

Contract Info Card # 12-5

June 2007

Swap and Drop Desk Hours...The desk operates from 06:00 until **16:00** CT, seven (7) days a week. The phone lines **are open** from 06:00 until 16:00 CT. Flight Attendants can still submit requests via RF messages or personal e-mail message after these hours.

Temporary Vacancies/TDY Bidding- Sideletter DD...Bidding for TDY will commence no later than the 10th of the preceding month in which the TDY will be offered. Bidding will close at 10:00 CT on the 15th of the month preceding the month in which the vacancy/TDY will be offered and the TDY bids will be awarded at 12:00 Noon CT on the 15th as well. TDY will be awarded in seniority order from among the flight attendants who bid for the vacancy/TDY at the bases at which the vacancy/TDY was offered. If you are awarded TDY you will be provided a bid packet for the base where you will be temporarily transferred and you will bid for and be awarded a line based on your seniority in the same manner as any flight attendant based at that domicile.

Training Bidding – Section 19.A... The Company will publish the recurrent training dates and list of flight attendants required to attend training in the bid package two (2) months prior to the applicable training month (i.e. March bid packages will include May training dates available for bid and names and priority (i.e. early or base month) of eligible Flight Attendants.) Training dates will be awarded in seniority order to Flight Attendants in the order of her/his training month priority: 1. Base Month; 2. Grace; 3. Early Month. If a Flight Attendant fails to submit a bid prior to the monthly bid closing time or fails to indicate training preferences on the bid, she/he will be assigned training dates. Once training dates are awarded, a F/A wants to change the date of her/his training, this will be processed so long as the request is received by the bid closing of the month prior to the training month and if class space is available, the Company will grant such request.

Trip Drops – Section 8.J. 1-6 ... Drops are processed on a first come first serve basis. Drops are only processed between the hours of 07:00 & 11:00 CT. If you put in for a drop after 12:00 Noon CT it will not be processed until the next day. A drop request will still be processed the same day as long as the time stamp is 11:59 CT or earlier.

Note: Same day trip drop requests must be done by telephone and followed up in writing.

If staffing does not permit the drop to be approved at the time it is processed, it will be kept on file and be re-evaluated each day until the day prior to the drop date requested. Requests may be submitted anytime beginning at the opening of the 72 hour window. Drops submitted prior to the 72 hour window period for the following month will be discarded. **Note:** A Flight Attendant will not be granted more than 2 partial drops per month.