



**FLIGHT  
ATTENDANT  
ADMINISTRATIVE  
MANUAL**

## TABLE OF CONTENTS

SECTION 1: RECOGNITION.....	2
SECTION 2: DEFINITIONS .....	3
SECTION 3: MANAGEMENT RIGHTS .....	4
SECTION 4: GRIEVANCE PROCEDURES.....	5
SECTION 5: SYSTEM BOARD OF ADJUSTMENT .....	6
SECTION 6: COMPENSATION .....	7
SECTION 7: TRAVEL EXPENSES.....	14
SECTION 8: VACATION.....	15
SECTION 9: SICK LEAVE .....	20
SECTION 10: HOURS OF SERVICE .....	23
SECTION 11: SCHEDULING.....	25
SECTION 12: TRAINING .....	41
SECTION 13: SENIORITY .....	44
SECTION 14: LEAVES OF ABSENCE .....	46
SECTION 15: TIME OFF WITHOUT PAY .....	49
SECTION 16: FURLOUGH, DISPLACEMENT AND RECALL.....	51
SECTION 17: FILLING OF VACANCIES .....	55
SECTION 18: UNIFORMS .....	58
SECTION 19: MOVING EXPENSES.....	59
SECTION 20: PHYSICAL EXAMINATIONS .....	60
SECTION 21: INSURANCE .....	61
SECTION 22: PENSION PLAN .....	62
SECTION 23: CONDUCT OF UNION BUSINESS .....	63
SECTION 24: AGENCY SHOP AND DUES CHECK OFF .....	64
SECTION 25: GENERAL.....	65
SECTION 26: SAFETY .....	69

**SECTION 1: RECOGNITION**

1. **Reference B.1.** Revenue flying is flights on which passengers are carried for the purpose of transportation between two points on our system, or in the event of charters between points either on line or off line basis.

**EXAMPLE:** Scheduled flights and extra sections are revenue flights.

**EXAMPLE:** Charter flights operated on behalf of a charter operator are considered revenue flights.

Leased operations of the aircraft where Air Wisconsin has provided the airplane for use on other than revenue operations is not considered to be revenue flying. Promotional flights required by the Marketing Department, and flights conducted strictly for the familiarization of Company or outside personnel are not considered revenue producing.

**EXAMPLE:** A request by a Company to provide an aircraft for use by its personnel, in order to demonstrate the capabilities of the aircraft is not considered revenue flying. The operator will have the ability to specify the personnel whom they wish to utilize for the lease.

**EXAMPLE:** A marketing function where scenic flights, or point to point promotional flying is provided for industry related personnel or dignitaries is not considered to be revenue flying.

2. **Reference B.1.** Customary flying for management personnel includes any flying required in order to maintain the integrity of the schedule when a lineholder or reserve could not be made available without delaying the flight or disrupting the operation of the airline.

Management may be required to fly in order to evaluate the job performance of an individual.

Management may be required to fly on a scheduled trip in order to meet requirements for maintaining qualification on the aircraft.

Management may be required to fly on a scheduled trip in order to be evaluated by other management or government personnel for the purposes of qualifying for training status.

**EXAMPLE:** A FA calls in sick at departure time, or without sufficient time to call a reserve, management will be available for assignment in order to avoid delaying the flight.

**EXAMPLE:** A required check ride is to be made on an employee. A manager may take a regular position in order to work with the individual being evaluated.

**EXAMPLE:** A manager is gaining initial qualification on a new aircraft type, or is being checked out in order to conduct advanced evaluations on another person. She may be scheduled on any flights not specifically built into a schedule.

3. **Reference B.1.** It is not the intent of this section to have management personnel bid available lines of flying.

**SECTION 2: DEFINITIONS**

1. **Reference Definition G., "Deadheading":** A ferry flight is considered as revenue. One crew is assigned as the "working" crew. The movement of additional FA's on a ferry flight is considered to be deadheading.
  
2. **Reference Definition L., "FA":** The use of terms in the female gender does apply to males except in the case of maternity questions and policies where only the female FA may claim benefits under those provisions relating to pay and time off in connection with pregnancy.

**EXAMPLE:** A male FA cannot request ninety (90) day leave in connection with the birth of his child, however, a male FA may request a leave as under the federal or state Family and Medical Leave Act (FMLA).

**SECTION 3: MANAGEMENT RIGHTS**

**SECTION 4: GRIEVANCE PROCEDURES**

1. **Reference B.3.** Hearing will be held *within fifteen (15) working days after receipt of the appeal. A decision will be rendered within ten (10) working days after the appeal hearing.*
2. **Reference C.1.** No hearing is necessary because problem has already been discussed.
3. **Reference C.2.** *FA's may appeal within ten (10) working days after such decision. The President, or designee, has fifteen (15) working days to hold the hearing. A decision will be rendered within ten (10) working days after the hearing.*
4. **Reference D.1., Reference Grievances ARW28-1-20-90 and ARW28-2-16-90:** Non-compliance with the time limits set forth in the grievance procedure as outlined shall result in the granting of the grievance, if by the Company, and denial of the grievance, if by the Union.

**SECTION 5: SYSTEM BOARD OF ADJUSTMENT**

1. FA's required to be present for a System Board of Adjustment hearing will be released from flight duty.

**SECTION 6: COMPENSATION**

1. **Reference A.1.** The term "after X years of service" means the completion of the period specified.
 

**EXAMPLE:** A person hired on June 1 of 1985 would be in her first six months of service through November 30th of 1985. She would be at the "After 6 months of service rate" from December 1, 1985 through May 31, 1986. She would be in her "After one year of service" rate from June 1, 1986 through May 31, 1987. She would begin her "After 2 years of service rate as of June 1, 1987 and so on.
2. **Reference B.1. and B.2.** See clarification under Definitions, "A", pertaining to "Available for the entire month."
3. **Reference B.1. and B.2. Assuming full availability a line holder and a reserve will not be paid less than seventy (70) hours pay in a month.**

**EXAMPLE:** A lineholder or reserve is suspended due to disciplinary reasons. This person is not available and will have her guarantee reduced on a pro rate basis per day for reserves, or based on trips missed for a lineholder.
4. **Reference C.1.** A FA is only guaranteed the trips and training shown on her line as published on the final bid award. \*
 

**EXAMPLE:** Training is built into all lines, but is not required for the FA that is awarded or assigned the line. Since the time will be dropped on the published schedule, she is not guaranteed the time that was shown.

**EXAMPLE:** As a result of integration trip(s) are dropped from the line. Since they will not appear on the published final bid schedule she may not claim the trip(s) that had been shown on the bid line.
5. **Reference C.5.**

**EXAMPLE:** A FA who picks up time from open time or from another FA during the month will have the flight time added to her line guarantee

**EXAMPLE:** A FA trades a trip to another lineholder. The trip becomes part of the lineholders line ***and trip guarantee will apply.***

**EXAMPLE:** A FA trades a trip to a reserve FA on a day off. ***If the trip cancels, the reserve holding the flight on her day off will be credited for the trip.***
6. **Reference C.6., Grievance 03-28-02-21-98 and 03-29-02-36-98:** The company agrees that when through company error, more FAs than are required to fly a particular trip are assigned, are present and available to fly that trip, the following procedures shall apply:
  - a. If all the FAs involved are lineholders, the most senior FA will be offered the choice to fly the trip or be replaced and be paid for the trip at her regular hourly rate of pay. If the senior FA chooses to be replaced, she will not be subject to time available status. However, if another trip is to be started at the same time as a FA's original trip and that trip is uncovered, the FA who is replaced on her original trip may be assigned to the uncovered trip.
  - b. If one of the FAs involved is a reserve FA, then the company shall have the following options:
    1. The most senior FA shall be offered the choice as above in paragraph 1; or

**SECTION 6: (Continued)**

2. The reserve FA shall be sent home and the senior FA who flies the trip shall be paid at the rate of time and a half for all credited hours for the trip.

7. **Reference D.1.** `A' position can only be claimed if the flight has actually flown the trip on an aircraft that does utilize multipositions. `A' position does not apply to any pay classified as deadheading.

**EXAMPLE:** Surface transportation time cannot be claimed as `A' position. Deadheading cannot be claimed under D.1.

8. **Reference E, Reference grievance 03-99-2-18-03 (Mandatory meeting pay).** A FA will be paid mandatory meeting pay, when a meeting is classified as "mandatory" and requires all f/a's on the property to attend the meeting either before or after a check-in, check-out, or on a day off.

9. **Reference F.** Scheduled deadhead means the deadhead time as published by crew scheduling.

**EXAMPLE:** A FA is not paid for "actual" deadhead time if there is a delay after departure from the blocks. Only the original scheduled deadhead time is paid. Deadheading to and from training that is part of the final bid award will be paid under the provisions of the contract.

**EXAMPLE:** Deadheading for training is paid in addition to training pay if deadheading is required in the same day as classroom training. The FA will be paid scheduled deadhead plus classroom training.

**EXAMPLE:** Deadheading appears on a schedule that calls for the FA to deadhead from DEN to ORD. The FA chooses not to report to DEN but instead elects to position herself from ATW to ORD, even though deadheading is part of her schedule, she cannot claim the deadhead credit from either DEN or ATW to ORD.

**EXAMPLE:** With the approval of Inflight Management, two FA's voluntarily split a trip that requires deadheading to and from ORD. Neither FA may claim deadheading for the positioning required since it was the result of a voluntary request.

Deadheading only applies to the flight(s) scheduled by the Company, or designated by the Company. Commuting is not deadheading.

**EXAMPLE:** A FA is scheduled to deadhead on a flight from ORD to MLI. Due to rerouting, mechanical, or other problems the flight is missed. The crew is then designated to fly another flight. This now becomes the scheduled deadhead.

**EXAMPLE:** A FA is scheduled to deadhead on a specific flight and is requested to wait in order to accommodate a revenue passenger or another crewmember. The FA agrees to comply with the request. Deadhead pay will be applicable on the new flight to which she is assigned.

Deadhead pay when credited, applies toward the monthly guarantee for both lineholders and reserves.

10. **Reference G.1.** The minimum guarantee of **three and one half (3½) hours** credit applies towards scheduled (published) trips for both lineholders and reserves.

Minimum guarantee does not apply for any trips of less than **three and one half (3½) hours** created as a result of a voluntary request by a FA.

## **SECTION 6: (Continued)**

**EXAMPLE:** A FA with a scheduled trip of five (5) hours requests voluntary splitting of the trip with another employee. The request is approved by Crew Scheduling and the result is that each FA will fly 2 ½ hours. Neither may claim the **three and one half (3½) hour** minimum guarantee. The same applies for breaking the trip so that only one person would claim such time. It is not the purpose of the minimum guarantee to create any greater trip time liability than was originally published.

For purposes of minimum day only, trips, either scheduled or unscheduled may end as late as 0200 (off duty) and not be considered as required payment of the minimum daily guarantee.

**EXAMPLE:** A trip begins at 1930 and is scheduled to fly 1:55 and is released at 0045. Since the trip ends prior to 0200, the minimum guarantee will be considered **three and one half (3½) hours** for that duty period.

**EXAMPLE:** A trip begins at 2145 and is scheduled to end at 0400. The guarantee for that duty period will be **seven (7) hours** since a portion of day one is in one calendar day and the other portion ends later than 0200.

**EXAMPLE:** A trip is scheduled to end at 2340 and due to weather, mechanical, or re-routings extends to 0115. During the day less than **three and one half (3½) hours** was flown. A minimum of **three and one half (3½) hours** will be paid, but the FA would not be eligible to claim another **three and one half (3½) hours** since release from duty was not later than 0200.

**EXAMPLE:** A trip is scheduled to end at 2340 and due to weather, mechanical, or re-routings extends to 0215. The FA may claim of **three and one half (3½) hours** minimum credit for the period beyond 0200. If the FA is scheduled to fly later in that day, the **three and one half (3½) hours** will apply towards what is flown. It cannot be claimed in addition to any other scheduled flying.

***A FA arrives back in her domicile after 0200 on her day off. She may request a different day off and receive the greater of 3.5 or the day dropped, or receive additional pay of 3.5 for working on her day off.***

***To accommodate a day off the FA is required to split in and out of the trip, the FA will lose the appropriate pay for the segments dropped. The FA will not receive less than a minimum day on the day the split occurs.***

8. **Reference H.2.**

**EXAMPLE:** A FA was not scheduled for training during the month. As a result of required training the FA must be removed from her originally scheduled trip(s) published on her final bid award in order to complete such training. Pay calculations will be established by crediting all time that would be paid as a result of training and comparing it to all time lost as a result of trip removal. The FA will be paid the greater of the two values. If the training takes place on guaranteed days off, the FA will be paid the value of training and will be granted days off in lieu of those lost.

9. **Reference H.3.** Training must appear on the final bid line in order for credit to be given.

**EXAMPLE:** All lines on the bid schedule contain training. A FA who is not due for such training, or who for some reason will not be required to complete it will have the training dropped from her final bid award.

**SECTION 6: (Continued)**

10. **Reference I.** A FA who reports for a trip which cancels, and who requests to be released from Time Available status, will be paid one (1) hour Reporting Pay.

11. **Drafting Pay:** Additional Examples in Section 11.

**EXAMPLE:** A FA is drafted on a trip with actual block of two (2) hours, credited time of **three and one half (3½) hours**. If she elects to take time and one half, **her pay will calculate to be 3.5 hours x 1.5 = 5.25 hours**.

**EXAMPLE:** A FA is drafted on a trip and works three (3) hour blocks and fourteen (14) hours of duty. If she elects to take time and one half, pay will be **9.33** hours.

**14 hours duty divided by 2.25 hours duty rig = 6.22 hours x 1.5 = 9.33 hours**

**EXAMPLE:** In January 2001 a FA is drafted for a two-day trip. The actual block for the two days is 4 hours. The minimum day credit is 3.5 x 2 days for 7 hours. The duty time for each day is 10 hours each day for 4.44 hours each day, a total of 8.89 hours.

**The total trip time away from base is 40 hours. This provides a payment of trip rig of 10 hours (40 divided by 1/4 trip rig). If the FA elects to be paid time and a half, the pay for this drafted trip will be 10 x 1.5 = 15 hours.**

**EXAMPLE:** A FA is drafted for a stand up overnight and she elects to take time and one half. Since a stand-up overnight is worth **seven (7) hours**, minimum pay will be **ten and one half (10.5) hours**.

**EXAMPLE:** A FA has two days off and is drafted for a two (2) day trip. She has the option to receive time and one half or another two (2) days off with no loss of pay. These two (2) days must be mutually agreed upon.

01	02	03	04	05	06	07	08	09	10
101	102	103	104	OFF	OFF	101	102	103	104

**Q.** Can crew scheduling draft a FA to do trip 105 106 on the 5th and 6th?

**A.** Yes, in proper drafting order.

**Q.** Assuming that Crew Scheduling can, does Crew Scheduling have to drop the 7<sup>th</sup> and 8<sup>th</sup> (due to too many days in a row)?

**A.** Yes, the 7<sup>th</sup> must be dropped. The Company will take into consideration whether operationally both days should be dropped.

**Q.** If so, how is the FA's pay affected for the month?

**A.** Paid times for 5<sup>th</sup> and 6<sup>th</sup> and trip guaranteed for 7<sup>th</sup> and 8<sup>th</sup> .

**Q.** If the FA elects not to accept the 105 106 as time and a half, can the Scheduler continue to keep the two day trip on the 7th and 8th while trying to find a mutually agreeable day off?

**A.** No, cannot stay on 7<sup>th</sup> and 8<sup>th</sup>, it's dropped for 1 in 7 rule. Another mutually agreeable two (2) day are dropped in exchange for 5<sup>th</sup> and 6<sup>th</sup>.

**SECTION 6: (Continued)**

**NOTE:** FA has right to waive 1 in 7 rule and could waive 7<sup>th</sup> and 8<sup>th</sup> as favor. However, she would then be entitled to another two (2) days off for the 7<sup>th</sup> and 8<sup>th</sup> with pay.

Day 1	Day 2	Day 3
Off	101	102

- Q.** Trip 103>104 has become uncovered on the 1st and 2nd. Is the above FA subject to drafting? What are the pay ramifications and day(s) owed back?
- A.** **Yes**, after attempting to contact FAs who are on days off and completely legal for the trip. She is paid 1 ½ times credited hours for trip or greater of trip she dropped on Day 2 and Day 3. If she wants the day back, she is owed Day 1 later in the month at no loss of pay.

**PAY EXAMPLE:**

<u>Trip 103&gt;104</u>	<u>Trip 101&gt;102</u>
8 hours	12 hours

A FA will be paid 18 hours (1.5 x 12 = 18), or paid 12 hours straight time and drop a day later in month and be paid trip guarantee for that day.

- Q.** A reserve FA has one day of availability, with the next day off. She is the only FA available. Scheduling has a two (2) day trip. Is this drafting?
- A.** **Yes**, because she is being assigned a trip on a day off.
- Q.** What is her pay?
- A:** 1 ½ times credited hours above guarantee for the second day (her day off).

~ If she prefers another day off, she will still be paid above the guarantee at straight time and will select another day off.

