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5.A General Information

- Access days (A-Days) are days on which flight attendants are on ready status and able to cover the operational requirements of each base. A-Days are assigned in blocks of either 3 or 6 days*. Flight attendants hired before 1/1/08 can be assigned a 3-day block of A-Days and flight attendants hired on or after 1/1/08 will be assigned 6 A-Days in either a single 6-day block or two 3-day blocks.
*NOTE: Blocks greater than 6 days may be built in some bases as needed.
- If your A-Days transit into a new month you will have fewer days in one month and more in the next. For example if you have a 3-day block starting on June 29 and are awarded another 3-day block in July, you will have 2 A-Days in June and a total of 4 A-Days in July.
- The schedule codes in DBMS will be ADY3 or ADY6 indicating the number of days in an A-Day block. When assigned a rotation operating fewer days than the A-day block, the number of days remaining in the block will be indicated by the number associated with the code. For example, if you have a 3-day block and are assigned a 2-day rotation the remaining day will be coded ADY1.
- An A-Day holder is to be 'on-call' and available for each A-Day for a 24 hour period, though trip preference awards, assignments, releases and rest requirements will often reduce that ready-available time.
- When on A-Days you can submit preferences for the following:
 - specific trips and specific standby periods,
 - generic preferences for desired trip length such as any 3-day trip, any 2-day trip, etc.
 - co-terminal preference(s) if applicable,
 - preferences for flight leader or language position,
 - preference the time of day you would like your trip award to report. Early (E) is for reporting from 0400-0959, Middle (M) is for reporting from 1000-1559, and Late (L) is for reporting from 1600-0359
- At the beginning of every calendar year, Crew Resources and Planning will publish the seniority date of the bottom 50% of A-Day holders in each base. System wide communication, as well as an individual email will notify Flight attendants if they fall within this range. All flight attendants in the established 50% of A-Day holders will be responsible for obtaining all required visa and qualifications applicable to their base within the set deadline communicated in the annual announcement.

5.B Schedule Build

- Your schedule will be constructed in CBS with a combination of trips and A-Days. You will be scheduled with at least 10 calendar days off per bid period, subject to pro-ration for any pre-plotted status with no associated block time such as a mandatory training or personnel meetings. Reference the CBS manual for specific waivers to the 10 day off requirement.
- A-Day duty day hours are established for each base according to local flight schedules and are subject to change. The start times for local base A-Days are published in the bid packets.
- For schedule build purposes each A-Day is worth a value of 4:45 toward the monthly schedule value and toward the annual minimum flying requirement of 540 hours. If you are not used on the A-Day, the 4:45 value counts towards the annual requirement. When flown, the greater of the actual flight time or applicable block guarantee credit applies to the annual requirement.
- For bidding purposes, a 24 hour rest must follow all transoceanic trips. In bases with transoceanic flying your A-Day start date will be awarded with the appropriate rest breaks between trips.
NOTE: After schedule release the required 24 hour rest can be waived via a swap to the applicable Delta waived minimum rest requirements.
- You must have 1 calendar day rest in every 7 day period. You can however waive this calendar day rest requirement. See the CBS manual for details on waiving the 1 calendar day rest requirement.

5.C A-Day Holders - Partial Month On Duty

- If you are not on flight status on the first day of a bid period, e.g. after initial training or returning from a leave status, and your seniority number falls within the range of those who receive A-Days, you will be given up to 6 A-Days, as appropriate.

5.D Co-Terminal Indicator

- If you are in a co-terminal base, for purposes of your daily A-Day preferences you can indicate in eCrew which airport you prefer to fly from. There are separate co-terminal entries for the automated preference running and for manual Scheduling assignments.
- During the manual assignment phase of trip coverage Scheduling will honor your co-terminal preference to the extent possible. However, you can be assigned to fly from any of your base's co-

terminals. A specific trip preference overrides any co-terminal preference when the specific trip is departing from another co-terminal.
Exception: In LAX-only, during the manual trip assignment phase, reverse seniority is used to assign all trips regardless of co-terminal preferences.

- Co-terminal preferences can be changed at any time however they must be re-submitted for each new bid period.

5.E A-Day Utilization

- Utilization is based first on seniority preference and then reverse-order non-preference. The steps of trip coverage, including A-Day awards and assignments, are as follows:

Steps of Trip Coverage

1. Flight attendants on availability for pay protection (AVL)
2. Priority pick-ups, then pick-ups & escalation requests
3. Move-Ups
 - to same and greater number of days / same originating date
4. Involuntary escalations to AC-qualified leader positions
 - the most junior qualified
5. A-Day Preferences
 - Equal day*(a), greater days into off time and STBY; in seniority order
6. Out-of-base Pick-Ups
7. A-Day Assignments
 - Equal day*(a); in reverse seniority order (STBYs assigned first followed by trips)
8. A-Day Preferences–Lesser Day*(b); seniority order
9. A-Day Assignments–Lesser Day*(b); in reverse seniority order

***NOTE:** (a) – A-Day blocks of 3-days and greater can preference a 3-day or greater day trip of any length and are processed together in seniority order; an ADY1 block is limited to preferencing a maximum 2-day trip and an ADY2 block is limited to a maximum 3-day trip preference.

