

Vacation Fly Through Guide

Published May 23, 2019

Revised August 25, 2022



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Introduction

In accordance with Section 12.I. of the JCBA, Flight Attendants can request to fly through **all or part** of their scheduled vacation. Flight Attendants can request vacation fly through, not only for the next bid month, but also for any vacation in the current vacation year, as long as the Vacation Fly Through window for that particular bid month is not closed. The Vacation Fly Through window will be open until the 5th day of the calendar month at 1000 HDT, prior to the bid month in which vacation is scheduled. The JCBA provides the following:

12. I. Vacation Fly Through

1. 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.
2. The Company may offer an incentive for Flight Attendants to fly through their vacations.
3. 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 month in which the vacation is scheduled.
4. A Flight Attendant also may elect Vacation Fly Through after the award of monthly schedules but 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.

Rules for Vacation Fly Through

There are different processes for requesting a Vacation Fly Through before the next month's schedule is awarded and after it is awarded (operational Vacation Fly Through). The following rules apply:

- Flight Attendants who choose to fly during their 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.
- Flight Attendants must provide notice to the Company of their 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.**
- Flight Attendants also may elect Vacation Fly Through after the award of monthly schedules. 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.



Partial Vacation Fly Through

You may also request to fly through part of your vacation, **but this option is only available before the next month's schedules are awarded**. The following rules for partial Vacation Fly Through apply:

- The length of the vacation must be greater than 6 days.
- Flight Attendants 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.
- Flight Attendants will not be allowed to fly through multiple sets of non-consecutive days from within a block of vacation days, even if they leave 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).
- Flight Attendants **cannot** submit any Vacation Modification request (Fly Through/ Instant Trade/Flight Attendant to Flight Attendant trade) for the remaining days of the Fly Through period unless they withdraw the partial fly through request.
- Upon withdrawing the fly through request, the original vacation period will be restored allowing Flight Attendants to participate in any type of trade, if the trading window is open for that vacation period.
- Fly Through will be considered a separate vacation period for the maximum of 5 periods.

How to Request Vacation Fly Through Prior to the Next Bid Award

A request for Vacation Fly Through before the new month's schedule is awarded can be done in CCS.

1. To enter a Vacation Fly Through before the new bid award, go to **CCS -> Vacation -> myVacation**.

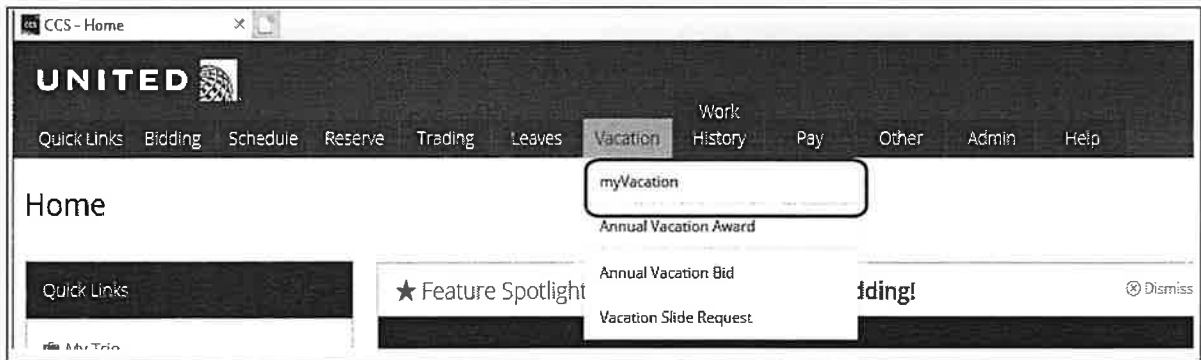


Image 1.01

2. The following screen appears. Please note the section that shows your scheduled vacation. A legend below the schedule helps identify the icons.



