



2022 VACATION BIDDING

A Flight Attendant User Guide

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2022 Flight Attendant Vacation Timeline

| Vacation Timeline | Open Date & Time | Close Date & Time | Posting Date |
|--------------------------------|---------------------------|--------------------------|--------------------------|
| Open Election Period | September 25th 0800 (HDT) | October 15th 0800 (HDT) | |
| 1st Vacation Bid Period | October 23rd 0800 (HDT) | October 31st 0800 (HDT) | November 4th 0800 (HDT) |
| 2nd Vacation Bid Period | November 8th 0800 (HDT) | November 16th 0800 (HDT) | November 20th 0800 (HDT) |
| Vacation Allocations Published | | | November 24th 0800 (HDT) |
| Trades by Seniority | November 24th, 1000 (HDT) | November 30th 0800 (HDT) | |
| Final Vacation Allocations | | | December 4th 0800(HDT) |
| Instant Trading Opens | December 5th 0800 (HDT) | | |

Vacation Team Contact Information

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Beginning on **September 23, 2021 through December 10, 2021** the Vacation Team will be available Monday – Friday from 0830-1630 Central Time. The Vacation team will not be available on November 25 - 26.

Introduction to the Vacation Process

Listed below, by month, are the number of days in and the new start and end dates for each Flight Attendant Schedule month for 2022.

| | | | | | |
|-----------|------|---------------------|------------|------|---------------------|
| January: | (31) | 12/30/21 - 01/29/22 | July: | (30) | 07/01/22 - 07/30/22 |
| February: | (31) | 01/30/22 – 03/01/22 | August: | (30) | 07/31/22 - 08/29/22 |
| March: | (30) | 03/02/22 – 03/31/22 | September: | (31) | 08/30/22 - 09/29/22 |
| April: | (31) | 04/01/22 – 05/01/22 | October: | (30) | 09/30/22 - 10/29/22 |
| May: | (30) | 05/02/22 - 05/31/22 | November: | (31) | 10/30/22 - 11/29/22 |
| June: | (30) | 06/01/22 - 06/30/22 | December: | (30) | 11/30/22 - 12/29/22 |

Vacation Accrual Letters

In CCS, go to **Vacation > myVacation**, from here select **“To view Optional Election, click here”**.

The following information will be displayed:

Your vacation accrual seniority date as of August 29, 2021

- Your 2022 base vacation accrual determined by your vacation accrual seniority date
- Your paid activity, by each quarter in the 2020-2021 Vacation Accrual Year to be used in determining your vacation accrual for the 2022 Vacation year
- Your 2022 vacation accrual days and hours
- Covid-19 Vaccine Incentive vacation days
- For newly hired Flight Attendants, quarterly paid activity will not be shown

Vacation Accrual & Reduction

Except for new hires, a Flight Attendant’s vacation accrual is based on completed years of service with the Company.

Vacation accrual may be reduced based on:

- Paid activity within the vacation accrual year, and
- Leaves of absences taken during the accrual year

Base Vacation Accrual:

| Completed Years of Service | Base Vacation Accrual |
|----------------------------|-----------------------|
| 1-4 | 12 days |
| 5-9 | 19 days |
| 10-16 | 26 days |
| 17-24 | 33 days |
| 25+ | 40 days |

A Flight Attendant will receive full vacation accrual (**100%**) if she/he has one hundred-twenty (120) hours or more of paid activity for the designated quarter during the 2020- 2021 Vacation Accrual year as listed in the next page.

A Flight Attendant will receive fifty percent (50%) of vacation accrual if she/he has fewer than one hundred twenty (120) hours but at least sixty (60) hours of paid activity for the designated quarter during the 2020-2021 Vacation Accrual year as listed below.

A Flight Attendant will accrue no vacation if she/he has fewer than sixty (60) hours of paid activity for the designated quarter during the 2020-2021 Vacation Accrual year as listed below.

Newly employed Flight Attendants shall accrue one day of vacation for each full month of continuous employment during the remainder of the Vacation Accrual year after the date of their initial employment. If employed prior to the 15th of the calendar month, vacation credit shall be given for the full month.

Vacation Accrual Quarters for the 2020-2021 Vacation Accrual Year

| 1st | 2nd | 3rd | 4th |
|---------------------|---------------------|---------------------|---------------------|
| 08/30/20 - 11/29/20 | 11/30/20 – 03/01/21 | 03/02/21 - 05/31/21 | 06/01/21 – 08/29/21 |

Vacation Reduction

Flight Attendants on a leave or leaves of absence (except occupational leave of absence) or on a disciplinary suspension, will have their vacation accrual reduced by one-twelfth (1/12th) for each thirty (30) days or major portion on a prorated basis.

Flight Attendants who were Involuntary Furloughed on October 1, 2020 will not see any paid activity in the first vacation accrual quarter (08/30/20 – 11/29/20). Those Flight Attendants were paid out all 2021 vacation accruals in October 2020.

Day-At-a-Time (DAT)

Flight Attendants who have taken Day at a Time Vacation (DAT) during the period from August 30, 2020 - August 29, 2021 will have their 2022 vacation accrual reduced on a day for day basis.

