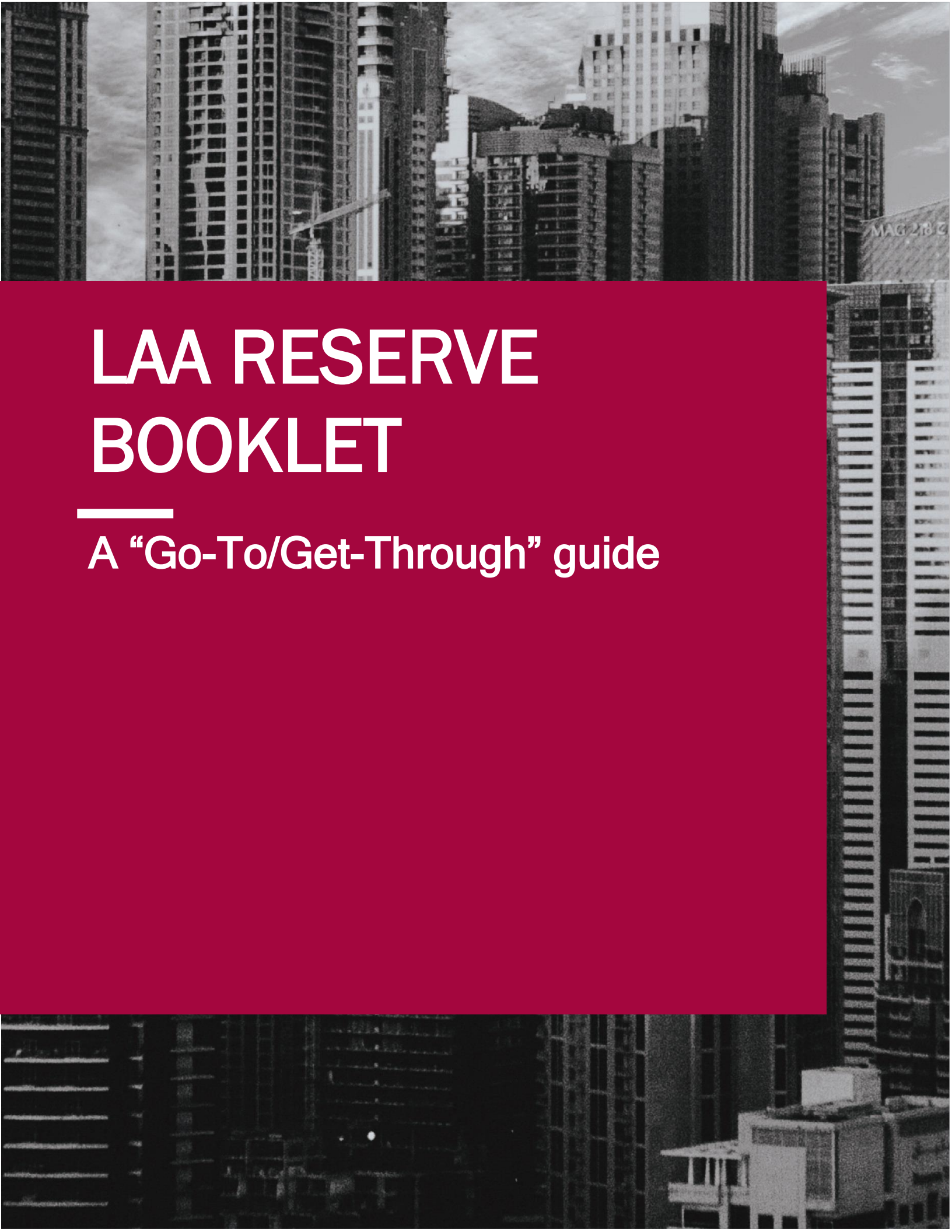




LAA RESERVE BOOKLET

A “Go-To/Get-Through” guide

What to do when on reserve:

Bidding

If you find yourself on the reserve list or back up list you should bid for the reserve lines that work the best for you and your life. If your base has specific speaker reserve lines (and you hold that qualification) you might consider bidding for one as it may have days that are beneficial to your desires. You do have the option of bidding off of reserve, or onto reserve. These options are found on the main menu of HIB (in DECS) or with the OBT (Online Bidding Tool). Please take note that when ***bidding onto reserve*** with vacation or an awarded leave- that reserve month will **not** serve as a credited reserve month. Should you have any questions regarding the bid award you need to reach out to your base planner.

