

Schedule Changes Overview

- Schedule changes include pick ups, escalations, swaps, move-ups, drops of trips or ADAYS; and trip assignments and awards by Scheduling.
- Schedule changes may be accomplished by swapping with or picking up from other flight attendants or by submitting requests in the open time system offered in the computer.
- During the running of CBS for a subsequent bid period, schedule changes will be temporarily restricted on trips affecting the last day of the current bid period and on trips which spill over into the new bid period. The restricted period is from the close of the bid until the initial release of the bid results.

Open Time Process Prior to the One Calendar Day Cutoff

- Once the CBS System has awarded trips and access days for the month, and the schedules are released, you may enter open time requests for the current and next bid period. Requests will be processed on a continuous basis beginning on the date and time posted in each base and in F.A.I.R.
NOTE: Pick-ups do not have priority over swaps.
- Open time requests are processed on a **first-come-first-served** basis using the **1st COME 1st SERVED** template. This applies for all pick-ups and swaps (escalations are transacted as a swap prior to the 1 calendar day period). Trips are awarded to the first legally submitted request

Open Time Process After the One Calendar Day Cutoff

- One calendar day, at midnight (0001) local base time, prior to a date of operation 'first-come-first-served' open time ceases for that date.
EXAMPLE: At 0001 on Tuesday, open time is no longer available for trips departing on Wednesday.
- At that point, and within the 1 calendar day period prior to a date of Operation, Scheduling, **using system seniority**, will assign flight attendants on availability for pay protection, administer the working of move-ups and escalations, and award/assign all remaining trips for Access Day holders. Processing of pick-ups due to insufficient staffing will also be done as needed in each base.

 Open Time After the One Calendar Day Cutoff, continued

- A separate entry template, **PU / ESC (W/IN 1 CAL DAY)** will accommodate pick-ups, escalations, and move-ups you wish to be held and worked after the 1 calendar day cut-off for any specific date of operation.
- Any needed open time processing during the 1 calendar day period (pick-ups) and move-ups will be processed by Scheduling. If you desire to pick-up a trip within the one calendar day period prior to a date of operation, be sure to submit your pick-up requests in a timely manner, using the appropriate entry template.
- Pairings and standby duty may be available in open time. You must resubmit requests for trips that change pairing number via the transition replacement process. Also note that trips that are split by position have a duplication number, e.g. 1401-1, 1401-2, etc.
- Move-ups are swaps to a higher qualification completed within 1 calendar day prior to the day of departure. Prior to the award of move-ups, an escalations-only process will be worked allowing flight attendants to escalate to flight leader on trips on which they are occupying another position. This provides for escalation requests to be processed within the 1 day prior to operation when additional positions may become open due to trip drop awards, sick calls, and personal emergencies (MTO, ELOA).

Schedule Change Template to Use:

| | |
|--|---|
| To pick-up, or swap with: | Use: |
| Open Time outside 1 calendar Day prior to the date of operation | 1 st COME 1 st SERVED |
| Another flight attendant outside 1 calendar day.... | 1 st COME 1 st SERVED |
| Another flight attendant within the 1 calendar day period.... | 1 st COME 1 st SERVED |
| To escalate: | Use: |
| To leadership outside 1 calendar days....you must PICKUP or SWAP | 1 st COME 1 st SERVED |
| To pick-up or escalate only: | Use: |
| <u>Within</u> the 1 calendar day period prior to the date of operation | PU / ESC (W / IN 1 CAL DAYS) |
| To move-up | Use: |
| A 'swap' within 1 calendar days worked by Scheduling.... | MOVE-UP |

Trip Trade Balancer

- The state of base staffing is reflected in the Trip Trade Balancer. It tracks the number of 1-day, 2-day, 3-day, etc. trips in open time, and the number of access day flight attendants available are also noted by base.
- The trip trade balancer will not generally be used to regulate the working of pick-ups, but will be used to govern and restrict the number of trips that may be placed into open time on any given day by swaps. This is based on a pre-set maximum number of trips or duty periods in open time which is predicated on known operational and historical data.
- When days are capped and have reached their pre-determined limit, the computer will still award same day/date swaps. For example, a 3-day on the 10th for another 3-day on the 10th.
- For the purposes of swaps with open time, a duty period which transits midnight will be considered as operating totally on the date of the local report time for that duty period.

EXAMPLE: The report time is 2235. The duty period, originating on day 'A' would be considered as operating totally on day 'A'.

| Day | Flight | Depart/Arrives | Block | Turn | Equipment |
|-----|--------|-------------------|-------|------|-----------|
| A | 589 | ATL 2335/BOS 0205 | 2:30 | 0:55 | 737 |
| | 500 | BOS 0300/ATL 0528 | 2:28 | | |

Language of Destination Positions (LOD)

- Every attempt will be made to staff language positions, but they are not mandatory. Language positions are a customer service tool for passengers in the local languages of the destinations Delta serves.
- Open LOD positions will NOT be converted prior to the 1 calendar day cut-off prior to the date of trip origination. One calendar day in advance of trip origination, open LOD positions may be converted to regular if an LOD qualified flight attendant is not available from 1) day-for-day move-up requests, 2) access day requests, 3) pick-ups / alternate day move-up requests, or 4) out-of-base move-up requests

NOTE: Some LOD positions on domestic segments, i.e. ATL-YUL, are not covered using the drafting procedures as the language is a bid position, but not a required position for trip coverage. These may be converted to regular positions.

- When a flight attendant is dual qualified and serves as both the Flight Leader and LOD on a trip and that position is vacated, it is placed in open time as an LOD position.

PICK-UPS

- You may pick up trips in accordance with F.A.R. and Delta flight/duty time limitations and rest requirements. Any tripholder may pick up domestic trips and international (non-transoceanic) trips, and any International Program flight attendant may pick-up transoceanic trips.
- If qualified you may pick up Flight Leader or LOD pairings from other flight attendants or from open time. To pick up Shuttle trips you must have the S1 training code, and for Tel Aviv trips you must have the TV training code.
- A pick-up that places an ADAY to follow a transoceanic pairing waives the scheduled 24 hour rest following any transoceanic trip to an 11 hour rest, (or to 14 hours if the preceding transoceanic duty period is over 14 hours).
- Priority pick-ups may be chosen as a pay protection option or given as a result of a Scheduling error and are always processed before regular pick-ups.