Flight Attendants may take (borrow) up to ten (10) vacation days from next year's allotment. DAT taken during the accrual period of **August 30, 2020 - August 29, 2021** will reduce the 2022 Vacation accrual on a day-for-day basis. Instructions on how to request DAT can be found in Chapter 15 of the [Trip Trades & Adjustments Guide](#).

The following chart illustrates accrual based on Paid Activity:

| Years of Completed Service | Annual Base Vacation Accrual | Accrual per Quarter (<60 hours of paid activity) | Accrual per Quarter (60 – 119:59 hrs. of paid activity) – 50% | Accrual per Quarter (120 hrs. or more of paid activity) - 100% |
|----------------------------|------------------------------|--|---|--|
| 1-4 | 12 DAYS | 0 | 1D 12H | 3 DAYS |
| 5-9 | 19 DAYS | 0 | 2D 9H | 4D 18H |
| 10-16 | 26 DAYS | 0 | 3D 6H | 6D 12H |
| 17-24 | 33 DAYS | 0 | 4D 3H | 8D 6H |
| 25+ | 40 DAYS | 0 | 5 DAYS | 10 DAYS |

Example #1 - Flight Attendant did not receive full accrual based on paid activity and additionally was on a leave of absence.

The full accrual for a Flight Attendant with 30 completed years of service is 40 days. If the Flight Attendant has 120 hours or more of paid activity in each quarter, the accrual per quarter is: 10 days.

- Quarter 1 paid activity: 240 hours **100%** quarterly accrual: (10 days)
- Quarter 2 paid activity: 270 hours **100%** quarterly accrual: (10 days)
- Quarter 3 paid activity: 160 hours **100%** quarterly accrual: (10 days)
- Quarter 4 paid activity: 115 hours **50%** quarterly accrual: (5 days)

The vacation accrual based on paid activity for the year is **35**.

Example #2 – For Flight Attendants whose accrual is reduced for both paid activity and leaves of absence, the greater of the two reductions will apply. Therefore, in the example below the Flight Attendant's 40 days will be reduced to 30 days.

The Flight Attendant had less than 120 hours of paid activity and in addition was on a non-occupational leave of absence for 30 days during the third quarter and 60 days on the fourth quarter (total 90 days) of the vacation accrual year. The vacation accrual is reduced by 1/12 for each 30-day period or major portion thereof. That represents a reduction of a total of 3/12 or 1/4 of the full 40-day accrual = 10 days.

The vacation accrual based on reduction for leave(s) of absence is **30** days = 40 – 10 days.

- Quarter 1 paid activity: 240 hours **100%** quarterly accrual: (10 days)
- Quarter 2 paid activity: 270 hours **100%** quarterly accrual: (10 days)
- Quarter 3 paid activity: 160 hours **100%** quarterly accrual: (10 – 3.33 = 6.67 days)
- Quarter 4 paid activity: 115 hours **50%** quarterly accrual: (5 days if based on paid activity, but only 3.33 [10 - 6.67] if based on the leaves. The greater reduction was applied so flight attendant accrued only 3.33 days.)

Reserve Letter

| |
|---|
| Reserve Month Letter – ‘A’ January, March, May, July, September, November |
| Reserve Month Letter - ‘B’ February, April, June, August, October, December |

A/B Rotation

A/B Rotation is applicable for Flight Attendants based in Honolulu and London. The 2022 Reserve Letter Lists will be made available in your base and on Flying Together in the month prior to vacation bidding. These lists are effective February 2022 through January 2023.

Those Flight Attendants having their 5th anniversary as a Flight Attendant in 2022 will not have their ‘R’ status changed to an ‘A’ or ‘B’ until the month of their anniversary to become effective for bidding the following month. ‘A’ letter Reserve months are the odd months and ‘B’ letter Reserve months are the even months.

Flight Attendants based in the International Purser sub-bases at LHR and HNL will be able to view current year and next year’s A/B Letter on the Vacation Bidding screen.

Trading A/B Rotation Letter Designator

Flight Attendants in an International Purser sub-base may only request an A/B Reserve Rotation letter designator trade with another Flight Attendant in that same International Purser sub-base.

To submit a trade, log into CCS then select **Scheduling > A/B Rotation Trade Request**. From the A/B Rotation Trade Request window, select the year in which you want to trade then click on New Request. Then fill in the requested information including the desired effective date for the bid month/year and employee ID number of the Flight Attendant with whom you wish to trade.

Vacation Elections

The Vacation Election period opens by 0800 Home Domicile Time (HDT) on September 25, 2021 and closes at 0800 HDT on October 15, 2021 to provide the full twenty (20) day period to make elections.

Once you know the number of days that you have accrued, if you choose to participate in the optional Vacation Election process, select the **"Proceed to Vacation Election"** button located in the bottom right corner of the accrual letter page. You may also choose not to make any selections in the Vacation Election process and skip this step.

The vacation election screen will appear, and you will be able to make the following selections:

1. Buy Back Vacation Days. Partially accrued vacation days are not eligible.
2. Defer vacation days to your 401(k) or UK Stakeholder Plan
3. Take Flex Vacation Days (paid or unpaid)

Vacation Buy Back

The Company offers a vacation buy back option, which allows a Flight Attendant to take pay in lieu of accrued vacation. Flight Attendants who elect to participate must opt to "sell" at least six (6) full days of accrued vacation and partial days are not eligible. Those participating in the Buy Back program may not participate in the Flex program.