Please find the planner assigned to your base below and their contact information:

1-800-VIP-CREW

If using your current bid status... #, 5, 9, 9

If contacting another base planner... #, *, 5, three letter base

Sherri Wadley Manager Crew Manning

Base(s)	Planner
click base for more info	
BOS	Sandra Clevenger
ORD	Janet Stephens
DCA	Treasure Lang
DFW	Treasure Lang
LAX	Grant Blakeney
LGA	Grant Blakeney
MIA	Janet Stephens
RDU	Sandra Clevenger
SFO	Grant Blakeney
SLT	Sandra Clevenger

[Click on the base beside the Planner's name for specific Base information and Planner Email.](#)

HIB Example: Bidding onto RSV

F/A BIDDING MAIN MENU FOR HAGAN K 627338

THE BID BALLOT WILL NOW ACCEPT AN OPTION R3 IN CONJUNCTION
WITH THE R1 AND R2 CODES AFTER A SELECTION.

THE R3 WILL EXCLUDE THAT SELECTION FROM BEING
CONSIDERED IN THE RELIEF AWARD PROCESS.

DETAILS MAY BE FOUND

FOS DIRECTORY HOT PATH - HIDIR/FA/CNTC/RLF -

AA FLIGHT SERVICE WEB SITE AND APFA WEB SITE

CODE	CODE	CODE
-----	-----	-----
1. OPTIONS	6. DELETE A BID	11. TRIGGER TRAIN
2. REMARKS	7. DELETE BALLOT	12. SELECTED RELIEFS
3. DISPLAY	8. CLOSE/SAVE**	X MAIN MENU
4. ADD/START*	9. IGNORE CHANGES	H HELP
5. INSERT BID	10. BUDDY BIDS	

**** ENTER YOUR DESIRED TRANSACTION BELOW. OR H FOR HELP****

YOUR BALLOT - PRIMARY OPTION- N
 ONTO RESERVE- N OFF OF RESERVE- N DOMESTIC
 SERVICE QUALIFIED ON ALL BIDS- Y PAPER BID*PAY ONLY*- N
 LANGUAGE PREFERENCE- NONE
 30/35 HOUR WAIVER-N VOL PURSER/FFA-N

 OPTIONS PANEL -FLIGHT ATTENDANT-

USE NUMBER BELOW TO CHANGE Y -TO- N OR N -TO- Y

CODE	CODE	CODE
1. OPT 1	5. ONTO RSV	9. PAPER BID
2. OPT 2	6. OFF RSV	10. ADD LANGUAGE PREF
3. NO OPT	7.	11. 35 HOUR WAIVER
4.	8. CHG SVC QUAL	12. VOL PURSER/FFA

INPUT DESIRED TRANSACTIONS SEPARATED BY A SLASH /

EX: 2/4/7 TYPE X TO RETURN OR H FOR HELP
 TO ADD LANGUAGE ADD 10 SPACE LANGUAGE

 TRANSACTION 1 PROCESSED

YOUR BALLOT - PRIMARY OPTION- N
 ONTO RESERVE- Y OFF OF RESERVE- N DOMESTIC

SERVICE QUALIFIED ON ALL BIDS- Y PAPER BID*PAY ONLY*- N
 LANGUAGE PREFERENCE- NONE
 30/35 HOUR WAIVER-N VOL PURSER/FFA-N

 OPTIONS PANEL -FLIGHT ATTENDANT-

USE NUMBER BELOW TO CHANGE Y -TO- N OR N -TO- Y

CODE	CODE	CODE
1. OPT 1	5. ONTO RSV	9. PAPER BID
2. OPT 2	6. OFF RSV	10. ADD LANGUAGE PREF
3. NO OPT	7.	11. 35 HOUR WAIVER
4.	8. CHG SVC QUAL	12. VOL PURSER/FFA

INPUT DESIRED TRANSACTIONS SEPARATED BY A SLASH /

OBT (Online Bidding Tool) Example: Bidding onto RSV

17	45	1	
18	46	1	
19	76	1	
20	77	1	
21	29	1	
22	41	1	
23	43	1	
24	44	1	
25	47	1	
26	40	1	
27	42	1	
28	149	1	
29	120	1	
30	148	1	
31	83	1	

220	48	243	
221	76	243	
222	77	243	
223	29	243	
224	41	243	
225	43	243	
226	44	243	
227	47	243	
228	40	243	
229	42	243	
230	149	243	
231	120	243	
232	148	243	
233	83	243	
234	152	243	

at the end of the list

PREVIEW UPLOAD

BALLOT OPTIONS

Selected Reliefs: (XXXX/XXXX or XXXX-XXXX)

PLACE: to

R1

RESET UPLOAD LIST

CHECK FOR EXISTING BID BALLOT



ballot options

Enter any bid ballot options:

☐ Option 1 ☐ Option 2 ☐ No Option

☒ Onto Reserve ☐ Off Reserve

☐ Paper Bid ☐ Waive 30-in-7 legality for month

☐ Voluntary Purser

133	132	1		268	70	243		403	188	24	
134	107	1		269	74	243		404	158	243	
135	108	1		270	182	243					

