



Things to Know When on Reserve (Your rights and responsibilities)

1. A reserve may not be assigned a trip prior to twenty four (24) hours before reporting time for the trip.
2. A reserve may not be called out without a specific flight assignment.
3. Reserves have two (2) hours to report for any trip assignment.
4. A reserve not assigned for duty may be released by 1700 hours local domicile time on the last day of reserve. In no case will any reserve on the last day of reserve be released later than departure time of the last Company flight leaving the domicile.
5. Upon completion of an assignment, a reserve FA must contact Crew Scheduling to be “released for rest” or “assigned another trip” as follows:

A. 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 9 hours rest, without contact from the company, then the limitation on hours of duty the following day is not required. Please refer to section 10, paragraph E, “The minimum scheduled rest period will be nine (9) hours check out to check in provided the FA will not be scheduled for more than eleven (11) hours of duty the following day.”

B. 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.

C. Section 5 (A) and (B), above are intended to apply to rest periods of 9 hours or less. Outside the 9 hour rest period, at domicile, the company may make contact and the reserve FA must be contactable at any time.

6. During a rest period, the company will not contact a reserve FA except that:

A. In domicile, if the rest period is 9 hours or less, the reserve must be contactable during the last 2 hours of the rest period. The reserve must be available by either telephone or pager, 7 hours after check-out. A reduced rest assignment will require the reserve to be available 6 ½ hours after check-out.

B. While on a layover of 9 hours or less, a call by the Company to a reserve FA during the first or last hour of the rest period to notify them of a change to their trip is not considered an interruption of the rest period. The last hour may be extended where the travel time between the hotel and the airport is greater than 15 minutes.



C. If a rest period on a layover is more than 9 hours, the reserve FA has the same obligation as a line holder in regards to returning calls to the Company.

D. The Company may try to contact a reserve FA after being “released for rest” at her domicile after 7 hours or in case of reduced rest after 6 ½ hours. However, if the Company tries to contact the FA after being “released for rest” before the legal rest period is over the reserve FA is not required to respond to either the phone or the pager. If the reserve FA volunteers to interrupt her rest period to return to the airport during the work day, she will receive time and one half for all additional time flown in that calendar day (including deadheading). Per diem will be calculated from the check-in of the first segment in the duty period until being released to rest following the additional assignments. To ensure that she is paid correctly (time and a half above her 70 hour guarantee), she should contact her supervisor, detailing the additional segments she volunteered to work.

7. When a reserve FA is called out for duty, she will be scheduled for no more than 14 hours of duty per day. Per our contract, time spent deadheading is considered part of the duty day.

8. Once a reserve FA reports for a trip, she is subject to the same Company and FAR guidelines as other FA's on the overnight.