(b) – The processing of Lesser Day preferences and assignments is by increments of one-less day, grouped by block length and each block processed / worked in seniority order; e.g. a 1-day trip is awarded/assigned to an ADY2 block before an ADY3 block; a 2-day trip to an ADY3 before an ADY4, etc.

NOTE: If greater day assignments are needed (DRFT) – they are assigned in reverse order to the most junior available with the closest number of days available, e.g. a 7-day trip will be assigned to the most junior A-Day with a 6-day block.

5.F Telephones and Pagers

- When on A-Days, you are required to be accessible by phone. The only authorized contact numbers are a residence phones, cell phones, or a pager. Any device used must be able to receive a verbal message, or a text or numeric message as applicable.

- It is your responsibility to ensure your telephone/cell/pager number is updated in eCrew. You can add/change the number through the 'update/display flight attendant address card' function in eCrew.
NOTE: Telephone blocking service against company contact is not allowed.
- You are responsible for having an operable cell phone/pager. You must stay within the effective range of cell towers or paging transmitters; additionally, some building structures can inhibit reception.
NOTE: If your cell phone/pager malfunctions, you can be charged with a Failure to be Available (FTA).
- Your phone contact with Scheduling, the IFS OCC Manager and Crew Tracking is recorded.

5.G Contact Requirements

- It is your responsibility to check your schedule after 2000 hours (local base time) the evening before each A-Day. Any assignment placed on the schedule by 2000 hours, (awarded or assigned) will be noted. You do not need to acknowledge such assignment.
NOTE: A-Day holders checking their schedule using the VRU should utilize the range of day option for their A-Day block to ensure that all statuses on the schedule are read.
- Scheduling will or will not call you for your A-Day assignment based on the following criteria:

<u>No phone contact from Scheduling.....</u>	<u>Scheduling will call you...</u>
<ul style="list-style-type: none"> • For A-Day awards and assignments <u>placed on your schedule prior to 2000 hours</u> the day before each A-Day, you will <u>not</u> be called or notified by Scheduling. It is your responsibility to check your schedule for your next-day assignment. 	<ul style="list-style-type: none"> • For any <u>same-day departure</u> while you are on A-Day, or for any trip that is <u>placed on your schedule after 2000 hours</u> the day prior to each A-Day, you <u>will</u> be called and notified by Scheduling.

- Scheduling will make 2 contact attempts making one call to each of the first two numbers listed in your flight attendant address card, whether home, cell, or pager. Contact numbers should be listed in order of contact preference.
- When you are on-call as an A-Day holder, you must respond within 20 minutes of the first attempted contact when you are called by Scheduling. Use the published number for Scheduling on the front of the bid packet when responding.
NOTE: The purpose of the **20 minute time limit** is to accommodate flight attendants who may not have immediate access to a phone, or whose phone/cell phone is in a messaging/alert mode.

Checking Your Schedule During Minimum Rest Period

- If you are on a required minimum F.A.R. 121.467 rest at or after 2000 hours local base time, you have the following options:
 1. You can check your schedule at or after 2000 hours to see your next scheduled trip as an A-Day holder, or
 2. You must check your schedule for your assignment for the next day when your minimum rest and phone release is ended.

Example: You are released from a domestic trip at 1430 and you have additional A-Days to work. You can check your schedule at or after 2000 hours that evening during your minimum rest period (it does not interrupt the minimum rest). If you choose not to check your schedule at 2000 hours, you must check your schedule at or after 2330, the end of your 9 hour phone release, for the next day's assignment.
- Access day holders on a mandatory 24-in-7 required rest (RRST) can check their schedules after 2000 hours local base time the day before an A-Day for their next assignment. They must be available for contact and assignment at the end of the 24 hour rest period.
- Once released from standby, if you request and are granted the option to be released for the remainder of the calendar day, you are still obligated to check your schedule at/after 2000 hours and before the start of the next A-Day to get your next assignment.

Example 1: You are released from standby at 0900. You request and are granted the option to be released for the remainder of that calendar day, ending at 2359. Your phone release ends at 1800. At 1930, Scheduling places a trip on your schedule that signs in at 0030. Scheduling will not call you for this assignment and you must check your schedule at or after 2000 hours to be notified of your report time of 0030 on the following A-Day.
- If uncertain when an assignment was placed on your schedule, call Scheduling to acknowledge the new assignment. If you are on a trip and flying at 2000 hours, check your schedule on arrival back into base, and call Scheduling to acknowledge the assignment.