Selected Reliefs:

Trigger Training:

Buddy Bids:

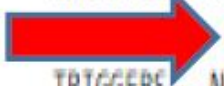
Ballot Options: 5

Remarks:



Uploaded Bid Ballot Check :

The following is the response from HIB:

```
CREWMEMBER BID BALLOT RECORD AS OF 18FEB18/1745
F/A HAGAN K          BASED MIA DOM EMP 627338 SEN 13190
MONTH MAR PRIMARY BALLOT PT-N OPTION-N CREATED-CRT
       ONTO RSRV-Y OFF OF RSRV-N SVCQUAL-Y
TRIGGERS - NONE 30 HOUR WAIVER- N VOL PURSER/FFA-N
**LANG.QUAL- NONE PREM - Y
```

I WAS AWARDED RESERVE- NOW WHAT?

Do I have a carryover sequence? If so, how is that treated?

- ✓ If you have a carryover that is an OE you will only see that time reflected in your PPROJ. Since an OE is P/NC (pay and no-credit) it will not count towards maxing out (that is why it is not in PROJ) nor will it be paid above GUAR. It will also not count into 35 in 7 calculations.
- ✓ If you have a carryover that is a TT you will see that time reflected in both your PROJ and PPROJ as it is P/C (pay and credit). This time will not count towards 35 in 7 unless it was part of your original line award.
- ✓ If your carryover was a trip from your original line award or company time (ie- HS, MU, CC, II, etc) you will see it reflected in both your PROJ and PPROJ (P/C) and this time will be used in 35 in 7 calculations.
- ✓ 35 in 7 has been implemented for RSVs and must be considered when calculating legalities.
- ✓ If your carryover has paper legalities (ie- VC, VX, VL, JD, SK, etc...) your DFP/24s or RSV OBL will commence after the scheduled debrief of the removal.

Trading while on reserve? Why yes, you CAN!

- ✓ You may trade DFPs. The requirements are that it must be for the same number of days and the request must be submitted at least 3 days prior to the first day involved in the trade.
- ✓ The trade cannot create 7 days of availability or less than 4 days.
- ✓ A trade may only include a M2 (moveable day) **if** it has already been moved by CS or the date of the M2 has already passed. CS will manually convert the M2 to an X2 upon request once one of the previous two options has occurred. This releases the DFP for you to use as needed.
- ✓ Reserves may also trade trips with another reserve (or a lineholder) as long as it is day for day. The trade must be manually conducted by CS.
- ✓ Cannot trade assignments once you have SI (signed in).
- ✓ RSV assignments must be confirmed via AVRS/CS.
- ✓ Trips must be same duration.
- ✓ May trade with a FA that picked up via OE.
- ✓ Will not affect RSV GUAR.
- ✓ TT may affect a FAs position in TARS.
- ✓ Pay/legalities are applied to trip flown.
- ✓ LO, RA, Option, MU, CC, CR, or SM may not be traded.

May I drop a trip on reserve?

Yes. Your guarantee (ORIG GUAR) will be adjusted (ADJ) down incrementally the value of the sequence dropped. You will assume the HBR (Home Based Rest) of the sequence so you will be out for the trip footprint plus HBR. You may waive the HBR associated with the trip dropped through DECS (HIHBW/SEQ/DATE).

How does CS determine reserve assignments?

There are two methods to assigning RSVs:

- There is the beginning of the month (first in/first out) and this is determined by a FAs period of inactivity (ie- DFPs, rest, VX/VC, SK, VL, and other days of unavailability/ excluding SA and training) since his/her last arrival at the base station is the longest. When two FAs have the exact same times the most senior FA will be utilized.
- During/throughout the month TARS (Time Accrued Reserve System) will be used during the nightly preparation for tomorrow's operation. The reserves will be arranged in time accrued order (least amount of time will be assigned first). For the purpose of TARS any credited time will be taken into account once the day has occurred. You will see this time in the GTD (Greater To Date) area of your HI1. SM (SK MU) and L2 (Limited Option 2) will not be included in this calculation. The company has the ability to (and oftentimes will) move outside TARS due to qualifications (ie: holding Pursers/speakers) and assigning sequences due to days available (ie: durational plotting).

HI25 may be used to view relative position. This is not a reliable tool in which to gauge usage probability. It does give you a broad, *general*, idea of reserve availability in your base of those that possess the same quals as well as their availability for durational plotting. Do not rely on this.

How do I preference?

You have the ability to HIPREF. This means that you may elect to preference what you are assigned during the call-in-coverage window (1700-2100). Your HIPREFs will only be read when you are within the utilization range (GTD to determine where you are) as provided. This is used during the initial, automated assignment of sequences. CS **may** use preferences when assigning trips not assigned during the initial automated process.

