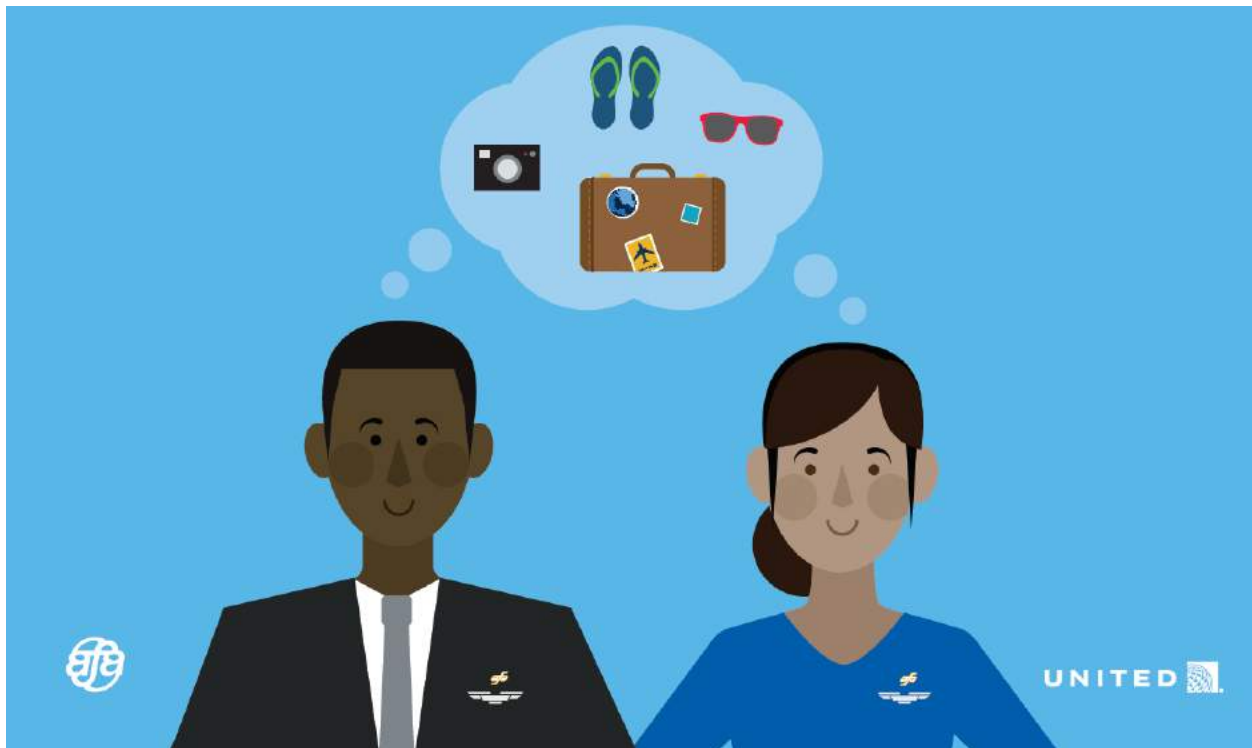


2018 Flight Attendant Vacation Booklet

Part 3 – Vacation Monthly Options

Questions Answered In This Booklet:

- How Can I Trade Vacations?
- How Can I Fly Through a Vacation?



Vacation Trades

There are three (3) types of vacation trades:

- Flight Attendant to Flight Attendant Trades
- Open Time Trades by Seniority
- Instant Trades with Open Time

Flight Attendant to Flight Attendant Trades

- Vacation periods may be exchanged by a Flight Attendant with another Flight Attendant within the same Base.
- Trade requests cannot overlap an existing vacation period.
- The request must be submitted by the 15th of the month before the earliest of the calendar months involved in the trade. Vacation trade requests must be submitted by both Flight Attendants involved.
- An electronic bulletin board is available for Flight Attendants to advertise for vacation trades in CCS.
- These mutual trades may begin as soon as vacations have been awarded. The trade process is manual and will be completed monthly.

Open Time Trades by Seniority

- One round of seniority-based trades.
- Seniority trade screen opens by November 24, 2017 after remaining vacation allocations are published.
- Seniority trades close 0800 on November 30, 2017.
- Trades awarded on November 30, 2017.