5.H A-Day Awards & Assignments

- Daily trip coverage is in accordance with the procedures detailed in Section 6.Q through 6.S. The A-Day portion, consisting of awards and assignments, is noted below.
- For purposes of preferences for 3-day and greater trips, A-Day blocks of 3-days and greater are considered as being 'equal day' and are worked together in seniority order. For purposes of assignments for 3-day and greater trips, A-Day blocks of 3-days and greater are considered as being 'equal day' and 3-day and greater trips are assigned in reverse seniority order. Two day and one-day trips are assigned to ADY2 and ADY1 blocks respectively.

- Trips awarded and assigned to A-Day holders as follows:
*NOTE: See definitions of equal, lesser and greater day below.
 1. **A-Day preference awards**
 - in seniority order: equal day, greater day into off time, and STBY (standby), awarded together
 2. **A-Day assignments**
 - reverse seniority order: first, STBY, then equal day, then greater day into off time (i.e. drafting, only if necessary)
 3. **A-Day awards for lesser day trips**
 - in seniority order: within ascending block size; for 1 and 2 day trips only
 4. **A-Day assignments for lesser day trips**
 - reverse seniority order: within ascending block size; for 1 and 2 day trips only

- Trips are awarded and assigned to A-Day holders who are on call the required number of A-Days. The following definitions apply:
 - a) **Equal Days** - For purposes of all preferences and assignments, a 3-day or greater A-Day block (ADY3, ADY4, ADY5, etc.) will be considered as an 'equal day' preference when preferencing for a 3-day or greater trip. These are sequenced in seniority order for preferences and in reverse-seniority order for assignments.

 - b) **Lesser Days** – Any 1 or 2 day trip preferenced or assigned to an A-Day holder with a greater length A-Day block.
NOTE: The processing of lesser day preferences or assignments is by increments of one-less day, grouped by block length and each block processed / worked in seniority order, e.g. a 1-day trip is awarded/assigned to an ADY2 block before an ADY3 block; a 2-day given to an ADY3 before an ADY4, etc.

 - c) **Greater Days** - A greater day preference or assignment is one that is preferenced or assigned into off time. For example, an ADY1 block holder prefernces a 2-day trip (draft pay does not apply), or if necessary, an ADY1 block holder is assigned a 2-day trip (draft pay applies).
NOTE: Greater day preferences for ADY1 and ADY2 blocks are limited to one additional day, e.g. an ADY1 block is limited to preferencing a maximum 2-day trip; an ADY2 block is limited to a maximum 3-day trip.

- If you are not released to report time for a preferenced/assigned trip that is shorter than your block length, you can be reassigned to a longer trip if necessary.

- If the drafting of greater day assignments is necessary, they will be assigned in reverse order to the most junior available with the closest number of days available, e.g. a 7-day trip will be assigned to the most junior A-Day with a 6-day block, etc..
NOTE: Trips can be split when necessary and possible to minimize drafting and/or to maximize A-Day utilization.

5.1 A-Day Parameters

- A-Day duty times are set for each base/location according to trip demographics and operational needs. The A-Day duty times are posted in the bid packages. You must be available for contact during these time periods unless you are released by Scheduling.
- You will be given a **minimum of 2 hours notice** to report for duty from the first attempted contact by Scheduling to the scheduled departure time of the flight or start of standby duty.
EXCEPTION: LAX / NYC co-terminals minimum report for duty while on A-Days is **3 hours** following first attempted contact by scheduling.
- If required to report for duty with **less** than 2 hours notice (3 hours in LAX/NYC), every attempt should be made to report by the scheduled departure time of the flight, however, failure to report in less than 2 hours will not subject you to disciplinary action. However, reporting for duty **later** than two hours from the first attempted contact will result in disciplinary action.
- If given less than 2 hours notification (3 hours in LAX / NYC), you are eligible for reimbursement for taxi fare or short-term parking expenses. *See Section 2 - Compensation.*
- During daily operations, if you preference a specific trip that falls outside your normal base A-day limits, you are not eligible for draft pay. If you are rescheduled / rerouted by Crew Tracking to return past your normal base duty day times, you may be eligible for RRO4 pay if the RRO4 parameters are met. If you are manually assigned a trip by Scheduling (includes piggybacking) into your OFF time), you are eligible for the additional 4 hours draft pay.
- Once assigned a trip, Scheduling can release you, operations permitting, until the report time of your trip. The schedule code RLS or RLSD preceding an assignment indicates a release to sign-in.
- Though you can be released, at times operations can require a reassignment. Scheduling will contact you for any necessary changes. If unable to contact you prior to report, you can be advised of a different trip at report time but your original report time will be used for duty purposes for that day.
- Scheduling will not normally contact you during your phone release, which coincides with the FAA minimum rest, while on A-Days. You are not required to be available to the company during an FAA rest period (see phone release details in section 5.M). If however, contact is made by you or Scheduling regarding your next A-Day assignment, the FAA rest break is not interrupted for rule purposes.