Day of Contractual Month	Utilization Range 30 Day Month 2:45 Avg. Day	Utilization Range 31 Day Month 2:40 Avg. Day
1	0:00 - 5:45	0:00 - 5:40
2	2:30 - 8:30	2:20 - 8:20
3	5:15 - 11:15	5:00 - 11:00
4	8:00 - 14:00	7:40 - 13:40
5	10:45 - 16:45	10:20 - 16:20

Day of Contractual Month	Utilization Range 30 Day Month 2:45 Avg. Day	Utilization Range 31 Day Month 2:40 Avg. Day
6	13:30 - 19:30	13:00 - 19:00
7	16:15 - 22:15	15:40 - 21:40
8	19:00 - 25:00	18:20 - 24:20
9	21:45 - 27:45	21:00 - 27:00
10	24:30 - 30:30	23:40 - 29:40
11	27:15 - 33:15	26:20 - 32:20
12	30:00 - 36:00	29:00 - 35:00
13	32:45 - 38:45	31:40 - 37:40
14	35:30 - 41:30	34:20 - 40:20
15	38:15 - 44:15	37:00 - 43:00
16	41:00 - 47:00	39:40 - 45:40
17	43:45 - 49:45	42:20 - 48:20
18	46:30 - 52:30	45:00 - 51:00
19	49:15 - 55:15	47:40 - 53:40
20	52:00 - 58:00	50:20 - 56:20
21	54:45 - 60:45	53:00 - 59:00
22	57:30 - 63:30	55:40 - 61:40
23	60:15 - 66:15	58:20 - 64:20
24	63:00 - 69:00	61:00 - 67:00
25	65:45 - 71:45	63:40 - 69:40
26	68:30 - 74:30	66:20 - 72:20
27	71:15 - 77:15	69:00 - 75:00
28	74:00 - 80:00	71:40 - 77:40
29	76:45 - 82:45	74:20 - 80:20
30	79:30 - 85:00	77:00 - 83:00
31	N/A	79:40 - 85:00

You may update your HIPREFs at any time but please keep in mind that these are captured when you are “inside” the utilization range when CS assigns sequences for the following day via the automated program. Should you be “outside” the utilization range you will be assigned the highest time sequence for which you are legal and available. In the event that there are two sequences with the same amount of time that you are legal and available the system will read your preferences even though you are “outside” the range.

The 5 categories that you have the ability to preference are:

1. **LO** (Layover City) - A desired layover city or cities. You may specify up to five (5) layover cities.
2. **DS** (Trip Duration) - A trip of a specific duration (e.g. 1D, 2D, 3D, or 4D or more).
3. **CT** (Co-Terminal) - A trip or SB assignment at one or more co-terminals at applicable bases. You may specify up to five (5) co-terminals.
4. **DV** (Division) - You may preference DOM (domestic) or INT (international).
5. **DT** (Departure Time) - A trip departure time, or SB sign-in time, which falls within a designated AM or PM window
 - AM1 = 0000 to 0859
 - AM2 = 0900 to 1159
 - PM1 = 1200 to 1659
 - PM2 = 1700 to 2359

```

HIPREF<
                                MAY RESERVE PREFERENCES
                                FOR F/A JJ SMITH
                                EMP 00000
                                LAX AS OF 15MAY0002
                                ... ASSIGNMENT PREFERENCES ...
MOST IMPORTANT  1. DV  INT
                2. LO  LHR
                3. DT  AM2 PM1
LEAST IMPORTANT 4. DS  3D
                5. CT  LAX
                                ... RESERVE OPTIONS ...
REQUEST LONG CALL      REQUEST RELEASE
TOMORROW - NO          TOMORROW - NO
FUTURE   - NO          FUTURE   - NO
SHORT CALL VOLUNTEER   DUTY FREE SLIDE
TOMORROW - NO          NO
FUTURE   - NO
  
```

Preferences are read top to bottom, left to right. As soon as a preference may be awarded the sequence is assigned. The system does not weigh preferences nor does it look at them collectively. You need to be diligent in ordering/ranking them in accordance with your desires. In the example below, a FA wants to delete the third preference:

HIPREF	
RESERVE PREFERENCES FOR F/A JJ SMITH EMP 999999 LGA DOM AS OF 1355/2 SEP 02	
-----ASSIGNMENT PREFERENCES-----	
MOST IMPORTANT	1. LO ATL PHL PDX SEA ORD
	2. DT AM1 AM2
	3. DS 3D 2D
LEAST IMPORTANT	4. CT JFK LGA
-----RESERVE OPTIONS-----	
REQUEST LONG CALL	REQUEST RELEASE
TOMORROW – YES	TOMORROW – YES
FUTURE – YES	FUTURE – NO
SHORT CALL VOLUNTEER	DUTY FREE SLIDE
TOMORROW – YES	YES
FUTURE – YES	

To delete the third preference:

To Delete a Preference

To delete a preference, enter HIPREF/MONTH/PRIORITY NUMBER/D

Example: HIPREF/SEP/3/D

HIPREF/SEP/1/LO/ATL/PHL/PDX/SEA/ORD

HIPREF/SEP/2/DT/AM1/AM2

HIPREF/SEP/3/DS/3D/2D

HIPREF/SEP/4/CO/JFK/LGA

Since #3 has been deleted which changes it to *NO PREFERENCE*. As a result #4 will be read immediately after #1-2.

