

UNITED

FLIGHT ATTENDANT

TRANSFER INFORMATION

GENERAL GUIDE

Transfer Information

TRANSFER INFORMATION

Congratulations on your transfer! The Flight Attendant Administrative Service Center is available to assist you in an effort to make your experience as smooth a transition as possible.

The following information outlines the specifics of the transfer process based on the Flight Attendant Agreement as well as Corporate Guidelines. We hope you find the content valuable as you prepare to transfer. Please contact the Flight Attendant Administrative Service Center for issues not addressed in this package.

The following DIS*Pages contain extensive information on the transfer process:

Transfer Display Pages

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DIS*32688  HDQUN  30NOV1640.41661

** FLIGHT ATTENDANT TRANSFER INFORMATION PAGES **
      (TAB AND ENTER)
▲DIS*60210  F/A RESPONSIBILITY      ▲DIS*60203  REQUEST A TRANSFER
▲DIS*60204  DEL/CHG A REQUEST      ▲DIS*60313  FIRST TRANSFER
▲DIS*60205  AWARD PROCESS          ▲DIS*60206  ACCEPT/REJECT
▲DIS*60207  FLYING OR DRIVING      ▲DIS*60209  COMAT INFORMATION
▲DIS*60308  VACATIONS              ▲DIS*05847  INTERIM VAC. RULES
▲DIS*60314  LEAVE OF ABSENCE       ▲DIS*05846  INTERIM VAC. BID
▲DIS*60307  SETTling TIME          ▲DIS*35451  WEEKLY TRANSFERS
▲DIS*60194  LANGUAGE TRANSFER      ▲DIS*17231  TRANSFER ACCEPTANCE
▲DIS*60312  TRANSFER INHIBITS      ▲DIS*27874  VACATON TRADE
                                         RETURN TO FPN ▲DIS*14168
SCHEDULING AREAS IMPACTED BY TRANSFER ACTIVITIES ▲DIS*60306

DIS*60306  HDQUN  16JAN1407.41661
          *** SCHEDULING ***
      THE FOLLOWING ARE SCHEDULING AREAS THAT ARE MOST
      IMPACTED BY TRANSFER ACTIVITY. (TAB AND ENTER)

▲DIS*60316  DOMICILE BID INFO      ▲DIS*60289  QUALIFICATION
▲DIS*60216  DOMICILE ORIENTATION  ▲DIS*60315  TRAINING PAY
▲DIS*04977  BID SERVICE PHONE #'S ▲DIS*27874  VAC TRD REQUEST
▲DIS*60309  LOF AND BIDDING        ▲DIS*05846  INTERIM VAC BID
▲DIS*60310  LOF AND BIDDING        ▲DIS*17228  LANGUAGE TXF BID
▲DIS*60311  LOF AND BIDDING        ▲DIS*14160  2001 VAC.BID INFO

      TO RETURN TO TRANSFER MENU  ▲DIS*32688
      TO RETURN TO FRONT PG NEWS  ▲DIS*14168
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**Administrative Service Center
1-800-FLT-LINE (1-800-358-5463)
Options: 4/4.**

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Acceptance/ Denial

*(DIS*60206)*

Confirmation of your decision is required. Utilizing your TRNREQ screen in Unimatic, indicate 'Y' for acceptance or 'N' for refusal in the Agreement area of the TRNREQ. After indicating your agreement, you will be asked for additional information (page two) regarding your choice of travel (Fly or Drive) to the new location, if this is your first geographic transfer and if you accept (Y) or reject (N) the transfer award. This action should be completed on or prior to the "respond-by-date" located on both the award meter and the TRNREQ screen. This information must be provided for your transfer to be "accepted". If no response is received it will be treated as a refusal.

Inhibit Dates

*(DIS*60312) Contract Section 22.A.2 & 22.A.3*

If the transfer is refused, you will be inhibited from submitting another transfer request for a period of three months from the date of refusal.

If the transfer is accepted, you will be inhibited from submitting another transfer request for a period of six months from the effective date of transfer.

Leaves of Absence

*(DIS*60314) Contract Section 22.A.4*

It is expected that you be available to begin your assignment on the effective date of your transfer; therefore, you may accept a transfer when on leave of absence, provided that your status will change to "active" prior to the effective date of the transfer. A return to "active status" may include paid sick leave, either non-occupational or occupational. In addition, it is expected that emergency, equipment and services qualifications are current by the effective date of the transfer. Otherwise, the award will be rejected and/or rescinded with no inhibitors.