12. **Resequencing Pay:** *(additional examples in Section 11.)*

**EXAMPLE:** Resequence Example (no days off have been affected)

<u>SCHEDULED</u>		<u>ACTUAL</u>	
<b>Monday</b>	<b>Tuesday</b>	<b>Monday</b>	<b>Tuesday</b>
5:40 Blk	4:20 Blk		
412>	410	401>	402
		Flew 1:15 blk	Flew 1:45 blk
11:15a	1500	prior to 9:15	after 17:00
(check-in)	(check-out)	(7:15 check-in)	(19:00 check-out)

Ten hours straight block paid for trip of greater value, trip 412 > 410. Paid 1 1/2 block between 7:15 and 9:15 on Monday. Paid 1 1/2 block after 1700 on Tuesday.

- Q.** A FA is inbound on her last leg of her trip returning to domicile and is contacted by Scheduling to do another two (2) legs to ORD and back. Is this Resequencing?
- A.** **Yes**, and she will be paid 1 ½ x rate of pay for her block time earned after two (2) hours from her originally scheduled check-out time at her domicile.

**SECTION 6: (Continued)**

- Q.** A FA is in ORD waiting to deadhead to her domicile. The FA is assigned a round

trip to Evansville and back because another FA did not arrive in time to take the trip because of weather in Kalamazoo. It extends the FA more than four (4) hours after scheduled check-out. She was scheduled in at 1815 but now checked out at 2230. Is this resequencing?

**A:** Yes, and she will be paid 1 ½ x rate of pay for block time earned from 2015 to 2230.

A FA is resequenced and extends past the two (2) hour window, all credited time outside the two (2) hour window was deadheading. The FA will be paid time and one half for all credited time (deadhead time).

***The additional pay for time and a half on resequencing or drafting is not credited time for purposes of dropping to 55 credited hours.***

***EXAMPLE:*** A FA has a line of seventy (70) credited hours. She has dropped eight (8) credited hours, and now has an adjusted guarantee of sixty-two (62) credited hours. On her next trip, she is resequenced and received two (2) hours of additional credited time outside of the window, to be paid at time and a half. Only the straight time is added to the line guarantee for purposes of the minimum drop. The additional 50% is for pay only. Hence, the FA would then have sixty-four (64) credited hours and could drop up to nine (9) additional credited hours.

13. **Reference M.**

***EXAMPLE:*** A FA who is actually on duty for 13:30 hours will be paid six (6) hours or she will be paid scheduled or actual credited time, whichever is greater. The scheduled or actual time is part of the line guarantee. The duty rig is only the actual time on duty.

***Effective January 2001, a FA who is away from domicile for two (2) days, forty (40) hours, will be paid the greater of scheduled or actual credited time, minimum day pay, duty rig or trip rig. Trip rig would be ten (10) hours.***

14. **Reference N.** In evaluating any losses of time that would create pay the FA will never be compensated for two pay provisions in connection with any incident that would pyramid costs or pay. In cases where 'greater of' provisions apply, the calculation of pay will always be based on a comparison of time lost versus time granted.

***EXAMPLE:*** A FA reports for work and her trip is subsequently canceled. She is told to go home and remain on a time available status. If she does not fly she will receive pay for the trip lost. If she does fly she will receive pay for the greater of the trip lost or trip flown. She cannot claim reporting pay in addition to the time lost.

***EXAMPLE:*** A FA may claim the **three and one half (3½) hours** minimum guarantee once in a day, except in cases of "standup overnight" as defined in the [Section 11.N. of the FA Collective Bargaining Agreement](#).

15. **Reference O., Holiday Pay:** The additional pay for time and a half will not be considered credited time for purposes of dropping to fifty-five (55) credited hours.

**SECTION 6: (Continued)**

***EXAMPLE:*** On Thanksgiving, November 25<sup>th</sup> I am scheduled to fly an out-n-back. I am

extended until 0300 on the 26<sup>th</sup>, I will be paid time and a half for the block hours prior to 0200. I will then be paid straight time on the 26<sup>th</sup> of 3.5 hours.

**EXAMPLE:** On November 24<sup>th</sup> I am scheduled to fly an out-n-back. I am extended until 0300 on the 25<sup>th</sup>, I will be paid straight time on the 24<sup>th</sup> and will be paid time and a half for the 3.5 hours on the 25<sup>th</sup>.

**EXAMPLE:** If I am scheduled to fly on Thanksgiving Day and the trip cancels, I will be paid time and a half for the scheduled trip.

**EXAMPLE:** If I am scheduled to work a trip on Thanksgiving Day that is blocked at 2:20 hours, receiving 3.5 minimum day, I will be paid time and a half for 3.5 hours.

**A reserve will not be paid holiday pay if they are not called out to duty.**

**A reserve will be paid any holiday pay at time and a half over the guarantee.**

**SECTION 7: TRAVEL EXPENSES**

1. **Reference 7.A.** FAs will only be required to double up in unusual circumstances and only when all crew members are required to share rooms.
2. **Reference 7.B.** The ability to occupy a hotel room in Chicago will be determined by the total layover, ***scheduled or actual time.*** If the amount of time necessary to accomplish this will provide the FA with at least 4 hours at the hotel, the accommodations described will be provided.

The Company will make an exception to this provision when and if: The pilots are provided with a day room during a 4 ½ hour break. Single occupancy will be provided when obtainable at a daily rate not to exceed twenty-five dollars (\$25.00); otherwise, double occupancy will be furnished.

In cases where double occupancy is provided based on the guidelines set forth, such will be offered, except that male and female FAs will never be required to share accommodations.

***A FA who shows at her domicile for a trip wherein the first round trip is canceled is not entitled to accommodations under the provisions of the "four hour layover rule", however, the FA is on duty for duty time and trip guarantee provisions. The Company may, subject to its discretion and circumstances, opt to provide hotel accommodations.***

3. **Reference 7.E.** Transportation offered by the motel/hotel involved in the layover will be deemed as adequate and problems pertaining to the service will be directed to Inflight Management.

If transportation is provided specifically for an entire crew, it will be the responsibility of the crew members to establish pick up times in order to assure an on time arrival at the airport. The company will not be obligated to provide separate transportation for FAs and pilots unless the requirements of one group is appreciably different from the other.

The Company assumes no responsibility to provide the crew with transportation simply because of the duration of the layover.

4. **Reference 7.F., Parking:** This section refers to providing parking at the FA's domicile.

The Company is not obligated to provide parking at a FA's residence city, ***however, upon the FAs request the Company will reimburse the FA for parking at an alternate location up to the amount which would have been paid at domicile. The parking receipt is required for reimbursement.*** Inflight Management will work with the FA to assist if possible with these conditions; however, the Company will not assume any additional reporting liabilities in order to accomplish this. The Company will never falsely represent an individual as being based in a city in order to secure such a permit.

**SECTION 8: VACATION**

1. **Reference A.** In November of every year a FA can elect to buy or sell vacation. However, she must have the approval from his/her manager or department head prior to submitting the form to Employee Relations.

The manager will evaluate the following items prior to approval and after inflight vacation bid has closed:

- a. Can the additional vacation request be added to the existing vacation period awarded to the flight? ***FOR EXAMPLE; are days available prior to or after the awarded vacation period. The time requested must touch the existing vacation, additional bid periods are unacceptable.***
  - b. Are the number of FAs on vacation at one time within the number allotted in the vacation packet?
  - c. Are there days available in the month based on the original allotment of days?
  - d. Are there any operational circumstances that should be taken into consideration before the vacation liability to the company?
    - ~ Remember, additional purchased vacation must be scheduled and approved in advance by your supervisor and is subject to operational and staffing needs along with compliance to the above contract requirements. Also, the option to buy additional vacation is only offered during open enrollment and must be submitted during the time frames as specified.
2. **Reference A.1.** In determining the availability of time for bidding. The FA will be evaluated from the first date she was employed in the year through the 31st of December and budgeted to bid for that time.

**EXAMPLE of vacation accrual:**

0-1 year 1.75 hrs. per month (up to 7 days)  
 1-6 years 3.50 hrs. per month (14 days)  
 6-11 years 5.25 hrs. per month (21 days)  
 11-19 years 7.00 hrs. per month (28 days)  
 19-20 years 7.50 hrs. per month (30 days)

**EXAMPLE:** A FA hired on July 5 will have a vacation accrual date of July 1. She will be budgeted for her accrual from July 1 through December 31 and be allowed to bid for that time anytime during the next year.

**EXAMPLE:** A FA available throughout the year (having no loss of credit due to non-pay status such as extended maternity provisions) will be able to bid all days accrued during that year in the next year. If her accrual rate changes during the course of the year, an adjustment will be made for the period of the higher rate and budgeted accordingly.

3. **Reference B.** A day of vacation is worth three hours (3:00) to an FA.

**EXAMPLE:** A FA has seven (7) days of vacation in a month. This seven (7) days of vacation is worth twenty-one hours (21:00). Her awarded line has flying over five (5) of the vacation days with a total time dropped of 17:00 hours. The FA will be paid and credited with 21:00 hours for the period.

4. **Reference C.** If the FA has seven (7) days or fewer, all days must be taken in a consecutive period within a month.

**SECTION 8: (Continued)**

If the FA has eight (8) to thirteen (13) days of vacation, two periods may be taken. No period may contain fewer than four (4) days.

If the FA has fourteen (14) days or more of vacation, the time may be divided into a maximum of three periods, none which may contain fewer than four (4) days.

If a FA has more than twenty-one (21) days of vacation or more it may be divided into four (4) periods.

**EXAMPLE:** A FA with nine (9) days of vacation may take: One nine (9) day period, or; two periods, one of five (5) days and one of four (4) days.

**EXAMPLE:** A FA with 14 days of vacation may take: One 14 day period, or: Two periods of 7 and 7; 8 and 6; 9 and 5, or 10 and 4. Three periods of; 4, 4, and 6 or 5, 5, and 4.

5. **Reference D.** It is the intent of the Company to offer vacation time in each month. It is not required that an equal amount of time be offered in each month, or that time must be made available in each week in the month. Vacation allocation is used in order to accommodate all vacation that has been budgeted, and to provide for consistent staffing throughout the year. Vacation availability may vary from domicile to domicile throughout the year.
6. **Reference E.3.** Vacation is accrued throughout the year. It is not budgeted for the year ahead. FA's cannot use vacation as it is earned on a 'day at a time' basis.
 

**EXAMPLE:** A FA has a seniority date of July 8, 1999. In accordance with A.3., the adjusted accrual date will be July 1, 1999. Between that date and December 31, 1999, the FA will accrue 10.50 hours of vacation (@ 1.75 hours per month). She will be allowed to bid for 3.5 days (4 days) during the vacation bid period in 1999 for use in 2000. During the bid period in 2000 for 2001 vacation she may bid for the 3.5 days accrued from January 1, 2000 through June 30, 2000, and for 7.0 days accrued from July 1, 2000 through December 31, 2000.
7. **Reference E.4.** Bidding will be conducted over three (3) bid periods. The term 'mutually agreed upon' relates to an agreement between the Company and the Union that in the event that a domicile is of a size that two or one bid periods would be sufficient, or if a larger domicile exists where an additional bid period might be necessary, that this section may be amended to deal with the particular situation.
8. **Reference E.4.** The formula for determining break points will be to add up the amount of days in the domicile that will be bid. Divide the number by three (3), or however many bid groups exist, and divide the groups accordingly. The break point will be the number closest to the person at the dividing point whether it is higher or lower. An individual will bid her entire period within the bid group assigned.
9. **Reference E.5.** A FA that fails to bid by the published bid time will have the provisions of E.7. apply.
10. **Reference E.6.** A FA can only bid one (1) vacation period in a month as defined in the definition section of the contract. The same provisions apply to the movement or trading of vacations, except if the movement provides for one continuous period off.

**SECTION 8: (Continued)**

**EXAMPLE:** A FA requests a seven day period from January 31 through February 6. This is permissible since the 31st of January is considered to be part of the February bid period.

**EXAMPLE:** A FA requests a five day period from August 30 through September 3. The bid will not be considered since it involves two separate bid months.

**EXAMPLE:** A FA with a vacation period of April 21 through April 25 requests to move her other vacation from September to April 14 through the 19th. This would not be permitted since there is a break from the 19th to the 20th. If a greater liability is not created she may readjust the vacation from the 15th through the 20th since this would create a single vacation block.

11. **Reference E.7.**

**EXAMPLE:** A FA fails to bid by the deadline for her group (Group 1). She will be placed at the bottom of all other employees bidding for vacation. She will be assigned the first chronological vacation opening as determined by the Company. If other FAs fail to bid, she will be assigned a vacation period in chronological order in inverse seniority order. That is, the most junior person failing to bid will be given the first available opening, the next most junior the second available opening, and so on. The assigned slots may not necessarily be those shown as originally available for bid if the Company chooses to close a particular period off from forced assignment.

12. **Reference F.** The term "subject to the approval of In Flight Customer Services" means with coordination and does not imply that reasonable approval may be withheld.

13. **Reference F.1.** The trading of a vacation period with another FA who is working will normally be approved providing that the trade does not constitute a greater degree of coverage liability than already existed, or where as a result of changes to a domicile, reduced liability would be considered desirable. Vacation adjustment requests must be submitted no later than the first of the month prior to month requested.

**EXAMPLE:** A FA with five (5) days vacation for the 5th to the 10th of a month wishes to trade that period with a person holding the 15th through the 20th in a later month. Such a request will normally be granted.

**EXAMPLE:** A FA with five (5) days vacation from the 5th to the 10th of the month wishes to trade that period with a person holding a six (6) day period in a later month. The request would normally be approved providing that the movement of the six (6) day period into the earlier month does not create an overlapping of time that would not have occurred previously. On a monthly basis, Crew Scheduling may determine that an additional overlap may not cause problems and still approve the trade.

14. **Reference F.3.** A FA may move her vacation to any available bid award if the movement is "forward" in the year. If she wants to move it back during the year, the supervisor must review it to make sure it doesn't create any greater liability to the Company.

15. **Reference G.** The movement of a vacation period will be conducted in accordance with the policy stated. In the event that it becomes necessary to cancel vacation within a domicile, the cancellation will be accomplished in inverse seniority order without regard to where the vacation had been bid, Reference 8.H.

**SECTION 8: (Continued)**

**Grievance 99-2-48-02:** Should an Inflight Manager bid back to the line, the manager may bid any accrued and unused vacation time remaining. This time will be immediately awarded provided that no other FA has a request on file for the same time period. Any further adjustments to a manager's vacation will be processed in the same manner as the line FA's on a date of receipt basis.

16. **Reference I.1.** A FA cannot simply request to carry vacation over from year to another. All vacation earned during a year will be budgeted and must be bid and used in the following year. Reference I.3. for handling of situations where the Company has requested postponement of such vacation. Reference I.1. and 2. Pertaining to resignation/termination:

**EXAMPLE:** A first year FA earned seven (7) days of vacation in 1986 and bid for use of such time in September of 1988. The FA resigns with notice effective June 30th. The seven (7) days of vacation will be paid out, and the seven (7) additional days accrued at the 2 year + rate from January 1 through June 30 will also be paid.

**EXAMPLE:** A first year FA earned seven (7) days of vacation in 1987 and bid for use of such time in September of 1988. The FA resigns without giving fourteen (14) days notice effective June 30. The seven (7) days accrued from January 1 through June 30 will not be paid.

**EXAMPLE:** A FA is terminated for cause effective September 15. She has five (5) days of vacation earned in 1997 remaining for use from November 1 through 5. She has accrued twelve (12) days of vacation from January 1 through September 15. The five (5) days earned in 1997 will be part of the final settlement, the twelve (12) days accrued will not be paid.

17. **Reference I.3.**

**EXAMPLE:** A FA was scheduled for vacation in June. As a result of additional flying the Company requests that individuals voluntarily cancel vacation during that period, or if necessary cancels vacation. Since the cancellation took place prior to October 31st, the FA must bid an alternate period during the year, or the Company will assign.

**EXAMPLE:** A FA was scheduled for vacation from November 10 through 16. As a result of staffing changes additional personnel are required to maintain the integrity of the schedule and the vacation must be canceled. The FA may:

- a. Request vacation in another period of November or anytime in December. Such time will be approved if it can be accommodated.
- b. Carry the seven (7) days over to be bid in the following year.
- c. Request payment of seven (7) days of vacation and bid for time accrued as usual.

18. **Reference J.**

**EXAMPLE:** A FA has seven (7) days of vacation from June 5 through June 11. The FA has a two-day trip operating on June 4/5, a two-day trip on June 9/10, and a three-day trip operating June 11/12 and 13. The trip of June 4/5 will be dropped since the second day conflicts with the first day of vacation. The trip of June 9/10 will be dropped since it falls entirely within the period, the trip of June 11/12 and 13 will be dropped since the first day of the trip conflicts with the last day of vacation. Total time credited for the vacation will be twenty-one hours (21:00) (7 days times 3:00 per day).

**SECTION 8: (Continued)**

A day of flying is considered to be in connection with the day the trip begins operation based on standard scheduling practices. A trip that begins at 1800 on the day before a vacation period starts, and is released prior to 2400 will not be considered as part of the vacation period since it ends prior to 2400. The trip would not be dropped from the FA's schedule.

- A duty day is considered to be from 0001 to 2400.
- If a trip is scheduled to arrive past 2400 and it interferes with the vacation it will be dropped.
- If a flight arrives and the FA is released before 0200, because of delays, then that would not constitute being on duty on that day, then another day of vacation would not be due.
- If a flight arrives after 0200 because of delays, that will not constitute a vacation day and another day of vacation will be awarded.

