HISEND request to Crew Schedule
- In addition to receiving call-out pay, FA can recover the original time lost plus 1 hour
- HVBL days work like AVBL days for self-plotting and pre-plotting purposes; however, a FA will not be involuntarily assigned

ACCESS TO OPEN TIME AFTER TRIP REMOVAL TO ATTEND TRAINING #

- FA removed from a trip to attend training may recover the time by using the pre-plotting access up to the value of the sequence(s) removed plus 1 hour *or*
- Request HVBL days and will have the ability to recover the value of the sequence(s) plus 1 hour

AVAILABILITY (AVBL) #

- Includes Relief (RL) and Regular (RP) AVBL FAs who are considered regularly scheduled FAs. Bid line may consist of plotted trips, AVBL days, or a combination of both. A full AVBL schedule will have 18 AVBL days.
- Guarantee is 80 hours
 - AVBL schedules with a full line of available days (18 AVBL days) are subject to an incremental guarantee reduction when voluntarily reducing time, e.g. trip trade, unpaid absence.
 - Partial AVBL schedules will reduce guarantee to equal PPROJ when voluntarily reducing time.
 - An unscheduled AVBL day has a daily value of 4:26 when credited for a paid or unpaid absence.
- AVBL FA may plot trips that fly into or out of AVBL days.
- Pre-plotting is unrestricted, e.g. turns may be plotted on any AVBL day.
- AVBL FAs may add trip sequences through pre-plot (AX), self-plot between 0500-1200 HBT the day before (AX), or by participating in the HISEND MU Round. Crew Schedule may assign trip sequences by 1330 HBT the day before an available day (AV).
- FA who terminates a trip sequence the day prior to a day of availability and has been assigned a trip by Crew Schedule, and has not confirmed, may request a different trip if another is available prior to 1630 HBT
- Company (Crew Planning and Crew Schedule) can schedule FA no more than 85 hours in PROJ unless hours are part of actual awarded Relief selection. FA may self-plot to applicable monthly max in SPROJ.

- FA who is not on Availability on the last day of the month may request to be released from all remaining AVBL days when PROJ is at 80:01 or greater.
- FA who is on Availability on the last day of the month may request to be released from all remaining AVBL days, including the last day, when PROJ is 82:01 or greater.

RESERVE

MONTHLY MAXIMUM

85 hour PROJ

DO I HAVE TO CALL AVRS?

If Duty Ends Before the Call-in Window:

You have two options:

- Call AVRS, or
- Call Crew Schedule during your debrief to inform them that you will not call AVRS during the normal Reserve call-in window and that you will make contact immediately after your rest break ends. When making this contact, you must be available for sign-in at the airport no earlier than one hour later.

If Duty Ends During the Call-in Window:

Yes, you must call AVRS.

If Duty Ends After the Call-in Window:

No, there is no obligation to call AVRS or make any contact with Crew Schedule. You must be available for assignment after the completion of your legal rest.

RESERVE SUPPLEMENTAL FLYING

Can relinquish maximum of 4 DFPs in a month for supplemental flying or training (limited to 2 for Sick Make-Up):

- L2 (Limited Option 2 at company option) proffered to FA on L2 list at Group 3, paid over guarantee
- CR (Critical Coverage) proffered in seniority order to merged/regular Reserve list at Group 5, paid above guarantee
- OR (Optional Exchange pick-up), paid above guarantee
- The trip preceding a Reserve day must terminate by 1145 (Domestic sequence), 1130 (International sequence) to prevent an illegality or conflict for future Reserve assignment
- Hours for Reserve supplemental flying are displayed in the FLYDFP field on the HI1 and on the HISK record

Reserve Trip Trades

- Reserve assignment must be confirmed via AVRS/Crew Schedule
- Trips must be same duration
- LO, RA, Option, MU, CC, CR, or SM trip sequences may not be traded

- May trade with a FA who has picked up a trip via OE
- May be accomplished any time before sign in
- Will not affect Reserve guarantee
- TT may affect a FA's position in time accrued reserve order
- Pay and legalities will be applied to the flown sequence
- Does NOT apply to standby assignments

Home Base Rest – Following a Domestic Reserve Sequence

Home base rest required after a trip sequence or training for Reserves is 12 hours.

Home base rest after a carry-over/fly-through trip is governed by FA status at trip origination, regularly scheduled or Reserves. For example, a regularly scheduled trip into a Reserve month would require at least 11 hours of rest after completion.