Entering Preferences

To indicate preferences, make the following entry in your personal mode:

HIPREF/MONTH/PRIORITY/TYPE/PREF/PREF/PREF/PREF/PREF

Month = three letter month abbreviation (JAN, FEB, etc.)

Priority = the priority ranking of your preference. One (1) is the most important, five (5) is the least important.

Type = type of preference (co-terminal, departure time, trip duration, layover, division). You must use the two-letter code which applies to the preference type

CT = co-terminal
DT = departure time
DS = trip duration
LO = layover city
DV = division

Pref = specific preference. You may enter up to five (5) preferences for layover city (LO) and co-terminal (CT), and up to four (4) for departure time (DT) and trip duration (DS)

What is the order of assignments for call-in coverage?

1. SB assignments
2. Specific Trip Sequence
3. RDY RSV Status Assignment
4. RLS Assignment
5. AM/PM Ballot

A FA will not be involuntarily assigned a second SB assignment until all other FAs at the base that are **legal and available for such assignment** have been assigned/served at least one time.

The lowest time FA, with required quals, will be assigned SB.

In the event the FA is qualified for two or more SB assignments with the same requirements which differ only in SI (sign in) and CT, the FA will be assigned the SB which best meets their pref(s) for CT and DT.

Ok- so you were not awarded SB or a sequence- you are assigned RDY RSV.

A FA may be assigned out of TARS or bypassed for a flying assignment due to qual(s) or availability.

What is an AM/PM Ballot?

The AM/PM ballot replaced the Long Call RSV option.

You may bid for an AM/PM ballot through the FS website (Crew Resources> Quick Links> AM/PM Preference Ballot). The awarded ballot allows for a FA to be available for a portion of the day rather than the full 24 hours.

- The ballot must be cast between 0001-1459 CT each day. It is only good for one day- tomorrow.
- AM Reserve is from 0000-1300, but may be contacted beginning at 2200 HBT for a SI no earlier than 0000 and no later than 1300.
- If you are awarded AM Reserve, your HI1 will show for that date that you are **RLSD 1301-2358**.
- PM Reserve is from 1100-2400, but may be contacted at 0900 HBT for a SI no earlier than 1100 and no later than midnight.
- If you are awarded PM Reserve, your HI1 will show for that date that you are **RLSD 0001-1059**.
- Awarded by bidding seniority of those eligible.

Below is a sample of the AM/PM Reserve Preference Ballot that can be found on the Flt Svc web Crew Resources page.

operations.flight.s		AM_PM_Test	UNLIMITED
---------------------	--	------------	-----------

AM / PM Reserve Preference Ballot

Already submit a ballot today?
Keep in mind only your most recent submission will be considered.

Be sure to submit a ballot no earlier than 0001 and no later than 1459 Central Time on each day preceding a reserve day. You can check your HI1 at 1800 Home Base Time or later to verify your award.

- An AM award will appear as "RLSD 1301-2358" on your HI1 and if you call AVRS you will hear "You are released until 2358" which means you were awarded an AM preference.
- A PM award will appear as "RLSD 0001-1059" on your HI1 and if you call AVRS you will hear "You are released until 1059" which means you were awarded a PM preference.

AM Available Period 0000-1300 (may be contacted at 2200 for 0000 report)
PM Available Period 1100-2400 (may be contacted at 0900 for 1100 report)

...

▼

First Choice

...

▼

Second Choice

Need to change or cancel a previous request?

To change a previous request, you should submit a new ballot.

If you have changed your mind and do not wish to preference AM or PM Reserve, click In Box Below:

☐ Yes, please cancel my previous request (must be submitted no later than 1459 Central Time)

The fine print: Please read and check each of the statements of understanding below:

☐

I have read, understand, and agree to the terms of the AM / PM policies and procedures listed on the Flight Service website and I understand that once the daily list is captured, I may not change or cancel my choices.

NEXT

Once the ballot has been submitted you need to confirm your ballot to get a confirmation number.

Careful...your ballot is not considered complete/submitted without a confirmation number.