**SECTION 9: SICK LEAVE****MEDICAL INFORMATION AUTHORIZATION AND RELEASE**

I, \_\_\_\_\_, hereby authorize my current physician(s) or medically related facilities to release any records, knowledge or information concerning any evaluation or treatment provided to me for my current condition \_\_\_\_\_ . I authorize the aforementioned physicians to release and discuss said information with Dr. Stephen K. Alt, or his appointed designee(s), including photo copies of any and all such information including records and reports currently in their possession relating to treatment of my current condition.

I understand and acknowledge that Dr. Stephen K. Alt shall have the authority to disclose to Air Wisconsin Airlines Corporation and its representatives such records and reports of my condition and treatment as he shall deem necessary during the course of his evaluation of my fitness to return to duty. A photocopy of this authorization shall be considered as effective and valid. This authorization is only valid for the condition noted above and will expire in sixty (60) days from the date of original authorization.

1. **Reference A.**

**EXAMPLE:** A FA who has completed probation calls in sick for a two day trip worth ten (10) hours, eight (8) hours in hard block. Two (2) hours is deadhead. The FA will receive ***ten (10)*** hours of pay for the trip, which is deducted from her sick leave bank. The FA must have the accrued amount in her sick leave bank.

**EXAMPLE:** A FA calls in sick for a one (1) day trip worth 3:30 credited time, two (2) hours is hard block. The FA will receive ***three and one-half hours (3-1/2)*** hours of pay for the trip, which is deducted from her sick leave bank.

A FA who is absent for the entire month will receive seventy (70) hours of pay from her sick leave bank.

2. **Reference B.**

**EXAMPLE:** A reserve FA that has completed probation calls in sick for two (2) days of reserve duty. She has flown fifty (50) hours for the entire month. She will be paid ***seventy (70)*** hours. ***Seven (7)*** hours will be deducted from her sick leave bank (***Minimum day of three and one-half hours for two days.***)

**EXAMPLE:** A reserve FA who has completed probation has flown fifty (50) hours on reserve duty days and fifteen (15) hours on scheduled days off. She calls in sick for two (2) reserve days. She will be paid ***eighty-five (85)*** hours. ***3.5 x 2 days = seven (7) hours*** will be deducted from her sick bank. (***70 hours reserve guarantee plus 15 hrs. over guarantee on days off = 85 hours.***)

A reserve FA absent for the entire month will be paid ***seventy (70)*** hours of pay from her sick leave bank.

If a FA calls in sick for a trip worth eight (8) hours ***credited time*** but only has accrued six (6) hours in her sick bank, she will only receive six (6) hours of pay.

A FA will only be charged sick time against her sick bank for the scheduled duty days she called in sick.

**SECTION 9: (Continued)**

3. **Reference C.**

**EXAMPLE:** A FA is furloughed on June. 1. She will accrue additional sick leave through June 30. If her current sick leave bank is 30 hours as of the date of furlough, she will have ***thirty-three and one half (33.5)*** hours upon her return from furlough.

4. **Reference D.**

**EXAMPLE:** A FA requests and is granted a leave of absence. The leave begins on June 1 and continues until August 31. She will be credited with ***three and one half (3.5)*** hours of sick leave for the period June 1 through June 30, and will accrue sick leave after she has completed a full month of service from September 1 through September 30.

**Reference F. Grievance 28-2-35-02:**

If a FA is able to get back into her trip, the Company will provide her with positive-space, on-line. Any off-line, positive space travel will be at the discretion of the Company. In addition, any other expenses, including hotels, that the FA may incur as a result of getting back into her trip will be her responsibility. Deadhead pay will not apply when a FA is working back into her trip.

5. **Reference G.** A FA cannot use any sick time until she has completed her probationary period. This would be from date of hire through her sixth full month of service.

**EXAMPLE:** A probationary FA is hired on April 1 and is holding a line. On July 6th she calls in sick for a 15-hour trip. This reduces her line guarantee from seventy-two (72) to fifty-seven (57) hours. The FA is not eligible to use sick leave. She will be paid for fifty-seven (57) hours.

**EXAMPLE:** A probationary FA is hired on April 1 and is holding a reserve line. On July 6, the FA calls in sick for three (3) days on call and three (3) days where she was scheduled free from duty. She eventually flies ***sixty-two (62)*** hours for the entire month. She will be paid for ***sixty -two (62) hours. Explanation: 70 hour guarantee minus 10.5 hours unavailable = 59.5 hours guarantee. Actually flew 62 hours so will be paid 62 hours for month.***

**EXAMPLE:** A FA is hired on April 1 and is holding a reserve line. On July 6 the FA calls in sick for two (2) days on call and three (3) days where she was scheduled free from duty. She eventually flies forty-eight (48) hours for the entire month. She will be paid for ***sixty-three (63 hours. Explanation: 70 hour guarantee minus 7 hours of unavailability = 63 hours. Actually flew 48 but paid adjusted guarantee of 63 hours.***

**EXAMPLE:** A FA is hired on April 1 and is holding a line. On September 25 she calls in sick for 15:00 hours of flight time through the end of the month. She actually flies sixty-one (61) hours for the month and is paid for 61 hours. Her illness continues into the following month. She calls in sick for ten (10) block hours of flight time at the beginning of October on a line guarantee of seventy-five (75) hours. She flies sixty-five (65) hours for the month. She may claim 10 hours of sick leave in October since she had now passed her six months. She may not claim any of the sick time from the previous month.

6. **Reference H.** The maximum sick leave that may be accrued is ***four hundred (400)*** hours. The purpose of the provision that allows a FA to borrow sick leave is to provide protection against loss of income during serious illness or injury. It is not meant to be used for day at a time illness.**SECTION 9: (Continued)**

In order to use the provision of this section, a FA must request in a written form to borrow a specified number of hours. A PSC (Personal Status Change) form will indicate an understanding that the time borrowed is to be paid back from accrued sick leave account, and that the FA is responsible for payment in full of all time owed if she resigns or is terminated for cause.

A FA will not be eligible for the borrowing of sick time until both her accrued sick leave benefits and her Company-provided short term disability (STD) benefits – both of which run concurrent for a 26 week period of time – are exhausted. Borrowed sick time will be “paid back” to the Company as sick leave accrues. Should the FA separate from the Company before sick time borrowed is paid back, all monies still owed will be deducted from her final paycheck.

7. **Reference I.** A FA will have the option of not using sick leave. If the FA desires not to use sick leave, she will complete the required form and indicate that such is her desire. ***A FA is required to give a general description of the reason for the sick calls; i.e. surgery, flu, etc. and estimated time off work.***
8. **Reference J.** The company will monitor the use, nature and patterns of sick calls by employees of the department and will if necessary conduct appropriate investigations into the validity of any request to use sick leave.

The Company will evaluate each employee on an individual basis when requesting verification of illness or injury.

**EXAMPLE:** During a holiday the Company may contact the FA and after the discussion may determine that it is not necessary to send her to the doctor.

9. **Reference K.** In Flight Services management is charged with the monitoring of sick calls and in verifying illness or injury in questionable instances. This may require that local or departmental management request verification. The request to see a physician or other qualified personnel in a particular instance does not come under the provisions of Section 20 of the contract, which deals with general physical examinations. The Company will pay the amount of any required physical in this instance not covered by the employee’s insurance.

***A FA may take approved family medical leave for spouse or dependent illness, however, only Wisconsin based FAs may use paid sick leave for family medical leave other than personal illness or injury. As mandated by state and federal laws.***

10. **Reference L., Grievance ARW 29-1-30-89 and ARW 29-2-13-93:** The Company agrees that Crew Scheduling will not harass a FA who calls Scheduling to be replaced for work. The Scheduler will not respond by saying that she cannot be replaced because no reserves are available.

**SECTION 10: HOURS OF SERVICE**

1. **Reference A.** The ninety-five (95) hour maximum applies to actual block time flown during the month. It does not include deadhead credit, minimum day, line guarantee, or any other credit other than actual flying.

**Reference Grievance ARW 29-2-10-91 and ARW 29-2-11-91:** A FA shall not be scheduled nor shall she exceed ninety-five (95) actual block hours per month.

It is the responsibility of Crew Scheduling to monitor flight time and insure that no one exceeds ninety-five (95) block hours. A FA will not be replaced simply because she is approaching the ninety-five (95) hour level.

2. **Reference A.2.** A FA can waive the (95) block hour cap *up to a maximum of one hundred (100) block hours.*

3. **Reference D.** The duty limitations shown apply to scheduled time and not actual on duty.  
When a FA has been resequenced, she may not be scheduled for greater than the duty limitations.

**Grievance ARW 29-2-32-92, ARW 29-2-16-93, ARW 29-2-5-94 and ARW 99-2-18-90Q:** A FA will not be scheduled for more than fourteen (14) hours.

- Exception to basic agreement, side letter on "stand up overnight".
- When a duty period starts after 1700L and is scheduled for continuous duty over two calendar days, a FA may be scheduled to a maximum of fourteen (14) hours on duty.

4. **Reference E.1.** **If a FA is scheduled in domicile for 9 hours of rest check-in to check-out she may be reduced to a minimum of 8 hours (due to operational reasons). If the next day is scheduled (published) for more than 11 hours of duty the FA is expected to fly her trip as scheduled. Crew scheduling may not adjust the FA's trip in any way IE: reroute, without reducing her day to 11 hours of duty. (Exception – a flight can be cancelled without reducing the duty day. However, if a new flight is assigned then the duty day must be adjusted.**

**EXAMPLE:** *A FA is scheduled to work a trip with a 9-hour rest published on the schedule. Due to weather the FAs rest is reduced to 8 hours and 15 minutes. The following day the FA was scheduled to work a 11 hour and 45 minute duty day. Crew scheduling can not assign the FA additional flying but she will be expected to complete her trip as originally scheduled.*

5. **Reference E.2.** **Minimum actual rest period on a RON can not be less than 8 hours of rest at the hotel. This provision applies if the FA and pilot are both working the same scheduled RON.**
6. **Reference F.1.** Bid lines will be built with a minimum of **eleven (11) days** off. If a schedule is inadvertently issued with less than the minimum, the FA holding such line can expect that a trip will be taken from the line between the award and the final posting. Crew Scheduling will send out a system message for posting on the crew bulletin boards indicated which trip(s) would be dropped once the error is identified to them. Time dropped to accommodate an additional day off requested by the FA will be dropped without pay.

**SECTION 10: (Continued)**

7. **Reference F.2.** If as a result of integration of the schedule a FA has a published final bid award with fewer than *eleven (11)* days off, Crew Scheduling will upon request, drop a sufficient number of trip(s) to re-establish the line at the required levels. The request must be made prior to beginning the first scheduled trip of the month.

**Grievance 03-28-1- 38-02:** When a line drops to minimum days off due to training. These adjustments may take place during the first three (3) days of the month or any time during the month at the company's discretion.

- a. If the adjustment is made within the first three (3) days of the month, it will be without pay to the FA. However,
- b. If adjustments are made outside of the first three (3) days, the time dropped will be with pay to the FA.

**EXAMPLE:** A FA bids and is awarded a line with *eleven (11)* days off. As a result of flying the second and third day of a three (3) day trip that began on the last day of the previous month she is now scheduled for *nine (9)* days off. The final bid award will be published showing the full integration and all trips on the final bid award schedule. Prior to flying the first day of the first trip that was originally published on the bid schedule, she may request an adjustment that would bring her into compliance with the *eleven (11)* day rule. If she fails to do so, she has waived her right to request the adjustment at a later date. The request may be directed to any Crew Scheduler. The FA should always obtain the name of the person, in writing, to whom the request was directed. This policy does not preclude the removal of scheduled trips based on other contractual requirements such as the maximum consecutive days on duty.

**EXAMPLE:** When integrating training into a FA's schedule and the accommodation of days off

8. **Reference F.4.** Bid lines will not show more than six (6) consecutive days of flying without a full day off at the domicile.
9. **Reference F.5.** At the time of schedule integration Crew Scheduling will evaluate a FA's line and will take steps prior to the final published bid award to adjust her line and ensure that she will not be scheduled to fly more than six (6) consecutive days without a full day off at the domicile. The adjustment will take place in the future month.

**EXAMPLE:** A FA has a three day trip on the 27th/28th/29th of April, and a single day trip on the 30th. The May schedule reflects the beginning of a three day trip on the 1st. This would place the FA in a situation where she would be scheduled to fly from the 27th through the 3rd, a seven (7) day period. Crew Scheduling will drop the May trip, or a portion thereof to give the FA a calendar day off. Scheduling may place other trips over the same working days onto the line.

**Reference Grievance 99-2-18-88:** A FA who picks up time in the earlier month at transition prior to the final bid award does not waive the "more than six (6) consecutive days rule". The adjustment will take place in the future month.

A FA that elects to waive the initial deadhead of a scheduled trip may call crew scheduling four (4) hours prior to the scheduled check-in and begin the trip at the new location. The FA must meet the :45 minute check-in as stated in Section 10.B. of the FA agreement at the new location.

Exceptions to this rule will not be unreasonably denied.

**SECTION 11: SCHEDULING**

1. **Reference A.** The Committee will be advised when the aircraft routing schedule is finalized. It is the responsibility of the Committee to provide the personnel required in order to participate in the program. Crew Scheduling is not obligated to assume any greater cost or personnel liability in order to accommodate the Committee system.
2. **Reference B.1.** Crew Scheduling shall make every effort to comply with the guidelines set forth in the contract under this section and under D.2. In the event that any situation develops that will make meeting the deadlines impractical, or if a substantial adjustment to the marketing schedule is anticipated, members of the Scheduling Committee and/or the MEC/LEC will be contacted.
3. **Reference B.4.** Reserve lines will have the single day either added to one of the two-day periods or to one of the three-day periods off during the month. There will be no single days off.
4. **Reference B.5:** Bids will not be published for more than 380 trip hours in a month.
5. **Reference C.2., Grievance ARW 29-2-15-93:** Relief lines will be posted by the designated dates as outlined in Section 11.
6. **Reference D.2.** Posting of the bids will be considered as the placement of the information in the Apollo system. Efforts will be made to ensure that a 'hard copy' of the awards is posted on crew bulletin boards. This will be done within twenty-four (24) hours of the official closing of the bids. Crew Scheduling and Inflight Management will not provide telephone information concerning the awarding of the bids.  
**Grievance ARW 99-2-11-93:** Final bid awards will be published by the designated dates as outlined in Section 11.

The Company will make a copy of the awards available to Union representatives who may, at their discretion, establish a telephone information system to be manned by Union personnel.

7. **Reference D.3.** Crew scheduling or IFCS will not mail bids to individual residences or forward bids to other stations. It is the responsibility of the FA to obtain sheets and forms on her own.  
**Exception:** If a FA has been placed on temporary assignment outside of her regular domicile, Crew Scheduling will supply two (2) copies of the bid sheets directly to the FA(s) at the location of the temporary assignment.
8. **Reference D.4.** The list of FAs anticipated to be on the schedule will be posted by Inflight Management. Any information pertaining to partial time off will be shown on this list or published on the back of the bid schedules. Either crew bulletin boards and/or the bid schedule are deemed adequate for this section.
9. **Reference D.5.** Inflight Management will take the position that Flica bids submitted represent the intentions of the person and will take precedent over phone-in bids. No paper bids will be excepted. The following practices will be applied to the handling of bids.

**EXAMPLE:** A FA places a bid on Flica. She changes her mind and calls in a revision but does not change her bid on Flica. Flica still takes precedent over the phone in bid.

**SECTION 11: (Continued)**

**Grievance 99-2-37-01:** Call-in bid deadline will occur at 1700L the day before scheduled bid closure.

**NOTE:** It is the responsibility of the individual bidding to make arrangements for someone to bid in lieu of bidding on their own.

**NOTE:** Confirmation that any individual misrepresented herself as bidding on behalf of someone else with the intent of circumventing the seniority system, will be handled as a disciplinary situation.

The only time a person will be permitted to bid outside of their domicile, other than **EXTREME emergency** conditions, will be in connection with bidding, which takes place during initial training of a class, where they have not been positioned prior to the bid deadline.

Inflight Management will consider alternate bidding arrangements in the event that a FA is not stationed at the domicile where she will bid as a result of a temporary assignment.

10. **Reference D.6.** If no bid is received in the prescribed manner for a particular FA, she will be assigned to any remaining line after all other FAs within the domicile have been awarded their bid. In the event that more than one person fails to bid, the awarding of lines will be handled by giving the most senior person the lowest numbered remaining line and continuing until all lines have been awarded.

**EXAMPLE:** Three FAs domicile seniority 21, 24 and 25 fails to bid by the deadline. Upon completion of all bidding, line 16 (B position on a 146), 17 (A position on a 146) and line 29 (reserve) are remaining. Line #16 will be awarded to seniority 21, line #17 will be awarded to seniority 24, and line 29 will be awarded to seniority 25. Crew scheduling and/or Inflight Management will not take responsibility for making any determination of which line is better or more suited to the needs of a person failing to bid. Awarding of lines in this circumstance will be completed as shown above.