Home Base Rest – Following an International Reserve Sequence

| IF TRIP SEQUENCE CONTAINS | REQUIRED HOME BASE REST IS | REDUCIBLE BY THE COMPANY | REDUCIBLE BY FA |
|--|----------------------------|--------------------------|-----------------|
| No flight legs in excess of 7 hours | 12 hours | No | No |
| Non-stop leg in excess of 7 hours | 14½ hours | No | No |
| Long-Range Non-stop leg over 12 hours but not more than 14-1/2 | 36 Hours | No | No |
| Extended Long-Range Non-stop leg in excess of 14-1/2 hours | 48 Hours | No | No |

Note: Reserve DFP(s) may run concurrently with required Home Base rest.

Obligation During Legal Rest Or Duty-Free Period

Crew Schedule may attempt to contact you, but you are never obligated to answer your phone or to return messages left during legal rest or duty-free periods.

Reserve AM/PM Preferences

A Reserve FA may submit a ballot on a daily basis to be on Ready Reserve for part of a day instead of the entire day. The ballot may be found on the Crew Resources page of the Flight Service website.

AM/PM

- AM Reserve: available for assignment that reports 0000-1300 HBT
- PM Reserve: available for assignment that reports 1100-0000 HBT

FAs must be available for contact 2 hours prior to the start time of the applicable AM/PM window.

AM/PM Reserve Guidelines

| RESERVE STATUS TODAY | RESERVE STATUS TOMORROW | OBLIGATION AFTER AWARD |
|----------------------|-------------------------|------------------------|
| AM | ASSIGNMENT | NO |
| AM | AM | NO |
| AM | PM | NO |
| AM | READY | NO UNTIL 2400 |
| PM | ASSIGNMENT | YES UNTIL 2400 |
| PM | AM | YES |
| PM | PM | YES UNTIL 2400 |
| PM | READY | YES |
| READY | ASSIGNMENT | YES UNTIL 1900 |
| READY | AM | YES UNTIL 2400 |
| READY | PM | YES UNTIL 2400 |
| READY | READY | YES |
| ASSIGNMENT | ASSIGNMENT | NO |
| ASSIGNMENT | AM | NO/REST DETERMINES |
| ASSIGNMENT | PM | NO/REST DETERMINES |
| ASSIGNMENT | READY | NO/REST DETERMINES |

Note: If assigned a next day sequence, 24-hour release or SB assignment, Reserves are still available for same day coverage until 1900 even after next day trip is confirmed.

RELEASE FROM RESERVE OBLIGATION BASED ON PROJECTION (PROJ)

Duty-Free Period on the Last Day of the Month

A Reserve FA who has a PROJ of 80:01 or greater who has a duty-free period on the last day of the month will be released from Reserve obligation for the month.

Reserve Day on the Last Day of the Month

A Reserve FA who has a PROJ of 80:01 or greater but does not have a duty-free period on the last day of the month will be released from all remaining Reserve days except for the last day of the month.

Once Applicable Monthly Max is Reached

Reserves become regularly scheduled FAs for all purposes such as II, MU or OE flying on the day(s) of release and/or duty-free periods relinquished in accordance with supplemental flying. Due to programming constraints, contact Crew Schedule for assistance.

RESERVE SICK

A Reserve clearing before 1200 HBT is immediately available for assignment and is not charged SK pay for that day.

A Reserve clearing after 1200 HBT will not be available for the remainder of the day and will be charged SK pay for that day.

RESERVE MISSED ASSIGNMENTS

When a Reserve FA receives a missed trip for a Reserve assignment, FA may choose from one of the following options:

1. Released for the remainder of the day and guarantee reduced by the value of the day,
or
2. Remain available for the rest of the day and guarantee protected. Crew Schedule may choose one of the options below:
 - a. Assign to another trip
 - b. Assign to airport stand-by if already reported to the airport
 - c. Assign back to Reserve obligation for the rest of the day

EXCHANGE OF TRIPS #

OPTIONAL EXCHANGE (OE)

OEs are not credited and only reflected in the PPROJ.

OEs are not eligible for PVDs.

OPTIONAL EXCHANGE RESERVE (OR)

ORs are not credited but are paid over guarantee. Hours are only reflected in the FLYDFP column of the HI1 header.

TRIP TRADE WITH OPEN TIME

Trip Trade with Open Time (TTOT) limit is the applicable monthly maximum. If trading down in time, the difference between the 2 sequences being traded cannot be more than 2 hours.