5.J Transitioning Between A-Day and Trip

- An **11 hour rest** must be scheduled between an A-Day and any subsequent trip. For example, when requesting a trip to follow an A-Day of 0000-2359, the trip cannot report sooner than 1100 the next day. This also applies to any training or special assignments. **NOTE:** Bases/locations with A-Day start times other than 0001 will have the same 11 hour break applied accordingly; e.g. in a base/location with an A-Day start time of 0100, any requested trip following the A-Day must report no earlier than 1200, thus maintaining the 11 hour break.
- To schedule a trip prior to an A-Day in a base with A-Day start times of midnight, the trip must have a scheduled release of 1700 the day prior to the A-Day. Adjusted times will apply if the A-Day start time varies. These parameters apply to all bases to provide an 11 hour rest prior to the first expected A-Day trip report time.
- The 24 hour rest following a CBS-awarded transoceanic trip can be waived to 11 hours after schedule release, by a pick-up or swap for A-Days to follow the transoceanic trip; or by pick-up, swap, or move-up to a transoceanic trip preceding any awarded A-Days.
- If you have A-Days scheduled before or after an Ultra Long Range (ULR) trip, or desire to swap to place A-Days before or after a ULR trip, the additional rest rules surrounding ULR trips must be adhered to. *See the ULR rest parameters in Section 1.S.*

5.K A-Day Rest Requirements

- You are scheduled with a minimum 11 hour domicile rest between domestic and/or international trips. Due to actual operations, by reroute or delay, your rest can fall below 11 hours. You will not be removed or re-assigned from a subsequent preferenced award or tripholder assignment until your rest falls below 9 hours. You can however, request and be granted an 11 hour rest before your next assigned (but not preferred) A-Day trip.
- A-Day holders will be scheduled with appropriate rest breaks between trip types as indicated in the chart on the next page. However, a specific A-Day trip preference following a transoceanic trip is understood as a waiver from the normal scheduled rest break of 24 hours following such transoceanic flying. The minimum rest is waived from 24 hours to a minimum of 11 hours. **Example:** On the first day of a 6-day block you fly a transoceanic trip that is scheduled for release on the 3rd day at 1700. You then submit a preference for a specific domestic trip for the 4th day that reports at 1300 (less than a 24 hour rest). The preference for the specific trip that reports at 1300 is understood as a waiver from receiving a full 24 hour rest following the transoceanic trip.

- Following a transoceanic trip, once you have preferenced a trip and received a waived rest of 11 hours, actual operations can reduce your minimum rest to 9 hours following a duty period scheduled at 14 hours or less; or to a minimum 12 hours rest following a duty period scheduled greater than 14 hours. If your actual rest prior to the next trip is less than 9 hours or 12 hours respectively, you will be removed from that next scheduled trip.
- If you are assigned a transoceanic trip and then do not preference for your next trip, or enter a generic preference, Scheduling will ensure a 24 hour scheduled rest before your next assignment.

DELTA REST BREAKS FOR ACCESS DAY FLIGHT ATTENDANTS

From ...	Minimum Scheduled Rest Period is...	To ...
Domestic/International trip (non-transoceanic)	11 hours*	Any trip, standby, or training
Transoceanic trip	24 hours	Any trip, standby or training
Ultra Long Range	54 or 30 hours – see ULR rest rules in Sec. 1.S	Any trip, standby or training
Training (duty day includes deadhead time if traveling out of base to training)	11 hours*	Any trip, standby, or training
Airport Standby	11 hours*	Any trip, standby or training

*NOTE: Minimum rest is 14 hrs following a duty period scheduled greater than 14 hours.

- All minimum scheduled rest is from release time to the next scheduled report time.
- At times, additional flight segments are given to A-Day flight attendants on arrival back to base (termed '**piggy-back' flying**). Such additional flying will not be assigned when arriving off an all-night duty period. All-nighters are defined as duty periods reporting between 1700 and 0100 local time and releasing the following morning after 0500.