11. **Reference D.7.** Any changes required, as a result of incorrect awarding of lines will be corrected as quickly as possible. Changes will be shown in the computer and posted on crew bulletin boards. If practical, Crew Scheduling will take steps to contact individual FAs affected via telephone or crew mailboxes.

The requirement to change the bid award of an individual, does NOT reopen the entire bid process: Late bids will not be reconsidered simply because other changes were made as a result of an earlier error in the initial award of lines. Changes will be made for FAs that had provided insufficient bid choices and were assigned as a result. They will have their bids re-evaluated along with other bids affected by the change.

**Grievance 03-28-2-8-00:** The Company will agree that in the future if a line is not printed on a final bid, the Company will rebuild the affected FA's line with the trips that were inadvertently placed in open time from their original bid. The FA will be guaranteed pay for the time she had bid.

12. **Reference D.9., Grievance ARW 99-2-10-90:** The Company will provide the final bid awards to designated union representatives.

13. **Reference E.1.** The ten percent (10%) figure is determined by taking the total number of domicile FA hours and establishing ten percent (10%) of that figure. The hours will be determined by flight time known to exist when the marketing schedule has been finalized.

**SECTION 11: (Continued)**

14. **Reference E.2.** Grievance #2 and #10: The Company will post random charters in open flying. In addition, the Company, as much as possible will place reoccurring charters in one line of flying, if unable to place into open flying.
15. **Reference E.3.** Open flying will be posted in the computer under the city from which the trip will originate. As with other open flying the trip may be picked up from any domicile based on the seniority of the person(s) involved, however, NO additional cost or staffing liability will be assumed based on such a request.
16. **Reference E.5.** The four (4) day rule pertains to ***all open time available after the schedule integration and relief lines are completed.***

**EXAMPLE:** Bids close on the 16<sup>th</sup> of July, finals come out on the 20<sup>th</sup> of July. The four-day window is the 20<sup>th</sup> through the 24<sup>th</sup>. The trip will be awarded to the senior most FA requesting the trip after the four day window closes.

**EXAMPLE:** A single day trip worth 6:57 is placed in open flying on the 10th to be flown on the 23rd. A FA scheduled to fly a two (2) day trip on the 22nd/23rd worth 5:45 requests to drop the trip of the 22nd/23rd and pick up the single day trip of the 23rd based on the additional flight time. It will be at the discretion of the Crew Scheduler whether to approve the trade based on the requirement for additional coverage on the 22nd. In the event that there is a request from a FA holding either a single day trip on the 23rd or is off entirely, this request may be approved in connection with the trip and provisions of the contract.

**EXAMPLE:** Two FAs request to pick up open flying on the 18th of the month. One is from the domicile where the trip will originate; the other is from another domicile. Crew Scheduling will award the trip to the most senior person requesting the assignment. If the trip is awarded to the person from outside the domicile based on seniority, any additional costs that would be required, such as hotel, deadheading, or transportation will be borne by the FA. Reporting requirements will apply as though the person was domiciled in the base from which the trip originates.

**Grievance ARW 03-28-2-14-03:** The Company will try to ensure that UAL/AirTran flight modifications are communicated to AFA if these changes occur after the posting of initial open time and before closure.

17. **Reference E.7.** Once a trip has been picked up from open flying Crew Scheduling will not normally approve any additional trading or dropping of that trip(s) unless they subsequently conflict with other contractual obligations.
18. **Reference E.8. and F.** Time available employees may be used out of seniority order to cover open flying, so long as it complies with the time available rules.
19. **Reference E.9.** Open flying may be used in order to cover extensive training liabilities during the month.

**EXAMPLE:** An initial training class is in session. It is known that I.O.E. requirements will require extensive use of a particular aircraft type during the month. Crew Scheduling may withhold a certain number of trips from the bid lines in order to accommodate this liability.

**NOTE:** It is not the intention of this provision to build an entire month of trips specifically to assign to training personnel which would have been considered more desirable lines for the lineholders. It is meant to ensure

## **SECTION 11: (Continued)**

that sufficient trips exist that may be assigned to qualified personnel specifically for training purposes.

20. **Reference F.1.** A FA on a time available status because the Company has accepted an obligation to pay her for time that has been canceled. Crew Scheduling and Inflight are obligated to attempt to have the non-productive time minimized by assigning other flying if possible.
21. **Reference F. 2. and F.3.** Crew Scheduling is obligated to comply with the guidelines established in the contract regarding the assignment and use of a time available FA.
- EXAMPLE:** A FA is contacted at home and advised that her trip is canceled for the following day. The single day trip was scheduled to operate from 0800 to 1800. Crew Scheduling advises her that she has been placed on a time available from 0800 to 1200 on the following day. At 1130 on that day she is advised that she has been assigned a trip that is scheduled to begin at 1400 and continue until 2300.
- EXAMPLE:** Since the trip returns more than three (3) hours later than she was originally scheduled, the Company must break the trip in order to comply with the provisions of the contract, since she must be released from duty by 2100. Deadheading that might be required to accomplish this will not be considered as 'scheduled' for pay purposes. The FA may request the balance of the trip and may be awarded it under trip pick-up provisions.
- EXAMPLE:** Two FAs are contacted and advised that their trip for the following day has been canceled. Crew Scheduling determines that one FA will be on time available from 0800-1200 and the other from 1200-1600. Other operational considerations notwithstanding, such as one being off the following day while the other is scheduled for an early morning trip, the decision as to which FA will be assigned to the time available periods will be made by offering the choice to the senior FA first.
22. **Reference F.5.** With the approval of Crew Scheduling time available status may be waived providing that the line guarantee provisions are waived, except in instances where the FA has already reported. In this case the one (1) hour reporting pay would not have to be waived.
- EXAMPLE:** A FA reports for a trip worth 4:50 minutes for the day starting at 0600 and going until 1600. Two hours after reporting she is advised that her trip has been canceled. She is placed on a time available status from 0800 until 1200. If she is not used she will be paid 4:50. If she flies a trip of less than 4:50 she will be paid 4:50. If she flies a trip of more than 4:50 she will be paid for the actual time flown. If she requests to waive her time available status, and its associated guarantee she will be paid her 1:00 reporting pay and then be released from duty and further flying.
23. **Reference G.** The purpose of Crew Scheduling is to ensure that the aircraft are properly staffed and that the rules and regulations of governmental bodies are followed, and that contractual requirements are met. A secondary function of Crew Scheduling is to handle the requests of individual crew members to adjust their schedules for personal reasons. The purpose of establishing guidelines for the processing of these adjustments is to provide Crew Scheduling and the FA with a means of addressing both the primary and secondary functions of Crew Scheduling personnel.
24. **Reference G.1.a.** The term 'Approval will not be unreasonably withheld' means that if the FA has complied with the basic guidelines set forth and Crew Scheduling can react to

**SECTION 11: (Continued)**

the request in a timely fashion, that the request will be granted based on all facts provided. Trades will not be approved or disapproved based on personal considerations pertaining to the specific employees involved.

25. **Reference G.1.b. and c.** Trades are considered to become part of the final bid line of the FAs that have traded and increase or decrease their line guarantee as is applicable. This applies to lineholders only. All guarantees associated with the adding of the time will apply, and a decrease in line guarantee is applicable to the FA that has lost time as a result of the trade.

**EXAMPLE:** A FA with a line guarantee of 74:00 trades a 5:00 hour trip for a 3:45 trip with a FA having a line guarantee of 76:00. The first FA now has a line guarantee of 72:45 the second FA now has a guarantee of 77:15. For purposes of line guarantee and any compensation and requirements for time available status pertaining to these trips, they are now part of each individual FA's final bid award.

26. **Reference G.1.d.** Crew Scheduling will not allow any trade to occur that will place a FA below 55:00 hours or her monthly adjusted guarantee if it has been reduced.

**EXAMPLE:** A FA holding a line worth 70:00 has been suspended for five (5) days. Her loss of time as a result has reduced her line guarantee to 57:30. During the month her projection is 62:00 hours and she is requesting to drop a 4:00 hour trip. This request may be approved since her adjusted time would now be 58:00 hours or :30 minutes above her guarantee.

**EXAMPLE:** A FA has traded a trip on the 5th/6th for a trip on the 13th. Later in the month she requests to trade a trip on the 21st/22nd for a trip on the 23rd. As a result of the earlier trades she has lowered her projected time to 54:30. This trade would involve an additional loss of 2:00 hours flight time. The trade will be denied based on falling below 55 hours.

**Reference G.1.e., Reference grievance 03-99-2-17-04 (Unlimited Trip Trades):** The Company agrees that a flight attendant can trade all trips on their line, provided the entire line of flying is not traded to the same flight attendant.

27. **Reference G.2.a.** Trip adds represent trips specifically picked up from open flying and are different from trip trades. In order for a trade to exist it must involve the switching of one trip with another. Time picked up as a result of an add *becomes* part of the FA's line guarantee.

**EXAMPLE:** A FA has picked up a trip from open flying. She reports and the trip departs. As a result of a mechanical problem the trip subsequently cancels. The FA may claim the trip under the provisions trip cancellation and may be scheduled under the provisions of time availability.

**Reference grievance 29-2-11-02, 03-99-2-17-02, 03-29-2-19-02, 03-29-2-24-02:**

**SEE SETTLEMENT AGREEMENT ON NEXT PAGE**

**SETTLEMENT AGREEMENT**

This Settlement Agreement is entered into by and among Air Wisconsin Airlines Corporation (the "Company"), and the Association of Flight Attendants ("AFA") (collectively, the "parties").

WHEREAS AFA filed grievances No. 03-99-2-17-02, No. 03-29-2-11-02, No.03-29-2-24-02 and No.03-29-2-19-02 with regard to the Company's denial of flight attendant requests to split trips in Open Time; and

WHEREAS the parties have settled these grievances;

THEREFORE, for and in full consideration of the mutual promises contained herein, the sufficiency of which are hereby acknowledged, the above-named parties agree and covenant as follows:

1. The Company will not refuse to approve a request to split a trip in Company Open Time solely because the remaining portion of the trip would create a "minimum day" of compensation.
2. AFA and the Company agree that all pairings of a split trip in Open Time will be paid at greater of scheduled or actual time. None of the pairings of a split trip in Open Time will be paid as a "minimum day" of compensation unless the Flight Attendant has been assigned the pairing as a result of drafting, or the trip is assigned to a reserve.
3. The Company will identify the remainder of a split trip in Open Time by inserting a "NOM" code (or other Company identified code inside the pairing). The "NOM" code displayed in the pairing indicates that the pairing will not be paid as a "minimum day."
  - a. If the Company omits the "NOM" code, a Flight Attendant picking up the trip will be paid for a minimum day.
  - b. The Company will not use the "NOM" code unless the pairing resulted from a Flight Attendant splitting a trip. Trips split by the Company will not be coded "NOM".
4. The minimum-day guarantee will not apply to trips split between Flight Attendants.
5. AFA agrees to dismiss with prejudice and consider null and void grievances No. 03-99-2-17-02, No. 03-29-2-11-02, No. 03-29-2-24-02 and No. 03-29-2-19-02.
6. This Settlement Agreement constitutes full and final settlement of all claims arising from grievances No. 03-99-2-17-02, No. 03-29-2-11-02, No. 03-29-2-24-02 and No. 03-29-2-19-02 against both AFA and the Company, their officers and agents. This Settlement Agreement will not be the subject of any grievance or cause of action against the Company, AFA, their officers or agents, except to enforce the terms of this Settlement Agreement.
7. This Settlement Agreement will not constitute a precedent for use in any other matter, nor will it be considered evidence of a practice relative to the interpretation or application of any collective bargaining agreement or Company policy.
8. This Settlement Agreement is entered into to resolve a disputed claim, and shall not be construed as an admission that the Company violated any agreement or is liable on any other basis.
9. The language of all parts of this Settlement Agreement will in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any of the parties. Should any provision of this Settlement Agreement be declared or be determined by any court or other body with proper jurisdiction to be illegal or invalid, the validity of the remaining parts, terms, or provisions shall not be affected thereby, and said illegal or invalid part, term, or provision shall be deemed not to be a part of this Settlement Agreement.

Agreed to this \_\_\_\_ day of February 2005.

AIR WISCONSIN AIRLINES CORPORATION

ASSOCIATION OF FLIGHT ATTENDANTS

By: Signature on file  
Laurie Martin  
Managing Director of Inflight

By: Signature on file  
Sara Sharples  
MEC President

**SECTION 11: (Continued)**

28. **Reference G.2.b.** The adding of trips is subject to the discretion of Crew Scheduling and may not be approved based on the possibility that a greater liability will exist as a result of the approval. ***As long as the trip being picked up projects the FA for one hundred hours (100:00) or fewer hours, it may be approved if all other legalities are met.***

**EXAMPLE:** A FA is projected at 92:00 block hours and requests to pick up a trip worth

*8:00, this may be approved providing all other legalities are met. The FA is obligated to complete the trip if it exceeds the 100 hours block.*

- \*\*\* **EXAMPLE:** A FA who picks up a trip in the beginning of the month which will project her at 100 block hours will be obligated to complete her line of flying.

**EXAMPLE:** A FA is scheduled to check-in for a three (3) day trip at 0600 on the 3rd of the month. She requests to pick up a trip on the 2nd, which is scheduled to arrive back at her domicile at 2000. This is 9:45 minutes prior to her scheduled check-in for her next trip. Crew Scheduling may deny the request due to the potential conflict with the three (3) day trip scheduled to begin the following day.

**NOTE:** Crew Scheduling will evaluate these types of requests based on the likelihood of exceeding maximums or becoming illegal for future flying. The potential for this to occur will be evaluated against contractual limitations and the availability of reserves on the days when the liability will occur.

29. **Reference G.2.c., Grievance 03-99-2-31-01, 03-99-2-35-01 and 03-28-2-10-00**

**EXAMPLE:** A FA requests to pick up a three (3) day trip beginning on May 29, resulting in her working last six (6) days of May. The final bid has not been awarded for June. The Company can approve this trip add because it is a legal trip add for May.

Her June bid award shows a three (3) day trip beginning June 1, 2, 3. The Company is obligated to drop day one to comply with Section 10.F.5. of the FA Agreement.

**EXAMPLE:** A FA requests to pick up a four (4) day trip beginning May 28, resulting in her working the last seven (7) days of May. The final bid has not been awarded for June. The Company will approve this provided that the FA specifically waive the provision in Section 10.F. (6 day rule) of the FA Agreement on the trip trade form.

**NOTE:** The FA is only waiving the 6-day rule for the month of May. The Company must still comply with Section 10.F.5. for the June schedule integration.

30. **Reference G.3.a.** Dropped trips will lower the FA's line guarantee by the amount of time dropped. Crew Scheduling will not approve and FAs should not request any trip drops that would place them below ***fifty-five (55) credited hours.***
31. **Reference G.3.b.** Drops are defined as any dropping of time, either to open flying or to another FA without picking up additional flights.
32. **Reference G.4.** The Company may not require a FA to waive the one calendar day off after six (6) duty days.
33. **Reference G.5., Grievance 03-99-2-09-01:** All trip trades submitted will be decided upon and returned with in 24 hours of crew scheduling receiving them.

**SECTION 11: (Continued)**

**Grievance 29-2-27-02:** A trip drop request will be reviewed within twenty-four (24) hours; however, if unable to award the drop, scheduling may hold a request for the trip drop.

**Grievance 28-2-37-02:** All requests to change any original trip trade, add or drop requests, must be submitted in writing to crew scheduling. Phone calls requesting a crew scheduler to pull their original request will not be accepted.

**Grievance 29-2-22-04:** If crew scheduling approves a trip adjustment, submitted on a trip trade form, the approval does not guarantee pay values that may have been written on the form. Pay values for any trip adjustment submitted will be paid according to the contract regardless of any time indicated on the trip trade form.

34. **Reference G.6.** Parameters of G.5. also apply. (see split trip example *Page 40*)
35. **Reference H.1., Grievance 99-2-57-89 and 29-2-2-94:** The Company will make adjustments due to schedule integration during the first three (3) days of a month.

**See Integration side letter on next page**

**REFERENCE H**

**SETTLEMENT AGREEMENT**

Whereas the parties agree that the schedule integration process should be done with minimal disruption to the flight attendants' schedules and in a way that permits the Company to operate efficiently;

Therefore, the Association of Flight Attendants, AFL-CIO ("Union") and Air Wisconsin Airlines Corporation ("Company"), having met and discussed Grievance Number 03-99-1-17-97, agree as follows:

The following procedures will be used by Crew Planning/Scheduling for integration in creating the final bid award.

- A. The only flight attendants who the Company may adjust during integration are those whose lines have a CI, illegality, or a conflict integration.
- B. Legality Clean-up (FAR and Contractual Conflicts). Trips with legality conflicts will be removed from line and replaced with a split version of that trip or another trip from open time. Such legality conflicts in the new month will be preferably "split".
- C. Month End Resolution Review. Trips that have dropped during load process due to an "overlap" will be removed from the line and replaced by a split version of original trip or pairing from open time. Such conflicting pairings in the new month will be preferably "split".
- D. CI Code Replacements. Work days on the bid line are replaced with work days from open time. This replaced time is given first to those lines that would otherwise fall below guarantee, and second, based on low credited time above guarantee or, third, number of days off.
- E. The Company will make every effort to keep the original trip in the next month. However, the last option to minimize open time would be to replace the original bid pairing with another trip (e.g., CI, 2, 3 with 1, 2, 3 paring).