Pick-Ups From Open Time

Submitting Requests

- You may enter pick-up requests for the next bid period using the **1st COME 1st SERVED** (worked immediately) and **PU / ESC (W / IN 1 CAL DAY)** templates (held for future dates and only worked if staffing requires) after schedules are awarded and open time is released.
- Requests in **1st COME 1st SERVED** are not stored in the computer in advance of the open time release date. Only one entry request at a time may be entered using **1st COME 1st SERVED**. For requests on the PU / ESC (W / IN 1 CAL DAY) template only, you may list multiple dates/trips on one request, however any award will void the remaining choices listed on that request. For ALL requests, the first trip worked or listed, available and legal will be awarded.
- If you request a pick-up for a load factor or variable staffing trip that mirrors a regular trip (and vice versa), you may be awarded whichever is available first, in order of preference, without having to actually request both.

Continuous Daily Processing

- Pick-up requests for the remainder of the current bid period and the following bid period, once released, will be processed continuously after open time is released. The computer receives all entries in split-second time sequence and the first legal request is awarded.

Pick-Ups From Open Time, continued

Awards

- Outside of the one calendar day timeframe prior to a date of operation, all pick-up requests are worked immediately. Care should be taken for every pick-up entry, since the results are instantaneous and cannot be reversed except by entering another swap with open time or another flight attendant.
NOTE: Use the **1st COME 1st SERVED** template to enter requests with immediate results.
- Within the one calendar day period, all pick-ups are worked in the trip coverage process on a continuous basis for every open position.
NOTE: Use the **PU / ESC (W / IN 1 CAL DAY)** template for 'remain active' requests to be worked within the 1 calendar day period prior to a date of operation.
- Once you are awarded a pick-up, trip coverage will not be rearranged even if a trip you preferred becomes available later in the pick-up process.
- Within the one calendar day time period, if your request is entered to remain active and you are awarded a pick-up **prior to 1600** local time the day before departure, the trip is part of your schedule and you are required to work. It is your responsibility to check your schedule.
- Pick-up awards made **after 1600** local time the day before departure will be made with phone contact only. Once notified you have the option to accept or decline. Two calls will be made and if you are not reached Scheduling will proceed to the next request.
- If you are away on a trip when awards are made after 1600 local time the day before departure and the trip can be held, Scheduling will attempt contact with you and hold the trip up to a maximum of 3 hours after block-in, provided you would be legal for the trip.

Pick-Ups From Another Flight Attendant

- Both flight attendants involved must agree with the drop/pick-up request. The originating flight attendant accepts all responsibility for ensuring agreement and entering the request.
NOTE: Using eCrew anyone can transact what you post. Additionally, the 'Friends List' allows you to authorize 1-to-50 flight attendants to swap, drop, or pick-up trips from your schedule at any time. You are responsible for any trades a Friend makes, so only authorize those you know and trust.
- You may enter a drop/pick-up request in the computer up until report time of the first trip involved (or start time of the duty day if an ADAY). The requests are worked immediately in the computer. A pop-up screen will appear for your acknowledgment for a current day swap request.
NOTE: Both flight attendants are equally responsible for verifying the drop/pick-up award or denial.
- A jetway trade (a drop/pick-up) will be processed no earlier than 1 calendar day prior to the report time of the trip and no later than 4 hours prior to the report time of the trip or 4 hours prior to the report time of the mid-rotation split segment. This is a manual process worked in Scheduling, so all requests should be submitted to Scheduling in a timely manner.

Trip Escalations

- An escalation is the awarding or assigning of the Flight Leader position on the same trip you are already flying, within the 1 calendar day time period prior to a date of operation. Submit these requests to escalate within the 1 calendar time frame using the **PU / ESC (W / IN 1 CAL DAY)** template.
- Outside of 1 calendar days, an 'escalation' is worked as a swap or a pick-up using the **1st COME 1st SERVED** function. For example, to 'escalate' into the leader position, submit a swap from the 'F' position to the 'A' position.
- For transoceanic trips, and within the 1 calendar day period, Scheduling will automatically escalate the Service Leader ('B') to the Flight Leader ('A') position before any other requests are processed.
- Before A-Day preferences are awarded, Leaders who have not requested escalation may be escalated to cover any remaining Leader positions.
NOTE: During the last calendar day prior to the trip origination, the Service Leader 'B' position on a transoceanic trip will be escalated into the open primary Transoceanic Flight Leader 'A' position.

Trip Escalations, continued

- Scheduling will work with any escalated Leader if another Leader on the pairing desires the Leader position. Similarly, at report time or after briefing, Scheduling will work with any escalated non-qualified flight attendant if another non-qualified crew member desires the leadership position.
- A qualified leader in an LOD position may request to be escalated provided there is at least one other same-language LOD flight attendant on the trip at the time the process is initiated.
- Within the 1 calendar day timeframe prior to the date of operation, a Flight Leader wishing to pick up the Leader position from open time will not be awarded if a more senior Leader on the trip has requested to escalate.
- Flight attendants have the option to use the Automated Crew Scheduling telephone system for advance notification of Flight Leader escalations (for all aircraft types).
- You may list multiple dates/trips on one PU / ESC (W / IN 1 CAL DAY) request, however any award on this request will void the remaining choices listed.

NOTE: Outside of 1 calendar days, you must swap for a leader position using the **1st Come 1st Served** template, even when you are on the same trip. Inside the 1 calendar day time frame, a separate pick-up/escalation request must be entered using the **PU / ESC (W / IN 1 CAL DAY)** template. This request can be entered in advance for a specific date and it will be held in the system until the 1 calendar day timeframe commences for that specific date.

Swaps

- You may swap trips in accordance with applicable F.A.R. and Delta flight and duty time limitations and rest requirements.
- A swap that places an Access Day to follow a transoceanic pairing waives the normal scheduled 24 hour rest to an 11 hour rest, (or a 14 hour rest if the preceding transoceanic duty period is scheduled over 14 hours). This may waive a Delta 24 hour rest following a transoceanic trip but may never waive any mandated FAA 24 in 7 rest.
- For shuttle swaps the S1 training code must be in the training record, and for TLV trip swaps the TV code must be in the training record.

