



# RESERVE REVIEW:

## Reserve Timeline for the August Bid Month

MEC Reserve Committee

July 15, 2021

If awarded or assigned a Reserve line for the August 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.

### August 2021 Bid Month Reserve Timeline – Calendar View

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11	12	13	14	15	16	17
July Bid Month						Primary Bids Close @ 0800 HDT
18	19	20	21	22	23	24
Primary Award Line #s Visible by 0800 HDT Mutual Trades begin @ 1700 HDT	VAC Slide Requests due by 0800 HDT			VAC Short Block Adjustment requests due by 2359 HDT	Day Off Trades with Pool begins in <b>Staggered Brackets</b> 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
25	26	27	28	29	30	31
		Day Off Trades with Pool closes @ 0700 HDT Re-opens @ 2100 HDT Reserve "+" Day of Availability Restoration requests due by 2359 HDT			Resolve End-of-Month 1-in-7 Conflicts by 2359 HDT Move-Up Electing screen closes @ 2359 HDT	<b>August Bid Month Begins</b> Move-Up Line Build begins @ 0001 HDT
1	2	3	4	5	6	7
			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 September due by 1000 HDT		

## August 2021 Bid Month Reserve Timeline – Detailed List View

Date	Time	Event Description
7/17	0800 HDT	<b>Primary Bids Close</b>
7/18	0800 HDT	<b>Primary Award Line Numbers Visible</b>
	1700 HDT	<b>Mutual Trades Begin</b>
7/19	0800 HDT	<b>Vacation Slide Requests Due</b> <ul style="list-style-type: none"> <li>Contract Section <b>12.G.3.a.</b> 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.</li> <li>Contract Section <b>12.G.3.b.</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.</li> </ul> <p>See our <a href="#">Reserve Lines and Vacation</a> document for more details.</p>
		<b>Vacation Short Block Adjustment Requests Due</b> <ul style="list-style-type: none"> <li>Contract Section <b>12.C.3.</b> 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.</li> </ul> <p>See our <a href="#">Reserve Lines and Vacation</a> document for more details.</p>
7/22	2359 HDT	<b>Vacation Short Block Adjustment Requests Due</b> <ul style="list-style-type: none"> <li>Contract Section <b>12.C.3.</b> 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.</li> </ul> <p>See our <a href="#">Reserve Lines and Vacation</a> document for more details.</p>
7/23	Staggered Brackets <i>See Bid Packet Cover Letter</i>	<b>Reserve Day Off Trades with the Pool Begin</b>
		<b>Open Pick-Up of CQ Training Pairings Begin</b> <ul style="list-style-type: none"> <li>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.</li> </ul>
7/24	0700 HDT	<b>Reserve Day Off Trades with the Pool Re-Open</b>
		<b>Open Pick-Up of CQ Training Pairings Re-Opens</b> ( <i>see above</i> )
7/27	0700 HDT	<b>Reserve Day Off Trades with the Pool Close</b>
	2100 HDT	<b>Reserve Day Off Trades with the Pool Re-Opens</b>
	2359 HDT	<b>Requests to Restore Reserve “+” Days of Availability Due</b> <ul style="list-style-type: none"> <li>If you were awarded or traded into a Reserve line with more than twelve (12) days off, Contract Section <b>8.I.1.I</b> 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.</li> </ul> <p>Please see our <a href="#">FAQ</a> document for additional details.</p>
7/30	2359 HDT	<b>Deadline to Resolve End-of-Month 1-in-7 Conflicts</b> <ul style="list-style-type: none"> <li>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 <b>6.P.3.</b> and <b>8.I.2.</b> provide the Flight Attendant with the ability to decide how the schedule conflict will be reconciled. <b>NOTE:</b> <i>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>.</i></li> </ul> <p>Please see our <a href="#">Transitioning to Reserve</a> document for details.</p>
		<b>Move-Up Electing Screen Closes</b> <ul style="list-style-type: none"> <li>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.</li> </ul> <p>See the <a href="#">Reserve Survival Guide</a> and <a href="#">JCBA Move-Up List Enhancement Guide</a> for more information.</p>

Date	Time	Event Description
8/31	0001 HDT	<b>August Bid Month Begins</b>
		<b>Move-Up Line Build Begins</b> <i>See the <a href="#">Reserve Survival Guide</a> and <a href="#">JCBA Move-Up List Enhancement Guide</a> for more information.</i>
8/4	2359 HDT	<b>Move-Up Line Build Ends</b>
		<b>Open Pick-Up of CQ Training Pairings Ends</b>
8/5	0001 HDT	<b>CQ Training May Be Assigned by Inflight Administration (FAST)</b> <ul style="list-style-type: none"> <li>If June 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.</li> </ul>
	1000 HDT	<b>Advance Vacation Fly-Through Requests for September Due</b> <i>See our <a href="#">Reserve Lines and Vacation</a> document for more details.</i>

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