During the next three-month period AFA will observe Crew Scheduling's integration in the final bid. The AFA or the Company can withdraw from this agreement, with written notice, effective August 1, 2000. If neither party withdraws, AFA will withdraw its grievance with prejudice.

This agreement is non-referable and non-presidential in any subsequent proceeding or hearing, except for grievances alleging a violation of this Settlement Agreement.

For the Union:

For the Company:

Signature on file \_\_\_\_\_  
 DORIS FLANAGAN, President  
 Association of Flight Attendants  
 AFL-CIO Air Wisconsin MEC

Signature on file \_\_\_\_\_  
 Laurie Martin  
 Managing Director of Inflight  
 Air Wisconsin Airlines Corporation

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION 11: (Continued)**36. **Reference I., Reserves: Grievance 03-99-02-16-96 and 03-28-02-30-98:**

**Grievance ARW 99-2-17-88:** Reserves may not be called out without an assigned trip (no "ready reserves").

**I.2 Grievance ARW 99-2-12-88:** Reserves will be given two (2) hours notice to report for duty.

**EXAMPLE:** The Company may waive the requirements to check in at the crew room and direct the FA to report to the gate. This does not change the two hours to report provision.

**EXAMPLE:** In the case of a F/A calling in sick on a reserve day and is scheduled to be on-call the following day, crew scheduling should make an effort to wait until later in the day before calling the reserve to give a trip assignment, i.e. 1800

**Grievance ARW 29-1-39-02:** Crew Scheduling will normally contact an employee by home phone or cell phone before using the Company-issued pager. The FA must return the call to Crew Scheduling in a reasonable amount of time, not to exceed 15 minutes.

9. On the overnight a reserve assigned to a trip is free of reserve responsibilities but must adhere to the same FAR's and Company policies as lineholders.

**EXAMPLE:** *A FA may have an alcoholic beverage on the overnight if FAR and Company policy adhered to.*

**RESERVE REST**

1. When a reserve FA is called out for duty, she will be scheduled for no more than 14 hours of duty per day.

2. Upon completion of an assignment, a reserve FA must contact Crew Scheduling, to be released to rest or assigned another trip, as follows:

- a. Option #1 - Crew Scheduling may release a FA to her rest period. If that rest period is going to be reduced to 8 ½ hours, then Crew Scheduling shall inform the FA at the time of release. In cases of reduced rest, if a FA actually receives a full 9 hours rest, without contact from the Company, then the limitation on hours of duty the following day (Section 10(E) of the parties' contract) is not required.
- b. Option #2 - Crew Scheduling may inform the FA of an additional, specific assignment to be flown that day. If the effective rest period between segments is more than 4 hours but less than 9 hours in this situation, the Company will provide hotel accommodations in accordance with Section 7b of the contract

**Example:** The reserve contacts crew scheduling at 0900 and the Company has additional flying for the reserve but the flight doesn't depart until 1400, the Company will provide hotel accommodations for the five hour break.

3. During a rest period, the Company will not contact a reserve FA except that:

- a. On layovers, Company calls a reserve FA during the first or last hour of the designated rest period, it does not constitute interruptions of the rest. The last hour may be extended where the travel time between the hotel and

**SECTION 11: (Continued)**

airport is greater than 15 minutes. It may be extended by the number of minutes greater than 15.

**EXAMPLE:** FA check-in is scheduled for 0800. The van ride to the airport is approximately 30 minutes. Since the van ride is more than 15 minutes, crew scheduling may contact the FA to advise of an adjusted check-in at 0645

- b. At domicile, a reserve FA will not be required to answer the telephone nor be contactable by pager, except during the last 2 hours of the rest period.

**EXAMPLE:** The reserve arrives in domicile at 10:00am and calls crew scheduling. Crew scheduling does not have any further assignment at that time so the reserve is released to nine (9) hours minimum rest. After seven (7) hours of rest, crew scheduling may call the reserve to assign a new trip. The reserve is required to answer the phone or beeper after his/her initial seven (7) hours of rest and is required to show at the ninth (9<sup>th</sup>) hour if required.

- c. Sections 3(a) and 3(b), above, are intended to apply to rest periods of 9 hours or less. Outside of the 9 hour rest period, at domicile, the Company may make contact and the reserve FA must be contactable at any time.

**NOTE:** If crew scheduling does not specify a specific rest period and the FA has more than nine (9) hours in domicile, her nine (9) hours of rest begins upon her release.

- d. The reserve FA will be paid and credited in accordance with Section 6. In addition:

In the event that the reserve FA is contacted and volunteers to interrupt her rest period to return to the airport during the work day, she will receive all applicable pay, credit and *per diem* as if she were continuously on duty from check-in of the first segment in the duty period until being released to a rest period. Further, the additional segments flown will be paid at time and one half for the remainder of the calendar day. This provision does not apply if the reserve FA receives her required rest before having to return to work that day.

**Example:** A FA arrives back in domicile at 1400. She contacts crew scheduling and is assigned to rest (9 hours). On the way home from the airport crew scheduling calls the FA on her cell phone and she answers. Crew scheduling asks the FA if she would be willing to return to the airport to complete another turn. The FA agrees and will receive **time and one half (1½)** for the additional flights flown.

37. **Reference J.** The contract specifies the order of assigning uncovered trips and will be followed.

**EXAMPLE:** As a result of a sick call a trip must be covered. Crew Scheduling will:

- a. Determine if anyone is on-time available, contact her and assign the trip if the trip meets the parameters.
- b. *Check to determine if there is a line FA who has indicated a desire to pick up open flying on her days off and offer her the trip. Company is required to make*

**SECTION 11: (Continued)**

*reasonable efforts to contact line FAs that have requested open flying and who are legal and available for the assignment.*

*Once a reserve is assigned a trip the scheduler is not required to remove the reserve from the trip for a FA that has indicated a desire to be available on her day off. The reserve will not be assigned a trip before the twenty-four (24) hours as indicated in the contract.*

**REFERENCE GRIEVANCE 29-2-29-04 (IIF #05-077):** A FA who desires to add time by making themselves available on their days off, can submit their request by faxing the following information to crew scheduling:

- (1) Name
- (2) ID Number
- (3) Domicile
- (4) List of specific days available; do not write "any days off"
- (5) The request must be legible and submitted on full letter size paper
- (6) Each month must be submitted separately. For example, one month's request does not carry over to the next month.

- c. Call a reserve from those available, and qualified, and assign the trip.
- d. Contact the junior most FA at the domicile that is not scheduled for the day and assign her the trip.
- e. Contact the junior most FA at another domicile and assign her the trip.

**NOTE:** The proximity of the departure time to the existence of the need to cover flying will determine the extent to which these procedures can be followed. Personnel in categories J.1.a., b., and c will be used if at all possible. Management will be used before these categories if the need exists as a result of time constraints.

Crew Scheduling will attempt to use personnel in categories listed, subject to availability.

38. **Reference K., Drafting:** Drafting, also known as junior manning is not considered as a desirable response to staffing problems and will only be used when necessary to maintain the integrity of the schedule.
  1. Time permitting, scheduling personnel will first attempt to draft FAs in inverse order of seniority among FAs who are on days off and who would be legal in all respects.
  2. If time does not permit, then Scheduling should consider using Management personnel in order to insure on-time performance.
  3. Scheduling personnel will identify themselves and declare that they are drafting. It is unacceptable to ask a FA if she "wants" a trip and then if the answer is "no" then declare drafting.
  4. The FA will tell Scheduler if she wants time and a half or another day off.
  5. A FA is drafted if she is assigned a trip on a day off. (Both reserve and lineholder.)

**Reference Grievance ARW 28-2-3-91, ARW 28-2-30-91 and ARW 29-2-1-94:**  
The Company will follow proper drafting procedures as outlined in Section 11.K.

**DRAFTING QUESTIONS**

**EXAMPLE:**

01	02	03	04	05	06	07	08	09	10
101	102	103	104	OFF	OFF	101	102	103	104

- Q.** Can Crew Scheduling draft a FA to a trip 105 106 on the 5th and 6th?
- A.** **Yes**, in proper drafting order.
  
- Q.** Assuming that Crew Scheduling can, does Crew Scheduling have to drop the 7th and 8th due to too many days in a row?
- A.** **Yes**, the 7th must be dropped. The Company will take into consideration whether operationally both days should be dropped.
  
- Q.** If so, how is the FA's pay affected for the month?
- A.** Paid 1 ½ times for 5th and 6th and trip guarantee for 7th and 8th.
  
- Q.** If the FA elects not to accept the 105 106 as time and a half, can the Scheduler continue to keep the two (2) day trip on the 7th and 8th while trying to find a mutually agreeable day off?
- A.** **No**, cannot stay on 7th and 8th, it's dropped for 1 in 7 rule. Another mutually agreeable two (2) days are dropped in exchange for 5th and 6th with pay.

**NOTE:** The FA has right to waive 1 in 7 rule and could waive 7th and 8th as favor. However, she would then be entitled to another two (2) days off for the 7th and 8th with pay.

Day 1	Day 2	Day 3
Off	101	102

- Q.** Trip 103 104 has become uncovered on the 1st and 2nd. Is the above FA subject to drafting? What are the pay ramifications and day(s) owed back?
- A.** **Yes**, after attempting to contact FAs who are on days off and completely legal for the trip. She is paid one and one-half (1 1/2) times credited hours for trip or greater of trip she dropped on Day 2 and Day 3. If she wants the day back, she is owed Day 1 later in the month at no loss of pay.

**PAY EXAMPLE:**

<u>Trip 103 104</u>	<u>Trip 101 102</u>
8 hours	12 hours

A FA will be paid eighteen (18) hours (1 1/2 x 12 = 18), or paid twelve (12) hours straight time and drop a day later in month and be paid trip guarantee for that day.

- Q.** A reserve FA has one (1) day availability, with the next day off. She is the only FA available. Scheduling has a two (2) day trip. Is this drafting?
- A.** **Yes**, because she is being assigned a trip on a day off.
- Q.** What is her pay?
- A.** 1 1/2 times credited hours above guarantee for the second day (her day off).

**SECTION 11: (Continued)**

If she prefers another day off, she will still be paid above the guarantee at straight time and will select another day off.

39. **Reference K.** Drafting assignment is binding on the FA assigned. If the FA that has been drafted finds another FA that is willing to fly the trip, she must contact Crew Scheduling to advise them of their assignment and determine if that person is legal to fly. Crew Scheduling may deny the re-assignment if this were to create a later liability.

**EXAMPLE:** A FA is drafted to fly a trip that begins at 1400 and ends at 2245. She in turn contacts another FA that is off and senior to her. That FA indicates that she is willing to fly the trip. Crew Scheduling is then advised of the change but determines that the second FA would now be illegal for her trip on the following day. The reassignment must be disapproved due to a violation of the contract even if the second FA agrees to waive the minimum time off requirement.

**EXAMPLE:** A FA is drafted to fly a trip on the following day. She agrees to do so but requests that Crew Scheduling continue to find a person junior to her that they had been unable to reach, or to replace her if possible with another FA that might become time available as a result of another problem. Time permitting the Crew Scheduler will continue to contact more junior personnel, and will reassign the trip to a time available FA if one becomes available. If this is accomplished in either of the above cases, the first FA will have the trip dropped, but will not be eligible to claim any loss of time under the provisions of the line guarantee.

**NOTE:** The term drafting applies to the assignment of a trip on a day where the FA was not previously scheduled to fly. A time available FA is not considered to be drafted during her period of time availability and therefore may not request reassignment to another FA.

40. **Reference K.** Inflight Management will be advised if a FA refuses drafting. Full details will be provided and an investigation will begin to determine the validity of the refusal. If found to be unjustified or false, disciplinary action may be taken.
41. **Reference L.** If practical, reserves shall be used prior to resequencing. If time does not permit, seniority should also be considered when resequencing on short notice (i.e., ORD). A FA is resequenced if she is assigned additional flying after completion of her originally scheduled trip at her domicile or RON station.
42. **Reference L.2.** A FA is resequenced if she is assigned additional flying prior to scheduled check-in or after scheduled check-out, which extends the published trip by two (2) hours or more.
43. **Reference L.5., Grievance ARW 29-2-5-91:** It is not Company policy to resequence the day prior to the trip.

**Grievance ARW 03-28-2-32-02:**

If there is a need to resequence, the Company will assign the junior most available flight attendant to cover the trip.

**RESEQUENCING QUESTIONS**

**EXAMPLE:** Crew Scheduling is advised that a trip just became open. The trip deadheads from the domicile to ORD before any flying begins.

Due to the short notice, a reserve, or any other FA at the domicile, cannot be called in time to be asked to fly or be drafted to cover the trip beginning with the deadhead portion.

**SECTION 11: (Continued)**

- Q.** In order to maintain the integrity of the marketing schedule, Crew Scheduling takes a FA on duty that is at ORD and schedules her for part or all of the trip. Is this resequencing?
- A.** **Yes**, this is resequencing. If the FA is extended beyond two (2) hours past her originally scheduled check-out time, at domicile, then she is entitled to 1 ½ times her hourly rate for all time credited outside the two (2) hour window.
- Q.** A FA is advised that the first leg of her trip, which starts from her domicile and goes to ORD, is canceled due to a mechanical. Crew Scheduling would like to have her deadhead down to ORD on an earlier flight from her domicile. Is this a resequencing situation?
- A.** **Yes**, this is resequencing, but pay is only due if she checks in more than two (2) hours prior to her original check in time.
- Q.** A FA is inbound on her last leg of her trip to domicile and is contacted by Scheduling to do another two (2) legs to ORD and back. Is this resequencing?
- A.** **Yes**, and the two (2) hour rule does apply since her trip would have been completed.
- Q.** What is her pay?
- A.** 1 ½ times the credited time for the time outside the two (2) hour window.
- Q.** The last flight of a FA's trip (the flight operates from ORD to her domicile) is canceled. The new schedule is for the FA to either deadhead or fly a later flight back to her domicile. Is this resequencing?
- A.** This is resequencing because it deviates from her published trip.

**SPLIT TRIP EXAMPLE**

REVISION 4/12/01

**SPLIT TRIP EXAMPLE**

46620 ONLY ON WED		BSE REPT: 0725L		OPERATES- OCT. 01-OCT. 22	
Base/Equipment: ATW/146		FA02			
ME	5581 ATW-MKE 0610 0640	30	20	146	
ME	5581 MKE-DEN 0900 1040	240	45	146	
ME	5655 DEN-ASE 1125 1205	40	25	146	
ME	5658 ASE-DEN 1230 1310	40	325	146	
ME	5582 DEN-MKE 1635 1955	220	146	650 0	650 0 1245
6621 D-EMO: 2010L (HR 900) REPT: 0640L HIGHWAY HOTEL-AIRPORT (414)					
TN	5619 MKE-ORD 0925 1005	40	110	146	
TN	5528 ORD-ROF 1115 1325	110	47	146	
TN	5527 ROF-ORD 1412 1422	110	103	146	
TN	5506 ORD-ATW 1525 1607	42	53	146	
TN	5515 ATW-ORD 1700 1750	50	255	146	
TN	5565 ORD-MSN 2045 2130	45	146	517 0	517 0 1305
6622 D-EMO: 2145L (HR 900) REPT: 1315L BEST WESTERN ON THE PARK (606)					
FR	5554 MSN-ORD 1600 1444	44	30	146	
FR	5626 ORD-MKE 1514 1549	35	31	146	
FR	5629 MKE-ORD 1620 1700	40	355	146	
FR	5630 ORD-MKE 2055 2130	35	30	146	
FR	5584 MKE-ATW 2200 2230	30	146	304 0	44 348 1 930
D-EMO: 2245L					
TOTALS BLOCK 1511 080		0		CREDIT 1555 T.A.F.B. 6320	

**SPLITS THAT WILL BE APPROVED**

**Trip #6620**

FA#1 fly's 5581, 5655 and splits trip in Denver after flight 5658.  
FA#2 fly's 5582, does RON in MKE. Finishes flight 5506 in ATW.  
FA#3 picks up flight 5515 and completes trip.

