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# Bidding & Awards Guide

## Updates as of July 26, 2018

### Flight Attendant Guide Supplement

Effective October 1, 2018



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## Content Updates to the Bidding & Awards Guide

Below are references to various sections of the *Bidding & Awards Guide*, which are corrected or have additional information included.

### Chapter 1, Section E: Sub-Bases (page 7)

*The text on the first paragraph of page 7 should read as follows (red font denotes updated text):*

In each Domicile, there may be sub-Bases for FSL and / or LQ Flight Attendants. FSL and LQ Lines will be included in the monthly bid packets for each Domicile. FSL Lines will share the line number ranges of the Regular Lines, ~~but will be bid by position~~. FSL Reserve and Vacation Relief Lines will have separate line number ranges. LQ Lines will be identifiable by a pre-determined line number range. To bid for either an FSL or LQ Line, you must select the appropriate line number ~~and position, if applicable~~. FSL and LQ Lines and positions will be awarded in Flight Attendant bid seniority and will be based on qualifications.

### Chapter 1, Section G: How to Read Lines of Flying: Example of a Reserve Line of Flying (page 11)

*The text on the third paragraph of page 11 should read as follows (red font denotes updated text):*

The Company may schedule additional Reserve Lines with up to 16 days off (with a reduction in Line Guarantee). ~~If you are assigned a Reserve Line with more than 12 days off~~, you may contact the Company to have availability days off restored (no later than 3 days prior to the new month). The restorable days off will be indicated with a “+”.

### Chapter 2, Section B: Block Bid (page 26)

*The text on page 26, under Image 2.17, should read as follows (red font denotes updated text):*

When doing a block bid, if a line contains more than one position, the system will consider positions ~~in the following order, for example: FM01 [PUR01], followed by FA01 and the FA02 on a 3 position line~~.



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### Chapter 3, Section D: Post Award (page 47)

The chart on page 47 should read as follows (red font denotes updated text):

Award Qualification	Line Award	Position	Explanation
REG	[Line number]	PUR01, FA01-06 (may vary by the bid matrix in the Cover Letter)	A Regular Line awarded
RSV	[Line number]	PUR##, FA01-## (## is the sequence number among Flight Attendant awarded this RSV line)	A Regular Reserve Line awarded
FSL	[Line number]	FSL01	An FSL Line awarded
FSL	[Line number]	FSL-## (## is the sequence number among Flight Attendant awarded this RSV line)	An FSL Reserve Line awarded
[Language]	[Line number]	LS01-03	A Language Line awarded
[Language]	[Line number]	LS01-## (## is the sequence number among Flight Attendant awarded this RSV line)	A Language Reserve Line awarded
FSL or Non-FSL	[Line number] -VRL		A Vacation Relief Line
	MIN	[empty]	On a paid absence awarded 71 hours of pay deducted from the sick leave bank
	MAX	[empty]	On a paid absence awarded 100 hours of pay deducted from the sick leave bank
Inactive at time of award	Inactive at time of award	Inactive at time of award	Not available for 15 or more days or is not CQ qualified on the day of the award

### Chapter 5, Section B: Reserve Move-Up Award Process and Timeline (page 57)

The last sentence of the third paragraph on page 57 should read as follows (red font denotes updated text):

If you are awarded a Move-Up Line, you will be notified by FAST. This contact may be made through CCS, Help Hub email to your United email, or by phone.



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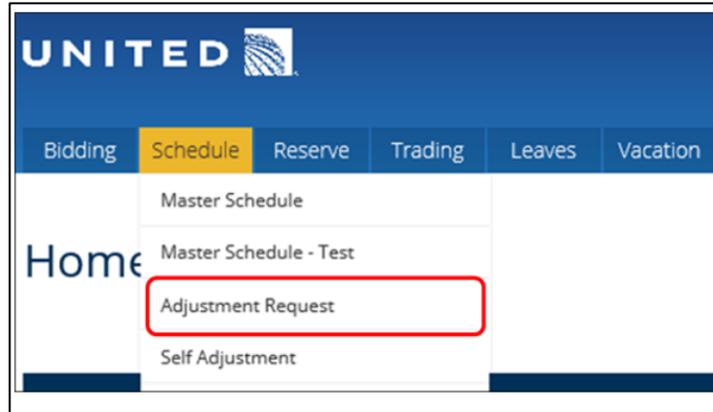
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## New Information for the Bidding & Awards Guide

### RA Days and Adjustment Request

If you do not wish Crew Scheduling to have the option to assign you RA days during the adjustment process, you must specify so during the bidding process, each month.

In CCS, under the Schedule tab, select the Adjustment Request screen. There is a difference between the Adjustment Request screen and the Self Adjustment screen. Please see image to the right.



You must select this option during the bidding process, before you know if you have an End of Month (EOM) conflict that will require an adjustment. If you select the "Do Not Use" for the "RA Days for adjustment" option, Crew Scheduling will still have the ability to adjust your schedule with available pairings, but will not be able to use RA days as an option. Please see image below.

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Bidding Schedule Reserve Trading Leaves Vacation Work History Pay Other Help

### Adjustment Request

**Adjustments**

Bid Period	Employee Name
Aug 18	SHERRY WALTON

You do not have any selections saved for selected bid period.  
Defaults are denoted by an \*.  
If your request matches the default it is not necessary to make a selection.

**RA Days for adjustment** Do Not Use

**Desired Pairing Length** [Dropdown]

**Request Specific Days Off**

Selection 1	Selection 2	Selection 3	Selection 4
[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]

**Requested Pairings For Adjustment**

Pairing Number
[Input]

**Save Reserve Day Off** [Dropdown]

Save Adjustment Selections      Reset Adjustment Selections



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It's important to understand, that if you select "Do Not Use" for the RA days option, and if there is no pairing available to satisfy your EOM conflict, your guarantee will be reduced by the value of the pairing that is dropped out of your new month's schedule, which is causing the EOM conflict.

For a full explanation on adjustments, including how to specify "Do Not Use" for the RA days option during bidding, see the *Trip Trades & Adjustments Guide*, once available.