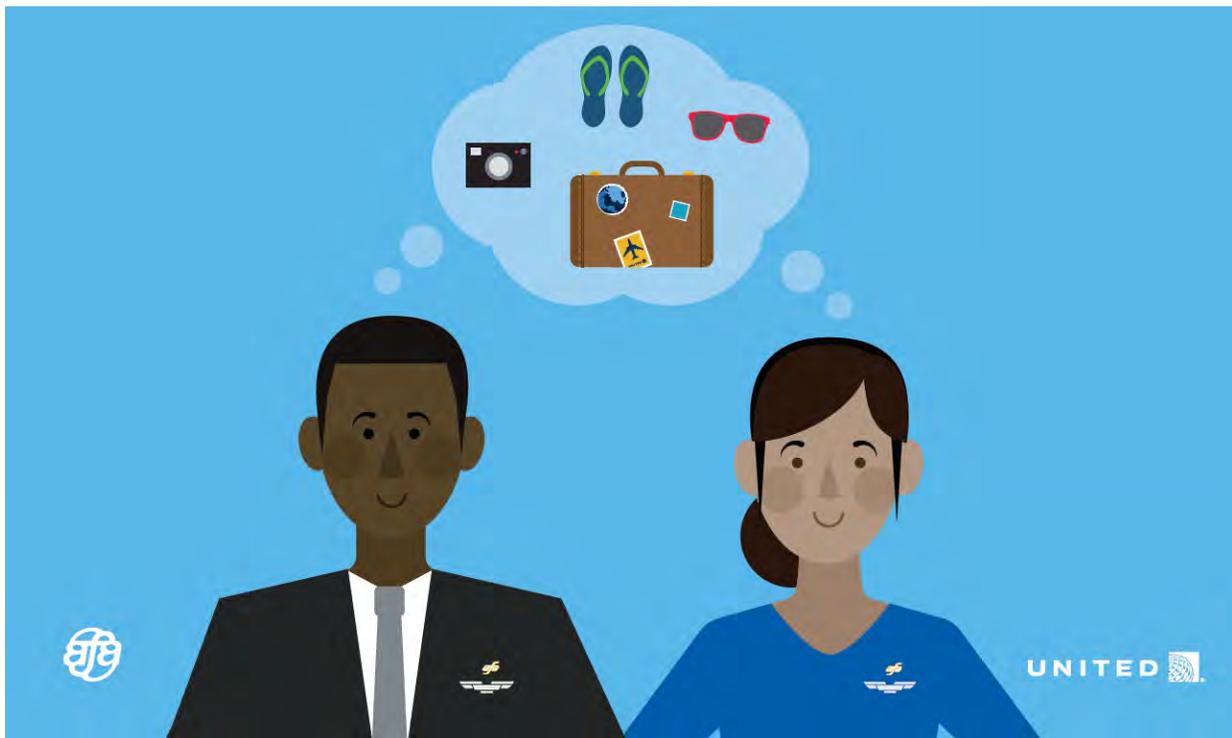


2018 Flight Attendant Vacation Booklet

Part 2 – Vacation Bidding Rules

Questions Answered In This Booklet:

- When And How Do I Bid?
- What Are The Bidding Rules?



Vacation Bidding Dates

2018 Vacation bidding will be conducted in two rounds:

- **First round:**
 - Bids Open: by October 23, 2017
 - Bids Close: October 31, 2017 (0800 Home Domicile Time)
 - Awards Posted: November 4, 2017

- **Second Round:**
 - Bids Open: by November 8, 2017
 - Bids Close: November 16, 2017 (0800 HDT)
 - Awards Posted: November 20, 2017

Vacation Pay

- Vacation shall be paid at a rate of three hours and fifteen minutes (3:15) for each day of vacation
- Vacation pay shall be paid at the Flight Attendant’s applicable hourly rate at the time vacation is taken
- If a Flight Attendant’s vacation period results in her/him being projected under her/his line/minimum guarantee for the month, her/his guarantee shall be adjusted to the new projection. A Reserve who has vacation shall be paid for the greater of her/his reserve guarantee or all credited time for the month
- Vacation pay for ISM/Purser shall be in accordance with the respective pre-merger agreements.