46633 EXCEPT FRI SAT		BSE REPT: 1005L		OPERATES- OCT. 01-OCT. 23	
Base/Equipment: ATW/146		FA02			
1	5507 ATW-ORD 1050 1135	45	215	146	
1	5624 ORD-MKE 1350 1425	35	30	146	
1	5583 MKE-DEN 1455 1635	240	150	146	
1	5584 DEN-MKE 1825 2145	220	15	146	
1	5504 MKE-ATW 2200 2230	30	146	650 0	650 0 1240
D-EMO: 2245L					
TOTALS BLOCK 650		T.A.F.B. 1240 (LAWENGS 5)			

**Trip #6633**

FA#1 fly's 5507, 5624, 5583  
FA#2 fly's 5584

06705 ONLY ON MON TUE WED		BSE REPT: 0940L		OPERATES- OCT. 05-OCT. 21	
Base/Equipment: DEN/146		FA02			
1	5580 DEN-MKE 1025 1345	220	150	146	
1	5627 MKE-ORD 1535 1615	40	39	146	
1	5561 ORD-MSN 1654 1739	45	101	146	
1	5562 MSN-ORD 1840 1925	45	130	146	
1	5630 ORD-MKE 2055 2130	35	146	505 0	505 0 1105
6706 D-EMO: 2145L (HR 900) REPT: 0720L HIGHWAY HOTEL-AIRPORT (414)					
2	5617 MKE-ORD 0805 0844	39	106	146	
2	5622 ORD-MKE 0950 1025	35	40	146	
2	5621 MKE-ORD 1105 1165	40	35	146	
2	5620 ORD-MKE 1220 1255	35	45	146	
2	5625 MKE-ORD 1340 1420	40	55	146	
2	5559 ORD-MSN 1515 1600	45	115	146	
2	5560 MSN-ORD 1715 1800	45	55	146	
2	5632 ORD-MKE 1855 1930	35	146	514 0	514 0 1225
6707 D-EMO: 1945L (HR 900) REPT: 0520L HIGHWAY HOTEL-AIRPORT (414)					
3	5579 MKE-DEN 0605 0745	240	345	146	
3	5581 DEN-SBA 1130 1305	235	146	515 0	515 0 1000
6708 D-EMO: 1320L (HR 900) REPT: 0535L HOLIDAY INN (805)					
4	5580 SBA-DEN 0620 0945	225	30	146	
4	5633 DEN-ASE 1015 1055	40	25	146	
4	5656 ASE-DEN 1120 1200	40	146	345 0	345 0 540
D-EMO: 1215L					

**Trip #6705**

FA#1 fly's 5580, 5627, 5561 and splits trip in ORD after 5562.  
FA#2 fly's 5630, RON'S in MKE and fly's to trip 5617, 5622, 5621, 5620, 5625  
FA#3 fly's 5559 and completes trip.

06717 EXCEPT THU FRI		BSE REPT: 1250L		OPERATES- OCT. 01-OCT. 22	
Base/Equipment: DEN/146		FA02			
1	5578 DEN-MKE 1335 1655	220	55	146	
1	5577 MKE-DEN 1750 1930	240	150	146	
1	5669 DEN-ASE 2120 2200	40	146	540 0	540 0 925
6718 D-EMO: 2215L (HR 900) REPT: 0805L INN AT ASPEN (970)					
2	5652 ASE-DEN 0850 0930	40	115	146	
2	5570 DEN-ICT 1045 1305	120	25	146	
2	5571 ICT-DEN 1330 1355	125	146	325 0	325 0 605
D-EMO: 1410L					
TOTALS BLOCK 905		T.A.F.B. 2520			

**Trip #6717**

FA#1 fly's 5578, 5577  
FA#2 fly's 5669, RON'S in ASE and finishes trip

**SPLITS THAT WILL NOT BE APPROVED**

**Trip #6717**

FA#1 fly's 5578, 5577  
FA#2 fly's 5669 RON in ASE takes 5652 out of ASE.  
FA#3 fly's 5570, 5571

**Trip #6620**

FA#1 fly's 5581  
FA#2 fly's 5655, 5658  
FA#1 comes back to fly 5582 RON'S MKE, fly's 5619, 5528, 5527, 5506  
FA#4 fly's 5515 and completes trip

**GENERAL RULES TO FOLLOW:**

- 1 and 2 day trips may be split once, never involving more than 2 fa's.
- 3 or more day trips may be split twice never using more than 3 fa's

**SECTION 12: TRAINING**

1. **Reference A.** Training will not be scheduled for more than nine (9) hours. The availability of the class and the availability of scheduled equipment may affect the actual hours of the training.

**EXAMPLE:** A class is scheduled to run from 0800 to 1730 including 30 minutes for lunch. As a result of the late arrival of an aircraft that had been originally scheduled at 1500, the class does not end until 1900. FAs originally scheduled to fly the following day will have their ability to operate such a trip evaluated based on their revised off duty time as a result of the training.

**EXAMPLE:** A class was originally scheduled for a one and one-half (1 1/2) day session. This session would be worth five (5) and one-quarter (1/4) hours of credit. As a result of the availability of equipment and the size of the class, the session is completed voluntarily on the part of the instructor and employees in one (1) twelve (12) hour session. The FAs will be paid for the full five (5) and one-quarter (1/4) hours credit even though it was completed in one (1) day. Per diem, if applicable, will be paid for actual hours away from domicile.

1. **Reference B.1.** The training sessions will be shown on all schedules and removed during the period between the posting of the awards and the issuance of the final published bid awards.
2. **Reference B.2.** The training sessions will be noted on the back of the schedule indicating dates and personnel to be included.

**Grievance No. 4:** The Company agrees that per the contract the dates of training for line holders will be posted on the back of the FA's bid schedules. It is further understood that dates for training implies consecutive dates and not either/or dates.

4. **Reference B.3.** If training is canceled after the final bid award is published, the FA will be placed on time available status and if assigned a trip will be returned within three (3) hours or when training was scheduled to end. If training times are not scheduled, 1700 will be considered the end of the training day. A FA will be paid training pay on trips flown, whichever is greater.

If, due to operation requirements or a disruption of the operation, a FA on a scheduled DHD arrives late for training and is required to make-up that portion of the training missed on a different date, the following will apply:

- Any required training that can be accomplished within the established check-in time frames without inhibiting normal duties, procedures or responsibilities will be conducted during those time frames without any additional cost to the Company.
- Any required training conducted outside of the established check-in or check-out times will be offered to the FA on a voluntary basis. This additional training will be paid according to the current collective bargaining agreement.
- If the FA chooses not to attend training prior to or after scheduled check-in or check-out times or if the required training cannot be accommodated during the scheduled check-in or check-out times the Company can remove the FA from a scheduled trip or portion thereof to accomplish the training. The FA will be paid according to the current collective bargaining agreement.

**SECTION 12: (CONTINUED)**

- Nothing in this agreement prohibits the FA and the Inflight Training Department from completing the required training on a mutually agreed to regular day off. The FA will be paid training pay over and above her scheduled line guarantee according to the current collective bargaining agreement.

If a FA not traveling on a scheduled DHD is late to training the make-up training will be scheduled at the discretion of the Company.

If unexpected training is necessary after the final bid award is published, the FA will attend training on days as scheduled and will be on time available on other days over which trips would have operated. The FA will be credited with the value of the trips dropped or total credited time, whichever is greater.

If the training is built into all schedules and such training is not required for the individual on a particular line, the training will be dropped from that line and no credit will be given.

**EXAMPLE:** All lines have a two-day ground school built into them. The FA awarded line 906 has already completed the school, or is for some other reason not required to attend. The line was originally built for 75:00 hours including the 7:00 hours of training. The training will be dropped and the line guarantee will be shown as 70:00 hours.

5. **Reference D.** The FA will be paid under the provisions as noted provided that the training is completed as scheduled by the Company. Any deviation that occurs as a result of a FA's request, even if approved by the Company will not be covered under this section.

**EXAMPLE:** A FA is scheduled to complete a training session as her domicile on the 10th and 11th. These were scheduled days off but she will remain with eleven (11) days off even after the training is taken. There is a training session also available outside of her domicile on the 17th and 18th, also days off, on which she would rather participate. Upon her request she is granted a trade of training sessions. She will be credited with the original amount of training, but will not be paid for any per diem, or deadheading required in order to participate, and accommodations will not be provided. This will be the policy even if another FA from her domicile is scheduled to be paid based on it appearing on her original line or shown on the schedule. In the event that a FA trades training in order to participate in a class within her domicile, she will be compensated for the training as required, but may not claim any additional time lost such as deadheading.

**EXAMPLE:** In a situation similar to the above, but where the dropping of trips is required in order to accommodate the newly requested days, training pay will apply, but the FA may not claim any additional time dropped or traded with another FA in order to accommodate the trade.

**GENERAL:** The Company will not assume any greater cost or liability as a result of FA requested deviations from their scheduled training.

6. **Reference E.** The Company will contact an employee on leave status to make her aware of required training and determine if the FA's condition allows her to participate. If a FA attends training while on leave, she will be paid training pay and per diem and deadhead, if applicable.

**SECTION 12: (Continued)****Reference Grievance ARW 99-2-08-87 and ARW 99-2-09-88:**

1. FAs will be notified via their mail boxes of the date, times and place of training, as soon as possible, after the final bid awards are issued. In addition, any changes to the location or times will be available through Crew Scheduling.
2. The Company will not keep the FA on duty in excess of fourteen (14) hours from the time training commences.
3. Employees will be given the contractual required rest after training is complete.
4. FAs will be paid according to the contract if FAs are scheduled for an additional day of training. (no pro-ration)
5. Training that is extended into a FA's day off will result in another day off for the affected FA.
6. FAs will not be scheduled for work including training for a period of time greater than six (6) calendar days.
7. Employees required to deadhead to and from training will be paid in accordance with contractual deadhead pay provisions.
8. Aircraft availability is always considered when scheduling training.
9. Safety mats will be secured for training sessions.
10. The Company will guarantee a FA minimum day pay guarantee when deadheading to or from training.
11. When a duty period consists of both a training period and a deadhead period without a legal rest between, that duty period shall be less than thirteen (13) hours if it is possible to so schedule. If it is not possible to schedule, said duty period should be as close to thirteen (13) hours as possible. However, said duty period shall not exceed fifteen (15) hours without the prior approval of the Union, on a case to case basis.

**Reference J: Grievance 03-28-2-22-01:**

In the event the Company displaces a FA for IOE training or any other training, she will be notified that she will lose the trip rig time for the trip. The FA will be given the option to accept the replacement for her.

1. **Reference A.2.** Seniority numbers and dates are not assigned until all class, testing and training flights have been completed.

**EXAMPLE:** A trainee begins class on March 1, 1986. All training is completed on April 3, 1986. The FA will have her seniority date shown at March 1, 1986 and a number assigned in accordance with all other employees in her class as determined by Section 13.A.3. of the contract.

**NOTE:** The fact that a trainee completes certain phases of her training prior to someone senior to her based on age, does not imply that they will be moved ahead of that employee.

**EXAMPLE:** A trainee begins class on March 1, 1986 and as a result of illness, family emergency, or other reason, is dropped or removed from the class. The trainee is brought into a later class either alone or with other trainees. She will be assigned a seniority date and seniority number in accordance with her position in the new class. She will not be given any credit for anytime spent in an earlier training session.

**SECTION 13: SENIORITY**

2. **Reference B.** Probation begins on the day that training commences. Probation will end after six (6) months of continuous active service.

**EXAMPLE:** A FA begins training on March 1, 1986. She will be considered to have completed her probationary period after August 31, 1986. If she has been furloughed or removed from active service during the period between March 1 and September 1, her probationary status will be extended for a period equal to the amount of time they had not been actively engaged in the duties of a FA.

3. **Reference C.2.** The Company may adjust and publish an interim seniority list for use by Crew Scheduling personnel and others as may be required at times other than January 1 and July 1.

4. **Reference C.5.** A FA may not protest a discrepancy once it has been established by virtue of acceptance on a previously issued official list. (January 1 or July 1)

**EXAMPLE:** A FA wishes to dispute her seniority date based on a list issued January 1, 1986. On February 20, 1986, she realizes that the period for protesting the issue is now past. She waits until the list of July 1, 1986 is issued and then submits the protest. The protest will not be considered since the information was assumed to be accurate based on a lack of protest during the prescribed period of January posting. Exceptions to this will be discussed between Inflight Management and the MEC President.

5. **Reference D.** A FA is considered to have resigned at the time she submits her written resignation to the Company. During the period of her resignation being submitted to the Company and her last day of work, she may request that the resignation be withdrawn or the effective date extended, through a formal written request to the Director of Inflight/Customer Services. It will be the determination of the Director and Personnel whether to accept the request to have the resignation withdrawn or the period of time for implementation extended. The Department is under no obligation to do so, and the decision will be made on an individual basis. No acceptance of such a request will be deemed a precedent setting for future instances. Once the effective date of the resignation has passed the loss of seniority will be final unless the Company and the Union mutually agree otherwise.

Verbal notices of resignation or written notices to other than designated personnel are not considered as binding and are not considered sufficient in terms of providing required notice.

**EXAMPLE:** A FA calls her Supervisor on June 1, 1986, and tells her, "I'll be leaving on June 15th, so this is my two weeks notice. My next trip isn't until the 5th, so I'll drop my written notice off at that time." This will be deemed as official notification of resignation. If the FA brings in her written notice on the 5th showing the 15th as her last day, she shall be considered to have resigned with proper notice and accrued vacation will be given to her.

**EXAMPLE:** A FA calls her Supervisor on June 1, 1986, and informs her that she will be leaving on June 30, 1986. Appropriate forms must be filed prior to June 15th. On June 20th the FA calls and says that something has come up she is resigning effective immediately. This FA will not be considered to have given notice. If a FAs resigns prior to her stated date with less than fourteen (14) days notice she will be considered to have resigned without proper notice.

**EXAMPLE:** A FA formally gives written notice of her resignation on June 1, 1986. Her

**SECTION 13: SENIORITY (Cont'd)**

last date of flying is June 30, 1986. On June 11, 1986 she resubmits her resignation with an effective date of June 25, 1986. She is considered to have given sufficient notice and will be paid all applicable vacation.

6. **Reference E.1.** Personnel who transfer to either instructional or some supervisory capacity within the department will continue to accrue seniority *for five (5) years. After five (5) years of management service, a FA shall retain but not accrue seniority as long as she remains in a supervisory or training position. The following FAs on the seniority list are "grandfathered" and shall continue to retain and accrue seniority - as long as they remain in a supervisory or training position. Once they return to active service as a line FA the grandfather provision is eliminated for that FA: Suzanne Reamy, Lynne Williams-Behr, Diane Colrue, Kori Halverson and Fran Krom.*

7. **Reference E.2.** Personnel transferring to other departments within the Company will retain their seniority for twelve (12) months but will not accrue seniority during the period they are assigned to the position outside the department.

**EXAMPLE:** A FA requests assignment to a ground position which is approved by the Company. Her original seniority date is March 1, 1984. She continues in this position for eight (8) months at which time she returns to active flying for the department. She will take her position on the seniority list in accordance with her retained seniority.

8. **Reference E.3.**

**EXAMPLE:** A supervisor or a FA in non-flying position elects or is asked to return to the line. At the time of the request there are no positions available on the system.. She may not exercise her seniority and displace the most junior FA on the system. She will be considered on furlough until there is a vacancy.

9. **Reference F.**

**EXAMPLE:** An emergency situation exists such as the controllers strike and it becomes necessary to cease a majority of the operations of the Company. The Company will implement an immediate furlough based on domicile need, which may be outside seniority order. Upon determination of the extent of the situation and the duration, the Company will undertake to redistribute personnel in accordance with the policies of Section 16 of the contract. Also refer to Section 16.B.3. of the agreement to determine if short-term furlough is economically feasible.

**SECTION 14: LEAVES OF ABSENCE**

1. **Reference A.** The determination on whether to grant leaves for reasons other than described in the contract will be at the sole discretion of the management of the Company based on each individual case and the current staffing levels of the department at the time the leave is requested. For all leaves of absences, a FA will retain and accrue seniority except for pay purposes.
2. **Reference B.** Two (2) years is the maximum amount of time that an employee may be on medical leave, unless medical prognosis is such that employee will be able to return to work with no restrictions within a reasonable period of time after the two (2) years. ***Corporate policy reflects that a FA and each of her eligible family members will be entitled to a minimum of one round trip pass online for each month on medical (including maternity).***
3. **Reference C.** The goal of the maternity program is to afford the FA an opportunity to continue to fly for as long as she and her physician deem it safe and that she is able to completely fulfill the obligations of the position. The company assumes the position that until such time as her physician recommends, or places restrictions on her ability to perform any and all required duties and obligations of a FA that she can continue to fly.
4. **Reference C.1.** The FA should advise her Supervisor of her condition as soon as it is known to exist.

In any case the Supervisor and through Inflight Management, Personnel should be advised of the FA's condition not later than the beginning of the fourth month of pregnancy.

5. **Reference C.3.** Termination of the pregnancy means the end of the pregnancy regardless of reason.
6. **Reference C.4.** Use of the ninety (90) day leave provisions is outlined in the contract, an example of its administration is shown here.

***EXAMPLE:*** A FA gives birth to her child on February 1. Within ten (10) days of the birth she requests to use her ninety (90) day unpaid leave of absence. The Company will expect a release from her physician at six weeks that informs the Company of her ability to return to work, or defines why she would not be able to resume her duties. If the release is given, the FA will be placed on a non-paid status from that date through the 90th day after the birth. At that time she will be expected to return to work.

***EXAMPLE:*** A FA gives birth to her child on February 1. She does not request any additional leave in connection with the birth. Upon seeing her physician at six weeks, she is informed that she cannot return to work. She will remain on disability up to a maximum of six months from the date on which she stopped flying as a result of the pregnancy. She will return to work when the doctor releases her.

***EXAMPLE:*** A FA gives birth to her child on February 1. Within ten (10) days of the birth she requests to use her ninety (90) day unpaid leave of absence. At six (6) weeks her physician informs her that she is unable to return to work. She will continue on her disability (to a maximum of six (6) months from the date on which she stopped flying in connection with the pregnancy). At ten (10) weeks her physician releases her. She will begin her non-pay status at that point and it may continue until ninety (90) days after the birth of the child.