Instant Trades with Open Time

- Instant vacation trades open 0800 on December 5, 2017 for the 2018 vacation year.
- Requests for these vacation trades must be submitted thirty (30) days before the earliest of the calendar months involved in the trade, except that January vacation days may be traded as late as December 9, 2017.
- The Company shall award these trades in the order in which requests are received.

Vacation Trade Rules

- Minimum accrual for splitting vacations is 12 days.
- Minimum vacation period for trading is 6 days or the whole vacation if less than 12 days.
- If a Flight Attendant has 1 to 11 days of accrued vacation, the entire vacation must be traded.

- No more than 5 vacation periods.
- A vacation period may not cross from one year to the next.
- A vacation overlapping months must comply with the following:
 - 14-16 days – minimum of 4 days in each month.
 - 17 days or more -- minimum of 7 days in each month.
 - Partial days cannot be counted as a full vacation day.

Additional Vacation Trade Information

- Any vacation days awarded in the first and second rounds of vacation bidding that are later vacated (e.g. separation, retirement, death) throughout the Scheduled Vacation Year will be added to the allocations.
- In the event that a Flight Attendant trades down to fewer vacation days with another Flight Attendant or with an open vacation period, the Flight Attendant shall be paid the value of the unused vacation days during the month the vacation would have occurred.
- Unless a valid start date is selected, the “beginning date” of the vacation days to be traded will default to the start date of the scheduled vacation.

Examples for Vacation Trades with fewer than 12 days

For vacations with fewer than 12 Days, the following types of trades are allowed:

- **Even Trade** – Flight Attendant is trading the entire vacation period for the same number of days.
- **Reduction of Days** – Flight Attendant is trading the entire vacation period for fewer days.

Examples of vacations of fewer than 12 days:

Example: Even Trade

Example	<ul style="list-style-type: none"> ▪ Trading an entire vacation period for the same number of days
Scenario	<ul style="list-style-type: none"> ▪ Scheduled Vacation: 01/01 to 01/05 (5 days) ▪ Beginning Date: 01/01 ▪ Number of Days to Trade: 5 ▪ New Beginning Date Requested: 12/20 ▪ Number of Days Requested: 5
Result	<ul style="list-style-type: none"> ▪ Vacation trade awarded – 12/20 to 12/24 (5 days)

Example: Reduce Days

Example	<ul style="list-style-type: none">Trading an entire vacation period for fewer days
Scenario	<ul style="list-style-type: none">Scheduled Vacation: 01/01 to 01/05 (5 days)Beginning Date: 01/01Number of Days to Trade: 5New Beginning Date Requested: 12/25Number of Days Requested: 1
Result	<ul style="list-style-type: none">Vacation trade awarded – 12/25 (1 day)Vacation days paid out – 1/02 to 01/05 (4 days) in January

Examples for Vacation Trades with 12 Days or more

For vacations of 12 Days or more, the following types of trades are allowed:

- Even Trade** – Flight Attendant is trading the entire vacation period for the same number of days.
- Reduction of Days** – Flight Attendant is trading the entire vacation period for fewer days.
- Partial Trade** – Flight Attendant is trading a portion of a vacation period which results in one or more additional vacation periods.
- Partial Trade and Reduction** – Flight Attendant is trading a portion of a vacation period for fewer days which may result in one or more additional vacation periods.

Example: Even Trade

Example	<ul style="list-style-type: none">Trading an entire vacation period for the same number of days
Scenario	<ul style="list-style-type: none">Scheduled Vacation: 01/01 to 01/14 (14 days)Beginning Date: 01/01Number of Days to Trade: 14New Beginning Date Requested: 12/10Number of Days Requested: 14
Result	<ul style="list-style-type: none">Vacation trade awarded – 12/10 to 12/23 (14 days)

Example: Reduce Days

Example	<ul style="list-style-type: none">Trading an entire vacation period for fewer days
Scenario	<ul style="list-style-type: none">Scheduled Vacation: 01/01 to 01/14 (14 days)Beginning Date: 01/01Number of Days to Trade: 14New Beginning Date Requested: 12/25Number of Days Requested: 1
Result	<ul style="list-style-type: none">Vacation trade awarded – 12/25 (1 day)Vacation days paid out – 1/02 to 01/14 (13 days) in January

Partial Trades

Partial Vacation Trade Rules

- Must trade 6 days or more.
- Remaining days in a vacation period must be a minimum of 6 consecutive days.
- Additional vacation periods created by a partial trade may not bring the total number of vacation periods above 5.
- Must follow crossover month rules, if applicable.
- If the above rules are not met, the trade will be blocked at the time of submission.