New for pmCMI only Effective with the 2018 Vacation Year, Flight Attendants will be paid and credited 3:15 for each day of vacation

Flight Attendant Schedule Months for 2018

Listed below are the new start and end dates for each of the Flight Attendant Schedule months for 2018.

January:	(31)	12/30/17 - 01/29/18	July:	(30)	07/02/18 - 07/31/18
February:	(31)	01/30/18 - 03/01/18	August:	(30)	08/01/18 - 08/30/18
March:	(30)	03/02/18 - 03/31/18	September:	(31)	08/31/18 - 09/30/18
April:	(31)	04/01/18 - 05/01/18	October:	(30)	10/01/18 - 10/30/18
May:	(31)	05/02/18 - 06/01/18	November:	(30)	10/31/18 - 11/29/18
June:	(30)	06/02/18 - 07/01/18	December:	(30)	11/30/18 - 12/29/18

Annual Vacation Bid Process

The number of available vacation day allocations for each pre-merger group will be available in CCS once bidding opens. Bidding will be conducted in two rounds.

When bidding, a Flight Attendant will preference:

- The number of days in each vacation period
 - The option to “slide” the vacation up to three (3) days in either direction of the start and/or end date to help ensure they are awarded the maximum number of days utilizing their initial bids
 - Whether she/he is willing to accept the vacation period with fewer days specified by number
 - The start date for each vacation period
- *New for pmCO & pmCMI** Start dates are no longer pre-set. Flight Attendants may bid any start date for a vacation period as long as it fits within the month being bid, or complies with the rules for “crossing months.”

Splitting Vacation Accrual

- A Flight Attendant may opt to split her/his vacation accrual into periods of not less than six (6) days each
- A Flight Attendant may have a maximum of five (5) vacation periods
- However, a Flight Attendant who has eleven (11) or fewer days of accrued vacation shall bid her/his entire accrual in a single block

A partial day of vacation accrual will be rounded up to a full day for the purpose of vacation bidding, but paid as a partial day. A partial day is always the last of the vacation period in which it is awarded. All hours must be bid in the same round.

During the first round of bidding, a Flight Attendant may not bid more than 50% of her/his accrued vacation days, unless she/he has eleven (11) or fewer days of accrued vacation. When a Flight Attendant has accrued an odd number of vacation days, the odd day may be added to the 50% maximum for the first round. For example, a Flight Attendant with nineteen (19) days of vacation may bid a maximum of ten (10) days in the first round.

Vacation Bidding Options

Options like Crossing Months, Date Slide and Fewer Days provide Flight Attendants with more bidding alternatives in order to ensure they are awarded the vacation periods they want.

Crossing Months

A Flight Attendant may bid for a vacation period overlapping two bid months. However, a Flight Attendant may not bid for a vacation period overlapping two Scheduled Vacation Years. The minimum bid to cross from one month to the next is 14 full days. Flight Attendants may not bid a vacation period that overlaps from December 2018 into January 2019.

To cross months using **14, 15, or 16 days**, the following rules must be met:

- Must have a **minimum** of four (4) full days in both months
- Partial days **cannot** be counted as a full day

To cross months using **17 or more days**, the following rules must be met:

- Must have a **minimum** of seven (7) full days in both months
- Partial days **cannot** be counted as a full day

Date Slide

Flight Attendants have the option to 'slide' the vacation up to three (3) days in either direction from the start and/or end date.

- The vacation award will be based on the ability of the program to award the vacation by sliding in the following sequence; the original bid +1, -1; +2, -2; +3, -3. If the bid overlaps into another month, the system will only process the slide that is valid. It will avoid the slide that would leave less than four (4) days in one month on a 14-16 day vacation bid or less than seven (7) days on a bid of 17 days or more
- If none of the slide options can be awarded using the first bid, this process will be applied to the second bid, and be continued throughout the bid choices
- The program will not slide the bid to make it legal; your bid must be legal to start

Fewer Days

Flight Attendants have the option of accepting "fewer days" than they bid for under the following circumstances:

- Must have accrued at least 12 full vacation days
- Vacation will be based on the ability to award the longest stretch of available days within the first bid choice according to the bidding rules
- The bid may be reduced to a minimum of six (6) days anywhere within the original bid
- If at least six (6) days of the first choice cannot be awarded, this process will be applied to the second bid and will be continued throughout the bid choices
- Days not awarded will be added to the next round of bidding

Combination (Date Slide & Fewer Days)

The computer is programmed to evaluate all options (Date Slide & Fewer Days) on the dates that are requested prior to moving onto your next bid.