Domestic Trips

- You may swap transoceanic trips for domestic trips in Open Time and vice versa as long you have the appropriate training.
- A Leader may swap a Flight Leader position for any other position they are qualified to fly, with open time (subject only to the trip-trade balancer parameters) or another Leader-qualified flight attendant.
- A Leader qualified flight attendant may swap a non-Leader position on one trip for a Leader position on another trip through either the swap process or move-up process. You may also move from a non-Leader position to the Leader position on the same pairing through the escalation process.
NOTE: A Leader position occupied by an LOD flight attendant that has escalated from a LOD position is considered a dual qualified position and may not be swapped with open time. Dual qualified positions may only be swapped with another flight attendant who holds the required leadership and language qualifications.
- An LOD qualified flight attendant may swap an LOD position with another flight attendant qualified in the same language and with open time for another LOD position. A trip scheduled with 4 LOD or 3 LOD may drop to 2 LOD through open time, 2 LOD may drop to 1, and 1 LOD may not swap off.
- You may not swap LOD positions for Leader positions in open time.

Transoceanic Trips

- You may swap domestic trips for transoceanic trips provided you are in the International Program. You must be qualified for transoceanic Flight Leader to swap for the Leader position.
- You may swap an INTL Leader position for an INTL regular, INTL LOD position (if qualified), domestic Flight Leader, and domestic regular.

Transoceanic Trips, continued

NOTE: A flight attendant who has escalated to transoceanic Leader from an LOD position on the same trip is said to be holding a dual qualified position and may not swap with open time, but may swap with another flight attendant who is qualified as both a transoceanic Leader and in the same language.

- You may swap for a transoceanic LOD position if you are LOD-qualified and in the International Program. If you are qualified in more than one language, you may swap in open time for LOD positions in those languages.
- You may not swap an LOD position for an INTL Leader position or regular (non-LOD) position with open time. **NOTE:** You may escalate to the Leader position on the same trip as long as you are not the only remaining LOD position.
- Transoceanic trips may be scheduled back-to-back over a 7 day period (e.g. a 4-day followed by a 3-day) through pick-up, swap, or preferencing as an ADAY holder. There must be a scheduled 24 hour break, release to report, either within the first trip or between the two trips. The 24 hour rest may not be the last layover opportunity preceding the 7th day. This also applies to any domestic trip with a scheduled 24 hour rest or greater.

Swaps Between Flight Attendants

- You may swap complete trips with others in your domicile, but may jetway trade portions of trips with flight attendants from other domiciles. Both must agree with the swap request. The originating flight attendant accepts all responsibility for ensuring agreement and entering the request.
NOTE: Using eCrew anyone can transact what you post. Additionally, the 'Friends List' allows you to authorize 1-to-50 flight attendants to swap, drop, or pick-up trips from your schedule at any time. You are responsible for any trades a Friend makes, so only authorize those you know and trust.
- You may enter a swap request up until report time of the first trip involved. All flight attendants are equally responsible for determining whether the swap was approved or denied.
- Swap requests which involve a trip with an approved deviation from deadhead (DH) will not be processed. You must notify Scheduling to return the trip to its original scheduled DH prior to swap approval.
- You may not swap with a flight attendant on known extended sick leave, OJI, etc. unless there is a signed doctor's release; or the F/A has returned to work and has flown one trip. Conversely, any trips or excessive A-Day blocks swapped to a schedule that subsequently is marked extended sick, OJI, etc. will be subject to review. All such swaps will be reversed to the extent possible and the flight attendants involved may be subject to administrative action.

Jetway Trades

- A jetway trade is a drop/pick-up between flight attendants for a working portion of a trip. There can be only one 'split' to any rotation. Jetway trades must be submitted to Scheduling using the appropriate form in eCrew. They are then processed manually by Scheduling.
- A mainline FA may jetway trade a mainline trip with flight attendants from any base, but the split point must be in a base city (e.g. An ATL and an LAX flight attendant may split a trip in ATL, CVG, BOS, etc.). All necessary position qualifications (Flight Leader, LOD) must be met by the swapping flight attendants.
- You may not move-up off of a jetway trade nor trade a segment of a trip if you have a TDOT (trip drop with open time) or PPT request pending for that trip. Once you withdraw the request, the trade may be processed.
- Jetway trades will be processed **no earlier than 1 calendar day prior to report time of the trip involved, and no later than 4 hours prior to the report time of the trip or of the split-segment**, e.g. the report time for the first flight of the 'back-end' of the swap. Flight attendants are responsible to check their schedules for jetway trade awards.
EX. An ATL F/A on a 3-day trip transits CVG on B-day with a departure out of CVG at 1800. They wish to drop the 1800 departure and the remaining back-end of the trip to a CVG F/A. The swap request must be submitted by 1100 (6 hours prior to the report time of 1700).
- Jetway trades may not be combined by either flight attendant with existing duty periods on his/her schedule. The 4:45 DPA, and the 1 for 3.5 trip credit rig will not apply to any pairing involved in a jetway trade. No additional deadhead time will be added to the pairing. Additionally, if a jetway trade with no credit time is subsequently swapped to another flight attendant, any eliminated credit time is never reinstated.
- Due to the criticality of the operation, the two flight attendants involved in a jetway trade must ensure they have communicated clearly regarding the split point and coverage of the trip. No physical contact to 'hand-off' the trip from one to another is necessary. The 'front-end' pairing will be scheduled for release 15 minutes after the final flight and the report time of the back-end pairing will be 1 hour prior to the first departure leg. An overlap of time may or may not occur depending on the flight connection time or if the split is at a layover point (base city).
- The original trip is now split into two individual trips and each flight attendant is individually responsible for their portion of the trip.

Jetway Trades, continued

- If the split point is in a base city and a hotel is involved, then you may either indicate to Scheduling who is to take the hotel and they will see that it is built into the pairing, or advise Scheduling to attempt to cancel the hotel.
- It is important the Flight Leader be kept fully informed about any jetway trade that will occur during a trip. If the Flight Leader is swapping then the leader should ensure that a proper turnover or briefing is completed.
- If the first trip segment is rerouted prior to the split point of the swap, the originating flight attendant is required to complete the reroute. The second flight attendant is also obligated to any subsequent reroute or replacement flying given by Crew Tracking. If there is no reroute or replacement flying given to the second flight attendant, normal pay protection options will apply.

NOTE: If the second flight attendant is in another base city and they choose the availability pay protection option, Scheduling will have the option of giving an alternate assignment out of either that base city or the domicile base city. The flight attendant may be required to reposition themselves in their domicile city for any alternate flying. The repositioning (deadheading) will be the responsibility of the flight attendant and will not add pay/credit time to the alternate flying.