**SECTION 14: (Continued)**

**NOTE:** The ninety (90) day provision is based on date of birth, and cannot be extended for any reason. In the event that the FA is not released until after ninety (90) days the use of the provision will not have occurred.

**NOTE:** Upon activation of the non-pay status the FA will be advised and billed on schedule for maintaining the insurance provisions that may be used during this period.

**NOTE:** Nothing in the contract prohibits the FA from returning to active service earlier than six (6) weeks upon release by her physician, or to request and be granted a leave of less than ninety (90) days under the same conditions. However, the request for such a leave, even if less than ninety (90) days must be submitted within ten (10) days of the birth.

7. **Reference D.** Funeral leave is to be used in connection with the death of those individuals described in the contract. The Company understands that exceptional circumstances or relationships might exist that would warrant providing bereavement leave on a non-pay status under certain circumstances. If the staffing levels of the service permits, Crew Scheduling will consider releasing, or approving trades outside of normal established guidelines in order to accommodate such requests. These requests will be handled on an individual basis only and will not be considered precedent setting for any other occurrences.
8. **Reference D.1.** The administration of funeral leave will be as follows:
 

**EXAMPLE:** A relative in the categories defined passes away on April 1st. The FA is scheduled to fly a three (3) day trip on the 2nd/3rd and 4th, worth 15:00 hours. Her next trip is on the 5th. The 1st (the date of death) was a non-working day. The 2nd and 3rd were working days and will be paid at **four (4:00)** hours per day. The trip of the 4th would normally be dropped under these circumstances unless the FA was able and willing to join it in progress. The Company would expect the FA to return to fly her trip on the 5th as scheduled unless specifically authorized through Inflight Management. In any case, additional time dropped in connection with the death would be deducted from the guarantee and if necessary the minimum guarantee for the month.
9. **Reference D.2.** Pay in connection with funeral leave will be in conjunction with trips that are part of the FA's bid schedule. \* Trips included as a result of trades will be paid as they had appeared on the FA's schedule.
10. **Reference F.** Male and female FAs are covered under the federal or state Family and Medical Leave Act.
11. **Reference G.** It is the responsibility of the FA to make necessary payment to Personnel or other designated party in connection with this provision of the contract.
12. **Reference I.** A FA returning from medical leave or leave of absence of any type, shall bid for the month returning and be awarded the line guarantee commencing on the date of return. It is the FAs responsibility to notify the company prior to returning.

A FA will be allowed to bid for a month when returning from a leave of absence or medical if:

2. The company receives notification of intent to fly prior to the 1<sup>st</sup> of the month preceding the bid month. If the company does not receive notification from the

**SECTION 14: (Continued)**

FA of her intent to fly until after the 1<sup>st</sup> of the month. The FA will be added to the bid list at the Company's discretion only.

3. The Company must receive confirmation of medical release by "close of bid". i.e.: Flica bid or whichever bid closes last.
4. If the FA returns from medical after bid closure she will bid a reserve line based on what her seniority would allow her to hold.

**SECTION 15: TIME OFF WITHOUT PAY**

1. **Reference A.** Time off without pay is not considered to be desirable on the part of the Company. The Company will not staff in order to provide TOWOP under any circumstances. TOWOP is meant to be used as a solution to an overstaffing problem and not as a method of providing time off to employees who are unable to hold vacation or bid time off that they desire.
2. **Reference A1.** When necessary, TOWOP will be offered in order to balance time at a domicile, which is overstaffed. TOWOP will be offered only to those individuals at the domicile where the overstaffing has occurred, and cannot be requested or bid by those from other domiciles. (TOWOP will be offered in day by day increments of five (5) to thirty (30) days.
3. **Reference C., Grievance ARW 03-99-2-59-01:** When TOWOP is offered a FA bids for TOWOP they understand that the time dropped is without pay. In some cases it is impossible to split a FA in and out of a trip due to the pairing. The Company understands that a FA will be split in and out of a trip when TOWOP is awarded, as long as it does not create additional cost to the Company and the trip can be split, The Company will not reimburse those FAs who can not be split back into their trip because of the above mentioned reasons

**Grievance 28-2-42-02:** A FA on TOWOP will continue to receive fringe benefits during such time off. This includes Company paid parking as outlined in Section 7, para. F.3.

4. **Reference D.**

**EXAMPLE:** A domicile is overstaffed for the month of April and TOWOP is offered in order to reduce the required staff by one line worth of time, the FA with bidding position #5 requests to take one first through the 15th off. The FA with bidding position #9 requests to take the 5th through the 11th off. The FA with bidding position #12 requests to take the 16th through the 30th off. FAs with bidding position #5 and #12 will be granted their requests. Since the period from the 5th through the 11th cannot be accommodated since two people would be off simultaneously, the #9 bidding position bid would not be honored.

**EXAMPLE:** The domicile above is overstaffed for the month of May. There is anticipated time available for one full line of time. The FA with bidding position #5 requests TOWOP but only if approved for the entire month. The FA with bidding position #9 requests the entire month off. There are no requests. The FA with bidding position #9 would be awarded the time off since approval of the full month would have the FA in position #5 have in excess of thirty (30) days. If #5 had given the option of taking as much of the month as possible starting at the beginning of May, she could have been granted the period of the 1st through the 15th and FA #9 been given the 16th through the 31st if it was acceptable to her. I.F.S. will not normally interpret requests from FAs, therefore requests should clearly state what acceptable alternatives the FA would accept.

**EXAMPLE:** A FA has vacation from the 4th through the 12th of the month. TOWOP is available at the domicile and she requests the period from the 1st through the 3rd off and from the 13th through the last day of the month. This request will be granted if she was able to hold the time in accordance with her seniority.

**SECTION 15: (Continued)**

**NOTE:** TOWOP is awarded on a domicile basis, but is assessed against an individual on a system basis. Therefore, a FA who has taken her maximum time off at one domicile, does not, if she transfers during the year, have the ability to use another thirty (30) days at the new domicile if someone who has not reached that level requests time off.

**NOTE:** Use of TOWOP is meant to be made available in an equitable manner. If all personnel who are requesting TOWOP have used in excess of the maximum allowed, it will be given to the FA who has used the least amount of time to that point. If all FAs requesting the time off have an equal amount used, the awarding will be done in seniority order.

**NOTE:** Crew Scheduling may specify specific weeks or exclude specific weeks and/or days from TOWOP availability. The needs of the service will determine when TOWOP is available. TOWOP is not intended to be used in order to circumvent the normal seniority system. The Company will utilize TOWOP in order to avoid furloughs on a local or system wide basis.

5. **Reference E.** FAs will be permitted to work special assignments and participate in training during periods of TOWOP, but cannot pick up trips from open flying during this period.

A FA that has been awarded TOWOP will have her guarantee reduced by the hours dropped for TOWOP.

A FA may fall below the fifty-five (55) hour minimum cap if she has been awarded TOWOP during the month.

**SECTION 16: FURLOUGH, DISPLACEMENT AND RECALL**

1. **Reference A.** It is the goal of the Company to maintain a staffing level and utilization level that would preclude furloughs, however, for economic reasons there are times when a furlough would be necessary. Similarly, there are instances when it would be necessary to displace FAs from their domicile due to long term changes in traffic and aircraft patterns.
2. **Reference A.1.** In order to avoid a furlough on a forced basis, the Company will advise FAs at the domicile where the furlough will occur that voluntary furloughs are available. A FA may request that in lieu of furloughing a more junior FA that she be granted a furlough on a voluntary basis. The FA accepting the voluntary furlough will then assume the position of the FA who will not be furloughed.

The FA on voluntary furlough is then subject to all of the conditions that would be applicable to a FA on a non-voluntary furlough.

**EXAMPLE:** A long term staffing situation exists that would require a furlough on a system wide basis of five (5) people. However, the impact of excess staffing has occurred in ATW. Concurrently with the notice of furlough, notices will be posted advising all FAs in ATW that the Company will accept requests for voluntary furloughs. (See attached form.) Furlough notices will be sent to the five (5) most junior FAs in ATW. Based upon results of the voluntary furlough requests, the appropriate number of FAs will be furloughed. They, in turn, may displace to another domicile of their seniority.

Any additional furloughs or displacement notices in connection with the above moves will be issued to the individual(s) affected at other domiciles. Concurrent with that action, notices of voluntary furlough will be issued at those domiciles where the same procedures will be employed regarding the ability of a more senior person to accept voluntary furlough in lieu of forcing a furlough. This procedure will continue until five (5) FAs have been placed on either a forced or voluntary furlough status.

3. **Reference B.1.** The FA regardless of whether they are on a voluntary or forced furlough will retain and accrue seniority during the term of the furlough. Upon recall they will be placed in seniority order based on their accumulated amount of service including the furlough.

**SECTION 16: (Continued)****NOTICE OF INTENT TO FURLOUGH/DISPLACE PERSONNEL**

This notice to all FAs will advise that as a result of \_\_\_\_\_ the Company intends to realign the current work force to reflect the following:

DOMICILE	NUMBER REQUIRED
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Notice of furloughs and/or displacement will, or, have been sent to the affected personnel. If there is an opportunity for a voluntary furlough at your domicile and you wish to bid for it, complete a request form and submit it to \_\_\_\_\_ by \_\_\_\_\_ at \_\_\_\_\_.

Realignment will be determined by your last filed Permanent Bid prior to \_\_\_\_\_.

This notice does not necessarily indicate that you will be affected by this realignment.

The Company may rescind this notice if operational conditions change.

Company acceptance of your request for voluntary furlough will be handled in accordance with Section 16 and furlough notification time requirements do not apply. Once awarded a FA may not cancel the request.

**SECTION 16: (Continued)**4. **Reference B.1.**

**EXAMPLE:** A FA with a seniority date of April 1, 1984 accepts a voluntary furlough at her domicile. The furlough lasts for a period of six (6) months. Upon her return, her seniority will not be affected.

5. **Reference B.2.** If a FA fails to keep the Company advised of an address from which she can be recalled to service, and as a result fails to report for such a recall, she will be considered to have resigned her position.6. **Reference B.2.** If a FA on either a voluntary or non-voluntary furlough is not recalled to service within five (5) years of the furlough, she will forfeit her seniority and not be entitled to recall.

**EXAMPLE:** A FA requests and is awarded a voluntary furlough on June 1, 1990 in lieu of a more junior employee at her domicile. As a result of continued staffing levels being maintained there has not been a recall of personnel that would have permitted reentry into the system. As of June 2, 1995, the FA on voluntary furlough would no longer be eligible for recall. She may not re-evaluate her position at that time and force the originally furloughed FA into the forced furlough position. A FA on voluntary or involuntary furlough may bid for any new domicile opening.

7. **Reference B.3.** If a furlough is implemented and changes occur that would negate the need for the furlough within one month of its taking effect, the provisions of this section would apply.

**EXAMPLE:** As a result of an operational problem a furlough of FAs is required. The furlough takes effect on June 1. On June 20th the operational problem is resolved and a FA(s) is (are) recalled to service. If a FA returns to service prior to June 30th, she will be compensated for her minimum monthly guarantee for the entire month and receive retroactive benefits. If a FA uses the provisions of C.3. of this section of the contract and fails to report in a manner that would have made the furlough less than 30 days, this provision will not apply. A FA cannot through voluntary extension of her recall date use the provisions of C.3. and claim retroactive pay or benefits under B.3.

8. **Reference B.4.** The ability to use the provisions of this section is based on a minimum of two (2) years seniority. A FA furloughed with one year seniority, who is furloughed for sixteen (16) months is eligible for this payment since she has accrued seniority while on furlough.9. **Reference C.3.** This provision is applicable under furlough conditions not defined as emergency in nature or the result of causes beyond the control of the Company. The fourteen (14) day notice provision may be used by the FA with regard to her individual ability to report. If a furlough has been in effect for less than thirty (30) days at the time of recall the FA must report prior to the thirtieth (30th) day in order to receive retroactive benefits as outlined in 6. above.

In the case of situations as described in C.4. of the contract, the FA will have a twenty-four (24) hour period after notification of recall to return to her domicile.

**SECTION 16: (Continued)**

10. **Reference C.6.** The specific circumstances of the move will be considered by IFCS and Personnel management to determine the applicability of this provision. In the event that fewer than twelve (12) days is given, the provisions of this section will apply with the Company determining the expenses that will be reimbursed during this period.

**EXAMPLE:** A FA that currently commutes from ORD to ATW bids and is awarded a position in FWA. It is her intent not to secure private accommodations and to continue to commute. She is not entitled to expenses during the period of less than twelve (12) days if the period is not clearly defined as being prior to an actual move to the new domicile.

**EXAMPLE:** A FA that resides in a city where a domicile is located, and who subsequently bids or is assigned to that city, may not claim any compensation for a period of moving since she already is supposed to have living accommodations in that area.

**SECTION 17: FILLING OF VACANCIES**

1. **Reference A.2.** The FA Permanent Bid System is specifically designed to avoid the need for the posting of bids prior to awards being made. The Company and Union have agreed that the needs of the FA may best be served by the implementation of a system that can work without deadlines other than those fixed within the contract. Inflight Management will advise FAs who request information on anticipated openings with accurate information if it is known, however, the responsibility for an individual FA to maintain a record of her current permanent bid status, and to update it during the period specified is her own.
2. **Reference A.2.** The period for submitting bids is from the 1st through the 10th of each month. Bids will not be accepted during other periods since the period between the 11th and last day of the month is the period for awarding such bids. Acceptance is based on the arrival date of the bid, not on a date shown on the form itself. The manager/supervisor accepting the bid will date when it is received on the form itself. The statement of the days when the form can be received should provide the FA adequate planning for ensuring that the bid is received within the ten (10) day time frame. If a FA has submitted a bid through other than direct contact with a supervisor/manager, she may check with someone PRIOR to the closing of acceptance during that month to verify that it has been received. This should be accomplished in a time frame that would allow an alternate method of bidding, other than verbal; to be arranged to comply with the deadline. Supervisors/managers have been directed NOT to accept verbal bids under any but the most extreme emergency situations.
3. **Reference A.3.** Upon evaluation and awarding of bids during an awarding period (11th through the last day of the month) the FA awarded an opening will be advised verbally of the award if she can be reached. In any case written notification will be forwarded to the employee. The concept of the Permanent Bid System does not allow a FA that has been advised of an award to refuse such an assignment. Additionally, it should be noted that the awarding is not necessarily for the next bid period.

**EXAMPLE:** A FA has on file a permanent bid indicating preference for assignment to the ATW domicile. On June 15th, she is advised that she has been awarded the position effective August 1st. She cannot refuse the assignment by submitting a new bid between the 1st and 10th of July and claim that all bids should be reviewed on the 11th of July.

**NOTE:** It is the goal of the Company and the Union to provide as much notice as feasible for making the move. The concept of only awarding vacancies between the 11th and end of the month prior to the bid defeats the purpose of the system since there exists other time parameters that must be met in connection with the bid system and the completion of moves.

4. **Reference A.4.** If no bids exist for the filling of a vacancy, the assignment will be made to the most junior person on the system not currently at that domicile where the vacancy exists. This would then be categorized as a displacement.
5. **Reference A.5.** A FA who is awarded a vacancy based on the number one choice as shown on their permanent bid may be required to remain in that domicile for sixty (60) days from the effective date. This does not apply to an individual who has been displaced to the domicile, or has been assigned other than her first choice.

**SECTION 17: (Continued)**

**EXAMPLE:** A FA is awarded an opening at RIC effective October 1st based on this being her first choice. The award is made on August 15th. Upon written notification she responds that she does not wish to accept the award. Under the provisions of the contract she is obligated to do so. She changes her permanent bid to reflect FWA as her first choice. On September 15th till November 1st an evaluation of bids is made that would permit her to hold the FWA domicile based on her first choice, however the company would be required to displace another flight attendant to fill the vacancy she would create by leaving RIC. The Company is not required to award her this bid since she had been in RIC for less than the minimum of sixty (60) days.

6. **Reference A.6.** See discussion and interpretation of the twelve (12) day concept and expenses in section relating to Section 16 of the contract.
7. **Reference A.7.** Crew Scheduling will attempt to secure the four (4) consecutive days off in connection with existing days off. Generally, these days will be prior the transfer date, unless the FA requests otherwise.

Crew Scheduling's primary responsibility is to ensure the maintenance of the schedule. They will, however, do everything reasonable and practical in order to assist the FA in providing sufficient time with which to make the required move. Any additional time that can be accommodated, but would require the dropping of additional time will be deducted from the FA's line guarantee.

**Grievance ARW 28-2-1-88 and ARW 99-2-23-90:** The Company is required to pay for any trips missed from the final bid award during the four (4) days dropped for moving.

8. **Reference A.7.** There must be an actual move required in order to make this time off provisions available to the FA. If a FA is already in residence at the domicile to which she is assigned, or if it is her stated intent not to reside at the domicile city, the Company is under no obligation to provide the time off provided in the contract. The FA must utilize the days in direct connection with the period over which the vacancy will be filled.
9. **Reference B.1.** Temporary assignments will be established in conjunction with the provisions of the contract when necessary to adjust a short-term imbalance of time at a domicile.