- After you have clicked the "Next" button above, click the "Confirm" button on the next screen to get a confirmation number.
- Blank ballots do not generate a confirmation number.
- Make sure you have selected at least one choice above before clicking "Next".
- It's a good idea to print your confirmation number.

Didn't receive a confirmation number?

If you didn't receive one, you will need to submit a new ballot to ensure your preferences are considered.

EXAMPLE OF HI1 STATUS FOR THE DAY

DD	ST	RMV	ADD	SEQ	FLT	FLT	SKED	STTL	ACT	GRTR	GTTL
01	72			RLSD	1301	2358	←	AM	Preference	awarded	
02	72			RLSD	0001	1059	←	PM	Preference	awarded	
03	72			RDY	RSV		←	On	call	for the entire day	
04	72			RLSD	0001	2359	←	RLSD	for the entire day		
05	72			24	0000	2400		Duty	Free	Period	

So how does AM/PM RSV work with “day of” coverage?

- 24-hour RDY RSV “day of” assignments are assigned by TARS with quals and durational plotting.
- Day of open time reserve coverage will consider reserve blocks of availability, remaining days of availability in the month prior to a planned absence greater than 14 days, and GTD time. In addition:
- AM departures are assigned primarily to AM Reserve and secondarily to 24-hour RDY RSV.
- PM departures are assigned primarily to PM Reserve and secondarily to 24-hour RDY RSV.
- CS will attempt to use a PM RSV on all-nighters prior to a 24-hour RDY RSV.
- Trips departing during an overlap window would use AM RSVs, then 24-hour RDY RSVs, then PM RSVs.
- JCBA call-out times apply. Two (2) hours/three (3) hours for a co-terminal.

How do I submit a RLS (release) request?

- HIRLS/DATE or,
- HS CS or,
- Call CS
- RLS are awarded on the basis of highest accrued time of those requesting.

What is my call-in obligation?

I am obligated to call AVRS (1.800.VIP.CREW), to obtain my RSV assignment between the HBT of **1700-2100**. There are a few occasions that you may have no obligation to call which we will address in a few moments. When calling the tape you may hear a few different scenarios. You will have one of these assignments:

- Relative position- RDY RSV/No assignment
- SB assignment
- Sequence
- AM/PM Preference (award with modified RLS)
- 24 hour RLS
- Please call CS

So do I have to call the tape?

If Duty Ends Before the Call-in Window:

You have two options:

- Call AVRS, or
- Call Crew Schedule during your debrief to inform them that you will not call AVRS during the normal Reserve call-in window and that you will make contact immediately after your rest break ends. When making this contact, you must be available for sign-in at the airport no earlier than one hour later.

If Duty Ends During the Call-in Window:

Yes, you must call AVRS.

If Duty Ends After the Call-in Window:

No, there is no obligation to call AVRS or make any contact with Crew Schedule. You must be available for assignment after the completion of your legal rest.

You are never OBL (obligated) to contact or return a call to CS while on a DFP/VC/VX, or call AVRS. If you elect not to, once your DFP/VC/VX concludes you are required to contact CS to confirm your next RSV assignment and be available for an airport SI no earlier than one (1) hour following the conclusion of the off duty period, two (2) hours prior to departure of the first leg of the sequence.

Please remember that CS **may** contact you while on HBR (home based rest) you have no OBL to answer nor do you have an OBL to return the call. CS will use its best efforts to avoid contacting you on your legal rest period between the hours of 2300 and 0600.

When calling AVRS you are only required to call-in once during your window.

Please reference the chart to understand your RSV status and OBL.

RESERVE STATUS TODAY	RESERVE STATUS TOMORROW	OBLIGATION AFTER AWARD
AM	ASSIGNMENT	NO
AM	AM	NO
AM	PM	NO
AM	READY	NO UNTIL 2400
PM	ASSIGNMENT	YES UNTIL 2400
PM	AM	YES
PM	PM	YES UNTIL 2400
PM	READY	YES
READY	ASSIGNMENT	YES UNTIL 1900
READY	AM	YES UNTIL 2400
READY	PM	YES UNTIL 2400
READY	READY	YES
ASSIGNMENT	ASSIGNMENT	NO
ASSIGNMENT	AM	NO/REST DETERMINES
ASSIGNMENT	PM	NO/REST DETERMINES
ASSIGNMENT	READY	NO/REST DETERMINES

Note: If assigned a next day sequence, 24-hour release or SB assignment, Reserves are still available for same day coverage until 1900 even after next day trip is confirmed.

How is a RSV notified for an assignment?

