



**DID  
YOU  
KNOW?**

## How to Submit a Vacation Trade

### How to submit a Vacation Trade on Unimatic

1. Sign into Unimatic using the SON/(File Number) command and password
2. Clear your Unimatic screen
3. Type DIS\*67960

```
DIS*67960
```

4. Press enter

```
DIS*67960  HDQUN  11DEC2031.37850
* FLIGHT ATTENDANT VACATION TRADES MUST BE BETWEEN TWO FA'S *
  VACATION TRADES MUST BE RECEIVED TWO MONTHS IN ADVANCE
  OF THE CLOSER IN VACATION PERIOD -SEE RULES ON DIS*27874
  * ARROW DOWN TO PLACE YOUR DOM CODE BEFORE SW (EX: ORDSW)*
*TRD MUST BE REC'D MONTH PRECEEDING MONTH OF VAC (2-MO PRIOR)*
»SEND
WHQTX  ___SW
DOMICILE - ...  **VACATION TRADE**      VACATION TO TRADE
NAME - ...../FILE#- ..... MM/ DD/ 15 - MM/ DD/ 15
NAME - ...../FILE#- ..... MM/ DD/ 15 - MM/ DD/ 15
**ACCEPTANCE OR DENIALS WILL BE IN METER FORM TO YOUR DOMICILE*
** VACTRD'S AWARDED PER SECT 18**CANNOT TRADE INTO VAC WITH-IN
  A FURLOUGH PERIOD**TO AVOID CONFUSION PLACE ONE TRADE ON AT
  A TIME.  TAB HERE AND ENTER TO SUBMIT **>>>  ENTER
```

5. Type your three (3) letter domicile location code after the HDQTX so that you complete the department code (e.g. if based in Denver you would type DEN right before the SW to complete the full department code as DENSX).
6. Tab to the next location and type your three (3) letter domicile code after DOMICILE \_\_\_\_.



7. Tab and enter your last name and first initial separated by a comma.
8. Tab to enter your six (6) digit file number including any leading zeros.
9. Tab to enter the Vacation start date and end date you would like to trade.
10. Tab to enter the Flight Attendant's last name and first initial separated by a comma with whom you wish to trade vacation.
11. Tab to enter the six (6) digit file number including the leading zeros of the Flight Attendant with whom you wish to trade vacation.
12. Tab to enter the vacation start date and end date of the Flight Attendant with whom you wish to trade.

```

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*TRD MUST BE REC'D MONTH PRECEEDING MONTH OF VAC (2-MO PRIOR)*
»SEND
WHQTX DENSX
DOMICILE - DEN      **VACATION TRADE**          VACATION TO TRADE
NAME - SOTO,M...../FILE#- 875421 04/ 06/ 15 - 04/ 11/ 15
NAME - PAYNE,A...../FILE#- 076430 05/ 18/ 15 - 05/ 23/ 15
**ACCEPTANCE OR DENIALS WILL BE IN METER FORM TO YOUR DOMICILE*
** VACTRD'S AWARDED PER SECT 18**CANNOT TRADE INTO VAC WITH-IN
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```

**Note:** Vacation Trade Requirements:

- Vacation trades must be between two (2) Flight Attendants who are based in the same Domicile.
- Vacation trades cannot occur within a Furlough or Leave of Absence (LOA) period.
- Trades involving Primary Vacations (Phone I) award must be for the same or equal total number of Primary (phone I) vacation days.
- Secondary or Tertiary vacations do not need to have the same equal amount of days and will be reduced to accommodate a trade. Both Flight Attendants will end up with the smaller number of days.
- Each Flight Attendant is Permitted a maximum of two (2) vacation trades per year.
- Vacation trades must be submitted via DIS\*67960. Once processed, a confirmation meter will be sent to your domicile and will be reflected in the "2015 Actual Vacation" section of the VACBID screen.
- Vacation Trades are processed by the Flight Attendant Support Team (FAST) and must be received by the last day of the Flight Attendant schedule month, two (2) months prior to the month in which the vacation resides (e.g. for a July vacation trade you must submit your trade by May 31st) with the following exceptions:
  - When trading vacations contained wholly within the same schedule month, trades must be received prior to the opening of the schedule bidding for the month involved.
  - January Vacation trade requests must be submitted by December 15, 2014.
  - February Vacation trade requests must be submitted by December 30, 2014



13. Tab one last time to the end of the page and press enter to submit your vacation trade.

```
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WHQTX DENSW
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NAME - SOTO,M...../FILE#- 875421 04/ 06/ 15 - 04/ 11/ 15
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  A TIME. TAB HERE AND ENTER TO SUBMIT **>>> ENTER
MESSAGE SENT
```

14. You will receive a message at the end of the page. MESSAGE SENT

**Note:** It is always recommended that you print this page and keep it for your records. You will receive a message in your domicile mailbox once the trade has been approved or denied.

### How to Print a Vacation Trade from a United Terminal Computer to a Unimatic Page Writer

1. Place the curser directly in front of the word send.

```
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MESSAGE SENT
```



2. Type two colons (::) to replace the som (») and the S in SEND.