- If an ADAY holder is on a trip that is subsequently swapped, both flight attendants in the swap retain partial ADAY obligations, ending or beginning at the scheduled split point (e.g. the respective scheduled release and report times). All normal ADAY parameters apply to both flight attendants, such as the airport release and possible piggy backing for the 'back-end' trip portion if time remains in the ADAY, etc.
EXAMPLE: A trip received as an ADAY in a base with ADAY times of 0000-2359 is split and the 'back-end' portion given to another flight attendant. The flight attendant receiving the 'back-end' portion assumes any subsequent ADAY obligations, such as being 'piggy-backed' and given additional flying upon arrival and during the remainder of the ADAY.
- If either portion of a jetway trade cancels or is rerouted requiring pay protection, any pay protection will be based on the value of the trip portion at the time of the cancellation or reroute.
- Flight attendants in AFP (Alternate Flying Program) locations may only jetway trade AFP trips with other AFP participants in the system, and the split point may either be in a base city or an AFP location.

Swaps With Open Time

Continuous Daily Processing

- You must swap for trips with the same or greater trip length (number of days). *For more information on trip length, see Pairings Section 5.*

OTL EXCEPTION: In qualifying bases a Flight Leader may swap down one duty day if swapping from any Leader or regular trip into a Leader trip. That trip may then be swapped only for another Leader trip; and any subsequent pick-up with open time is limited to Leader trips for the remainder of the month. The Leader swap-down feature may be done multiple times. The OTL swap-down feature (a leader swapping with open time for one less day) does not apply to the move-up process.

- You may swap for pairings originating in different bid periods once schedules and open time are released for the new period. You may swap trips either into or out of the current bid period, (e.g. drop your trip in the current bid period and swap to a trip in the new bid period or vice versa).
- You may not swap with Open Time if your trip contains an approved deviation from scheduled deadhead. You must notify Scheduling to return the trip to the original deadhead prior to submitting the swap.
- You may swap a load factor pairing for a regular pairing; but you may not swap a regular pairing for a load factor pairing.
- You may enter trip swap requests for the next bid period after open time is released. You may then submit choices for trips departing in either bid period on the same request.

Swapping Access Days

- Flight attendants with ADAYs on their schedules may swap ADAYs with other flight attendants. These swaps may be for other ADAYs or for the other flight attendant's trips.
- Flight attendants may not swap ADAYs for trips in open time.
- ADAYs must be swapped in blocks as they appear on the schedule (e.g. if a 3-day block, all 3 days in the block must be swapped together). However, once a block is broken by a trip assignment, the remaining ADAY(s) may be swapped as a new, smaller block. *See section on Access Days for additional parameters.*

Swapping Access Days, continued

- You may swap to place a block of ADAYs before or after a scheduled trip. However, there must be an 11 hour buffer between the end of the ADAY and the trip or, if the trip precedes the ADAYs the trip must release no later than 1700 the day before the ADAYs.

EXAMPLE 1. You have a trip that reports at 1130 and desire to swap to place an ADAY block before the trip. This is a legal swap for all bases in which duty day is set at 0000-2359 since more than an 11 hour buffer is present between the end of the ADAY at 2359 and the report time at 1130.

EXAMPLE 2. You have a trip that is scheduled for release at 1630 and you desire to pick up an ADAY block the day following the trip. This is legal since the trip releases prior to 1700.

- You may swap to combine trips and ADAY(s) in any 7 consecutive calendar days but must have a scheduled 24 hour rest period within that 7 days. You may also swap ADAY(s) with other flight attendants provided the swap does not place you on ADAY status more than 6 consecutive days.
- If your base has ADAY times other than midnight to midnight, and your 6th day is an ADAY, a 24 hour rest on day 7 may commence following the end of your scheduled ADAY, fulfilling the 24 in 7 rest requirement.
- For annual and monthly projection purposes, each unused ADAY is worth a value of 4:45 per day.
- An indicator ('@') will be attached to any trip you pick up or swap for if it has access day obligations. An access day obligation means you assume and retain the responsibilities of an ADAY holder prior to the report time of the trip and following release if there is remaining time in the ADAY. This also includes possible changed assignments and additional flying (piggyback flying).
- If an ADAY holder is assigned a trip that is subsequently jetway traded, both flight attendants in the swap retain partial ADAY obligations, ending or beginning at the split point.
- If operations permit, within 1 calendar day of the date involved, ADAY holders may drop an ADAY, using the TDOT procedures. This does not 'freeze' your schedule value. The TDOT request may be for one, two or three days.
- If an ADAY block is broken by a STBY assignment, the remainder of the block cannot be swapped until the STBY assignment has been completed.

Training and Meeting Swaps

- Recurrent training dates may be swapped with other flight attendants under “Status Swaps.” Recurrent training dates may be swapped for an open seat on an alternate date under “Swap Recurrent Training with Available Seats.” They are immediately processed in the computer and must be swapped within the same month.

NOTE: “Status Swap” and “Swap Recurrent Training with Available Seat” are under “Swap/Pick-up” on the DBMS/eCrew main menu.
- Aircraft Training and meeting dates may be swapped between flight attendants if the request contains same training or meeting types using “Status Swap.”
- A swap may place a training date on the 7th consecutive calendar day with no scheduled 24 in 7 rest, providing the flight attendant receives an actual 24 hour rest immediately upon release from training prior to subsequent flying duty.
- The swap will not be approved if the training date is on any part of a flight attendant’s only scheduled 24 in 7 rest between trips.
- The swap will not be approved if the flight attendants only scheduled 24 in 7 rest is on a layover and there is no subsequent trip on the schedule that may be dropped if the actual rest on the layover subsequently drops below 24 hours during the operation.
- Training and meetings do not affect duty for FAA and Delta purposes, however training and meetings also do not qualify as rest. All required rest breaks must be uninterrupted rest breaks

EXAMPLE: A flight attendant requests to schedule a 4-hour meeting following a 12 hour domestic trip duty day. It is legal for duty purposes as the meeting is not considered duty by the FAA, however, there must be an uninterrupted legal rest break following the meeting (e.g. 11 hour scheduled domicile rest before subsequent flying).

