



## RESERVE REVIEW:

# Reserve Lines and Vacation

## MEC Reserve Committee

September 18, 2020

If you have been awarded a Reserve line for a month in which you have vacation, there are a number of flexibility options available to make the most of your pay and/or time off. Below, we have compiled additional information on Vacation Fly-Through, Vacation Adjustments and Vacation Slide options as they pertain to Reserves.

### Reserve Vacation Fly Through (Section 12.I.)

At their option, Reserves may elect to fly during their scheduled vacation. Any vacation time elected as Fly Through will be paid as “Add Pay” and is paid in addition to the Reserve guarantee. The type of fly through and the manner in which it is administered is determined by when the election is made:

- **Non-Operational (Advance) Fly Through** requests must be submitted no later than 1000 HDT on the 5th day of the calendar month prior to the month the vacation is scheduled to begin. When a Flight Attendant elects for non-operational fly through and is awarded a Reserve line, the line will be awarded with the originally scheduled days on and/or off as they appeared in the bid packet with no Vacation days. The value of the Vacation days will appear in Add Pay. Because the Reserve will be fully available for assignment by the company for the full month, *there will be no reduction to the Reserve minimum.*
- **Operational Fly Through** requests may be made by contacting Crew Scheduling any time after schedules have been awarded for the month where the vacation occurs. When a Reserve elects for operational fly through, the Vacation days are removed and become days free from availability, appearing as “OFF” in the line. (In other words, Reserve days of availability that were part of the originally awarded line will not be restored.) The value of the Vacation days will appear in Add Pay, however *in this case the Reserve minimum will be reduced by the number of Reserve days of availability that were part of the awarded line and were encompassed by the vacation.*

Reserves may then pick-up trips within the vacation period only from other Flight Attendants (or as otherwise permitted by the company) once they have been released to the block of days off by scheduling, consistent with the provisions of Section 8.M. of the Contract.

Please see our previous [E-Lines article](#) on this topic for more information.

### Definition of a “Short Block”

As described in the [Reserve Survival Guide](#), Reserves must maintain three (3) days or availability for the shortest trip in their base, **whichever is greater**. Any period of consecutive days shorter than this created by the application of vacation days is considered a “short block.”

### Reserve Vacation Adjustments (Section 12.C.3.)

After a Reserve receives their schedule for a bid month that includes a vacation period, the Reserve will have a period of five (5) days to adjust the vacation or schedule to eliminate any short blocks created by the vacation days, if they so choose. (Any short blocks abutting the first day of the following bid month do not need to be adjusted.) Reserves have a number of options to correct a short block, as described below.

#### *Options when adjusting a short block:*

1. The Reserve may drop the availability days in the short block and have the Reserve minimum guarantee reduced by the value of each day dropped (4:07 in a 31-day month or 4:20 in a 30-day month).
2. The Reserve may move availability days in the short block to other blocks within the month provided the move does not violate Reserve Line construction rules (e.g., minimum/maximum number of days of availability), except that days may be moved to create a short block at the end of the bid month.

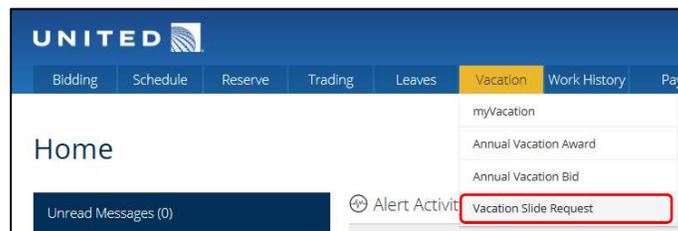
3. The Reserve may move her/his vacation up to two (2) days in either direction, provided no new legality conflicts or short blocks are created. Since Reserve days of availability dropped prior to the slide are not reinstated, if a short block created by the original vacation position still exists following the slide, the Reserve may then have to use one of the other two methods to complete the adjustment.
4. Alternatively, the Flight Attendant may elect to leave her/his schedule alone and will be eligible to receive Reserve assignments for each of the Reserve days in the short blocks on either side of the vacation period.

