

# Contract Info Card # 12-3

June 2007

**Personal Off (PO)-Section 10.M.3-5...** You may not submit a request for a PO any sooner than 12:00 Noon CT on the day the next month's contractual bidline awards are final (In other words, the start of the 72 hour window). The PO must fall within that month's contractual bid period. For example, lets say that the December bid awards were final on November 25<sup>th</sup>. and the contractual bid month is December 2-31. This means that your PO request cannot be made any sooner than 12:00 Noon CT on November 25<sup>th</sup> and the date(s) of the PO you are requesting must fall within the dates of December 2-31.

Additionally, requests for POs must be submitted at least twenty-four (24) hours in advance of the scheduled report time of your scheduled trip or RAP. POs are processed between the hours of 06:00 & 12:00 CT and again at 14:00-16:00 CT daily and are awarded on a first come first serve basis. PO approval is not dependant upon staffing, but a PO can be denied if more than 2% of the flight attendants at your domicile have already been given a PO. A PO is an attendance occurrence and it is an unpaid absence. You may convert a PO to a PVD no later than the 5<sup>th</sup> of the month following the month in which you took the PO.

**Personal Vacation Day (PVD)-Section 10.L.** ... Requests for PVDs may be submitted at any time via the company's computer system (RF Message). Swaps/Drops operates from 06:00 to 16:00 CT, during this time PVDs will be **processed as** they come in. Requests are processed between the hours of 07:00-11:00 CT and you will be notified if your PVD has been **granted no** later than 24:00 CT on the day it was submitted.

**Denials are kept on file for daily reevaluation.** PVDs may be denied due to staffing. PVDs may be granted in order of seniority at the domicile. You are only entitled to six (6) PVDs per year to be deducted from next year's vacation accrual.

**Reserve Assignments (Reserve Preferencing) Section 9.C.3- 4...**Each day, Reserve Flight Attendants may submit preferences for specific trips between the hours of 10:00 & 14:00 CT. Reserve assignments will be issued by Crew Scheduling at **18:00 CT**. A Reserve Flight Attendant can check to see what they have been assigned via either AVRS or DECS between the hours of 18:00 & 22:00 CT.

**Note:** Sequences may change from the time you viewed them in OT and the time they are assigned because other flight attendants are still able to TTOT and pick up OT between the hours of 10:00 and 12:00 CT

**Reserve Drops-Section 9.B.3 & 8.J.1.b...**A Reserve Flight Attendant may submit a request to drop a reserve duty day(s), however the request will processed no more than 48 hours prior to the start of the reserve duty day for which the drop is requested. Reserve drop requests are done on a first come first serve basis based on staffing and are processed each day between the hours of 07:00 and 11:00 CT.

After the monthly bids are awarded and you wish to drop a reserve day(s) for the following bid month, you can submit a drop request at the start of the 72 hour window. Drops submitted prior to the 72hr window period for the following month will be discarded.