SWAPPING CHART

| Swap | For | Allowable Swap? |
|---------------|--|------------------------|
| Transoceanic | Domestic | Yes |
| Domestic | Transoceanic | Yes |
| Flight Leader | Flight Leader – same or greater trip length; or for one day less trip length (OTL exception) | Yes |
| Flight Leader | LOD or regular – for same or greater trip length | Yes |
| Regular | Regular – for same or greater trip length | Yes |
| Regular | Flight Leader - same, greater, or one day less (OTL exception) | Yes |
| Regular | LOD | Yes |
| LOD | LOD | Yes |
| LOD | Regular, Flight Leader | No |
| Regular | Load Factor | No |
| Load Factor | Regular | Yes |
| ADAYs | Trips in open time | No |
| ADAYs | Trips/ADAYs <i>with other flight attendants</i> | Yes |

MOVE-UPS

General

- A move-up request is a swap into a specialty qualification (higher premium pay position or recognized higher category) in Open Time 1 day or less in advance. The request must be for a different trip (not an escalation).
NOTE: Move-ups *may not be requested within a single category* of flying. For example, requesting to move from a domestic Leader 737 position to a domestic Leader 757 position.
- You may list multiple dates/trips on 1 request, however any award voids all other choices listed in the same request. Enter separate requests for additional move-ups. You must swap for trips with the same or greater trip length (number of days). *For more on trip length, see Pairings, Section 2.*
- Move-up requests must list specific trips in order of preference and the first choice available will be awarded. The move-up must meet all scheduling parameters and limitations including cap requirements (TTB), and all swapping rules except the 1 calendar day prior to departure requirement.
- When possible submit move-up requests prior to 1 calendar day before the report time of the desired trip. You may however continue to submit requests for move-ups within the 1 calendar day period as Scheduling generates request lists for coverage of additional openings as they occur. Requests submitted after a list is generated will not be considered.
NOTE: If operations require and due to time constraints, Scheduling may suspend the move-up process.
- Once awarded a move-up, trip coverage will not be rearranged even if a trip you preferred becomes available later in the process.
- If you elect to have your request remain active and are awarded a move-up prior to 2000 hours local time the day before departure, it becomes part of your schedule and you are required to work the trip. It is your responsibility to check for an award.
- Move-up awards made after 2000 local time the day before departure will be made with phone contact only. If contacted, you have the option to accept or decline the trip. Two calls will be made, one each to your primary and secondary contact numbers. If you are not reached, the scheduler will proceed to the next request.
- If you are away on a trip when awards are made after 2000 local time the day before departure and the trip can be held, Scheduling will attempt contact with you and will hold the trip up to a maximum of 3 hours after your block-in, provided you would still be legal to accept the trip.

Move-Ups, continued

- A move-up will NOT be processed within 3 hours of report time. The 3-hour cut-off time applies to both pairings involved.

Flight Leader

- Available Leader positions will be awarded to Leader-qualified flight attendants on non-Leader trips who have requested to move up.
- International LOD qualified flight attendants holding domestic Leader positions may move up to international LOD positions.
- LOD qualified flight attendants holding domestic Leader positions cannot move up to domestic LOD positions.

Language of Destination

- LOD-qualified flight attendants holding regular positions may move up to LOD positions on other trips.
- LOD-qualified flight attendants holding LOD positions cannot move up to any other positions (Leader, LOD, regular) on other trips.
- LOD-qualified flight attendants holding LOD positions on domestic trips may not move up to LOD positions on transoceanic pairings.

Access Day Holder

- Once you have a trip assignment you are eligible to move-up to a higher category qualification on a day for day, date for date basis.
- You will retain your access day obligations (and the access day indicator '@') on the trip you move-up to.
- You may not move-up to a greater-day trip if you have remaining access days in the ADAY block.

Out-Of-Base Move-Ups

- An LOD-qualified flight attendant in another base may submit a request for an out-of-base move-up from a non-LOD trip to a domestic LOD trip. The trip trade balancer of the LOD flight attendants base will be considered.
- An international LOD-qualified may submit an out-of-base move-up from a non-LOD trip to a domestic/international LOD trip. The international flight attendant must be active in his/her own base's International Program.
- Out-of-base move-ups must have a legal duty day including DH flight time from the home base to the departure base of the open LOD position. No additional layovers will be created.
NOTE: When an out-of-base LOD-qualified flight attendant lives in the departure base of the open LOD position, the pairing may be created without deadhead legs.

| |
|----------------------|
| Move-Up Chart |
|----------------------|

| Move-Up From | To | Allowable Move? |
|--|--|-----------------|
| Regular | LOD | Yes |
| Regular | Flight Leader | Yes |
| Domestic* regular | Transoceanic regular / Transoceanic Flight Leader | Yes |
| Domestic* Flight Leader | Transoceanic Flight Leader | Yes |
| Domestic* Flight Leader | Transoceanic LOD | Yes |
| Regular Domestic* or Transoceanic | Out-of-base domestic* LOD / Transoceanic LOD | Yes |
| Domestic* Flight Leader | Domestic* Flight Leader | No |
| Transoceanic Flight Leader (A or B) | Transoceanic Flight Leader (A or B) | No |
| Domestic* Flight Leader | Transoceanic regular | Yes |
| Domestic* Flight Leader | Domestic* LOD | No |
| Any LOD | Leader on another trip (an escalation on your own trip is permitted) | No |
| Any LOD | Any other LOD | No |
| Transoceanic Flight Leader (A or B) | Transoceanic LOD | No |
| Transoceanic Flight Leader (A or B) | Domestic* Leader | No |

*References in this chart to domestic include international pairings as defined in Section 1, e.g. destinations such as MEX, YUL, LIM etc.

NOTE: If you move-up as an access day holder, you retain your access day obligations on the trip you move up to.

TRIP COVERAGE

General

- The trip coverage process begins following the closure of 'first-come-first-served' open time at midnight-one (0001), 1 calendar day prior to the date of operation and consists of routine procedures and drafting when necessary.
 - Routine procedures are alternate assignments (AVL – availability for pay protection), trip awards for tripholders including all pick-ups, escalations and move-ups, and access day preference awards and assignments.
 - Drafting procedures are sometimes necessary to assign trips to ADAY holders into off time, or by reverse seniority from the daily sign-in sheet and are used after the routine procedures are exhausted. Assigning inbound terminating crew may also be used depending on the immediacy of the need.
- General trip coverage procedures apply to all categories with contingencies for trips or positions with special qualifications such as Flight Leader, Language of Destination (LOD), Military Charters and Dedicated Charters.
- The steps of trip coverage are strictly adhered to in each base for the original awarding and assigning of trips and for every subsequent need to fill open positions.