VACATION

ACCRUAL (Section 8.A)

Vacation accrual eligibility is based on a full month's service. A full month must be at least 15 days of active service. For purposes of vacation accrual it means the FA is available (not on an unpaid absence) for at least 15 days.

For 12 full months of service, accrual is as follows (See 2015 accrual below):

| Years of Active Service (Vacation Seniority) | Days per Year |
|---|---------------|
| 1-4 | 7 days |
| 5 | 10 days |
| 6 | 12 days |
| 7-9 | 14 days |
| 10-12 | 18 days |
| 13-15 | 21 days |
| 16-17 | 23 days |
| 18-25 | 31 days |
| 26+ | 35 days |

Note: A LAA FA hired prior to 12/13/14, who is accruing more vacation days than the amount specified in the JCBA vacation chart, will be "red circled" and will retain the higher number of vacation days until s/he moves to a higher rate of accrual.

2015 Vacation Accrual Chart [reflects prorated accrual – JAN-APR(CLA) & MAY-DEC (JCBA)]

| Vacation Seniority Year | Maximum VC Days for 2016 VC |
|-------------------------|-----------------------------|
| 2015 | 7 days |
| 2011-2014* | 9 days |
| 2010 | 11 days |
| 2009 | 13 days |
| 2006-2008 | 14 days |
| 2004-2005 | 17 days |
| 2003* | 19 days |
| 2000-2002 | 20 days |
| 1998-1999 | 22 days |
| 1996-1997 | 27 days |
| 1991-1995 | 28 days |
| 1990 | 30 days |
| 1989 and earlier | 33 days |

*Accrual rates protected

ANNUAL 420-HOUR THRESHOLD #

In order to accrue eligible vacation a FA must:

1. Be paid, including sick and vacation, a minimum of 420 hours per calendar year, *or*
2. Be paid an average of 35 hours per active month during the calendar year.

Hours paid in an inactive month do not count towards your threshold.

PAY AND CREDIT #

Regularly Scheduled

Any trip that touches a vacation period, including sign-in or debrief, will be removed and paid as vacation.

Available Day Credit

FA will receive 4:26 flight time pay and credit for each AVBL day during vacation.

Reserve Day Credit

FA will receive 4:10 in a 30 day contractual month or 3:56 in a 31 day contractual month flight time pay and credit for each Reserve day during vacation.

PERSONAL VACATION DAYS #

FA may request a maximum of 6 personal vacation days (PVDs) per year paid at 3:30 per day. Guarantee reduced by the difference between the original value of the sequence and the 3:30 daily rate.

Includes PVDs granted by CS as well as those used for pay substitution, i.e. FMLA

SICK LEAVE #

Sick time will be paid and credited at 100% of scheduled hours (including OE, MU, etc.)

SICK LEAVE ACCRUAL (Section 9.C)

FAs are eligible to accrue sick leave for each full month of active service per the chart below. A full month is defined as 15 or more days of service in a contractual month. For purpose of sick accrual it means the FA is available (not on an unpaid absence) and not on the sick list for at least 15 days.

| Effective Date | Monthly Accrual |
|-----------------------|------------------------|
| 2015 | 3 hours/month |
| 2016 | 3.5 hours/month |
| 2017 | 4 hours/month |
| 2018 | 4.5 hours/month |

- Accrual capped at 1500 hours
- If sick while on a trip, FA will receive positive space travel on first available flight to crew base or residence with Flight Service approval.

ANNUAL 420-HOUR THRESHOLD

In order to accrue eligible sick hours a FA must:

1. Be paid, including sick and vacation, a minimum of 420 hours per calendar year, *or*
2. Be paid an average of 35 hours per active month during the calendar year.

Hours paid in an inactive month do not count towards your threshold.

PAY AND CREDIT

Regularly Scheduled: Pay and credit on trips missed basis

AVBL: 4:26 pay and credit for each AVBL day on SK leave. Plotted trips, pay and credit on a trips missed basis.

Reserve: 4:10 pay and credit in a 30-day contractual month and 3:56 in a 31-day contractual month for each reserve day on SK leave.