Annual Vacation Buy Back: Vacation days are "sold" back at a rate of **three hours and fifteen minutes (3:15)** of pay per day plus an incentive payment, which shall be determined and announced prior to the annual vacation bid. The rate of pay for Vacation buy back is based on your individual rate of pay as of 12/31/2021. International Purser and Purser pay overrides are not included in your hourly rate of pay and are not applicable to Vacation Buy Back payments.

Monthly Vacation Buy Back: The Company may offer vacation buy back on a month-to-month or base-by-base basis. Vacation days are sold back at a rate of **three hours and fifteen minutes (3:15) per day**, and additionally the Company will determine whether to offer an incentive payment for month-to-month or base-by-base vacation buy back. Vacation buy back will be awarded in base seniority order.

Deferred 401(k) Contribution

Flight Attendants may elect to contribute a minimum of seven (7) days and a maximum of fourteen (14) days of paid vacation accrued for use in 2022 into their 401(k) Savings Plan account or UK Stakeholder Group Plan.

Flex Vacation Program

Flight Attendants may elect to take an additional seven days of Flex vacation. Flight Attendants taking Flex vacation will either take the additional seven days as unpaid vacation or elect to have one hour and fifty-four minutes (1:54) pay deducted from their earnings each month to pay for the Flex vacation week.

Flight Attendants who opt for paid Flex vacation will have their **last seven days** of their last awarded vacation period of the vacation year designated as Flex.

Flight Attendants who opt for unpaid Flex vacation will have their **first seven days** of their first awarded vacation period of the vacation year designated as Flex.

Once you have finished making your choices, select **'Submit'**. A confirmation page will be displayed detailing your 2022 elections. It is recommended that you keep a copy of this confirmation page for your records.

At any time while the vacation election period is open you can return to the vacation election page and change/update your selections. Once the election period is closed, changes can no longer be submitted, and the last page submitted will determine your elections.

Annual Vacation Bid Process

Vacation Bid Options and Rules

2022 Vacation bidding is conducted in two (2) rounds

- First Round:
 - Bids Open: by October 23, 2021
 - Bids Close: October 31, 2021 (0800 HDT)
 - Awards Posted: November 4, 2021
- Second Round:
 - Bids Open: by November 8, 2021
 - Bids Close: November 16, 2021 (0800 HDT)
 - Awards Posted: November 20, 2021

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.

Additional vacation rules include the following:

- Flight Attendants may choose to buddy bid vacation periods with another Flight Attendant
- Flight Attendants may opt to split their vacation accrual into periods of no less than six (6) days each
- A Flight Attendant may have a maximum of five (5) vacation periods
- A Flight Attendant who has eleven (11) or fewer days of accrued vacation shall bid her/his entire accrual in a single block

Note: A partial day of vacation accrual will be rounded up to a full day for vacation bidding and scheduling, but it is paid as a partial day. A partial day is always the last day of the vacation period in which it is awarded.

Vacation Bidding Options

When bidding, Flight Attendants have options such as buddy bidding, crossing bid months, date slides and accepting fewer days. This provides Flight Attendants with more bidding alternatives and improves their chances of being awarded the vacation period they want.

When bidding, Flight Attendants will preference:

- Buddy Bidding
- The number of days in each vacation period
- The vacation period in which they want their partial day to be awarded
- The option to “slide” the vacation up to three (3) days in either direction of the start date to help ensure they are awarded the maximum number of days utilizing their initial bids
- The option to indicate whether she/he is willing to accept the vacation period with fewer days
- Flight Attendants may enter up to 365 choices of start dates for each vacation period

Buddy Bidding

Flight Attendants can specify another Flight Attendant as a buddy bidder. Flight Attendants can choose to buddy bid in either Round #1 or Round #2 or in both Rounds. Flight Attendants can opt to have different buddies in Round #1 and Round #2. When a Flight Attendant opts to buddy bid in a Round, the buddy bids are applicable for all vacation periods in that Round. Buddy bids are awarded based on the junior Flight Attendant’s seniority.

To submit a successful buddy bid, both Flight Attendant’s must place identical bids on file. Identical bids are defined as following:

- Both Flight Attendant will enter the Employee ID of the Flight Attendant you wish to buddy bid with
- Both Flight Attendant’s should bid for the same number of days within a Round

- Both Flight Attendant's should bid for the same number of vacation periods within a Round
- The number of days in each vacation period for both Flight Attendants should match (Partial days are considered full days for bidding and awarding purposes)
- Reduce day option should match
- Date slide day option should match
- Vacation start dates should match

If buddy bids are insufficient, the buddies will be separated and assigned from December backward through January at the Junior Flight Attendant's seniority, with the Senior Flight Attendant being awarded first. This may or may not result in vacation periods being the same as your buddy.

Date Slide

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

Whether or not the slide is awarded, the vacation award will be based on the ability of the vacation award logic to award the vacation by sliding in the following sequence: the original bid +1, -1; +2, -2; +3, -3 days. 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-, 15-, or 16-day vacation bid or less than seven (7) days on a bid of 17 days or more. After the slide, the vacation should meet the cross-bid month rules.

If none of the slide options can be awarded using the first bid choice, this process will be applied to the second bid choice and will be continued through all the bid choices.