**EXAMPLE:** As a result of a change to the aircraft routings that is anticipated to exist for a single scheduling period, ATW has more FAs than can be utilized properly. The time can be accommodated at the DEN domicile. A posting of a temporary vacancy will be made in ATW for DEN. All FAs in ATW may bid for one of the vacancies. If no one bids for the opening it will be assigned to the most junior person in ATW.

**EXAMPLE:** The FA awarded the temporary assignment will then bid for the ensuing bid period as though she were permanently assigned to that domicile in her proper seniority position.

**EXAMPLE:** A FA in ATW bids for and is awarded a temporary vacancy in DEN. Her seniority is higher than any other personnel in DEN. She will bid first for the month of the temporary assignment.

## **SECTION 17 (Continued)**

10. **Reference B.3.** Lodging provided as necessary means that anytime the FA wishes to

have lodging provided it will be made available providing she will utilize the accommodations. The Company will arrange suitable accommodations in a city where the temporary assignment will occur. If the FA anticipates that she will be utilizing the accommodations during the entire duration of the assignment, the Company will attempt to secure lodging that will provide amenities such as cooking facilities if available at a competitive price and location. If the FA anticipates using the accommodations in a manner similar to a layover, the lodging will be secured in order to provide easy access to the airport if possible and practical at a competitive rate. If the FA resides in the city where the temporary assignment exists, the Company is not obligated to provide additional accommodations.

11. **Reference B.4.** Transportation will be provided in accordance with the contract if requested by the FA. A FA that chooses to commute to her temporary assignment, whether awarded or assigned, is not eligible for deadhead pay provisions in conjunction with the commuting time.
12. **Reference B.5.** Per diem will be treated as if the FA was based at the domicile of the temporary assignment.

**EXAMPLE:** A FA is assigned to a temporary assignment as a reserve. As a result of Crew Scheduling needs she is positioned in the city of the temporary assignment for her on call days. She will be paid per diem only if she actually files a trip.

**NOTE:** No additional costs beyond those associated with the provisions of the contract will be created as a result of the temporary assignment.

**SECTION 18: UNIFORMS**

1. **Reference B. and L.** A newly hired FA will purchase all initial pieces of her uniform from the Company and is responsible for 100 per cent of its cost, *unless the Company determines that the uniform items already owned (generally from another United Express carrier) meet all the Company's requirements.*
2. **Reference D.6. and E.** If there are problems with the uniform (wrong size, damaged, etc.) the supervisor will return them as needed, generally twice a month.

**Grievance ARW 03-28-2-26-02:** The Company will provide each FA with a "Record of Uniform Points" form. The accounting department will email a designated AFA representative of any impending uniform deduction.

3. **Reference H.** The Company reserves the right to determine the extent to which alterations are deemed to be reasonable in terms of cost and actual work. The Company desires to have the uniform appear neat and properly fitted on the FA; however, the Company will not approve alterations that would require extensive and costly changes. The FA may request guidelines from management personnel regarding acceptable charges **and is encouraged to do so if she plans on having the work done at other than the Company specified location.** *\* The vendor will initially hem the pants; however, if there are problems or done incorrectly, the company will pay for local alterations.*

4. **Reference I.1.** The cost of any unpaid balance for initial optional pieces will be deducted from the FA's last paycheck in the event of resignation or termination. In the event of a planned resignation the FA may request that remaining balance be deducted over the paychecks that are remaining to be paid. It is the intent of the Company to minimize its exposure in the case of FAs that resign or are terminated shortly after receiving goods, which are contractually paid in whole or part by the Company. The Company expects a minimum of one full year of usage of any item paid for by the Company at either 75% or 100%.

**EXAMPLE:** A FA that has just been issued new pieces at 100% cost to the Company totaling \$400.00. After nine (9) months of use the FA resigns her position. The Company will prorate the amount of usage at 1/12 for each month of use of the required pieces that had been issued and deduct that amount from the \$400.00. In this case \$33.33 per month. The FA would have a total amount of \$100.03 remaining to be paid from her last paycheck. The FA will own the remaining pieces and is permitted to place a notice on the board for other FAs to purchase the items at a mutually agreed upon cost. The Company will not administer the sale or offer payroll deduction for these cases.

5. **Reference J.** The maintenance allowance is to be paid on a monthly basis providing the FA has flown actively during the month.
6. **Reference K.** A FA must submit a receipt for the thirty dollar (\$30) shoe allowance.
7. **Reference M.** The Company will replace or repair any uniform item or accessories damaged or stolen while on duty, subject to her supervisor's review of the circumstances.
8. **Reference N.** A FA shall be permitted to wear the official Union pin on a place visible on all FA uniforms.

**SECTION 19: MOVING EXPENSES**

Moving expenses are paid in connection with moves required or forced on behalf of the Company. Moving expenses that are strictly voluntary are not the responsibility of the Company.

1. **Reference C.** All moves will be coordinated through the Personnel Department. All expenses that are involved with the move must be submitted within thirty (30) days of their occurrence in order to be payable.
2. **Reference E.** The Company will pay for moves between domicile points only, unless the cost of such a move from the residence to a new domicile does not exceed the cost from domicile to domicile.

**EXAMPLE:** A FA is based in ATW but lives in ORD. She is forced from ATW to MLI where she decides to relocate. The Company will pay for her move from ORD to MLI under cost provisions outlined in the contract. She may not claim costs from ATW to MLI since she had not actually resided in the ATW domicile.

4. **Reference F.** The movement of goods in the manner outlined is to be determined by local management at the origin of the item subject to discussion with Inflight Management. Goods that would not be acceptable for movement, or packaged inappropriately, for non-employees may be denied transportation. The FA is responsible for ensuring that movement of the goods on the destination end of the shipment has been arranged. The Company will not take responsibility for, or store items at the airport for any period beyond 24 hours after its arrival.
5. **Reference G.** The Company has the right to negotiate directly with the employee for an alternate method of moving goods outside of the scope of the contract. This will include special circumstances, such as mobile homes.

**EXAMPLE:** A move is quoted by a moving service at \$1200.00. The FA investigates and finds that she is able to move the goods for \$850.00 utilizing her own resources. The Company and the FA can mutually agree upon this settlement in lieu of providing the services of a contract mover. The Company will not accept liability for aspects of a move for someone with whom they have not contracted directly. The FA must submit proper documentation pertaining to the move.

**SECTION 20: PHYSICAL EXAMINATIONS**

**SECTION 21: INSURANCE**

**SECTION 22: PENSION PLAN**

**SECTION 23: CONDUCT OF UNION BUSINESS**

1. **Reference B.** The time arranged will be coordinated effort between the Union and the Inflight Training Department. The time provided will be arranged to coincide with a scheduled period of time off for the Union representative.
2. **Reference C., Grievance ARW 29-1-32-89, ARW 29-1-33-89, ARW 29-1-34-89 and ARW 29-1-39-89 Union representatives will not be disciplined if Company policy and procedures are followed in regards to union travel.**
3. **Reference F.1** The Union pays for actual time lost when the Company releases a FA for Union business.
4. **Reference F.2.** In order to accurately calculate a reserve FA's credited time for proposes of flight pay loss, the Company will first deduct any trip time picked up on days off from the FA's credited time since that time is paid in addition to the guarantee.

In the following examples, any time picked up on days off has been subtracted:

**EXAMPLE:** A reserve FA is assigned a trip that was dropped for union business. The trip is worth 8:00 hours. The reserve's actual time at the end of the month is 60:00 hours. The company is paying the FA 70 credited hours of guarantee so AFA will not pay for this trip.

**EXAMPLE:** A reserve FAs is assigned a trip that was dropped for union business. The trip dropped is worth 9:15 hours. The reserve's actual credited time at the end of the month is 73:45 hours. AFA will be billed for 3:45 hours since the Company would only be paying a 70:00 hour guarantee.

**EXAMPLE:** A reserve FA is assigned a trip that was dropped for union business. The trip dropped is worth 11:10 hours. The reserve's credited time, excluding time accrued on days off, at the month ix 86:05 hours. AFA will be invoiced for 11:10 hours.

Whenever possible, the Company will assign trips dropped for union business to the reserve FA with the fewest projected credited hours for the month regardless of seniority. (However, if all FAs are projected over the guarantee the provision may not be of benefit to the union.)

The Union will be invoiced for any trip, which is voluntarily picked up on days off by a reserve or lineholder.

If it becomes necessary to change the current contract pay provisions and the change directly affects the way AFA time is calculated, i.c. time and a half; the company and union will agree to review the billing process.

5. **Reference F.3., Grievance ARW 99-2-1-93:** The Company will invoice the Union for total trip credit.
6. **Reference G., Grievance ARW 28-1-42-88:** FAs are entitled to representation by their recognized Union officials.

**SECTION 24: AGENCY SHOP AND DUES CHECK OFF**

**SECTION 25: GENERAL**

1. **Reference A., Grievance ARW 28-1-42-88 and ARW 28-2-52-89:** The Company may elect to not place a negative passenger letter in the FA's file when the letter does not reflect on the FA's work performance.  
**Reference Grievance 28-3-34-88:** If the Company has cause to search a FA's personal belongings, a union representative shall be allowed to be present.
2. **Reference C.** All requests are to be processed through the pass bureau. Reports of FAs securing or requesting personal passes in a manner which is contradictory to established methods of obtaining passes for Company personnel will be referred to Inflight Management.
3. **Reference C.** Fraudulent use or misrepresentation in the use of passes for either on line or off line transportation will be referred to Inflight Management for investigation and possible disciplinary action.  
**EXAMPLE:** A FA with less than four (4) months seniority obtains a pass for deadheading purposes. She is instead scheduled to work the flight involved. She then uses the pass for personal travel prior to her official date she becomes eligible for passes. This will be considered misuse of pass privileges.
4. **Reference E.** A FA is expected to exercise care when using any company equipment. If a FA is responsible for damage or loss as a result of gross negligence, a disregard for defined procedures of proper use, or other conduct that would create the possibility or likelihood of damage, the matter will be investigated and handled by Inflight Management.

**DEMERIT PROGRAM**

5. **Late Check-in (1 demerit)** A FA will be considered to have a late check-in if he/she is late for the scheduled check-in time but the flight leaves on time.
- Flight Disruption (2 demerits)** The flight departs late, however the original FA is working the flight. The FA missed a portion of the original trip but is able to get back into the trip at the direction of crew scheduling or is assigned a different trip. If no other trip assignments are available or if the Company determines it is not feasible to get the FA back into their trip, "it will still be considered a flight disruption".  
  
Example of when crew scheduling may determine it is not feasible to return the FA to their trip (but not limited to):
  1. A continuous duty overnight
  2. A one day trip consisting of a single round trip between domicile and any destinations.
- Missed Trip (3 demerits)** The FA missed the entire trip and no attempt was made to return to the trip or fly another assignment.

**TRAINING**

- |                              |                                         |
|------------------------------|-----------------------------------------|
| <b>Late for Training –</b>   | One (1) demerit – over 5 minutes late   |
| <b>Training Disruption –</b> | Two (2) demerits – over 30 minutes late |
| <b>Missed Training –</b>     | Three (3) demerits – missed training    |

**SECTION 25: (Continued)**

Crew Scheduling will continue to attempt to contact an FA that has not checked in by the scheduled time, and has not contacted the Company regarding their absence.

The goal of this program is to cause minimal disruption to the operation and to allow FA's the opportunity to return to their trip as soon as possible. It is the responsibility of the FA to notify the Company and make any necessary arrangements to return to their trip. The Company should not incur additional costs associated with the FA working back into their trip.

**AIR WISCONSIN CORP. FLIGHT ATTENDANT COMMUTER POLICY  
MAY 5, 2003**

This commuter policy applies only on Company airlines and to carriers on which the Company has direct access to their computer reservation system.

The company shall provide a list of qualified carriers to the MEC Chairman and update the list any time that it is modified.

1. Flight Attendants are responsible for reporting to assignments in a timely manner. These provisions are not intended to relieve flight attendants of that responsibility.
2. A commuting Flight Attendant must identify herself as a commuter and designate a city as her normal origination airport on a form to be provided by the Company. The Flight Attendant must notify the Company of any changes to their designated city by resubmitting the commuter form.
3. Any Flight Attendant commuting to an assignment must be listed in the computer reservation system as a non-revenue passenger. The flight attendant must be listed on an appropriate flight not more than forty-eight (48) hours but not less than twenty-four (24) hours in advance of the scheduled departure time for the flight she expects to use to commute to work. This flight is considered to be her primary flight.
4. Flight Attendants may only list for travel on flights that have seats available for sale to the public during the time period described above.
5. The primary flight on which the flight attendant elects to list must be scheduled to arrive at the airport where she is assigned to commence her pairing in advance of her check-in time. There must also be at least one "back-up" flight scheduled to depart from the same airport later than the primary flight on which she is listed. This back-up flight must be scheduled to arrive at her base at least one-half (1/2) hour prior to the scheduled report time of her trip.
6. Flight Attendants commuting to an assignment must arrive at the designated gate for the primary flight on which they are listed at least thirty (30) minutes prior to the scheduled departure time of that flight.
7. If the flight attendant becomes aware of a delay/cancellation or the unavailability of a non-revenue passenger seat on her primary flight, she will immediately notify crew scheduling/tracking. The flight attendant will provide the flight number and departure time of her back-up flight(s) and discuss any other possible travel alternatives with the scheduler.
8. Following the delay or cancellation of a primary flight the flight attendant will report to the departure gate of her back-up flight as soon as practical.
9. As soon as the flight attendant becomes aware that she will not be able to report for duty at or before the show time due to flight delays, cancellations or non-revenue seat availability she will immediately contact crew scheduling/tracking.

**SECTION 25: (Continued)**

10. The flight attendant will make every effort to report to the location at which she was scheduled to begin her pairing as soon as possible following the flight cancellation. The flight attendant and crew scheduler/tracker may mutually agree to an alternate location to which the flight attendant will report.
11. Crew scheduling will reassign a flight attendant to her original pairing as soon as possible when a flight attendant reports for duty following a missed report time. If the flight attendant's original pairing does not return to the location at which she was scheduled to report for duty she may be assigned to any other pairing that is scheduled to be completed at the same location.
12. Flight attendants who are unavailable for duty under this policy will not be paid or credited for any flights missed and the Flight attendant's minimum monthly guarantee will be reduced by the amount of scheduled flight time for all flights missed. In addition, expenses incurred prior to the assignment of her original trip or new trip will be the Flight Attendant's responsibility.
13. A Flight attendant may use the commuter policy protection no more than three (3) times in any consecutive twelve (12) month period.
14. If the Company is unable to verify that the Flight Attendant complied with these requirements, she will be considered a "no show" for her trip and will be subject to disciplinary action.
15. This policy will be reviewed after one (1) year and may be changed at that point by mutual agreement between the Company and the Union.

**SUSPENSION PROCEDURES** - Variation to this procedure may occur with approval from the Inflight Department head.

When a manager is notified of an irregularity that may warrant a suspension, the following steps should be taken:

1. The FA must be contacted as soon as possible to schedule a meeting. If the FA is on a day off the managers should try to contact her at home to make the meeting arrangements. If necessary a certified letter can be sent to the FA's home indicating the date and time of the meeting. In the event the FA does not respond to the attempts made to contact her, the manager should remove the FA from her next scheduled trip. At check-in time the manager will advise the FA that she has been replaced and must be available for the meeting.
2. If a FA is on a trip when a manager determines that a suspension must occur, she will be removed from the trip, in domicile, at the first opportunity.
3. A suspension will be classified as paid or unpaid. The manager will identify the pay ramifications with the FA at the time of the meeting.
4. All suspensions will occur immediately following the meeting with their manager. The days of suspension are consecutive regardless of scheduled vacations or days off.

**SECTION 25: (Continued)**

The following paperwork must be presented to the FA when a suspension is given.

1. A Personal Status Change (PSC) form indicating the dates of suspension with or without pay.
2. A letter to the FA stating the reason for the suspension, dates of suspension, and clarification of travel pass privileges during the suspension.
3. A FA who is suspended for excessive demerits will have the demerits documented on a written warning form.

**PROCEDURES FOR COLLECTION OF LIQUOR MONEY SHORTAGES:**

Memorandum agreed to by Company and AFA (reference IIF #04-110 LIQUOR SHORTAGES)

Last year your AFA representatives and the Company agreed to settle an outstanding grievance regarding the collection of liquor shortages. At that time the Company agreed to the following procedure with the ability to reevaluate after the end of the year. We have come to the conclusion that this procedure will remain in place as it relates to the collection of liquor/beer shortages only.

"The Inflight supervisors will review the liquor shortages on a three-month interval, beginning July 1, 2003. If after reviewing the shortages, the flight attendant has over \$5.00 worth of shortages, the flight attendant must pay the shortages. If the shortage amount is \$5.00 or less, the Company will agree not to collect the shortage. A flight attendant who demonstrates a pattern of depositing incorrect monies may be disciplined."

Reviewing liquor shortages on a quarterly basis verses a monthly basis provides the Company with a better overview of the flight attendant's history in depositing liquor money.

Please remember this does not negate the flight attendant's responsibility to deposit the correct dollar amount in the liquor/beer envelopes. Inflight management will continue to monitor shortages to ensure abuse of the system is not occurring.

**SECTION 26: SAFETY**

1. **Reference D.** The MEC Safety Chairperson will be notified and may attend any Air Wisconsin/FAA aircraft demonstration, which includes FAs, including all emergency evacuations.