

RESERVE SCHEDULING GENERAL INFORMATION

Reserve

Flight attendants in their first through fifth year of flying are on continuous reserve status unless their domicile seniority can hold a line of flying. However, all flight attendants, regardless of seniority, can bid a reserve line. Pure reserve status is designated with an R on the upper right hand corner of the LOFBID screen or in the monthly domicile seniority list.

Combined Reserve Pool

Domestic and international reserve pools are now combined and the language reserve pool has been eliminated.

The minimum guarantee for reserve lines are based on domestic rates of pay except for HNL, LHR, CDG, FRA, NRT and HKG, which are based on international rates of pay.

International IDs are credited at international rates of pay and domestic IDs at domestic rates of pay.

Language-qualified reserves can be assigned in time-accrued order with non-language reserves or assigned language trips if necessary (based upon their language qualification).

A reserve flight attendant who is not internationally qualified will be considered “only domestic qualified” (ODQ).

30-in-7 Legality for Reserves

The option to waive the 30-in-7 legality during the bid process is only valid when a flight attendant is awarded a lineholder line of flying.

Reserves may only waive the 30-in-7 legality in conjunction with a specific assignment, reassignment or open return (UNI) assignment. Reserve flight attendants may not waive the 30-in-7 legality as part of the reserve assignment process unless coverage is inadequate and the option to waive is offered by Scheduling and Support.

When a reserve flight attendant picks up open flying under priority #9 causing a 30-in-7, the legality is waived.

A/B Reserve Rotation

Upon completion of the fifth year of flying, flight attendants are assigned a reserve rotation letter, either A or B. The reserve rotation letter can be found on the upper right-hand corner of the LOFBID screen or in the monthly domicile seniority list. Flight attendants who are in the top 25 percent of domicile seniority are exempt from reserve rotation.

Flight attendants on A/B rotation may fly reserve every other month. Check the bid cover letter to determine whether the bidding month is A or B and the seniority of the designated senior reserve.

The senior designated reserve seniority is a prediction. It is important to know this information, and to make bidding choices accordingly. Reserve letters and/or status can change each year. Reserve letter assignments are published each October, prior to the

vacation bid period. Changes take effect in February of the following year. Flight attendants can trade reserve letters with another flight attendant one time each year (A for B or B for A).

Bidding Reserve Lines

Here are the various types of reserve lines and their associated line number ranges. Please note: standby is an assignment not a type of reserve.

Type of Reserve	Line Number Range
Reserve – Call In	1401-1499
Reserve – Ready	1501-1599

Reserve Move-up Lines

Reserve move-up lines are built when there are enough open trips at a domicile to complete a line of flying. Reserves requesting move-ups are awarded lines of flying in seniority order through the reserve move-up process. Reserves should request a move-up during the bid process and indicate whether they prefer a domestic line, international line or “either.”

Reserves can also add or remove their name from the move-up list via “MOVEUP” in Unimatic. Reserves adding their names to the list after the bid process will be placed at the bottom of the list. To remove a move-up request from the list, flight attendants must update “MOVEUP” prior to the close of relief lines. Check the cover letter for the specific relief award closing date.

When a reserve is assigned a move-up line during the month and has at least one reserve day before being given a move-up line, the minimum reserve guarantee (75 hours and 11 day off minimum) applies. If given a move-up line prior to standing

one reserve day, the lineholder minimum guarantee (65 hours and 10 day off minimum) will apply, along with the full value of line guarantee (GAR).

Once a move-up line is built, it cannot be declined and there is no guarantee that the move-up line will conform to the original reserve pattern. During bidding, reserves can preference two days within the month as protected days for a move-up line.

Once awarded a reserve move-up line, flight attendants can trade trips with other lineholders, trade trips for open flying and pick up trips from the open trip file. Reserve status no longer applies.

Reserve Assignments

At the beginning of each month, flight attendants are placed in first-in/first-out (FIFO) order based on the arrival time of their last trip. Reserves will progress within the days of availability (1, 2, 3, 4 or more) on a time accrued (TMAC) basis. Time accrual is based on credited time.

Call-in reserves and ready reserves are placed within the respective lists according to the number of days available (1, 2, 3 or more). The domestic four-or-more-day list is comprised of 4, 5, 6+ day reserves sorted only by time accrual.

Following the 1500 open flying process, open positions with check-in times ranging from 0500 the following day to 0459 two days out will be assigned to call-in reserves. Call-in reserves can be converted to ready reserve when the number of ready reserves available is equal to or less than the projected number of flight attendants needed for the following day. Many factors are considered when determining the needs of the operation (e.g., inclement weather).

A reserve may pick up open flying on or into scheduled days only to avoid drafting. There is no restoration of days off. The request should be submitted via Unimatic "DSPFI/OFR," and using priority #9. Reserves may also call the crew desk to determine if a drafting condition exists.