Reduce Vacation

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

- Must have accrued 12 or more full vacation days
- Vacation will be based on the ability to award the longest stretch of available days within each bid choice according to the bidding rules
- The Vacation will be reduced one day at a time up to the number of days specified
- The bid may be reduced to a minimum of six (6) days anywhere within the original bid
- If at least 6 days of the first choice cannot be awarded, this process will be applied to the second bid choice and, if not awarded, will be continued throughout all bid choices
- When a Flight Attendant chooses to reduce days in Round #1, any un-awarded vacation days are rolled over to Round #2
- When a Flight Attendant chooses to reduce days in Round #2, the reduced days are added to the last vacation period
- In Round #2, the last vacation period cannot be reduced

Combination (Date Slide & Reduce Days)

The award process will evaluate all options (Date Slide & Reduce Days) for the start dates specified prior to moving on to your next vacation bid.

Example: A Flight Attendant bidding 14 days chooses both the Date Slide and Reduced 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.

Crossing Bid 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. Flight Attendants may not bid a vacation period that overlaps from December 2022 into January 2023. The minimum bid to cross from one month to the next is 14 full days.

1. 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 full days
2. 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 full day

No Bidders

Round #1

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.

Round #2

If a Flight Attendant does not submit a vacation bid in the second round of bidding, she/he shall be automatically assigned a vacation, after the second round has been awarded. The assigned vacation will be made in seniority order from December backwards through January. The largest block of days shall be assigned first.

Insufficient Bids

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.

Bidding and Awards

The bidding request page provides a simplified and seamless user interface for Flight Attendants to place their vacation bids on file. The current vacation bidding process is designed to be more intuitive and offers an improved user experience without deviating from the existing functionality. Below are the enhancements to the Vacation Bidding Request Page:

- Ability to place a buddy bid with another Flight Attendant
- Easy entry of vacation start dates using the Vacation Allocation Open Day calendar
- Insertion and deletion of vacation start dates choices
- Expanding and collapsing vacation periods
- Option to email submitted vacation bids
- A/B Rotation Letter Designation display on vacation page

Vacation Allocations

Prior to the opening of each Round of vacation bidding, Vacation Allocation Open Day calendar will be viewable for each Round. The “**myVacation**” page will have the link to view Vacation Allocation Open Days calendar. When you select “**Click Here**”, the Vacation Allocation Open Days calendar will be displayed for the current round of bidding and will default to your base. Holidays specific to your base will be highlighted in green. The calendar shows the date, and the number of available vacation allotments for each date.

Flight Attendants can expand each month on the calendar to view the open days. Flight Attendants now can enter vacation start dates using the Vacation Allocation Open Days calendar by clicking a specific start date on the calendar. The system automatically enters that date in the MMDD format in the selected vacation period. Flight Attendants will also have the ability to enter vacation start dates manually using the MMDD format.

Entering Vacation Bids

In CCS select **Vacation > Annual Vacation Bid**. The Vacation Bidding Summary page will be displayed. To enter your vacation bids click “**Enter Bids**”, once the Vacation Bidding screen displays, the following options are available for each vacation period.

- Choose to Buddy Bid with another Flight Attendant
- Enter the number of days you wish to take
- Bid partial day (only if you have accrued a partial day). A partial day will always be the last day of the vacation period in which it is selected
- Date Slide: Provides options to ‘slide’ the vacation start date up to three days in either direction

- Reduce Vacation: Option of accepting 'fewer days' than bid
- Enter a start date on which you wish the vacation to begin. The award process will evaluate them in the order they are listed

Insertion and Deletion of Vacation Start Dates

The Vacation Bidding screen supports the addition or deletion of rows to enter vacation start dates in any given position. It also provides the flexibility to easily rearrange the existing choices or insert new choices instead of manually moving the choices up or down.

To insert a row at any given position, click the "+" icon next to the vacation start date entry box. For example, if you wanted to add an entry in the third (3) bid choice, click the "+" icon next to the third (3) bid choice and a new row will be inserted.

To delete a row at any given position, click the (trash can) icon behind the vacation start date entry box you wish to delete. For example, if you wanted to delete the entry for the third (3) bid choice, click the trash can icon behind the third (3) bid choice and that row will be deleted.

Expanding and Collapsing Vacation Periods

The Vacation Bidding screen provides a Flight Attendant the ability to expand and collapse vacation periods at any given time. The header of the vacation period which is being worked on is highlighted. To expand and/or collapse a vacation period, click the "<<" and/or ">>" icons on the vacation periods icon. Only the number of vacation periods available for bidding in each Round will display.

If entering bids for multiple vacation periods, repeat above steps for each vacation period. After entering your vacation bids, you **MUST** select "**Save & Submit**" for your bids to be accepted. If entering multiple bid choices, it is recommended you frequently click "**Save & Submit**" to save your bids. Once you have submitted your bids the bid screen will display the date and time your bids were submitted. In addition to the option of printing vacation bids, Flight Attendants will have the ability to email the submitted bids to themselves by selecting the print/email icon located on the Vacation Bidding page.

Changing and/or Deleting Vacation Bids (once submitted)

Flight Attendants can modify their vacation bids only when the vacation bidding periods are open. From the home page select **Vacation > Annual Vacation Bid**, the vacation bidding summary screen will display. To change previously submitted choices, click "**Edit**". This will display previously submitted bid choices and from here they can be changed, deleted and/or added to. Remember to select "**Save & Submit**" when you are finished editing your bids. To delete submitted bids click the delete button.