Bidding

*(DIS*60309) and Qualifications (DIS*60289) Contract Section 9.C.13*

A transfer effective on or before the first day of the new schedule month, and accepted prior to the closing of the bid period, allows you to bid at the new domicile. It is expected that you have current service, equipment, emergency and security training qualifications for the schedule at the new location prior to your first trip. If not qualified, you must make yourself available for training on the date set by the Company. Contact the Scheduling and Training Service Center for required training. A transfer acceptance after the bid period has closed (17th of the month) will result in your line award for your 'old' domicile. The Administration Flight Attendant Service Center will work with the Advance Schedule Planning group to ensure a line is built for your new domicile after the relief award.

If bidding for the new domicile, it is your responsibility to obtain the bid materials. New domicile bid packages are available through bid services, on Skynet via AOL, and at major layover locations. A listing of bid services may be found on DIS*4977.

Transfer Information

Domicile Ranking: ***(DIS*60316)***

Unsure where your seniority may place you within a particular domicile? DIS*60316 provides the latest line award information for all domicile locations.

Vacation ***(DIS*60308)***

Vacation periods that begin prior to the effective date may be taken as scheduled.

Transfers in Conjunction with Vacation -

1. The effective date of a transfer may be delayed up to 21 days where the associated over-water or service training has to be postponed due to the flight attendant being on vacation.
2. Transfers will be awarded and effective dates retained while on a paid leave of absence status.
3. Recognizing the exceptions in number 1 and 2 above, the Company will require all others to be physically at the new domicile not later than seven days after the original effective date.
4. Where days off associated with a vacation would extend a report date by more than seven days, you will be given the options of giving up one or more of the days off and accepting the award, or keeping the vacation intact (and the days off) and rejecting the award.
5. Where a vacation would extend a report date by more than seven days, you will be given the option of giving up the vacation (assuming that the flight attendant has not started the vacation) and keeping the original report date, or rejecting the transfer award and keeping the vacation intact. If the vacation is given up to accept the transfer, you may re-bid the vacation time in the next interim bid at the new domicile.
6. Any unique or special accommodation to transfer with vacation should be coordinated through your current domicile manager.

Interim Vacation Bid: ***(DIS*60308)***

Transfer Information

Vacations scheduled to begin on or after the effective date will be deferred. You then must re-bid your vacation(s) at your new domicile during the first interim bid period after the effective date of your transfer. If no bid or an insufficient bid is received during the first interim vacation bid period, your vacation period(s) will be assigned.

If at any time during the year the Company allows the keeping of future vacation period(s) with transfer acceptances, all future vacation periods will follow you to your new domicile. When an existing vacation period delays your transfer effective date beyond the allowed seven (7) days, you may forfeit all or part of the vacation period for the transfer or rescind the transfer and keep the vacation period intact.

Interim Vacation Bidding is available in Skynet business tools and can be accessed at any Domicile computer. We are striving to be able to offer this option from home. Interim vacation bid screens offer your current domicile open allocations, your vacation periods and any vacation days that must be bid in your new domicile. Some enhancements offered with the Skynet interim bid include instant bidding tips and 'bids received messages'.

Travel Time

(DIS*60207)

Sufficient time to travel and report to your new domicile location will be applied by the Administrative Service Center. This time directly precedes the effective date of the transfer and is based on the travel option selected. You may either fly or drive. If you opt to fly you should request a one way BP-7 ticket from your **current** domicile valid between your current domicile and your new domicile. There are no exceptions for travel between domiciles. If driving, criteria based on your permanent UG address, domicile parking authority and driving your vehicle from the current domicile to the new location must be satisfied. All travel time will be processed and applied by the Administration Service Center.

Pay Protection

(DIS*60313) ***Contract Section 22.H.1 & 22.H.2***

Line guarantee/RSV minimum will be protected for your first voluntary geographic transfer.

Mid-month transfers for the first voluntary transfer are pay protected for the individual trips dropped in conjunction with travel time and effective date. The remainder of the schedule is dropped and re-built for the new domicile. Your LOF status, whether it is lineholder or reserve, will remain the same for the balance of the month at the new location. Subsequent voluntary transfers are not pay protected.

COMAT

(DIS*60209)

Contract Section 22.G.1 & 22.L.2.c

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If you are relocating and changing your permanent address as shown on the FDUG screen at the time of award, free shipment of personal belongings is allowable based on the following:

- a maximum of 500 LBS is allowed between U.S.domiciles and within Europe.
- up to 1000 LBS between U.S. and non-U.S. locations.