A partial vacation trade will be reviewed using the following criteria:

- Are the number of days being traded greater than or equal to 6?
- Are the number of days remaining in the vacation period greater than or equal to 6?
- Can additional vacation periods be created without exceeding a total of 5 vacation periods?
- Are cross bid month rules being followed?
- Does the trade result in a reduction of vacation days?

Example: Partial Trade

Example	<ul style="list-style-type: none">▪ Flight Attendant is trading a portion of a vacation period which results in an additional vacation period
Scenario	<ul style="list-style-type: none">▪ Total Number of Vacation Periods: 4▪ Scheduled Vacation: 01/01 to 01/12 (12 days)▪ Beginning Date: 01/01▪ Number of Days to Trade: 6▪ New Beginning Date Requested: 12/20▪ Number of Days Requested: 6
Result	<ul style="list-style-type: none">▪ Vacation trade awarded – 12/20 to 12/25 (6 days)▪ Vacation Period from remaining days – 01/07 to 01/12 (6 days)

Example: Partial Trade with Reduce Days #1

Example	<ul style="list-style-type: none"> ▪ Flight Attendant is trading a portion of the vacation period for fewer days
Scenario	<ul style="list-style-type: none"> ▪ Total Number of Vacation Periods: 4 ▪ Scheduled Vacation: 01/01 to 01/13 (13 days) ▪ Beginning Date: 01/01 ▪ Number of Days to Trade: 6 ▪ New Beginning Date Requested: 12/25 ▪ Number of Days Requested: 1
Result	<ul style="list-style-type: none"> ▪ Vacation trade awarded – 12/25 (1 day) ▪ New Vacation Period created from remaining days – 01/07 to 01/13 (7 days) ▪ Vacation days paid out – 1/02 to 01/06 (5 days) in January

Example: Partial Trade with Reduce Days #2

Example	<ul style="list-style-type: none"> ▪ Flight Attendant is trading a portion of the vacation period for fewer days
Scenario	<ul style="list-style-type: none"> ▪ Total Number of Vacation Periods: 2 ▪ Scheduled Vacation: 01/01 to 01/24 (24 days) ▪ Beginning Date: 01/07 ▪ Number of Days to Trade: 12 ▪ New Beginning Date Requested: 12/01 ▪ Number of Days Requested: 6
Result	<ul style="list-style-type: none"> ▪ Vacation trade awarded – 12/1 to 12/6 (6 days) ▪ New Vacation Period created from remaining days – 01/01 to 01/06 (6 days) ▪ New Vacation Period created from remaining days – 01/19 to 01/24 (6 days) ▪ Vacation days paid out – 1/13 to 01/18 (6 days) in January

Example: Partial Trade without Reduce Days

Example	<ul style="list-style-type: none"> ▪ Flight Attendant is trading a portion of the vacation period
Scenario	<ul style="list-style-type: none"> ▪ Total Number of Vacation Periods: 3 ▪ Scheduled Vacation: 01/01 to 01/20 (20 days) ▪ Beginning Date: 01/07 ▪ Number of Days to Trade: 7 ▪ New Beginning Date Requested: 12/05 ▪ Number of Days Requested: 7
Result	<ul style="list-style-type: none"> ▪ Vacation trade awarded – 12/05 to 12/11 (7 days) ▪ New Vacation Period created from remaining days – 01/01 to 01/06 (6 days) ▪ New Vacation Period created from remaining days – 01/14 to 01/20 (7 days)

Partial Trades NOT Allowed

The examples below will illustrate why a vacation trade will not be allowed.

Example: Partial Trade #1

Example	<ul style="list-style-type: none"> Flight Attendant trading a portion of a vacation period which results in an additional vacation period being less than 6 days
Scenario	<ul style="list-style-type: none"> Total Number of Vacation Periods: 4 Scheduled Vacation: 01/01 to 01/15 (15 days) Beginning Date: 01/01 Number of Days to Trade: 11 New Beginning Date Requested: 12/10 Number of Days Requested: 11
Result	<ul style="list-style-type: none"> Vacation trade cannot be submitted as the number of days remaining in the vacation period is less than 6

