



# Reserve Christmas Wish List

## December 2021

MEC Reserve Committee

**November 19, 2021**

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. The **Reserve Christmas Wish List** portal may be accessed in one of three ways:

1. Via [www.unitedafa.org/wishlist](http://www.unitedafa.org/wishlist)
2. Via CCS under the **Reserve** tab
3. Via the Quick Links section of the Inflight Services homepage on Flying Together.

To accommodate these preferences during the CWL period, and prior to running the Reserve Preferencing System, under the terms of the Contract, Crew Scheduling employs a manual procedure that differs from that of assigning by Time Accrued (TMAC) order and Reserve Ordering (which is described in Section 8.C. of the Contract). The modified process, described below, places the Flight Attendant's layover request as the main consideration for pairing assignments in seniority order.

**NOTE: Flight Attendants will continue to be assigned within their designated sub-base.**

1. Starting at 1400 HDT and concluding at 1645 HDT on the day prior, assignments are made by matching the available Reserves with open pairings according to their CWL layover choices. *These choices are not ranked 1st, 2nd, 3rd or 4th.* If any of the listed choices are available, the most senior, legal Reserve requesting that layover should be awarded the trip.
2. Crew Scheduling will proceed through the open trip file, granting as many wishes as possible.
3. Once all possible CWL requests have been awarded, Crew Scheduling will create a record of all granted CWL requests and will return to the Contractual Reserve assignment procedures without further consideration of CWL requests for the assignment day:
  - o At approximately 1700 HDT the remaining open trips will be assigned to remaining Reserves using the Reserve Preferencing System.
  - o Any pairings that become open while the Reserve Preferencing System is running will be assigned during the subsequent clean-up process in day-of-availability and TMAC order, in accordance with Section 8.C. of the Contract.
  - o Crew Scheduling will complete the process by assigning the remaining Reserves to either Ready Reserve status or to Released for the following day.

### Some important points to remember:

- The CWL system officially opens on December 1<sup>st</sup>, 2021. Any layover preferences input prior to that date must be re-entered in order to be considered for the 2021 CWL period.
- CWL preferences may only be entered via the online portal. Requests will **not** be accepted over the telephone by contacting scheduling.
- Only one (1) CWL request may be granted per Flight Attendant during the CWL period.

- CWL requests will be considered and granted within each of the following sub-bases as applicable: Regular Reserve (FA), International Purser Reserve (FM-L) and each Language Qualified Reserve group (LS).
- Requested assignments that require a Flight Attendant to “opt” will be granted, and the Flight Attendant automatically opted for the balance of the month.
- Flight Attendants will not be deadheaded to other bases in order to grant their wish.
- Reserves assigned as part of CWL shall be released to check-in and shall not be subject to displacement from the pairing by a Lineholder, consistent with Section 8.D.11. of the Contract.
- Assignments made to Ready and Standby Reserves will not consider CWL layover requests.
- Preferences may be altered at any time up until the deadline for each day (see below schedule). Only the latest request/update made prior to each deadline will be considered.

Prior to the Reserve assignment process for:	Requests must be submitted by:
22 December 2021	0600 HDT on 21 December 2021
23 December 2021	0600 HDT on 22 December 2021
24 December 2021	0600 HDT on 23 December 2021
25 December 2021	0600 HDT on 24 December 2021
26 December 2021	0600 HDT on 25 December 2021
27 December 2021	0600 HDT on 26 December 2021

## Technical Support

There is a [“Frequently Asked Questions” \(FAQ\) page](#) within the Wish List microsite that answers common questions. For technical support, there is a dedicated email address for Flight Attendants that is monitored by the MEC Reserve Committee: [reservewishlist@unitedafa.org](mailto:reservewishlist@unitedafa.org).

When contacting this email address, please include the following information:

- Full name
- Domicile
- Employee/File Number
- Contact email/telephone number
- Description of the error message and/or nature of the problem
- Type of computer or device and web browser you are using

If you have additional questions, please contact your Local Council Reserve Committee.