The vacation bid summary page can be used to request, modify or delete vacation bids while that Round of bidding is open. Additionally, the vacation bid summary page will display an overview of bids submitted and awarded for each Round. It is recommended that you print and/or email your final Vacation Bidding Summary page.

Viewing Vacation Awards

Flight Attendants may view vacation awards from the Vacation Bidding Summary page by selecting "**Click Here**" to review Round 1 Vacation Bid Award. After Round 2 vacation bid awards have been completed, the "**myVacation**" page will provide Flight Attendants with an overview of their awarded vacation.

After each award, the vacation period can have one of the following statuses.

| Status | Description |
|-----------------|---|
| Buddy | If a Flight Attendant has submitted a buddy bid, the Buddy Name and employee number will be displayed with the award details for that Round. |
| Awarded | The vacation period is awarded |
| Assigned | Occurs when a Flight Attendant does not enter enough bid choices based on his/her vacation bid seniority Or when a Flight Attendant does not enter a bid, vacation period(s) will be assigned in round 2 |

Listed below are the possible options for the choice order status.

| Status | Description |
|--|--|
| 1. Awarded | The vacation is awarded |
| 2. Unevaluated | If there are multiple choices for the vacation start date in a vacation period and one of the choices is awarded, the remaining choices will be unevaluated. |
| 3. No Base Availability | There are no open days in the vacation allocation for the choice requested |
| 4. Overlap | The Flight Attendant is already awarded a vacation and bids for overlapping days in a different vacation period |
| 5. Unable to Award Cross Bid Month | Choice was not awarded because of Slide/Reduce resulting in a cross-bid month error |
| 6. Unable to Award Cross Vacation Year | Choice was not awarded because of Slide/Reduce resulting in a cross-vacation year |

Vacation Modifications

Flight Attendants can modify awarded vacation periods using the following options:

- Open Time Trades by Seniority
- Instant Trades with Open Time
- Flight Attendant to Flight Attendant Trades
- Fly Through (Non-Operational & Operational)
- Vacation Slides (Operational)

In CCS, select > **Vacation** > **myVacation**. Flight Attendants can view awarded vacation periods and Open Time Vacation Allocations. The following four vacation modification options are available on the **myVacation** page.

- Open Time Trades by Seniority
- Instant Trades with Open Time
- Flight Attendant to Flight Attendant Trades
- Fly Through (Non-Operational)

Open Vacation Time Allocations

From **myVacation** select “**To view Vacation Open Time Click Here**”. This will display the Published Vacation Open Time for your Base. To view open time for a particular bid period, select the bid month from the bid period drop down and click filter.

Creating an Open Time Trade by Seniority Request

Open Time Trades by Seniority: After the annual vacation award, all available vacation days remaining will be published and the Open Time Trades by Seniority trade window will open on November 24th at 0800(HDT) and will close on November 30th at 8:00(HDT).

To submit a trade request, from the **myVacation** page in the “**Scheduled Vacation**” section, select the drop-down arrow to expand the period that you want to trade. Select “**OT Trade by Sen**” to display the “**Open Time Trade by Seniority**” page. The “**OT Trade by Sen**” option is only visible while the trading window for Open Time by Seniority is open.

The “**Open Time Trade by Seniority**” page will allow you to make your selections. The chart on the following page explains all of the fields in the “**To Trade Away**” section. After entering your options, select “**Save Request**” to continue working on the request and submit it at a later time. The message “Request Saved Successfully” will display at the top of the page to confirm that your choices were saved. Once you are ready to submit the request, select “Submit Request”.

Remember, just selecting “Save Request” does not submit your trade request.

Understanding Open Time Trade by Seniority Page

| Field Name | Description |
|--|--|
| Beginning | The start date of the vacation that you want to trade away. |
| Number of Days to Trade | The number of days to be traded away. |
| Slide | The option to indicate that requested vacation start date may be moved up to three (3) days in either direction in the event the requested days are not available in the Open Time Allocation. |
| Request Priority | The priority order in which trades should be considered by the system when submitting multiple requests. Note: If more than one trade request is submitted with the same request priority, then the last submitted request will be considered by awarding process as having a higher priority. For example. FA submits 2 OT trade by Sen requests with the same priority 1. The first request was submitted at 10.00 AM and the second one was submitted at 3.00 PM the same day. Awarding process will consider the second request as priority 1 as it was submitted after the first request. |
| Preference Order | The order in which choices for requested vacation should be considered. |
| Requested Start Date | The choices for desired vacation in MMDD format. Once the first 10 choices are entered, press the 'TAB' key to enter the next 10 choices and so on until the maximum of 365 choices are entered. |
| Number of Days Requested | The number of days requested in each choice. |
| Sort Preferences | Sorts the vacation trade options in the order indicated in the "preference order" field. If you do not select "Sort Preferences," the preferences will be automatically sorted when you select the "Save Request" or "Submit Request" button. |
| Save Request & Submit Request | The " Save Request " option saves the vacation choices entered and allows you to continue working. You must select " Submit Request " in order for your trade request to be accepted by the system. If you do <u>not</u> select " Submit Request ," your trade choices will be saved but not submitted in the system. |

Modifying or Withdrawing an Open Time Trade by Seniority Request: Can only be modified and/or withdrawn while the trade request is in pending status.