- Through AVRS
- CS Calls
 - CS will call Primary phone number first then Secondary number, if applicable.
 - FA has 15 minutes to return CS message from Secondary number on file. If FA only has a Primary number, then 15 minute callback required from the Primary message.
 - FA is entitled to 2 hours to report (not tied to a SI or departure time) to airport/ 3 hours for a base that has co-terminals.
 - This is 2hr/3hr is triggered when you have first-party contact with CS and they notify you of the assignment.
- Mid-Sequence
 - RSV FA answers a call from CT (Crew Tracking). You are not required to answer a mobile and/or hotel call. If you elect to answer you are obligated to the legal assignment/reassignment.
 - ACARS may be used for “today’s” operations. It must include specifics of RA/RS (ie: which FAs, flight number, destination, departure time). This is considered first-party contact.

- AA personnel may be used to notify a FA.
- For next-day operations first party contact must be made by CT or another AA personnel- not necessarily a member of management.

So let's cover assignments....

SB:

- Will not be required to remain at the airport in excess of 6 hours without being given a flying assignment scheduled to depart within the 6 hours.
- CS *may* RLS a FA from SB assignment early (this will not reduce your pay).
- If you receive no assignment while on SB you receive 5 hours P/C (Pay & Credit). This will be reflected in your PROJ, SPROJ, and PPROJ immediately. It will be reflected in your GTD once the nightly file maintenance has been completed.
- If you receive an assignment while on SB you will receive one minute of P/NC (Pay No Credit) for every two minutes on duty for the SB time served prior to the report time for the assigned sequence. You will see this reflected in your PPROJ. The assigned sequence will be reflected in both PROJ and PPROJ.
- Should you receive an assignment that you are unable to fly due to a cancellation/delay you will revert back to 5 hours P/C or E-Time for your duty day; whichever is greater.
- SB FA will receive overhead page in crew room to contact CS for assignment.
- FA must be ready for immediate assignment.
- FA may contact CS and leave a mobile number while on SB when leaving operations area.
- DECS code to check remaining departing flights for an airport: **GILDISWADcity** (ie: GILDISWADMIA)

Flying Assignments:

- DOM Requirements:

DOMESTIC DUTY LIMITATIONS (Actual Operations) (Updated 11/1/17)

In actual operations, the table below establishes the maximum on-duty period limitations based on report time (HBT). This chart is used when a FA is rescheduled or when a sequence has to be repaired or rebuilt.

Report Time	Re-scheduled On-Duty Max	Operational On-Duty Max
0500-1659	13:15 hours	15:00 hours
1700-2259	12:15 hours	13:00 hours
2300-0459	11:15 hours	12:00 hours

Note: Standby reserve duty limitations will use above chart until Section 12 Reserve is implemented.

- INT Requirements:

ON-DUTY LIMITATIONS – INTERNATIONAL

On-duty period begins at report time (one hour prior to departure) and ends after 30 minute debrief. Deadheading FAs currently sign in 30 minutes prior to scheduled deadhead.

Schedule Type	Scheduled/Rescheduled On-Duty Maximum	Operational On-Duty Maximum
Non-Long Range	14 hours	16 hours
Long-Range	16 hours	18 hours
Extended Long-Range*	Flight Time + Sign-in + debrief	Original Schedule + 3 hours

**Extended Long-Range not eligible for Voluntary Duty Day Extension (VE) see pg. 2*

Home Based Rest:

- DOM Sequences

Home Base Rest – Following a Domestic Reserve Sequence

Home base rest required after a trip sequence or training for Reserves is 12 hours.

Home base rest after a carry-over/fly-through trip is governed by FA status at trip origination, regularly scheduled or Reserves. For example, a regularly scheduled trip into a Reserve month would require at least 11 hours of rest after completion.

- INT Sequences:

Home Base Rest – Following an International Reserve Sequence

IF TRIP SEQUENCE CONTAINS	REQUIRED HOME BASE REST IS	REDUCIBLE BY THE COMPANY	REDUCIBLE BY FA
No flight legs in excess of 7 hours	12 hours	No	No
Non-stop leg in excess of 7 hours	14½ hours	No	No
Long-Range Non-stop leg over 12 hours but not more than 14-1/2	36 Hours	No	No
Extended Long-Range Non-stop leg in excess of 14-1/2 hours	48 Hours	No	No

Note: Reserve DFP(s) may run concurrently with required Home Base rest.

- Training events do not trigger debrief.
- Always ensure you have a manual RLS time input for IROPS to ensure appropriate rest is captured.
- You must contact CT/CS to correct any inaccuracies regarding SI and RLS times.
- If last segment in a sequence is a DH and you experience delays you must contact CT to have your actual RLS time captured. The computer will only recognize the scheduled RLS.
- RSV is eligible for call out pay (P/NC) for unable to originate and when applicable you must contact CS prior to leaving airport to have RLS time captured and call out pay applied.
- Midsequence call out pay (P/C) must be pay claimed through Direct Connect/PayComp. Must contact CT to get RLS time captured for appropriate layover rest.