### Reserve Vacation Slide Options (Section 12.G.2.a. and 12.G.3.)

- 1 If a Lineholder in the current month will be transitioning to Reserve status in the new month and would like to retain a Lineholder trip that overlaps into a vacation that occurs in the next schedule month, the Flight Attendant may, as her/his option, move the vacation in order to fly the scheduled pairing. **Requests to apply this option must be received by 1630 HDT on the 16<sup>th</sup> calendar day of the current month, as explained below and shown on the following page.**
- 2 A Reserve may move her/his vacation up to two (2) days in either direction, provided no new legality or short blocks are created. When this Vacation slide option is applied, any Reserve days of availability dropped prior to the slide will remain dropped and shall not be reinstated. **Requests to apply this option must be received by 0800 HDT on the 19<sup>th</sup> calendar day of the month prior to the start of the Vacation period, as explained below and shown on the following page.**
- 3 Additionally, a Reserve who is awarded a vacation that does not include any days of availability will be permitted to move her/his vacation a sufficient number of days forward or backward in order to encompass the nearest two (2) available Reserve days. If this creates a short block, it must be adjusted in accordance with Section 12.C.3. of the JCBA (see next page). **Requests to apply this option must be received by 0800 HDT on the 19<sup>th</sup> calendar day of the month prior to the start of the Vacation period, as explained below and on the following page.**

To request a Vacation slide:

Select *Vacation Slide Request* under the **Vacation** tab in CCS:



This will open a .pdf request form in a new browser tab or window, as shown in the image below. Complete the form by electronically filling in the blue information boxes and selecting the type of slide desired (*in the example, a 12.G.3.a. slide request has been completed*).

**Vacation Slide Request Form**  
Please send completed form to [crwschedplan@united.com](mailto:crwschedplan@united.com)

Name:  File Number:  Base:

**1** → To retain a trip in the current month that overlaps into your vacation in the next schedule month, please select the below option and email by 1630 HDT on the 16<sup>th</sup> calendar day of the current month.  
 Please apply 12.G.2.a to retain pairing:  on:

**Lineholder**

All vacation slide requests must be received by 0800 HDT on the 19<sup>th</sup> calendar day of the month preceding the vacation month

\*\*\*Please select one of the options below\*\*\*

Please apply 12.G.2.a to retain pairing:  on:   
When a Flight Attendant's vacation starts or ends between a scheduled outbound and return flight, the Flight Attendant may, at her/his option, move the vacation period either forward or backward in order to fly the scheduled pairing. The slide must not result in dropping another pairing.

Please apply 12.G.2.b: Current VAC Period:  New VAC Period:   
A lineholder may move her/his vacation up to two (2) days in either direction, unless extraordinary circumstances exist, except that the movement of the vacation may not cause it to cross over from one bid month to another or from one Scheduled Vacation year to another.

Please apply both 12.G.2.a and 12.G.2.b, in that order:  
First, apply 12.G.2.a to retain pairing:  on:   
Then, apply 12.G.2.b to move my vacation from:  to:

Please apply both 12.G.2.b and 12.G.2.a, in that order:  
First, apply 12.G.2.b to move my vacation from:  to:   
Then, apply 12.G.2.a to retain pairing:  on:

**RESERVE**

**2** →  Please apply 12.G.3.a: Current VAC Period:  New VAC Period:   
A Reserve may move her/his vacation up to two (2) days in either direction, provided no new legality conflicts or short blocks are created.

**3** →  Please apply 12.G.3.b: Current VAC Period:  New VAC Period:   
A Reserve who is awarded a vacation that does not include any days of availability may move her/his vacation a sufficient number of days forward or backward in order to encompass the nearest two (2) available reserve days. If this creates a short block, it must be adjusted in accordance with Paragraph 12.C.2.

**UNITED** 

Save the completed document, attach to an email and send to [vacslide@united.com](mailto:vacslide@united.com).

***If you have additional questions on these or any other Reserve related topics, contact your Local Council Reserve Committee.***