5.L Airport Standby Duty

- For standby duty, you are required to be present at the assigned airport in full uniform, and must remain accessible to Scheduling. You must be ready for immediate assignment at all times.
- The schedule status code for airport standby is STBY for domestic standby and ISBY for international standby. There are also specific codes to distinguish co-terminal standby in the three NYC locations. **NOTE:** You can be assigned any trip-type while on standby, e.g. a domestic trip while on ISBY, etc.
- Standby duty will normally not exceed 4 hours. However, standby periods can be extended to provide better sign-in coverage, to increase standby utilization for trip assignments, and to react to daily operational needs. The extended standby duty period can be a one time occurrence or for the entire month, at the discretion of Scheduling.
- A-Day airport standby time is considered duty time and included in duty time limitations. You will be scheduled legally according to the duty parameters of the trip type to which you are assigned. The trip combined with your standby time will be scheduled to a:
 1. maximum of 14 hours for domestic flying,
 2. maximum of 16 hours for transoceanic and international flying,
 3. maximum of 20 hours for Ultra Long Range, Non-Stops Greater than 12 Block Hours, and CRAF & Military charter flying (and if FAA minimum staffing is sufficient for the duty period length)
- Following a standby period, you can request a release for the remainder of that calendar day or you will default to the minimum required 11 hours rest. Contact Scheduling and speak to a Scheduler if you want to exercise this release option. Depending on the standby release time, your phone release is 9 hours or until 2200 hours, whichever is later. **Example:** An A-Day holder released from a standby period at 0900 who requests this option will be released for the remainder of that calendar day. The phone release is until 2200 hours.
- Out-of-base airport standby duty length can vary and be extended by Scheduling according to operational need. Out-of-base airport standby time is credited at the 1 for 2 duty credit rate for the applicable duty period.
- Scheduling will try to assign standby no more than 1 time in a 3-day block, or 2 times in a 6-day block. However, this is subject to operational requirements and may not always be possible.

5.M Phone Release

- The phone releases below apply to all A-Day holders. During severe operations, the phone release can be reduced to less than the times noted. However, phone release times will be no less than the appropriate F.A.R. minimum rest requirements of 9 hours for duty periods scheduled at 14 hours or less and 12 hours for duty periods scheduled greater than 14 hours.
- The Company will attempt to avoid interrupting the FAA minimum rest break, but contact by either the flight attendant or the Company does not interrupt the FAA rest period for legality purposes. However, a flight attendant is never required to contact the company or be available to the Company during an FAA minimum rest period.

Phone Release:	Explanation
9 hours	<ul style="list-style-type: none"> • When released for an 11 hour rest in your base after a scheduled 14 hour or less duty period.
10 hours	<ul style="list-style-type: none"> • When released for an 11 hour rest period in your home base and the rest is the next / subsequent rest following a layover of less than 9 hours release to report after a scheduled 14 hour or less duty period.
12 hours	<ul style="list-style-type: none"> • When released for a 14 hour rest period in your home base after a scheduled over-14 hour duty period. (see note below*)
12 hours	<ul style="list-style-type: none"> • When released for a <u>subsequent</u> 14 hour rest following a layover of less than 12 hours release to report after a scheduled over 14 hour duty period. (see note below*)
14 hours	<ul style="list-style-type: none"> • When released from a domestic trip for a 16 hour rest in your base after exceeding a 16 hour duty period.
16 hours	<ul style="list-style-type: none"> • Upon completion of a transoceanic trip (includes transoceanic exception pairings)
24 hours	<ul style="list-style-type: none"> • When rest period in your home base is the FAA required minimum rest of 24 hours in 7 consecutive calendar days. This is designated on your schedule with the code RRST.
24 Hours	<ul style="list-style-type: none"> • When released from an Ultra Long Range Trip assignment.

***NOTE:** A scheduled over-14 hour duty period is calculated from scheduled report for the first working flight or report for STBY until the scheduled release of the last working flight.

5.N Airport Release Requirements

- Upon your return to home base and after deplaning, you must use the Automated Crew Scheduling telephone system to obtain an airport release prior to leaving the terminal/lounge area.
 - Your call should be completed after your scheduled trip release time, e.g. after arrival and as soon as you complete any safety and customer related duties.
EXCEPTION: The airport release requirement does not apply to LAX.
- If you arrive early you can be released up to 30 minutes before your scheduled arrival time.
- You must also obtain an airport release after standby duty. If released, the minimum rest period including a 9 hour phone release, begins following your release from standby.
- Following a standby period, you can request a release for the remainder of that calendar day or you will default to the minimum required 11 hours rest. Contact Scheduling and speak to a Scheduler if you want to exercise this release option. Depending on the standby release time, your phone release is 9 hours or until 2200 hours, whichever is later.
Example: An A-Day holder released from a standby period at 0900 who requests this option will be released for the remainder of that calendar day. The phone release is until 2200 hours.
- If you are released from a trip or standby assignment within 11 hours or less from the end of your last A-Day duty day, you are released into your off time with no further phone contact obligation (such release will apply for 24 in 7 rest considerations).
- If you **fail to call for an airport release within 1 hour** of your block-in time or end of your non-fly duty period, you can be subject to administrative action.