It is recommended you call your local Air Freight office for specific shipping information such as size/dimensions of the articles being shipped. You must arrange to transport items to United Airlines Air Freight and ensure they are packed properly for shipping. Insurance is inexpensive for the protection offered and is recommended. The shipment of your personal belongings is on a space available basis and from your current domicile to your new domicile.

Supporting documentation regarding the permanent FDUG address change may be required prior to the COMAT forms being issued. The COMAT authority form is available prior to the transfer from the “old” domicile. Subsequent to the effective date, arrangements are made through the “new” domicile.

The authority, once issued, is valid for 3-months from the date of issue and may be issued with-in 12 months from the effective date of the transfer.

At certain international locations country law may dictate the parameters of using COMAT. Refer to the domicile specific DIS pages (DIS*60216) for local nuances.

Orientation

(DIS*60216)

Unless otherwise specified, i.e., delayed report due to vacation, you must report to the new domicile for Orientation on the effective date of the transfer, at the time specified by the domicile. Please refer to DIS*60216 for time and location of Orientation.

Emergency Transfers:

Emergency transfers are requested through your current Domicile Manager and approved by the AFA and Labor Relations. The Administration Flight Attendant Service Center will update the Emergency transfer information in FAIS (Flight Attendant Information System) and e-note confirmation of the update. Your current Supervisor will also notify you of your Emergency transfer approval.

Emergency transfers are temporary and must be extended by a reapplication to the current Domicile Manager. Emergency transfers are not subject to travel time, COMAT or settling time due to their temporary nature.

During the Annual Vacation bid (October – December), it may be necessary to interim bid for your emergency transfer domicile or your return domicile due to change of domicile during the end of the year.

Settling Time

(DIS*60307) Contract Section 22.H.1 & 22.H.2

Upon arrival at a new domicile, up to three (3) days will be allowed for the purpose of settling, provided an actual relocation (between one primary FDUG residence

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and another) is taking place. Entitlement to pay protection for a maximum of three consecutive days is allowed for the following:

- ✓ Initial Domicile assignment out of training
- ✓ First voluntary transfer
- ✓ Involuntary transfers
- ✓ Transfer during the first six months to a newly opened domicile

The settling time must be taken within 12 months of the transfer effective date and must be in connection with some relocation activity from one residence to another (e.g., attending a closing, moving furnishings or hooking up utilities). This should be requested with supporting documentation through your new supervisor. The Contract permits the Company to delay whatever period may be requested by the Flight Attendant up to seven days from the original bid depending on the anticipated coverage needs at the domicile.

Settling Time Request

'Settling Time' is a period of time provided by the Company for the sole purpose of assisting you in geographically relocating in conjunction with your transfer acceptance.

The term 'settling' means that there is an actual move between one primary (UG-100) residence and another, in a different geographic location.

Except where it is in conjunction with a Company paid move, the move need not be to the new domicile itself, but may be to a new primary residence from which you intend to commute.

An interim move to a commuter hotel, or a move within the geographic area of your current permanent residence, does not qualify for Settling Time.

You have the option of using one, two, or the full three days allowed under the contract. The day(s) must be taken at one time and consecutively within one year of your report date to the new domicile.

To request your 'Settling Time', you should complete the request form found on the reverse side, providing at least seven days notice. Your request form accompanied by proof of the move (copy of your new lease or a copy of a moving company contract) should be submitted to your **new** Domicile Supervisor.

Approval and award of Settling Time is performed by the Scheduling Flight Attendant Service Center and will be reflected in your line of flying.

UNITED SETTLING TIME REQUEST FORM

NAME: _____ **FILE No:** _____

Transfer Information

I am Requesting Settling Time (up to three consecutive days) for:

LOF#: _____ **Month:** _____ **ID#:** _____ **Date:** __/__/__

This is my first transfer (Y OR N) _____

**I AM RELOCATING FROM
(LOCATION AND ADDRESS)**

TO: (LOCATION AND ADDRESS)

I certify that the requested days are for the sole purpose of settling and I have attached the required proof to support my request

SIGNED: _____

DATE: __/__/__

Note: Approval takes from one to three days. (This request may be delayed according to the needs of the service, but not for more than seven days.) Please attach proof of move and a copy of the line of flying or the request will be returned

**Domicile staff can request bulk orders of this booklet
through e-mail: onboardcomm@ual.com**

Reference # T-I



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