



RESERVE REVIEW:

Reserve Timeline for the December Bid Month

MEC Reserve Committee

November 19, 2021

If awarded or assigned a Reserve line for the December 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.

December 2021 Bid Month Reserve Timeline – Calendar View

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|--|---|---|------------------------------------|---|
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| November Bid Month | | | Primary Bids Close @ 0800 HDT | Primary Award Line #s Visible by 0800 HDT Mutual Trades begin @ 1700 HDT | VAC Slide Requests due by 0800 HDT | |
| | 21 | 22 | 23 | 24 | 25 | 26 |
| | 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 | | | Day Off Trades with Pool closes @ 0700 HDT Re-opens @ 2100 HDT |
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| | Resolve End-of-Month 1-in-7 Conflicts by 2359 HDT Move-Up Electing screen closes @ 2359 HDT | December Bid Month Begins Move-Up Line Build begins @ 0001 HDT | 2021 Reserve Christmas Wish List Portal Opens @ 0001 CT | | | Move-Up Line Build Ends @ 2359 HDT Open Pick up of CQ by calling Inflight Admin (FAST) ends @ 2359 HDT |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| CQ may be assigned by Inflight Admin (FAST) starting @ 0001 HDT ("Due" and "Grace" months only) Advance Vacation Fly-Thru requests for January due by 1000 HDT | | | | | | |

December 2021 Bid Month Reserve Timeline – Detailed List View

| Date | Time | Event Description |
|-------|--|---|
| 11/17 | 0800 HDT | Primary Bids Close |
| 11/18 | 0800 HDT | Primary Award Line Numbers Visible |
| | 1700 HDT | Mutual Trades Begin |
| 11/19 | 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> |
| 11/23 | 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. |
| 11/24 | 0700 HDT | Reserve Day Off Trades with the Pool Re-Open |
| | | Open Pick-Up of CQ Training Pairings Re-Opens (see above) |
| 11/27 | 0700 HDT | Reserve Day Off Trades with the Pool Close |
| | 2100 HDT | Reserve Day Off Trades with the Pool Re-Opens |
| 11/29 | 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 automatically waived. <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 |
|-------|----------|---|
| 11/30 | 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. |
| 12/1 | 0001 CT | Reserve Christmas Wish List Portal Opens <ul style="list-style-type: none"> Reserve Christmas Wish List (CWL) is a Reserve assignment procedure that is provided for in Section 8.H.8.c. of the Contract. At Christmas, for the three (3) days preceding and two (2) days following the holiday, Reserve Flight Attendants may preference up to four (4) layover stations where they wish to be on and around the holiday. If legal and available, requests will be awarded in Inflight seniority order. See our 2021 Reserve Christmas Wish List document for more details. |
| 12/4 | 2359 HDT | Move-Up Line Build Ends |
| | | Open Pick-Up of CQ Training Pairings Ends |
| 12/5 | 0001 HDT | CQ Training May Be Assigned by Inflight Administration (FAST) <ul style="list-style-type: none"> If December 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. |
| | 1000 HDT | Advance Vacation Fly-Through Requests for January 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.