NOTE: If less than 3 hours before departure, Scheduling may deviate from the specified order in both routine and drafting procedures.
- Move-ups are day for day and indicate a swap/move-up to the same number of days and the same dates covered by the original trip.
- The ADAY preference process will be run at **0900 local base time**, one calendar day prior to the date of operation. It is then run additional times as more positions subsequently come into open time.
- Trip drop awards may be processed before and after the trip coverage process begins. The TDOT status code is also used for dropping ADAYs. All ADAY drops will normally be processed prior to the ADAY start time for legality purposes, but may at times be offered after the ADAY has commenced.
- If a trip cancels more than 2 days prior to report, procedures allow Scheduling to provide an alternate assignment in advance from trips on open time to flight attendants choosing availability.

NOTE: If the cancellation volume/impact requires or severe operations are declared in advance, you may be assigned an alternate assignment at the time you are notified of the cancellation.

Steps of Trip Coverage

All Trip Types

1. Flight attendants on availability for pay protection (AVL)
2. Priority pick-ups, pick-ups, escalation requests
3. Move-Ups
- same day/date for same day/date
4. Involuntary escalations to leader positions
- the most senior qualified
- applies to all transoceanic trips; and to all domestic / international trips except in NYC, BOS, LAX
5. A-Day Preferences
- Day for day and STBY; seniority order
6. *(Out-of-Base Pick-ups – coming early 2nd quarter 2008)*
7. A-Day Assignments
- Day for day; inverse seniority order
(STBYs assigned first followed by trips)
8. A-Day Preferences – Lesser Day; seniority order
9. A-Day Assignments – Lesser Day; inverse seniority order

Flight Leader

- For any open transoceanic 'A' Flight Leader positions, always escalate the 'B' position to the 'A' position.
- Any involuntary escalation to a leader position is always to the most senior, experienced and qualified flight attendant. If no qualified leader is on the trip, the most senior non-qualified is escalated.
- Scheduling will escalate assign a transoceanic Leader-qualified LOD if there is at least one other same-language LOD on the trip.
- In bases where all flight attendants are leader-qualified, for domestic and non-transoceanic international trips, the open leader position is filled from the A-Day preferences and assignments.

Language of Destination

- During the A-Day assignment process qualified LOD A-Day holders may be removed from non-LOD trips they have preferenced to fill the needed LOD position.
- Scheduling may contact LOD speakers on other trips in non-LOD positions departing the same day to ask for volunteers to fly an open LOD position.
- Qualified LOD A-Day holders may also be drafted into off time to cover the needed LOD position.
- If the LOD position is above the minimum needed, Scheduling may convert the LOD position to a regular position.
- If trying to fill the last or only LOD position on a trip, Scheduling may remove the most junior LOD-qualified tripholder from a non-LOD trip and assign them the trip. First day for day with pay protection of the greater trip, then to a lesser day trip with pay protection, then to a greater day trip with DRFT pay.

Piggybacking of A-Days

- If 'piggybacking' of flights is required, it will be prioritized as follows:
 1. ADAY holders into subsequent ADAYs
 2. ADAY holders into OFF days (DRFT pay applies, e.g. +4 hours)

A-Day Coverage of International 4-Day and Greater Trips

- Award to INTL-qualified ADAY holder with ADAYS equal to or greater than the trip length who have preferenced the specific trip
NOTE: Within 3 hours of departure Scheduling may depart from normal trip coverage procedures. Tripholder and A-Day volunteers who call in may be awarded/assigned trips by pick-up or trade to accommodate the coverage need of the 4-day and greater trips.
- Assign to an INTL-qualified ADAY holder with ADAYS equal to or greater than the trip length.
- Assign to out-of-base INTL-qualified ADAY holders with ADAYS equal to or greater than the trip length, day for day, then lesser days.
- Assign to a regular ADAY holder who is not INTL-qualified, with ADAYS equal to or greater than the trip length, either in or out of base.
- Assign to INTL-qualified ADAY into OFF time. (DRFT pay applies)
- Assign to regular ADAY holder into OFF time. (DRFT pay applies)
- Drafting – see steps below.

Drafting Procedures

- Prior to drafting assignments, ADAY flight attendants may be removed from previously assigned trips and given earlier departures, removed from load factor or non-required positions and reassigned to open positions, including LOD and Flight Leader. If staffing is above FAA staffing minimums on a trip pairing, consideration may be given to dispatching flights at FAA minimums depending on customer count and service requirements at the discretion of In-Flight and Scheduling management.
- At times the drafting (piggy-backing) of an inbound terminating crew member is necessary. This is a rarely used 'last resort' step to cover trips, and would only occur during severe operations or in other critical operational situations.
- A-Day flight attendants will be used first in drafting situations involving inbound terminating crews, but Tripholders may also need to be used on a crew-by-crew basis. Draft pay (DRFT) applies in all cases.
- When drafting inbound terminating tripholders, the 'piggybacking' is done in reverse seniority order on a crew-by-crew basis. If a Leader or LOD position is needed, only those qualified will be assigned. If a Leader is needed and none are qualified, the most senior will assume the leader position.

EXAMPLE: In a critical irregular operation, two variable staffing crew members arriving on the same flight are reverse assigned on a piggyback assignment. Twenty minutes later a 757 crew arrives in base and only two are needed for the next assignment. The two unassigned are more junior than the first two variable staffers. The assignments were done on a crew-by-crew basis, and will not be changed.

Paid Personal Time Off (PPT)

- Flight attendants may request PPT for paid days off in advance using the bid process, or use them for unplanned instances such as illnesses or injuries. A bank of 27.5 hours is allotted each April 1 to those who meet the annual flying requirement the previous PPT year (APR1 – MAR 31).
- The PPT days have a value of 5:30 and are drawn from the same PPT allotment used for illness, OJI, etc. A scheduled PPT day will be indicated on your schedule by the code SPT and an unscheduled day by one of various codes dependent on the circumstance.