Airport Release Exemptions

- You are exempt from obtaining an airport release under the following conditions:
 - You have been on duty more than 12 hours and are scheduled off the next day,
 - You are returning from a transoceanic trip,
 - Following an approved deviation from deadhead into your off day

5.O Interference With OFF Days

- As an A-Day holder you can be drafted into your off time. This can be done at the time of your trip assignment or as a continuation of an assignment.
- An OFF period is interfered with in the following ways:

Draft Pay is Due

- 1) by being manually scheduled into the off period (DRFT pay is due, or the option to take another day off in the next bid period);
- 2) you are either given a trip length greater than your A-Day block or on arrival into your base you are 'piggybacked' into additional flying into your off time.

Example A: You have 1 A-Day remaining and due to critical staffing Scheduling calls to assign you a 2-day trip, into your off time. You are due draft pay of an additional 4 hours.

Example B: You are scheduled for release at 1600 on your last A-Day, and on arrival Scheduling 'piggy-backs' you on additional flying that is scheduled for release at or after 0001 on your first off day. You are due draft pay because you were scheduled into your off time.

No Draft Pay is Due

- 1) by preferencing a specific trip with a release time that falls into the off period
- 2) by being delayed into the off period
- 3) by being rerouted into the off period; however **RRO4** pay may apply if the reroute increases the trip by a day according to the Delta trip definition in Section 4.
- 4) by being piggybacked into remaining A-Day time

Example C: You are arriving in base on the second day of your block of 3 A-Days at 1530 and you have one more A-Day to serve the next day. On arrival you are 'piggybacked' with additional flying into the 3rd A-day. You do not qualify for draft pay because you were not flown into your off time.

Option for Off Day in Next Bid Period Instead of Draft Pay

- If Scheduling assigns you into your off period or you are drafted into an off day, you will receive draft pay (DRFT) of +4 additional hours pay; or you can choose the option of taking an additional off day in a subsequent bid period.
- If you choose to take an additional off day in a subsequent bid period, the following applies:
 - the off day request cannot be on a holiday or during a black-out period

- to be processed during the running of CBS in a timely manner: if the day of the month your off day is affected is the 1st through the 13th, you can choose a day off for the next bid period, however, if the day of the month your off day is affected is between the 14th and the end of the month, then the additional off day request must be for two bid periods away.

Example: If you are flown into January 25th, and you want an additional off day, since the February bid is already processed, your choice of an additional day off has to be for the March bid period.

- A 'padlock' will be placed on the date you choose in your CBS schedule to ensure you are not awarded a trip on that day.
- Submit your request using the eCrew on-line form

NOTE: If your seniority requires you to have A-Days in a subsequent bid period, the number of A-Days assigned will not be reduced.

- According to your trip-type you can be scheduled into off time as follows:

For Domestic / International Trip

- ◇ In trip coverage procedures, you can be assigned a trip into your off time. If so, every attempt will be made to schedule you into no more than 1 additional off day, though at times exceptional circumstances can require more.
- ◇ You will receive draft pay of 4 additional hours for every off day you are scheduled into. You also have the option to take another day off in the next bid period.

For Transoceanic Trip

- ◇ In trip coverage procedures, you can be assigned a trip into your off time. If so, every attempt will be made to schedule you into no more than 2 additional off days, though at times exceptional circumstances can require more.
- ◇ You will receive draft pay of 4 additional hours for every off day you are scheduled into. You also have the option to take another day off in the next or a subsequent bid period.

Example: You are an international standby on day 1 of a 3-day A-Day block. Due to a no-show you are dispatched on a 5-day transoceanic pairing. You will receive normal pay for the standby and pairing. You will have a choice of one of the following 3 options:

- 8 hours of DRFT pay for being scheduled into 2 off periods; or
- 2 additional days off in the next or subsequent bid period; or
- 4 hours of DRFT pay and 1 day off in a subsequent bid period.

Trip Interference with A-Day Assignment

- If rescheduling or drafting causes a trip on your schedule to interfere with an A-Day block on your schedule, you will be given the appropriate domicile break before completing your remaining A-Day obligation.

NOTE: If the rescheduling or drafting of a trip that precedes an A-Day block interferes with the A-Day block, any originating flight time and trip credits accrued on the A-Day will offset the block guarantee in addition to any other earned time on the remaining A-Days.

A-Day Trip Interference with Regular Trip

- If your A-Day assignment is rerouted or extended by piggybacking and interferes with your next scheduled assignment as a tripholder, you will be pay protected for the dropped trip under the guidelines of Two-Rotation Pay Protection. *See Pay Protection Involving Two Pairings or More in Section 3 on Trip Pay Protection Policy.*

A-Day Trip Completion Into a PLOC Month

- You must complete an A-Day award or assignment that transits into a bid period with an awarded PLOC.