```
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DOMICILE - DEN **VACATION TRADE** VACATION TO TRADE
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MESSAGE SENT
```

3. Move the cursor to the end of the message and press enter.

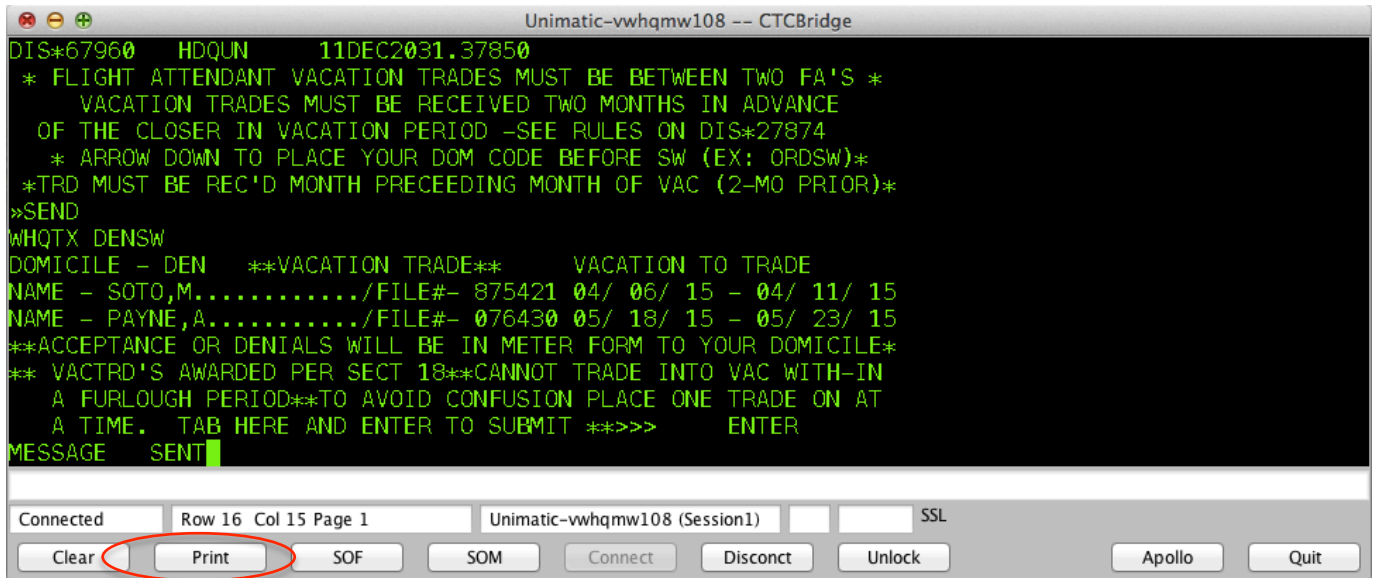
```
DIS*67960 HDQUN 11DEC2031.37850
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MESSAGE SENT
```

4. The request will print on the associated Unimatic Page Writer.

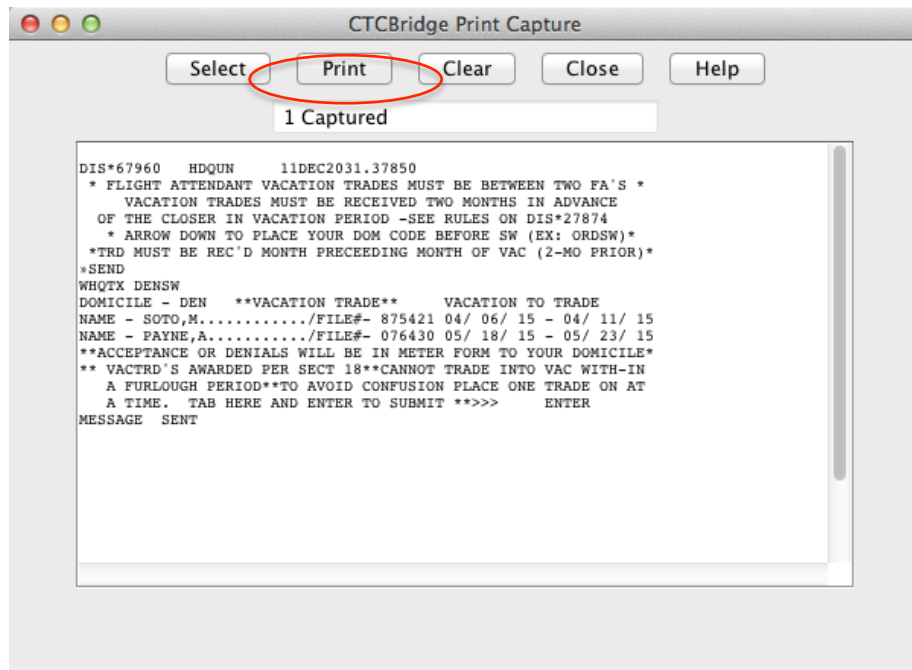


## How to Print a Vacation Trade from Home or Personal Computer

1. Click the print button at the bottom of the program.



2. The Print Screen will appear with the message to print.
3. Click the Print Button on the Print Screen.



4. The request will print on the default printer settings on the computer.