Example: A Flight Attendant bidding 14 days chooses both the Date Slide and Fewer Days options, the program will first try to slide the initial 14 days. If unable to award the 14 days, the program will reduce the bid to 13 days and slide the dates. The program will continue to reduce and slide until an award can be made or the maximum reduction and slide is reached. It will then move to the next bid.

Unawarded Days

When a Flight Attendant chooses to take fewer days in Round #1, the unawarded vacation days are rolled over to Round #2.

When opting for fewer days in Round #2 results in unawarded days, the following examples demonstrate how they are awarded.

Example #1: A Flight Attendant chooses the Fewer Days option which creates an additional vacation period

Round #1: A Flight Attendant has 40 days of vacation and bids 18 days split into two vacation periods during the first round. The first bid is for 10 days. The Flight Attendant opts to accept 4 fewer days and is awarded 6 days. The second bid is for 8 days and is awarded. The 4 unawarded days will be added to the second round.

Vacation #	Initial Vacation Days	Fewer Days	Awarded Days	Unawarded Days
Vacation #1	10	4	6	4
Vacation #2	8	0	8	

Round #2: Including the 4 unawarded days from the first round, the Flight Attendant has 26 days and is bidding two vacation periods. The third bid is for 16 days. The Flight Attendant opts to accept 3 fewer days and is awarded 13 days. The fourth bid is for 10 days. The Flight Attendant opts to accept 4 fewer days, and is awarded 6 days. Because the Flight Attendant has only used 4 of their 5 vacation periods and has at least 6 unawarded days, the computer will create a fifth vacation period using the 7 remaining days. This last vacation period will be awarded as an insufficient bid.

Vacation #	Initial Vacation Days	Fewer Days	Awarded Days	Unawarded Days
Vacation #3	16	3	13	3
Vacation #4	10	4	6	4
Vacation #5	7	0	7	

In the event there are fewer than 6 unawarded days, a fifth vacation period cannot be created. The remaining days will be added to the last vacation period.

Example #2: A Flight Attendant chooses the Fewer Days option and has remaining days added to a vacation period

Round # 1: A Flight Attendant has 40 days of vacation and is bidding 20 days in three vacation periods in the first round and 20 days in two vacation periods in the second round. The first bid is for 8 days and the Flight Attendant opts to accept 2 fewer days and is awarded 7 days. The second and third bids are both for 6 days and are awarded for 6 days. That 1 unawarded day will be added to the second round.

Vacation #	Initial Vacation Days	Fewer Days	Awarded Days	Unawarded Days
Vacation #1	8	2	7	1
Vacation #2	6	0	6	
Vacation #3	6	0	6	

Round #2: With the 1 additional day that was not awarded, the Flight Attendant has 21 days to bid and is bidding two vacation periods. The fourth bid is for 12 days. The Flight Attendant opts to accept 3 fewer days and is awarded 9 days. The fifth bid is for 10 days. Since the Flight Attendant already has five vacation periods the 3 remaining days will be added to the end of the fifth vacation period.

Vacation #	Initial Vacation Days	Fewer Days	Awarded Days	Unawarded Days
Vacation #4	12	3	9	3
Vacation #5	10	0	13	

No bid or Insufficient bid

When a Flight Attendant does not submit a vacation bid in the first round of bidding, she/he shall not be assigned a vacation and shall have all her/his accrued vacation days to bid in the second round. If a Flight Attendant does not submit a vacation bid in the second round of bidding, she/he shall automatically be assigned a vacation, after the second round awards are completed. The assigned vacation will be made in seniority order from December backwards through January. The largest block of days shall be assigned first.