Example: Partial Trade #2

Example	<ul style="list-style-type: none"> Flight Attendant trading a portion of a vacation period which results in an additional vacation period exceeding a total of 5 vacation periods
Scenario	<ul style="list-style-type: none"> Total Number of Vacation Periods: 4 Scheduled I Vacation: 01/01 to 01/20 (20 days) Beginning Date: 01/07 Number of Days to Trade: 7 New Beginning Date Requested: 12/05 Number of Days Requested: 7
Result	<ul style="list-style-type: none"> Vacation trade cannot be submitted as the number of vacation periods will exceed a total of 5 vacation periods

Example: Partial Trade #3

Example	<ul style="list-style-type: none"> Flight Attendant trading a portion of a vacation period which results in the remaining days being less than 6
Scenario	<ul style="list-style-type: none"> Total Number of Vacation Periods: 3 Scheduled Vacation: 01/01 to 01/20 (20 days) Beginning Date: 01/03 Number of Days to Trade: 7 New Beginning Date Requested: 12/05 Number of Days Requested: 7
Result	<ul style="list-style-type: none"> Vacation trade cannot be submitted as the number of remaining days is less than 6

Example: Partial Trade #4

Example	<ul style="list-style-type: none"> ▪ Flight Attendant trading a portion of a vacation period which results in crossing bid months <ul style="list-style-type: none"> ○ January Bid Month: 12/30 to 1/29 ○ February Bid Month: 1/30 to 3/01
Scenario	<ul style="list-style-type: none"> ▪ Total Number of Vacation Periods: 3 ▪ Scheduled Vacation: 01/23 to 02/11 (20 days) ▪ Beginning Date: 01/23 ▪ Number of Days to Trade: 6 ▪ New Beginning Date Requested: 12/05 ▪ Number of Days Requested: 6
Result	<ul style="list-style-type: none"> ▪ Vacation trade cannot be submitted as it violates the minimum number of days required when a vacation is crossing bid months

Fly Through *New for pmUA

The following rules apply to a Fly Through:

- A Flight Attendant who chooses to fly during her/his scheduled vacation period shall be paid for all trips flown during the vacation period in addition to Vacation Pay. Vacation fly through hours shall be included in line projections.
- The Company may offer an incentive for Flight Attendants to fly through their vacations.
- A Flight Attendant must provide notice to the Company of her/his intent to fly through a vacation period no later than 1000 Home Domicile Time on the 5th day of the calendar month prior to the month in which the vacation is scheduled. *A change for pmCMI.
- A Flight Attendant also may elect vacation fly through after the award of monthly schedules. *This does not apply to pmUA in 2018 until CMS.

****At CMS all Flight Attendants may only pick up trip pairings within the vacation period from another Flight Attendant (unless otherwise permitted by the Company). No other trading restrictions apply during the month.**

The following is a Fly Through Example:

Example	<ul style="list-style-type: none"> ▪ A request to Fly Through an entire vacation period
Scenario	<ul style="list-style-type: none"> ▪ Total Number of Vacation Periods: 4 ▪ Scheduled Vacation: 01/01 to 01/10 (10 days) ▪ Fly Through Request: 01/01 to 01/10 (10 days)
Result	<ul style="list-style-type: none"> ▪ Fly Through request is approved: 01/01 to 01/10 (10 days)

Partial Fly Through is allowed and subject to the following conditions:

- Length of vacation must be greater than 6 days.
- A Flight Attendant will be allowed to Fly Through consecutive vacation days within a block of vacation days, as long as they leave behind a block of at least 6 consecutive vacation days at the beginning, the end or both.
- A Flight Attendant will not be allowed to Fly Through multiple sets of non-consecutive days from within a block of vacation days, even if she/he leaves behind a block of at least 6 consecutive vacation days (i.e. Flight Attendant has ten (10) vacation days and wishes to Fly Through the first and last 2).
- A Flight Attendant **cannot** submit any Vacation Modification request (Fly Through/ Instant Trade/Flight Attendant to Flight Attendant trade) for remaining days of the Fly Through period unless she/he withdraws the partial Fly Through request.
- Upon withdrawing the Fly Through, the original vacation period will be restored allowing a Flight Attendant to participate in any type of trade as long as trading window is open for that vacation period.
- Fly Through will be considered a separate vacation period for the maximum of 5 periods.