5.P A-Day Holders & Preferencing Open Trips

- A-Day flight attendants can submit preferences for trips and standby periods in open time. The preference can be for a specific trip or a generic request (e.g. any 3-day trip). Preferences can be submitted prior to and any time during the A-Day block.
- If your base/location has a trip with a scheduled release time past the normal A-Day hours (e.g. an 0130 release in a base with A-Day duty normally ending at midnight), a specific preference for this trip can be awarded. These awards do not qualify for draft pay, however if you did not preference a trip into off time and are manually assigned by Scheduling into your off time, you will qualify for draft pay for being scheduled into your off time.
- Within the one calendar day period prior to a date of operation (e.g. Saturday for a Sunday operation), trips and standby periods in open time not awarded through the preference process will be manually assigned in reverse seniority order to A-Day holders who did not preference or who submitted preferences but were not awarded.

- In bases with transoceanic flying, your A-Day assignments will be scheduled with legal rest breaks between trips. However, you can waive the 24 hour scheduled rest following a transoceanic trip to an 11 hour domicile rest following duty periods scheduled for 14 hours or less; or to 14 hours domicile rest following duty periods scheduled greater than 14 hours. These waivers are accomplished through successfully preferencing a transoceanic trip, or through picking-up or swapping for other trips or A-Days to follow the transoceanic trip you received as an A-Day holder.

5.Q A-Day Swapping with Other Flight Attendants

- Swaps for A-Day groupings must be in the awarded blocks and may not be for less than 3 consecutive days, unless the block has been broken by a trip assignment. See below for examples.
- You can submit requests for A-Day swaps with other flight attendants any time during the month and/or once schedules are released for a new bid period.
- You can waive the 24 hour scheduled rest following a transoceanic trip to an 11 hour domicile rest following duty periods scheduled for 14 hours or less; or to 14 hours domicile rest following duty periods scheduled greater than 14 hours. These waivers are accomplished through successfully preferencing a transoceanic trip, or through picking-up or swapping for other trips or A-Days to follow the transoceanic trip you received as an A-Day holder.
- You can swap your block of A-Days with another flight attendant. The swap can be your A-Days for a trip, a block of A-Days for another block of A-Days, or a drop/pick-up of a block of A-Days. There is no minimum number of A-Days you must maintain for a bid period after the initial bid award.
- You cannot swap A-Days which results in being on A-Day status more than 6 consecutive days to ensure a 24 hour-in-7 day rest.
Exception: If awarded or assigned a block greater than 6 days for specific trip coverage in a base, Scheduling will ensure you receive the appropriate 24 hour rests every 7 days.
- You can swap to combine trips and A-Day(s) in any 7 consecutive calendar days but must have a scheduled 24 hour rest period within that 7 days. You can also swap A-Day(s) with other flight attendants provided the swap does not place you on A-Day status more than 6 consecutive days.
- If your base has A-Day times other than midnight to midnight, and your 6th day is an A-Day, a 24 hour rest on day 7 can commence following the end of your scheduled A-Day, fulfilling the 24 in 7 rest requirement.

- You can swap or drop A-Days that remain in a block if the block has been broken by a trip or an inactive status. After a trip has been flown on an A-Day, or after standby (STBY) is completed, any remaining A-Day(s) can be swapped to another flight attendant as a smaller block of A-Days.

Example A: You have 3 A-Days and fly a turnaround on the first A-Day arriving back in domicile at 1930 hours. If you are given no additional flying, and after release for a domicile rest, you can swap the two remaining A-Days to another flight attendant.

Example B: You have 3 A-Days and are assigned standby (STBY) from 1000 to 1359. After standby is completed at 1400, and you have been released for a domicile rest, you can swap the remaining A-Days to another flight attendant.

- Once an A-Day holder has a trip placed on their schedule, the trip can be swapped with another flight attendant up to report time. The access day indicator ('@') and all A-Day obligations remain with the trip and are assumed by the receiving flight attendant.

Example A: You pick-up a trip from an A-Day holder at 1500. Report time is 2100 and the A-Day was not released to report time. You are now 'on-call' at 1500 (the time of the swap) in the event Scheduling must contact you.

Example B: You pick-up an all-nighter turnaround from an A-Day holder that arrives in domicile at 0730. You are obligated for the remainder of the A-Day following your legal domicile rest. Unless released by Scheduling, you are back on-call after the appropriate phone release until the A-Day expires.

- Flight attendants cannot swap A-Days for trips in open time.
- If you swap to place an additional A-Day adjacent to other existing A-Days, all days are considered to be a single block; e.g. a 3-Day block with a swap that adds a 1-Day block becomes a 4-day block (ADY4).
- You can swap to place a block of A-Days before or after a scheduled trip. However, there must be an 11 hour buffer between the end of the A-Day and the trip or, if the trip precedes the A-Days the trip must release no later than 1700 the day before the A-Days.

Example 1. You have a trip that reports at 1130 and desire to swap to place an A-Day 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 A-DAY 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 A-Day block the day following the trip. This is legal since the trip releases prior to 1700.