Changing/Updating Open Time Trade: Request can be updated while the OT trade by Seniority Trading window is open.

Accessing a saved Open Time Trade by Seniority Request: From the "**myVacation**" page, select the **OT Trade by Sen** option for the vacation trade request you previously saved. The Open Time Trade by Seniority page will display your previously saved request.

Accessing a submitted Open Time Trade by Seniority Request: All of the requests that have been submitted are displayed with the corresponding "Status". Status may include: Pending, Denied, Withdrawn or Awarded. Select the drop-down arrow to get an expanded view of the choices you submitted. Your choices will be displayed in the "**View OT Trade by Seniority**" page on "**myVacation**" page.

To modify already submitted Open Time Trade by Seniority Request: From the "View OT Trade by Seniority" page select "**Modify Request**", you will now be able to update your previously submitted trade request. To complete your request, remember to select "**Submit Request**".

To withdraw an Open Time Trade by Seniority Request: From the "View OT Trade by Seniority" page select **Withdraw Request**.

Open Time Trade by Seniority confirmation pages are displayed when trades have been submitted, modified or withdrawn. It is recommended that you print a copy for your records. To print, from the "**file**" menu select the "**print**" option. You can also print by right-clicking anywhere on the screen and selecting "**print**" from the menu option.

Awarding Open Time Trade: The system processes all requests for a Flight Attendant until one is awarded or until their requests are exhausted and no trades can be made. The order in which requests are processed is based on the "**Request Priority**" specified by the Flight Attendant while submitting each OT Trade by Seniority trade request.

The system moves through the list of trade requests in seniority order, either awarding a trade or leaving the trade request as unawarded if no trades are possible for the specified dates. When the system has passed through all trade requests, it begins again with the most senior Flight Attendant and passes through any trade requests that remain unawarded in the event that a trade can now be made.

Once a trade request has been awarded, the system will no longer look back at that particular request to see if a higher preference trade request date has become available.

The system continues this process until all possible trades have been granted.

Instant Trades with Open Time

Instant vacation trades open on December 5, 2021 for the 2022 vacation year.

Requests for these vacation trades must be submitted thirty (30) days before the 1st day of the earliest bid month involved in the trade except that January vacation days may be traded as late as December 9, 2021.

The Company shall award these trades in the order in which requests are received.

To submit an **“Instant OT Trade”**, from the **“myVacation”** page in the **“Scheduled Vacation”** section, select the dropdown arrow to expand the vacation period that you want to trade. Select **“Instant OT Trade”** to begin the trade request and the **“Instant Open Time Trade”** page will be displayed. The **“Instant OT Trade”** option is only visible while the trading window is open. (If a Flight Attendant to Flight Attendant trade request is already in progress or the vacation has a fly through the **“Instant OT Trade”** button will not be visible).

A confirmation page is displayed indicating that the request has been submitted successfully. It is recommended that you print a copy for your records. To print, from the **“File”** menu select the **“Print”** option. You can also print by right-clicking anywhere on the screen and selecting **“Print”** from the menu options

The **“Instant Open Time Trade”** page will allow you to make your selections. The chart below explains all the fields in the **“To Trade Away”** section”. After entering your options, select **“Request Trade”**.

| Field Name | Description |
|---------------------------------|---|
| Beginning | The start date of the vacation that you want to trade away |
| Number of Days to Trade | The number of days to be traded away |
| Requested Start Date | The single choice for desired vacation in MM/DD/YYYY format |
| Number of Days Requested | The number of days requested |

Viewing Instant Open Time Trades: From the **“myVacation”** page, Flight Attendants can view all Instant Open Time Trade Requests by selecting **“To view Instant Open Time Trade Request”**. The status field under **“My Current Instant Open Trade Request”** will indicate whether the trade request was **“Awarded”** or **“Denied”**.

Flight Attendant to Flight Attendant Trades

Vacation periods may be exchanged by a Flight Attendant with another Flight Attendant within the same Base.

The request must be submitted no later than 2359 HDT on the 15th of the calendar month before the earliest of the bid 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 the Open Time Trades by Seniority awards are published. The trade award process is manual and will be completed monthly.

To submit an FA-to-FA trade from “myVacation” in the “Scheduled Vacation” section, select the drop-down arrow to expand the vacation period that you want to trade. Click on “FA Trade” to begin the trade request. The “FA Trade” option is only visible while the trading window for that vacation period is open.

The “FA to FA Vacation Trade” page allows you to make your selections. The chart below explains all the fields in the “To Trade Away” and “Flight Attendant Trading With” sections. After entering your preferences, select “Request Trade” to submit the trade request.

| Field Name | Description |
|--------------------------------------|--|
| To Trade Away | |
| Beginning | The start date of the vacation that you want to trade away |
| Number of Days to Trade | The number of days to be traded away |
| Flight Attendant Trading With | |
| Employee ID | The employee ID of the other Flight Attendant participating in the trade |
| Vacation Period Start date | The single choice for desired vacation in MM/DD/YYYY format |
| Number of Days Requested | The number of days requested from the other Flight Attendant’s vacation |

A confirmation page is displayed indicating that the request has been submitted successfully. It is recommended that you print a copy for your records. To print, from the “File” menu select the “Print” option. You can also print by right-clicking anywhere on the screen and selecting “Print” from the menu options.