The following are Partial Fly Through Examples that are Allowed:

Example 1

Example	<ul style="list-style-type: none"> ▪ A Fly Through has 6 consecutive days remaining in the vacation period
Scenario	<ul style="list-style-type: none"> ▪ Total Number of Vacation Periods: 4 ▪ Scheduled Vacation: 01/01 to 01/10 (10 days) ▪ Fly Through Request: 01/01 to 01/04 (4 days)
Result	<ul style="list-style-type: none"> ▪ Fly Through request is approved: 01/01 to 01/04 (4 days) ▪ Vacation days remaining: 01/05 to 01/10 (6 days)

Example 2

Example	<ul style="list-style-type: none"> ▪ A Fly Through request in the middle of the vacation period
Scenario	<ul style="list-style-type: none"> ▪ Total Number of Vacation Periods: 3 ▪ Scheduled Vacation: 01/01 to 01/20 (20 days) ▪ Fly Through Request: 01/07 to 01/12 (6 days)
Result	<ul style="list-style-type: none"> ▪ Fly Through request is approved: 01/07 to 01/12 (6 days) ▪ New Vacation Period created from remaining days – 01/01 to 01/06 (6 days) ▪ New Vacation Period created from remaining days – 01/13 to 01/20 (8 days)

Example 3

Example	<ul style="list-style-type: none">▪ A Fly Through request in the middle of the vacation period
Scenario	<ul style="list-style-type: none">▪ Total Number of Vacation Periods: 3▪ Scheduled Vacation: 01/01 to 01/20 (20 days)▪ Fly Through Request: 01/09 to 01/10 (2 days)
Result	<ul style="list-style-type: none">▪ Fly Through request is approved: 01/09 to 01/10 (2 days)▪ New Vacation Period created from remaining days – 01/01 to 01/08 (8 days)▪ New Vacation Period created from remaining days – 01/11 to 01/20 (10 days)

The following are Partial Fly Through Examples that are NOT Allowed:

Example 1

Example	<ul style="list-style-type: none">▪ A Fly Through request results in fewer than 6 remaining days in a vacation period
Scenario	<ul style="list-style-type: none">▪ Total Number of Vacation Periods: 4▪ Scheduled Vacation: 01/01 to 01/10 (10 days)▪ Fly Through Request: 01/01 to 01/07 (7 days)
Result	<ul style="list-style-type: none">▪ Vacation Fly Through cannot be submitted as the number of remaining days is less than 6

Example 2

Example	<ul style="list-style-type: none">▪ Fly Through request would result in an additional vacation period exceeding 5 vacation periods
Scenario	<ul style="list-style-type: none">▪ Total Number of Vacation Periods: 5▪ Scheduled Vacation: 01/01 to 01/10 (10 days)▪ Fly Through Request: 01/01 to 01/04 (4 days)
Result	<ul style="list-style-type: none">▪ Fly Through request cannot be submitted as the number of vacation periods will exceed 5 vacation periods

Example 3

Example	<ul style="list-style-type: none">▪ Fly Through request would result in remaining days that are not in a vacation period of 6 consecutive days
Scenario	<ul style="list-style-type: none">▪ Total Number of Vacation Periods: 3▪ Scheduled Vacation: 01/01 to 01/12 (12 days)▪ Fly Through Request: 01/05 to 01/06 (2 days)
Result	<ul style="list-style-type: none">▪ Vacation Fly Through cannot be submitted as the number of remaining days is less than 6

Vacation Pay Codes

The following are the vacation pay codes:

- VC – Regular Vacation
- VF – Paid Flex Vacation
- VB – Unpaid Flex Vacation
- VT – Paid Out Days from Regular Vacation
- VQ – Paid Out Days from Paid Flex Vacation
- VU – Unpaid Flex Vacation Days forfeited due to a trade

Vacation days carry their pay codes when being traded.

Unpaid Flex Example

Example	<ul style="list-style-type: none"> ▪ Vacation days being traded are a combination of Unpaid Flex and Regular Vacation pay
Scenario	<ul style="list-style-type: none"> ▪ Total Number Vacation Periods: 3 ▪ Scheduled Vacation: 01/01 to 01/18 (18 days) <ul style="list-style-type: none"> ○ 01/01 – 01/07 (VB) ○ 01/08 – 01/18 (VC) ▪ Beginning Date: 01/07 ▪ Number of Days to Trade: 6 ▪ Requested Start Date: 12/25 ▪ Number of Days Requested: 1
Result	<ul style="list-style-type: none"> ▪ Vacation Trade Awarded: 12/25 (1 day) (VB) ▪ New Vacation Period: 01/01 to 01/06 (6 days) (VB) ▪ New Vacation Awarded: 01/13 to 01/18 (6 days) (VC) ▪ Vacation Paid Out: 01/08 to 01/12 (5 days) (VT) in January