Scheduled PPT (SPT)

- SPT allows for paid time away from work, operations permitting. Pre-month bids are due at 0600 EST on the 4th day of the month preceding the bid period for which you are requesting PPT days, e.g. FEB 4 for the MAR bid period. You may also bid for SPT in the daily process, worked 2 and 1 calendar days prior to the requested date. The daily bids are due at 0700 EST two calendar days prior to date requested.
- Pre-month requests, if not awarded, do not remain active. If the date is not awarded pre-month, and you still desire the SPT on that date, you must re-enter it as a daily request which can remain active if you choose.
- Awards are in seniority order, and deducted from your PPT bank at 5:30 per day. Pre-month awarded PPT is included in the Schedule Value for CBS. Awarded SPT days are "locked" for bid award and no trips are given on those days. If 'trips-missed' for unscheduled PPT has been used, partial remaining time of an increment may also be used to request a pre-month PPT day, e.g. 3:40 remaining in your bank can be used for a pre-month 1 day request.
- For daily awards, if you have sufficient time in your annual allotment, you must use 3 days of SPT to drop a 3-day trip, 2 days to drop a 2-day, etc. If you previously used SPT time you may apply any remaining days or time to a greater-day/time trip. For 'trips-missed' for unscheduled PPT, any remaining bank time may drop a trip in the daily award.
- Awards are based on operational needs and available staffing. If one-day staffing is sufficient, but multi-day staffing is insufficient, multi-day requests may be denied and a limited number of one-day requests granted.
EXAMPLE: On TUE, SPT requests for THU are being processed. There is sufficient staffing for THU, however, FRI and SAT are not well staffed, and inclement weather is expected on FRI afternoon. In this case, requests to drop 2 and 3 day trips may be denied, while a limited number of 1 day SPT requests for THU may be granted.

Scheduled PPT, continued

- There will be an annual payout for unused earned allotment of PPT and will be no later than May 31 each year. The payout will be based on your flight pay rate as of March 31 of that year.

Unscheduled PPT

- Unscheduled PPT is not bid for or awarded in advance of a bid period. It is typically requested within 24 hours of scheduled flying and is used for illnesses or injuries.
- Tripholders must notify Scheduling at least 3 hours prior to the report time of the trip and ADY holders must notify Scheduling at least 3 hours before the ADAY start time of the base.
- Numerous codes on your schedule will be used to indicate Unscheduled PPT and will depend on the specific reason. The most common are UPS for any personal illness or injury and UPO for an on-the-job injury. *A full listing of the all the unscheduled codes can be found on the IFS Portal.*
- When using Unscheduled PPT for an illness, you may call in well prior to the end of a multi-day trip to conserve your PPT bank time.
EXAMPLE: You are sick for a 2-day trip on the 10th, and you call in well for the 11th and only use one PPT day and the paid time associated with that first day of the trip.
- When using Unscheduled PPT for an illness or OJI, your bank will be decremented at a 'trips-missed' rate. If only part of the trip time is available in the bank, the trip will be dropped and paid for with what remains in the bank.
EXAMPLE A1: You call in sick for a 3-day 16:30 hour trip. Your 27.5 hour bank is decremented by 16:30 and you will have 11 hours remaining.
EXAMPLE A2: During a subsequent month you call in sick for a 4-day trip. Your schedule will reflect four unscheduled PPT days associated paying the 11 hours that remains in your bank.
- Unscheduled PPT is also used for mid-rotation illnesses to cover any remaining paid flight and credit time in your trip
- Unscheduled PPT is subject to reliability follow-up, including doctor's certification requirements or other documentation verifying you were not able to attend work.

DROPS

- You may be awarded unlimited trip drops, operations permitting. However, dropping your schedule below the monthly average of 45* hours will necessitate adjustments on a subsequent paycheck.
*Based on 1/12th of 540 hours annual flying requirement.

To Another Flight Attendant

- You may drop a trip to another flight attendant in your home base. If the position has qualification requirements (Leader, LOD, S1, etc.), the other flight attendant must have the necessary qualification(s). Both flight attendants involved must agree with the drop request. The originating flight attendant accepts all responsibility for entering the request.
- You may enter a drop/pick-up request into the computer up until the report time of the first trip involved. Drop/pick-up requests are immediately processed in the computer. Both flight attendants are equally responsible for determining whether the drop/pick-up was approved or denied.

Trip and A-Day Drops Without Pay (TDOT)

- Flight Attendant TDOT without pay requests are submitted to Scheduling and retrieved daily at 0700 ET. Requests may be entered as late as 2 days prior to the date being requested, and are processed in seniority order.
- TDOT requests are granted based on an assessment of staffing needs both locally and system wide. A day may be open locally, but system staffing needs may preclude the awarding of TDOT requests.
- TDOT requests will be reviewed and awarded daily after processing PPT requests. Drops are normally processed one time within the 1 calendar day period preceding the date requested. However they remain active until the date requested has passed. You may remove a request yourself up until the 1 calendar day period. After the 1 calendar day period prior to the date requested begins, you must contact Scheduling to delete the request.
- TDOTs may be awarded within the 1 calendar day period prior to a requested date, and up until 1600 local time the day prior you will not be notified of the trip or ADAY drop. After 1600, awards will only be made upon contact with you.
- For all flight attendants, TDOT requests are only processed within the 1 calendar day period prior to the date requested.
NOTE: After a TDOT you are not prohibited from other schedule changes.

Managed Time Out (MTO)

- When a flight attendant anticipates missing a scheduled pairing or an ADAY due to compelling and problematic circumstances that occur **within 24 hours of scheduled report**, MTO is an available option.
- The MST Desk (Manager Support Team) in Scheduling should be contacted as soon as you are aware of a possible situation and no later than two hours prior to report time.
- Though not a comprehensive list, the general conditions for requesting MTO are:
 - ◇ Hazardous/impassable road conditions
 - ◇ Enroute mechanical problems
 - ◇ Severe weather conditions - be mindful of Delta's procedures during inclement weather and winter operations. Ensure that you have proper back up, make advance preparations when needed. Pre-planning during expected adverse weather conditions is required to qualify for MTO.
 - ◇ Unexpected airport closure
 - ◇ Natural disasters
 - ◇ Sick family member - very ill and immediate in nature.
 - ◇ Commuter flight trouble - the expectation is a primary and a back-up flight (DAL or OAL) with available seats. Available is defined as seats open when flight attendant lists within 12 hours of departure. The back-up flight must be scheduled to arrive at least 1 hour before sign-in. A cabin jumpseat can be secured for the primary but NOT the back-up flight.
 - ◇ Unexpected child care problems
- MST Representatives will facilitate one of the following options:
 - A. If no other pay status (i.e., SICK, ELOA, etc.) is applicable, you may choose NOT to be paid for the pairing or ADAY dropped (MTO), and the flight attendant may pick up alternate time on his or her own later in the month.
 - B. The trip may be dropped with the agreement to pick up an alternate trip either immediately or within 24 hours. (MTO)
- When severe operations are declared, option B will be required, unless an emergency situation exists for the flight attendant.

