

### ***Flight Attendant to Flight Attendant Trades:***

Once Open Time Trades by Seniority are awarded and posted, Flight Attendants have the option to trade awarded vacation periods with another Flight Attendant under the following circumstances:

1. Flight Attendants must be in the same base
2. The requested trade may not overlap any existing vacation period.
  - Flight Attendant to Flight Attendant mutual trades may begin as soon as vacations are allocated. The process is manual and will be completed monthly. **Note:** An electronic bulletin board on CCS will provide Flight Attendants wishing to publish requests for vacation trades with the ability to advertise and learn about vacation trade opportunities.
  - Requests must be submitted by the 15th of the month, and before the earliest calendar months preceding the trade.
  - Vacation trade requests must be submitted by both participating Flight Attendants.