RSV Monthly Maximums and Monthly RLS:

- 85 hours in PROJ
 - FA RLSD from any remaining RSV days
 - RSV becomes a regularly scheduled FA for the purpose of II, MU, or OE flying on RLSD RSV days and/or DFPs relinquished in accordance with supplemental flying.
 - Contact CS for assistance due to programming constraints.
- 80.01 hours in PROJ
 - DFP on last day of contractual month FA may contact CS to be RLSD from remaining RSV days.
 - RSV on last day of contractual month, FA may contact CS and have RSV days RLSD **except** for the last day of the month.
 - RSV FA may not fly on RLSD days.

RSV Supplemental Flying:

- Must originate in a RSV month to be paid above GUAR.
- May relinquish all DFPs. Due to programming constraints CS may be utilized to manually process supplemental flying.
- Consists of Optional Exchange (OR), Limited RSV Option (L2), SK MU (SM), and Critical Coverage (CR).
- Supplemental flying must terminate by 1145/DOM and/or 1130/INT to prevent an illegality/conflict for future RSV assignment.
- RSV supplemental flying will be reflected in the FLYDFP column of your HI1 except for SM. SM will be deposited into your SK bank.
- If calling in SK for an OR, paid SK hours (if available) will reflect in the FLYDFP or be added below the sequence as GUAR PREM.
- Dropping an OR will not affect GUAR. Should you see a reduction Direct Connect paycomp for correction.
- Supplemental flying may be protected under IPP (Interim Pay Protection).
- A RSV following pay protection will see the hours added directly to their HI1 and not their FLYDFP. It will be added as GUAR PREM. These hours are paid above GUAR and will not be reflected in your PPROJ but as a line item pay on your payroll summary in ePays.
- OE carryover from a LH (lineholder) to a RSV month will not be paid above GUAR. It will only be reflected in your PPROJ. This time is not eligible for monthly max as it is not reflected in PROJ.
- ALL RSV supplemental flying is covered under IPP (Interim Pay Protection) [IPP Document \(Lydecker\)](#)

RSV SK:

- SK bank will be charged the daily RSV rate.
 - 4.10 for a 30 day bid month
 - 3.56 for a 31 day bid month
- A RSV clearing prior to 1200 HBT will be immediately available for assignment and will not be charged the daily SK rate for that day.
- A RSV clearing after 1200 HBT will not be available for the remainder of the day and will be charged the daily SK rate for that day.
- If going on SK list and clearing for the same calendar day SK bank will be charged if no flying is performed.
- If on a RDY RSV day and calling SK for next calendar day operations the SK call will begin on the calendar day of the call.

Missed Trips/Assignments:

- When a FA receives a TM they have two options:
 - RLSD for the remainder of the day and GUAR reduced by the RSV daily rate for that day or
 - Contact CS to go back on their rotation for the remainder of the day and GUAR will not be reduced. CS may exercise one of the following options:
 - Assign a sequence
 - Assign SB if already reported to the airport
 - Assign RDY RSV for the remainder of the day

Paper Legalities:

- FA is relieved from flying duties and does not assume the rest requirements for the removal (ie- VC, VX, SK, VL, JD, etc..)
- FA would be available for RSV assignment once paper legalities expire.

DFP/Duty Free Periods/24s:

- RSV must originate with 12 DFPs for the month.
- One DFP will be an M2 (moveable day).
 - *May* be moved, forward or backward, at CS discretion.
 - CS must notify FA at least 12 hours prior to the start of the moved M2.
 - VM serves as notification.
 - M2 may only be moved once.
 - May be a dangle.
 - If M2 not used by CS, and FA desires supplemental flying, the FA must contact CS to RLS (recode to X2) the day.
- CS may assign sequences that are **scheduled** to terminate no later than 12 hours from the scheduled start of their DFP.
- Once the sequence has concluded FA will see a DFP slide. DFP will commence once applicable rest has concluded.
- RF assignments that carryover into a line month **do not have to terminate prior to noon** and can conflict DFP/DO/Sequence.
- During periods of Critical FA Staffing Shortages CS *may* invoke Foundation Document 9.L, steps 6-7-8. In doing so CS may assign a RSV FA on a DFP. ☹

Training:

- Slots may be limited to RSVs due to staffing needs.
- May self-enroll on RSV days immediately following DFPs.
- When experiencing IROPS with return travel must contact CS to have correct RLS time captured and appropriate HBR applied.
- Voluntary training may be plotted by FA on DFPs.

The 2001 Contract (CBA), as modified in 2003 via the Restructuring Participation Agreement (RPA), the 2012 Conditional Labor Agreement, and the 2014 Joint Collective Bargaining Agreement (JCBA) are the prevailing documents. The language in this LAA Reserve Guide has been paraphrased and in the event of dispute, the source document(s) will prevail.