When a Flight Attendant vacation bid is insufficient, she/he shall automatically be assigned a vacation, after that round is awarded, in seniority order from December backwards through January. The assignment shall be based on the number of days in her/his bid, and the largest block of days shall be assigned first.

Flight Attendant Calendar, Holidays, Reserve Rotation (pmUA) and Blocked Vacation Slide Days (pmCO)

UNITED STATES 2018 FLIGHT ATTENDANT CALENDAR & HOLIDAY

■ Denotes pmCO Blocked Vacation Slide Days
■ Denotes Holiday

January 12/30/17-1/29/18 (31 Day) A							February 1/30/18-3/01/18 (31 Day) B							March 3/02/18-3/31/18 (30 Day) A							April 4/01/18-5/01/18 (31 Day) B							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						31			30	31	1	2	3							2	3							
31	1	2	3	4	5	6	4	5	6	7	8	9	10	4	5	6	7	8	9	10	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	11	12	13	14	15	16	17	11	12	13	14	15	16	17	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	18	19	20	21	22	23	24	18	19	20	21	22	23	24	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	25	26	27	28	1			25	26	27	28	29	30	31	22	23	24	25	26	27	28	
28	29																				29	30	1					

May 5/02/18-6/01/18 (31 Day) A							June 6/2/18-7/1/18 (30 Day) B							July 7/2/18-7/31/18 (30 Day) A							August 8/1/18-8/30/18 (30 Day) B						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
26	27	28	29	30	31	1	24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
							1																				

September 8/31/18-9/30/18 (31 Day) A							October 10/1/18-10/30/18 (30 Day) B							November 10/31/18-11/29/18 (30 Day) A							December 11/30/18-12/29/18 (30 Day) B						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						31	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
1	2	3	4	5	6	7	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
8	9	10	11	12	13	14	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
15	16	17	18	19	20	21	28	29	30					25	26	27	28	29			23	24	25	26	27	28	29
22	23	24	25	26	27	28																					
29	30																										

GERMANY 2018 FLIGHT ATTENDANT CALENDAR & HOLIDAYS ■ Denotes Holiday

January 12/30/17-1/29/18 (31 Day) A							February 1/30/18-3/01/18 (31 Day) B							March 3/02/18-3/31/18 (30 day) A							April 4/01/18-5/01/18 (31 Day) B							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						30			30	31	1	2	3							2	3	1	2	3	4	5	6	7
31	1	2	3	4	5	6	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
7	8	9	10	11	12	13	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
14	15	16	17	18	19	20	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
21	22	23	24	25	26	27	25	26	27	28	1			25	26	27	28	29	30	31	29	30	1					
28	29																											

May 5/02/18-6/01/18 (31 Day) A							June 6/2/18-7/1/18 (30 Day) B							July 7/2/18-7/31/18 (30 Day) A							August 8/1/18-8/30/18 (30 Day) B						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			2	3	4	5							2		2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31	1		24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
							1																				

September 8/31/18-9/30/18 (31 Day) A							October 10/1/18-10/30/18 (30 Day) B							November 10/31/18-11/29/18 (30 Day) A							December 11/30/18-12/29/18 (30 Day) B									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
						31	1		1	2	3	4	5	6					31	1	2	3							30	1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8			
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15			
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22			
23	24	25	26	27	28	29	28	29	30					25	26	27	28	29			23	24	25	26	27	28	29			
30																														

UNITED KINGDOM 2018 FLIGHT ATTENDANT CALENDAR & HOLIDAYS ■ Denotes Holiday

January 12/30/17-1/29/18 (31 Day) A							February 1/30/18-3/01/18 (31 Day) B							March 3/02/18-3/31/18 (30 day) A							April 4/01/18-5/01/18 (31 Day) B							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						30			30	31	1	2	3							2	3	1	2	3	4	5	6	7
31	1	2	3	4	5	6	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
7	8	9	10	11	12	13	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
14	15	16	17	18	19	20	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
21	22	23	24	25	26	27	25	26	27	28	1			25	26	27	28	29	30	31	29	30	1					
28	29																											