Availability after Days Off

Ready reserves must be available for call at 0001 and can report for duty as early as 0500 local domicile time on a reserve day following days off, ANP, vacation, DAT or union business.

Availability on Last Day of Month

Flight attendants on ready reserve status for the new month must be available for call at 2000 for assignment to IDs departing after midnight.

If on call-in reserve status, flight attendants must call the call-in recording between 1900 and 2400 for an assignment the next day, reporting for duty at 0500.

If a flight attendant is converted from call-in status to ready reserve, he or she must be available for call at 0001 for any assignment departing after midnight.

When going from reserve to lineholder, the flight attendant must fulfill the reserve obligation. He or she is subject to a multi-day assignment, which will carry you into the lineholder month either on a lineholder trip or days off. If the flight attendant becomes illegal in his or her lineholder month as a result of a reserve assignment, he or she must contact the crew desk for rescheduling of the illegal trip in the new month.

A reserve may be assigned a trip on the last day of the month even with very little time left. While the credited flight time requirements of the previous agreement had a

minimum value of four hours, flight attendants with less than four hours were typically released. The values under the current agreement are based upon the greater of either actual flight time in the duty period or cumulative credited time.

Blocking In

Reserves must block in at the crew desk upon completion of their assignment. The crew desk will take one of the following actions:

- release for legal rest;
- to prevent drafting, give a second assignment within the same duty period; or
- give an assignment departing within 15 hours in accordance with time accrued order,

Reserves must personally block in with the crew desk. **Do not block in on behalf of a flying partner.** When returning from an international assignment, it is not necessary to block in.

Reserves will be free from telephone contact for eight hours following release from an assignment, including release from standby.

Automated Reserve Recording

Call-in reserves must call the automated tape for assignment after 1900 (up to 2400) the night before a scheduled reserve day. Contact the crew desk to clarify assignment status if the assignment is **not** announced on the recording.

Converted Call-in Reserve

Call-in reserves who are converted to ready reserve status are subject to call from midnight that night until 1900 the following day. A converted call-in reserve may be given an assignment that checks in between midnight that night through 0459 two days out.

A call-in reserve who is converted to ready reserve status, but not

given an assignment by 1900 of the following night, reverts back to call-in status and must call the automated recording for the next assignment.

Standby Reserve Assignments

Depending on when a standby reserve assignment is made, it may be given to a call-in or a ready reserve flight attendant. Reserves receive a minimum of five hours pay and credit if called out for standby. Standby reserves remain available for four hours, or given an assignment that is scheduled to depart within five hours after the commencement of the standby period. If an assignment has not been made after four hours, contact scheduling to be released. Scheduling does maintain the right to extend the four-hour standby period if there is a known drafting situation.

Note: Reserves must contact the crew desk when reporting for standby (ONSB).

Ready Reserve Notification

Scheduling is required to make at least three attempts within 45 minutes to all phone numbers listed in FDUG. Reserves must ensure that their contact information is always up to date.

Ready Reserve Call Out Notice

Scheduling will make every attempt to give notice of assignment at least four hours prior to departure. A ready reserve receiving less than four hours notice shall make every attempt to make the assignment.

Eight Hours Free from Contact

After being released from an assignment, be it standby or returning from an ID, a reserve will

be free from telephone contact for eight hours.

Maintaining Current Telephone Numbers

Flight attendants are responsible for having current and accurate contact numbers listed in FDUG. It is imperative that flight attendants maintain the correct contact numbers in FDUG. Please keep in mind that pager and cell phone malfunctions are the responsibility of the flight attendant, and are not considered an excuse for a missed assignment.

Note: Answering machines and voicemail are not viable means of communication between crew desks and flight attendants. Schedulers are not required to leave messages on answering machines or voicemail systems. The crew desk must make personal contact with the flight attendant to communicate an assignment.

GWOP (PTO) for Reserves

If the award of GWOP (PTO) in a reserve day-on pattern does not allow a reserve to be assigned on the remaining days of availability in that pattern (based upon the shortest ID planned for the domicile), the reserve will be placed on PTO for the day requested and CNF (choose not to fly) for the remaining days on following the PTO. The line of flying minimum will be reduced for each day of CNF as well.

RET

Due to operational needs, reserves do not preference training dates for RET. They will be assigned class dates in either their "may go" or "must go" months. Classes are usually assigned on the first days or last days of a reserve pattern. High-time reserves can be assigned training any time, as training is not considered flight time.

After awards are posted, any flight attendant who is not assigned a training date (in their may-go, must-go or grace month), can volunteer for classes by contacting the service center (FLT-LINE, option 4, 2).

Contract References

Section 10 of the Flight Attendant Agreement governs reserve scheduling procedures. In addition, Section 12 provides procedures for international flying. It is suggested that reserve flight attendants familiarize themselves with Sections 10 and 12 of the Agreement. Reserve flight attendants can also contact the crew desk with reserve scheduling questions.