- For annual and monthly projection purposes, each unused A-Day is worth a value of 4:45 per day.
- If an A-Day holder is assigned a trip that is subsequently jetway traded, both flight attendants in the swap retain partial A-Day obligations, ending or beginning at the split point.
- Operations permitting, within 1 calendar day of the date desired, A-Day holders can drop an A-Day using the TDOT (trip drop) procedures. A TDOT request is awarded in seniority order and can be for one, two or three days.
- Once an A-Day block is broken by a STBY assignment, the remainder of the block cannot be swapped until the STBY assignment has been completed. You will complete any trip assigned while on standby.

5.R Out-of-Base Standby

- At times you are scheduled to cover a trip or standby for another base/location which requires you to remain overnight in that base either before or after the trip prior to returning to your home base.
- If you are sent to another base to cover possible assignments, you will:
 1. be assigned a trip at that base; or
 2. remain at the airport for standby duty at that base; or
 3. be sent to a hotel at that base to await contact from Scheduling.
- If assigned airport standby at that base, Scheduling will inform you of the duration of your airport standby duty times. If assigned a trip the duty time will not exceed the maximum scheduled duty time limits for the specific trip-type.

5.S Training Assignments / Bids

- Flight attendants requiring any mandatory training will be assigned such training on their off days, and not on A-Days.
- An A-Day holder can request to attend non-mandatory training, or training or meetings of 4 hours or less in length on A-Days. Such attendance will be allowed if operations permit. To determine if an A-Day holder is able to attend such training or meeting, an FSM or the A-Day holder should coordinate with Scheduling. Additionally, an FSM or A-Day holder should coordinate with Scheduling the release and/or assignment status of A-Day holders from meetings.
NOTE: An A-Day holder can be required to work a trip or STBY period following meetings or training attended on an A-Day.

5.T A-Day Trip Guarantee

- Concurrent with the A-Day Block Guarantee, an A-Day holder is guaranteed the scheduled value of the trip if time is lost due to daily operations, after departure and with a landing at another airport provided there are no availability requirements for the tripholders.
- An A-Day trip guarantee applies to single rotations only, and will pay the greater of the value of the trip actually flown, or the scheduled value of the trip at the time it was placed on your schedule.

Flight Time Lost	Trip Guarantee
1. If your entire trip cancels at or after report, or is shortened by a calendar day or duty period....	No - You are returned to A-Day status to receive another assignment, or be placed on Airport STBY, or be released for a domicile break. NOTE: If you are not released, any additional flying later that day/duty period will be calculated for legalities using your original report time of that day/duty period prior to the trip cancellation.
2. If 'A' day cancels and the trip reports for duty at home base on the next calendar day...	No - You are returned to A-Day status and/or assigned another trip.
3. If 'A' day reroutes to deadhead only during the first duty period to pick up the balance of the trip...	Yes - You are paid based on the value of the trip when put on your schedule or the value of the trip as actually flown, whichever is greater.
4. If 'A' day has an attempt with no landing in another city or the duty period consists of only non-fly duty...	No - You are returned to A-Day status and/or assigned another trip.
5. If you lose flight time on a trip and return to your base after the original scheduled report time of the last duty period (requires a take-off from one city and a landing in another city)...	Yes - You are paid based on the value of the trip when put on your schedule or the value of the trip actually flown, whichever is greater.
6. If you lose flight/credit time on your trip and you return to your home base prior to the original scheduled report time of the last duty period..	No - You are paid the value of the trip actually flown and returned to A-Day status.
7. If you lose flight/credit time on a trip which is extended an extra day...	Yes - You are paid based on the value of the trip when put on your schedule or the value of trip as actually flown, whichever is greater.

For more on trip pay guarantee, see Pay Protection in the Compensation section

- An A-Day trip guarantee, if applicable, plus any other A-Day assignments within the A-Day block are compared to the A-Day Block guarantee and the greater is paid. You will receive no less than the A-Day block guarantee for the number of A-Days on your schedule.

Example A: An A-Day on a 3-day block completes a 2-day trip worth 10 hours and does not fly the 3rd day. The total pay for the 3-day block is the 14:15 A-day block guarantee.

Example B: An A-day on a 3-day block completes a 3-day trip worth 16 hours. The total pay for the 3-day block is 16 hours.

Example C: An A-Day on a 3-day block completes an 18 hour trip that is rerouted and loses 5 hours block time on C-day only. However the crew also flew 1 segment on C-day so there are no availability (AVL) requirements for the tripholders. The truncated trip is only worth 13 hours, but the A-Day holder is also guaranteed/paid 18 hours like the tripholders under the trip guarantee policy and the A-Day trip guarantee supersedes the A-Day block guarantee.

Example D: An A-Day on a 6-day block completes a 3-day trip starting on day one worth 15 hours, has STBY on day four worth 2 hours but is not used, then that is followed by a 2-day trip worth 10 hours on days five and six. The total pay of 27 hours for the 6-day block is superseded by the A-day block guarantee of 28:30.