Paid Flex Example

Example	<ul style="list-style-type: none"> ▪ Vacation days being traded are a combination of Paid Flex and Regular Vacation pay
Scenario	<ul style="list-style-type: none"> ▪ Total Number Vacation Periods: 3 ▪ Scheduled Vacation: 01/01 to 01/18 (18 days) <ul style="list-style-type: none"> ○ 01/01 - 01/07 (VF) ○ 01/08 – 01/18 (VC) ▪ Beginning Date: 01/07 ▪ Number of Days to Trade: 6 ▪ Requested Start Date: 12/25 ▪ Number of Days Requested: 2
Result	<ul style="list-style-type: none"> ▪ Vacation Trade Awarded: <ul style="list-style-type: none"> ○ 12/25 (1 day) (VF) ○ 12/26 (1 day) (VC) ▪ New Vacation Period: 01/01 to 01/06 (6 days) (VF) ▪ New Vacation Awarded: 01/13 to 01/18 (6 days) (VC) ▪ Vacation Paid Out: 01/09 to 01/12 (4 days) (VT) in January

Transfers

A Flight Attendant who changes Bases shall retain her/his vacation period(s). In the case of a new Base opening, a Flight Attendant may be required to re-bid for her/his remaining vacation days.

Leave of Absence

Vacations encompassed by a leave of absence shall be treated in the following manner:

- Leave the vacation period intact and pay the Flight Attendant for the vacation; or
- Permit a trade of vacations in accordance with the trading provisions of Section 12.C., thereby removing the original vacation from period of the leave; or
- A Flight Attendant who is scheduled for jury duty, or on medical or occupational leave, or hospitalized due to illness or injury may, not later than one calendar day before her/his vacation begins, defer the vacation until later in the Scheduled Vacation Year.
 - Upon return to work, she/he will choose from available vacation periods.
 - If no vacation period is open and the deferred vacation was a paid vacation, the Flight Attendant will be paid for the deferred vacation at her/his pay rate in the last month of the Scheduled Vacation Year in which the vacation would have been taken.
 - A Flight Attendant will have the option to either carry unused vacation into the following vacation year under the terms of 12.C.8.d. or be paid for the vacation under the terms of 12.C.8.c.
 - A Flight Attendant must advise the Company of their election to carry unused vacation into the following vacation year no later than November 30th. If no election is made by November 30th, vacation will be paid out under the terms of 12.C.8.c.
 - The payment shall be made not later than the February 1 paycheck of the following year.
 - Flex Vacation cannot be carried into the following vacation year.
- If she/he elects to carry over the deferred vacation days to the following Schedule Vacation Year
 - She/he will choose from available vacation periods after vacation periods for that year have been awarded.
 - A Flight Attendant may only utilize this provision once per Scheduled Vacation Year.

Vacation Slides

pmUA: Per Section 18.M of the pmUA Contract, if your vacation starts or ends between the scheduled outbound and return flight of an ID, the period of vacation may be moved either forward or backward in order for you to fly the ID. A vacation may be moved only to “un-split” a trip. A vacation slide cannot result in splitting/dropping another trip at the other end of the vacation period. Per 18.N, A Reserve Flight Attendant who is awarded a vacation which does not include any days of availability shall be permitted to move her/his vacation a sufficient number of days forward or backward in order to encompass the nearest two available reserve days.

pmCO/pmCMI: Per Sections 8.2. of the pmCO Contract and 10.5 of the pmCMI Contract, a Flight Attendant will be given the opportunity to move her/his vacation (+) or (-) three (3) days unless extraordinary circumstances exist, except that the movement of the vacation may not cause it to crossover from one (1) bid period to another.

pmCO: If the movement of a vacation is into or within a blocked period it will be considered and granted if staffing permits. All vacation slides must be received before the closing date for bids for the month in which the vacation is to occur.

2018 Blocked Vacation Slide Dates *pmCO only*

Blocked Vacation Slide Dates
12/29/17-01/04/18
03/28/18-04/03/18
05/25/18-05/31/18
07/01/18-07/07/18
08/31/18-09/03/18
10/28/18-11/03/18
11/20/18-11/25/18
12/21/18-12/27/18
12/29/18- 01/04/19

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.**