May 5/02/18-6/01/18 (31 Day) A							June 6/2/18-7/1/18 (30 Day) B							July 7/2/18-7/31/18 (30 Day) A							August 8/1/18-8/30/18 (30 Day) B						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			2	3	4	5							2		2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31	1		24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
							1																				

September 8/31/18-9/30/18 (31 Day) A							October 10/1/18-10/30/18 (30 Day) B							November 10/31/18-11/29/18 (30 Day) A							December 11/30/18-12/29/18 (30 Day) B									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
						31	1		1	2	3	4	5	6					31	1	2	3							30	1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8			
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15			
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22			
23	24	25	26	27	28	29	28	29	30					25	26	27	28	29			23	24	25	26	27	28	29			
30																														

JAPAN 2018 FLIGHT ATTENDANT CALENDAR & HOLIDAYS ■ Denotes Holiday

January 12/30/17-1/29/18 (31 Day) A							February 1/30/18-3/01/18 (31 Day) B							March 3/02/18-3/31/18 (30 day) A							April 4/01/18-5/01/18 (31 Day) B							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						30				30	31	1	2	3						2	3	1	2	3	4	5	6	7
31	1	2	3	4	5	6	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
7	8	9	10	11	12	13	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
14	15	16	17	18	19	20	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
21	22	23	24	25	26	27	25	26	27	28	1			25	26	27	28	29	30	31	29	30	1					
28	29																											

May 5/02/18-6/01/18 (31 Day) A							June 6/2/18-7/1/18 (30 Day) B							July 7/2/18-7/31/18 (30 Day) A							August 8/1/18-8/30/18 (30 Day) B						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			2	3	4	5						2															
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31	1		24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
							1																				

September 8/31/18-9/30/18 (31 Day) A							October 10/1/18-10/30/18 (30 Day) B							November 10/31/18-11/29/18 (30 Day) A							December 11/30/18-12/29/18 (30 Day) B								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						31	1		1	2	3	4	5	6					31	1	2	3						30	1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8		
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15		
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22		
23	24	25	26	27	28	29	28	29	30					25	26	27	28	29			23	24	25	26	27	28	29		
30																													

HONG KONG 2018 FLIGHT ATTENDANT CALENDAR & HOLIDAYS ■ Denotes Holiday

January 12/30/17-1/29/18 (31 Day) A							February 1/30/18-3/01/18 (31 Day) B							March 3/02/18-3/31/18 (30 day) A							April 4/01/18-5/01/18 (31 Day) B							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						30				30	31	1	2	3						2	3	1	2	3	4	5	6	7
31	1	2	3	4	5	6	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
7	8	9	10	11	12	13	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
14	15	16	17	18	19	20	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
21	22	23	24	25	26	27	25	26	27	28	1			25	26	27	28	29	30	31	29	30	1					
28	29																											

May 5/02/18-6/01/18 (31 Day) A							June 6/2/18-7/1/18 (30 Day) B							July 7/2/18-7/31/18 (30 Day) A							August 8/1/18-8/30/18 (30 Day) B						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			2	3	4	5						2															
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31	1		24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
							1																				

September 8/31/18-9/30/18 (31 Day) A							October 10/1/18-10/30/18 (30 Day) B							November 10/31/18-11/29/18 (30 Day) A							December 11/30/18-12/29/18 (30 Day) B								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						31	1		1	2	3	4	5	6					31	1	2	3						30	1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8		
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15		
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22		
23	24	25	26	27	28	29	28	29	30					25	26	27	28	29			23	24	25	26	27	28	29		
30																													

Vacation Team

Starting September 25, the Vacation Team will be available to answer Flight Attendant questions related to the 2018 Vacation Bidding process.

Contact information is shown below:

Phone Number (U.S.): 1-800-FLT-LINE (option 5; option 1)

Phone Numbers (International):

Frankfurt 0800-181-4245

Hong Kong 0800- 96-5483

London 0800-89-6516

Narita 00531-12-4066

Team Days/Hours: Monday – Friday; 0800 to 1700 Central Time

Email: GRP-WHQS-K-Vacation-Team@united.com

The Vacation Team will be available from **September 25 through November 30**