Viewing FA to FA Trades: From the “myVacation” page Flight Attendants can view FA to FA Trade Request by selecting “**To view FA to FA Trade Request**”. The status field under My Current FA to FA Vacation Request will display the status of the request and may include status of Pending, In Review, Awarded, Denied or Withdrawn.

Modifying FA to FA Trade Request: From the “myVacation” page, select “**To view FA to FA Trade Request**”. The modify option will only be available when the trade request is in a pending status. To modify the request, select the trade request and select “**Modify Trade**”.

After selecting “**Modify Trade**”, the request details will be displayed, and you will be able to make your edits. After updating the trade details, select “**Request Trade**” to submit your request.

A confirmation page is displayed indicating that the request has been submitted successfully. It is recommended that you print a copy for your records. To print, from the “File” menu select the “Print” option. You can also print by right-clicking anywhere on the screen and selecting “Print” from the menu options.

Withdrawing a FA to FA Trade Request: From the “myVacation” page, select “**To view FA to FA Trade Request**”. The “Withdraw Trade” option will only be available when the trade request is in a pending status. Select the trade request and then select “**Withdraw Trade**” to withdraw your request.

A confirmation page is displayed indicating that the request has been submitted successfully. It is recommended that you print a copy for your records. To print, from the “File” menu select the “Print” option. You can also print by right-clicking anywhere on the screen and selecting “Print” from the menu options.

Vacation Trade Rules

- Minimum length of vacation period for submitting a partial vacation trade 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 vacation, the entire vacation must be traded.

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.

Prior to the Monthly Line Award

A Flight Attendant must provide notice to the Company of her/his intent to fly through a vacation period no later than the **5th day of the calendar month at 1000 local time before the Bid month in which the vacation is scheduled.**

Fly Through Entire Vacation Period: From the “myVacation” page, in the “Scheduled Vacation” section, select the dropdown arrow to expand the vacation period that you want to fly through. Select “**Fly Through**” to begin the request and the Fly Through Modification page will be displayed. From the Fly Through Modification page select “**Fly Through Entire Vacation**” and select “**Submit**”.

The “Fly Through” option is only visible while the Fly Through window is open. (If an Instant Trade or a Flight Attendant to Flight Attendant trade is in progress for the vacation period, the Fly through button will not be visible)

For vacations with 6 days or less, Fly Through requests will be automatically submitted once you select the “**Fly Through**” option. For vacations longer than 6 days, you will be redirected to the Fly Through Modification request page.

Fly through requests are instantly awarded and the vacation will be marked with the Fly Through indicator on “myVacation” page.

A confirmation page is displayed indicating that the request has been submitted successfully. It is recommended that you print a copy for your records. To print, from the “**File**” menu select the “**Print**” option. You can also print by right-clicking anywhere on the screen and selecting “**Print**” from the menu options.

Partial Fly Through:

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, if 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 if trading window is open for that vacation period.

Fly Through will be considered a separate vacation period for the maximum of 5 periods.

Requesting a Fly Through Partial Vacation Period:

When requesting to fly through a portion of your vacation and the vacation crosses from one month to the next, those requests need to be submitted by the deadline in which the vacation starts. For example: A Flight attendant has a 16-day vacation from 3/24-4/8 and wants to fly through only the April portion. That request would need to be submitted no later than February 5 which is the deadline for March fly throughs.

From the **myVacation** page, in the **Schedule Vacation** section, select the drop-down arrow to expand the vacation period that you want to fly through. Select **Fly Through** to begin the request and the Fly Through Modification page will be displayed. On the Fly Through Modification page, select the Fly Through **Begin Date** and **Length** and then select “**Submit**”.

The Fly Through option is only visible while the Fly Through window is open. (If an Instant Trade or a Flight Attendant to Flight Attendant trade is in progress for the vacation period, the Fly through button will not be visible)

The Fly through request will be instantly awarded and the vacation will be marked with the Fly Through indicator on the “myVacation” page. The remaining days in the original vacation will appear in a separate vacation period.

Flying Through (After Monthly Line – Operational Vacation Fly Through)

A Flight Attendant also may elect vacation fly through after the award of monthly schedules. Both Line holder and Reserves can request a full vacation Fly Through by calling Crew Scheduling directly.

- Partial operational Vacation Fly Through are not permitted
- Once the Vacation Fly Through has been processed, Crew Scheduling will send the information to Crew Pay to ensure the Vacation hours are placed into Add Pay.
- 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.
- Reserves will now have OFF days where the vacation once was, which allows Reserves to pick-up trips during this period.

The Reserve Monthly Guarantee (MIN) and Reserve Override are reduced by the value of the Reserve days awarded during what was initially the vacation period. Operational Vacation Fly Through reduces the Reserve Guarantee (MIN) because the Reserve days shown in the Monthly bid packet within the originally scheduled vacation period are then converted to OFF days. Once the Operational Vacation Fly Through is processed the vacation is no longer protected within the Reserve Guarantee (MIN) of 78:00 hours. It is moved to ADD Pay and is paid over and above the Reserve Guarantee (MIN) at the end of the bid month. The Reserve will need to pick up the flying on those OFF days to increase the total month’s pay hours and the entire value of pairing picked up will be placed into Add Pay, along with the Vacation hours.

