



RESERVE REVIEW:

Reserve Timeline for the January Bid Month

MEC Reserve Committee

December 27, 2021

If awarded or assigned a Reserve line for the January bid month, there are various scheduling request deadlines and processes that occur during the period between bid awards and through the first week of the new month. While some of these events occur on the same calendar days each month, there are a few that are based on when the new Flight Attendant bid month begins, which may vary from month to month. For your convenience, we have compiled a Reserve bid month timeline detailing these items in both calendar and list formats.

January 2022 Bid Month Reserve Timeline – Calendar View

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	13	14	15	16	17	18
December Bid Month					Primary Bids Close @ 0800 HDT	Primary Award Line #s Visible by 0800 HDT Mutual Trades begin @ 1700 HDT
19	20	21	22	23	24	25
VAC Slide Requests due by 0800 HDT			VAC Short Block Adjustment requests due by 2359 HDT	Day Off Trades with Pool begins in Staggered Brackets Open Pick up of CQ by calling Inflight Admin (FAST) during bracket	Day Off Trades with Pool re-opens @ 0700 HDT Re-start Open Pick up of CQ by calling Inflight Admin (FAST) @ 0700 HDT	
26	27	28	29	30	31	1
Reserve "+" Day of Availability Restoration requests due by 2359 HDT	Day Off Trades with Pool closes @ 0700 HDT Re-opens @ 2100 HDT		Resolve End-of-Month 1-in-7 Conflicts by 2359 HDT Move-Up Electing screen closes @ 2359 HDT	January Bid Month Begins Move-Up Line Build begins @ 0001 HDT		
2	3	4	5	6	7	8
	Move-Up Line Build Ends @ 2359 HDT Open Pick up of CQ by calling Inflight Admin (FAST) ends @ 2359 HDT	CQ may be assigned by Inflight Admin (FAST) starting @ 0001 HDT ("Due" and "Grace" months only)	Advance Vacation Fly-Thru requests for February due by 1000 HDT			

January 2022 Bid Month Reserve Timeline – Detailed List View

Date	Time	Event Description
12/17	0800 HDT	Primary Bids Close
12/18	0800 HDT	Primary Award Line Numbers Visible
	1700 HDT	Mutual Trades Begin
12/19	0800 HDT	Vacation Slide Requests Due <ul style="list-style-type: none"> Contract Section 12.G.3.a. provides Reserves with the ability to move a vacation up to two (2) days in either direction, provided no new legality or short blocks are created. Contract Section 12.G.3.b. provides a Reserve who is awarded a vacation that does not include any days of availability the ability to move the vacation a sufficient number of days forward or backward in order to encompass the nearest two (2) available Reserve days. <p>See our Reserve Lines and Vacation document for more details.</p>
		Vacation Short Block Adjustment Requests Due <ul style="list-style-type: none"> Contract Section 12.C.3. provides Reserves will have a period of five (5) days to adjust their vacation or schedule to eliminate any short blocks created by the vacation days, if they so choose. This may be accomplished by dropping availability days, moving availability days, or moving the vacation by up to two (2) days in either direction. <p>See our Reserve Lines and Vacation document for more details.</p>
12/22	2359 HDT	Vacation Short Block Adjustment Requests Due <ul style="list-style-type: none"> Contract Section 12.C.3. provides Reserves will have a period of five (5) days to adjust their vacation or schedule to eliminate any short blocks created by the vacation days, if they so choose. This may be accomplished by dropping availability days, moving availability days, or moving the vacation by up to two (2) days in either direction. <p>See our Reserve Lines and Vacation document for more details.</p>
12/23	Staggered Brackets <i>See Bid Packet Cover Letter</i>	Reserve Day Off Trades with the Pool Begin
		Open Pick-Up of CQ Training Pairings Begin <ul style="list-style-type: none"> Reserves must contact Inflight Administration (i.e., the FAST team) at 1-800-FLT-LINE, option 4, option 2 to be scheduled on a day of Reserve availability.
12/24	0700 HDT	Reserve Day Off Trades with the Pool Re-Open
		Open Pick-Up of CQ Training Pairings Re-Opens (see above)
12/26	2359 HDT	Requests to Restore Reserve “+” Days of Availability Due <ul style="list-style-type: none"> If you were awarded or traded into a Reserve line with more than twelve (12) days off, Contract Section 8.I.1.I provides Reserve Flight Attendants with the ability to restore days of availability, without regard to whether or not they originally bid for the line. In the bid packet, the lines indicate days to be restored with a “+”. When a day of availability is restored, there is a corresponding increase to the Reserve minimum guarantee. <p>Please see our FAQ document for additional details.</p>
		Reserve Day Off Trades with the Pool Close
12/27	0700 HDT	Reserve Day Off Trades with the Pool Close
	2100 HDT	Reserve Day Off Trades with the Pool Re-Opens
12/29	2359 HDT	Deadline to Resolve End-of-Month 1-in-7 Conflicts <ul style="list-style-type: none"> Whenever a Reserve is not scheduled with at least one (1) calendar day off at their home domicile in any consecutive seven (7) day period due to the convergence of monthly schedules, Contract Sections 6.P.3. and 8.I.2. provide the Flight Attendant with the ability to decide how the schedule conflict will be reconciled. NOTE: If you do not contact the Crew Desk before the first day of the new bid month, the 1-in-7 is considered <u>automatically waived</u>. <p>Please see our Transitioning to Reserve document for details.</p>
		Move-Up Electing Screen Closes <ul style="list-style-type: none"> Unless otherwise selected during the Primary bidding process, all Reserves are added to the Move-Up List. Following the bid awards, Reserves may edit their Move-Up elections (remove/re-add name to list, type of flying preferences, protected days) using the Move-Up Electing screen in CCS until 2359 HDT on the last day of the old bid month. <p>See the Reserve Survival Guide and JCBA Move-Up List Enhancement Guide for more information.</p>



Date	Time	Event Description
12/30	0001 HDT	December Bid Month Begins
		Move-Up Line Build Begins See the Reserve Survival Guide and JCBA Move-Up List Enhancement Guide for more information.
1/3	2359 HDT	Move-Up Line Build Ends
		Open Pick-Up of CQ Training Pairings Ends
1/4	0001 HDT	CQ Training May Be Assigned by Inflight Administration (FAST) <ul style="list-style-type: none"> If January is your “Due” or “Grace” month for CQ, and you have not picked up a CQ training pairing by this date, Inflight Administration will attempt to assign the training. If the Inflight Administration team is unable to assign training, you can continue to try picking up open CQ training positions by contacting them throughout the month.
1/5	1000 HDT	Advance Vacation Fly-Through Requests for February Due See our Reserve Lines and Vacation document for more details.

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