IN-FLIGHT REST

CREW REST GUIDELINES (Section 38.B)

| Flight Segment (Block) | # of FAs who can take crew rest at a time | Break Duration | Sleeping Permitted | Permitted to watch video/ listen to music | Location of Rest | Blocked or Assigned Seats |
|--|---|----------------|--------------------|---|--|----------------------------|
| < 6:59 | 1 | :15 | No | No | Cabin Jumpseat Cockpit Jumpseat Customer seat (last row of M/C, aisle if avl) | No |
| Turn-around flights w/ one or more legs departing after 2100 with 12 hour duty day and overnight flight <7 hours | 1 | :30 | Yes | No | Cabin Jumpseat Cockpit Jumpseat Customer seat (last row M/C, aisle if avl) Crew FA bunks or crew rest seat (if avbl) | No |
| 7:00 – 11:59 | Up to 4, Purser's discretion | 45 minutes | Yes | Yes | Designated crew rest seats or FA bunks | Assigned seats if no bunks |
| 12:00 – 14:29 | Up to 4, Purser's discretion | 2 hours* | Yes | Yes | Designated crew rest seats or FA bunks | Assigned seats if no bunks |
| 14:30 + | Up to 4, Purser's discretion | 3 hours** | Yes | Yes | Designated crew rest seats or FA bunks | Assigned seats if no bunks |

*On a long-range trip sequence, if either the inbound or the outbound segment of such long-range sequence is less than 12 hours scheduled flying time, in-flight rest on the segment that is less than 12 hours may be reduced to 1 hour and 30 minutes.

**The Purser may extend the in-flight rest according to the available time and service requirements of the flight.

Procedures for Significant Malfunctions of Crew Rest Seat/Bunks (Section 38.J)

In the event 1 or more Bunks/Crew Rest Seats become unavailable for use due to a significant malfunction (i.e. crew rest seat/bunk does not have oxygen, no recline/seat cushion missing), the Company will provide substitute Crew Rest Seats as follows:

1. For flights 7 hours or more scheduled flying time, but not exceeding 12 hours scheduled flying time, 1 regular Main Cabin passenger seat will be provided on a one-for-one basis for each Crew Rest Seat which is unusable.
2. For flights over 10 hours scheduled flying time on 777/787 aircraft configured with bunks, 1 regular Business Class passenger seat will be provided on a one-for-one basis for each bunk which is unusable, if a Business Class passenger seat is available. Should a Business Class passenger seat be unavailable, a Main Cabin Extra (MCE) passenger seat will be made available. If a MCE passenger seat is unavailable, a Main Cabin passenger seat will be made available.

When a known significant malfunction exists on an aircraft, blocking of the appropriate passenger seats shall be accomplished twenty-four (24) hours in advance of scheduled departure time.

Items not considered a significant malfunction include:

- lack of a reading light or missing curtain
- inoperative footrest.

COMMUTER POLICY (Section 37.I)

A FA who chooses to be considered under this policy must list with Flight Service as a commuter and must designate one city served by American Airlines or its wholly owned carriers. The entry to list the Designated Commuter City (DCC) is HI17/City Code/9999.

If the FA's first scheduled commuting flight cancels or is delayed as a result of weather, mechanical, Company convenience, or the equipment is downgraded within 24 hours prior to the scheduled departure, and the subsequent scheduled flight for which s/he is listed for travel cancels as a result of weather, mechanical, Company convenience, equipment downgrades within 24 hours prior to the scheduled departure, the flight is delayed for at least 30 minutes, or the flight is full, the FA shall notify Crew Schedule as soon as possible prior to her/his scheduled check-in and Crew Schedule will have the option of assigning the commuter to any one of the following:

1. Split the FA back on her/his original sequence;*
2. Assign the FA to any comparable sequence, i.e., same duty days;*
3. Release the FA from duty and drop her/his original sequence. The FA will be responsible to make up the time lost, if possible.

* Until full JCBA implementation, Crew Schedule will only use options 1 & 2 in the most unusual of circumstances.

The first 3 Unable to Commute incidents (rolling 12 month period) of the nature described above will not be treated as dependability infractions so long as the FA provides the required supporting documentation from the Reservations system to her/his supervisor within 7 days of the Unable To Commute incident(s).

Qualifies Under Commuter Policy

1. The first flight is canceled and the second flight is full. This does qualify under the Commuter policy.
2. The first flight is full and the second flight is cancelled. This does not qualify under the Commuter policy because the first flight being full is not sufficient.

| First Flight | Second Flight |
|---|---|
| Cancellation, Equipment Downgrade or Delay | Cancellation, 30+ minute delay, or Full Flight |

A Reserve who is assigned a future trip following days off or a release assignment will be provided the same protections of the commuter policy if they follow the full provisions.