Emergency Leave of Absence (ELOA)

- For a death in your immediate family, you will be granted time off of work to prepare for and attend the funeral.
- Flight attendants who qualify for ELOA will be paid up to 3 days ELOA within a 5 day period. The 5 day period commences with the first trip or access day dropped, and each paid day must be plotted on a trip day or access day.
NOTE: The trips dropped must be in conjunction with, or coincide with, the preparation for the funeral or the actual funeral.

EXAMPLE A: A flight attendant has work scheduled on the 1, 3, 4, 6, and 7. The funeral is the 2nd, and ELOA is requested for and plotted on the 1st, 3rd, and 4th. If needed, additional non-paid MTO days may be requested.

NOTE: The 5-day period starting with the first day of ELOA is shaded.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|------|---|------|------|---|------|------|
| 1200 | | 1200 | 1200 | | ADY3 | ADY3 |
| ELOA | | ELOA | ELOA | | | |

EXAMPLE B: A flight attendant has a 2-day trip on the 1st, and a 3-day trip on the 5th. Three days of ELOA are requested for and plotted during the 5 day period from the 1st through the 5th. The trip on the 5th is dropped. The 6th and 7th are days off with no pay though the flight attendant may then pick up on those days if they desire.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|------|------|---|---|------|---|---|
| 3102 | X | | | 5344 | X | X |
| ELOA | ELOA | | | ELOA | | |

EXAMPLE C: A flight attendant has three ADAYs on the 2-3-4 and a one-day trip on the 7th. Three days of ELOA are requested for and plotted on the 2nd, 3rd, and 4th. The trip on the 7th must be flown as scheduled, MTO days requested, or swapped.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|------|------|------|---|---|------|
| | ADY3 | ADY3 | ADY3 | | | 1400 |
| | ELOA | ELOA | ELOA | | | |

Jury Duty / Court Appearances

- If you are required to serve jury duty or make a court appearance when you are scheduled to work, you may be paid to a maximum of **15 days** each calendar year. Your trip or ADAYs will be dropped if they interfere with Jury / Court service and you will be paid 2:45 per calendar day dropped.
NOTE: Jury service (JURY) and court appearances (C/A) will not be plotted on vacation days or off days.
 - JURY or C/A may include:
 - ◊ Jury selection process
 - ◊ Actual days served on a jury
 - ◊ Standby Juror - summons order for a 'call-in' at a specific time
 - ◊ Court Appearance – subpoenaed to appear as a witness on behalf of the prosecution or for Delta Air Lines, Inc.
 - ◊ Deposition for Delta Air Lines, Inc.
 - You must provide a fax copy of any summons, subpoena, or other official documentation from the court to the MST Desk and the original must be sent to your Performance Field Service Manager.
 - You must advise the MST desk of each day served that is in conflict with any trip or ADAY on a day by day basis since the duration of Jury Duty is often unpredictable.
 - Once the Jury / Court service is completed, you must request from the court a certificate of completion and fax it to the MST desk within 14 days of completion of the jury / court service. You will not be paid for jury service unless both the summons and the certificate of completion are received.
NOTE: The JURN will initially appear on your schedule, and after the MST desk receives the certificate of completion the pay code JURY will be entered.
 - Once you have received a court order, you may not pick-up or swap on the dates of your Jury or Court Appearance to increase the number of days to be dropped or you may be subject to administrative action.
 - If you must serve Jury or make a Court Appearance in a city other than your base, you may have to use MTO days for travel purposes.
EXAMPLE: An ATL based commuter lives in Oregon, and receives a summons to appear in court on a Monday in Portland. They have 3 ADAYs on SAT-SUN-MON. Jury is plotted on Monday. They must work their ADAY in ATL on Saturday, and may have to request MTO for Sunday for travel purposes.
- Trial Juror**
- If you are to serve jury duty as a **Trial Juror** which conflicts with a trip or ADAY, contact the MST desk as soon as you receive the summons and fax the summons document to the MST desk.

Trial Juror, continued

- Each conflicting trip or ADAY dropped will be plotted with JURN.
EXAMPLE 1: You have a 3-day trip on SUN-MON-TUE but must report for jury duty on Monday. JURN @ 2:45 will be plotted on SUN-MON-TUE. Jury will not be plotted beyond Tuesday unless there is a conflict with another existing trip or ADAY

EXAMPLE 2: You have 3 ADAYs on SUN-MON-TUE but must report for Jury duty on Monday. JURN @ 2:45 will be plotted on MON. The ADAY on Sunday will remain, and any 1-day assignment will be scheduled to return with an 11 hour rest before Jury report. Any rotation will note in remarks 'Do not reroute due Jury duty'. Tuesday remains as an ADAY until you contact the MST desk to advise them of the status of Tuesday.

Standby Juror / Call-In Order

- If you receive a summons to serve as a **Standby Juror** which conflicts with a trip or ADAY, contact the MST desk as soon as you receive the summons and fax the summons document to the MST desk.
- When a summons orders a 'call-in' to the court at a specific time:
Tripholders – any conflicting trip is dropped and Jury or C/A is plotted for each trip day lost. Trips will be dropped successively as directives from the court often vary and an existing trip may not interfere with the court order (e.g. turnarounds).

Access Days - ADAY holders will have applicable release times plotted to allow for compliance with a 'call-in' order. If unused, ADYX pay will apply.

Court Appearances

- If you are subpoenaed to appear as a **witness on behalf of the prosecution** in a criminal case which conflicts with a trip or ADAY, contact the MST desk as soon as you receive the summons and fax the summons document to the MST desk. Court appearances for the prosecution accrue towards the 15 day maximum along with Jury duty.
- If you are called as a **witness on behalf of Delta** which conflicts with a scheduled trip or ADAY, contact the MST desk to have your pairing or ADAY dropped and the C/A code plotted on your schedule. When appearing as a witness on behalf of Delta, the C/A code will be plotted on off days. Appearances on behalf of Delta do not accrue towards the 15 day yearly maximum.
- If other situations require your presence in court as a witness (e.g. for the defense), you will be given an MTO drop without pay.
For information on jury duty or court appearances, see the Human Resources Practices Manual - 1029, Jury Duty/Court Witnesses