Vacation Slides

From the **myVacation** page from the dropdown menu select Vacation Slide Request, once the vacation slide request is completed that request needs to be emailed to vacslide@united.com. These requests are processed by Crew Scheduling Planning.

Lineholders

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

If the pairing to be retained starts in the same bid month as the start of the vacation period, the request must be received by 0800 HDT on the 19th calendar day of the month prior to the start of the pairing.

If the pairing being retained starts in the month prior to the start of the vacation period, the request must be received by 1630 HDT on the 16th calendar day of the month the pairing starts.

In addition, a Lineholder will be given the opportunity to 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. These requests must be received by 0800 HDT on the 19th calendar day of the month prior to the start of the vacation period.

Reserves

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.

These requests must be received by 0800 HDT on the 19th calendar day of the month prior to the start of the vacation period.

In addition, a Reserve who is awarded a vacation that 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 (2) available reserve days. If this creates a short block, it must be adjusted in accordance with Section 12.C.3. of the JCBA, which also provides that short blocks abutting the first day of the new bid month do not need to be adjusted.

As provided for in Section 12.G., the list of blocked days for vacation slides in 2022 is as follows:

Blocked Vacation Slide Dates

| | | |
|----------------------------|----------------------------|----------------------------|
| 12/30/21 - 01/04/22 | 07/01/22 - 07/07/22 | 11/22/22 - 11/27/22 |
| 04/14/22 - 04/22/22 | 09/02/22 - 09/07/22 | 12/17/22 - 12/27/22 |
| 05/26/22 - 06/02/22 | 10/27/22 - 11/02/22 | 12/29/22 - 01/04/23 |

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.

Leaves of Absence

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

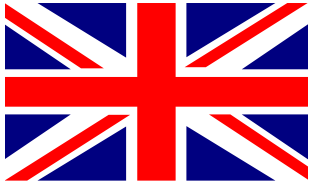
- Leave the vacation period intact and pay the Flight Attendant for the vacation; or
- Permit a trade of vacations in accordance with the trading provisions of Section 12.C., thereby removing the original vacation from period of the leave; or
- A Flight Attendant who is scheduled for jury duty, or on medical or occupational leave, or hospitalized due to illness or injury may, no 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. The payment shall be made not later than the February 1 paycheck of the following 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.
 - A Flight Attendant will have the option to either carry one unused vacation into the following vacation year and be paid for all unused vacation under the terms of 12.C.8.d. or be paid for all unused vacation under the terms of 12.C.8.c.
 - A Flight Attendant must advise the Company of their election to carry one unused vacation into the following vacation year no later than November 30. If no election is made by November 30, vacation will be paid out under the terms of 12.C.8.c.
 - A Flight Attendant will need to place their vacation on their schedule when they return from the leave of absence.
 - Flex Vacation cannot be carried into the following vacation year.

Flight Attendant Calendars & Holidays

2022 Contractual Holidays

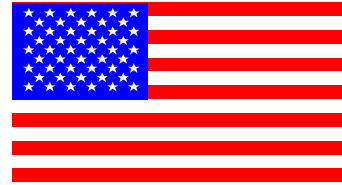
UNITED KINGDOM

01/01 New Year's Day
04/18 Easter Monday
08/29 August Bank Holiday
12/25 Christmas Day



UNITED STATES

01/01 New Year's Day
07/04 Independence Day
11/24 Thanksgiving Day
12/25 Christmas Day



UNITED KINGDOM 2022 FLIGHT ATTENDANT CALENDAR

Denotes Blocked Vacation Slide Days

Denotes Paid Holidays

| January 12/30/21-1/29/22 (31 Day) A | | | | | | | February 1/30/22-3/01/22 (31 Day) B | | | | | | | March 3/02/22- 3/31/22 (30 day) A | | | | | | |
|--|----|----|----|--------|--------|----|--|--------|-------|----|----|----|----|--|----|--------|--------|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | 30-Dec | 31-Dec | 1 | 30-Jan | 31-Jan | 1 | 2 | 3 | 4 | 5 | | | | 2 | 3 | 4 | 5 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 30 | 21 | 22 | 23 | 24 | 25 | 26 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 1-Mar | | | | | 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| April 4/01/22-5/01/22 (31 Day) B | | | | | | | May 5/02/22-5/31/22 (30 Day) A | | | | | | | June 6/1/22-6/30/22 (30 Day) B | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | 1 | 2 | | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | |
| 1-May | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| July 7/1/22- 7/30/22 (30 Day) A | | | | | | | August 7/31/22-8/29/22 (30 Day) B | | | | | | | September 8/30/21-9/29/21 (31 Day) A | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | 1 | 2 | 31-Jul | 1 | 2 | 3 | 4 | 5 | 6 | | | 30-Aug | 31-Aug | 1 | 2 | 3 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | | | | | | 25 | 26 | 27 | 28 | 29 | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| October 9/30/22-10/29/22 (30 Day) B | | | | | | | November 10/30/22-11/29/22 (31 Day) A | | | | | | | December 11/30/22-12/29/22 (30 Day) B | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | 30-Sep | 1 | 30-Oct | 31-Oct | 1 | 2 | 3 | 4 | 5 | | | | 30-Nov | 1 | 2 | 3 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | | | | | 25 | 26 | 27 | 28 | 29 | | |
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