Crew Communication System

Quick Links
Work
ELIJAH KNOX

Bidding
Schedule
Reserve
Trading
Leaves
Vacation
History
Pay
Other
Help

myVacation

Emp ID	Name						
U011829	Knox, Elijah						

Vacation Year	Vacation Days Accrued	Hours to Partial Day	DAT	Buy Back	Flex	401K	Vacation Days Available *
2021	40	0	0	0	0	-10	30

2021 Vacation Election period is over [Click here to view your selection](#)
[To view Vacation Award details Click here](#)
[To view Vacation Open Time Click here](#)
[To view Open Time Trade by Seniority Requests Click here](#)
[To view Instant Open Time Trade Requests Click here](#)
[To view FA to FA Trade Requests Click here](#)

Scheduled Vacation

Effective Dates	Days*	
02/02 - 02/07/2021	6	51
06/24 - 06/29/2021	6	
08/16 - 08/21/2021	6	51
10/04 - 10/15/2021	12	

Scheduled Vacation Legend:

- Fly Through
- Pending Fly Through Request
- OT Trade Request on file
- FA Trade Request on file

Vacation Code Legend:

- VC - Regular Vacation (Paid)
- VT - Forfeited Regular Vacation (Paid)
- VB - Flex Vacation (Unpaid)
- VU - Forfeited Flex Vacation (Unpaid)

Payout/Forfeited Vacation

Effective Dates	Days*
No payout/forfeited vacation	

Calendar Legend:

<< July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Legend: Vacation Other Absences

[Logout](#) [Menu](#)

Image 1.02

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- The "Scheduled Vacation" area lists all your scheduled vacation. In this example, the Flight Attendant chose to fly through 02/02-02/07 and 08/16-08/21 and wants to fly through the 10/04-10/15 vacation period as well.

Scheduled Vacation

	Effective Dates	Days*	
⌵	02/02 - 02/07/2021	6	
⌵	06/24 - 06/29/2021	6	
⌵	08/16 - 08/21/2021	6	
⌵	10/04 - 10/15/2021	12	

Scheduled Vacation Legend:

- Fly Through
- Pending Fly Through Request
- OT Trade Request on file
- FA Trade Request on file

Vacation Code Legend:

- VC** - Regular Vacation (Paid)
- VT** - Forfeited Regular Vacation (Paid)
- VB** - Flex Vacation (Unpaid)
- VU** - Forfeited Flex Vacation (Unpaid)

Image 1.03

- Once you click on the down arrow to the left of the vacation period, it expands to reveal various options. You may either "Fly Through", "FA Trade", or "Instant OT Trade".

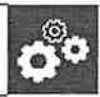
Scheduled Vacation

	Effective Dates	Days*	
⌵	02/02 - 02/07/2021	6	
⌵	06/24 - 06/29/2021	6	
⌵	08/16 - 08/21/2021	6	
⌵	10/04 - 10/15/2021	12	

Type	Start Date	End Date	Days	Hours to Partial Day
VC	10/04/2021	10/15/2021	12	

Fly Through
FA Trade
Instant OT Trade

Image 1.04



5. In this example, select the “Fly Through” tab.

Scheduled Vacation				
	Effective Dates		Days*	
▼	02/02 - 02/07/2021		6	
▼	06/24 - 06/29/2021		6	
▼	08/16 - 08/21/2021		6	
▼	10/04 - 10/15/2021		12	
Type	Start Date	End Date	Days	Hours to Partial Day
VC	10/04/2021	10/15/2021	12	
	Fly Through		FR Trade	Instant OT Trade

Image 1.05

6. The following screen appears.

Fly Through Modification							
Emp Number	Name					Base	
U095612	Heisey, Jeffrey					LHR	
Vacation Year	Vacation Days Accrued	Hours to Partial Day	DAT	Buy Back	Flex	401K	Vacation Days Available *
2021	40	0	0	0	0	-10	30
You have selected the following vacation to modify:							
Vacation Period Start Date	Vacation Period End Date		Vacation Type			Length	
10/4/2021	10/15/2021		VC			12	
Please Select from the following Choices:							
Days	M	T	W	T	F	S	S
Date	4	5	6	7	8	9	10
	Oct						
	M	T	W	T	F		
	11	12	13	14	15		
<input type="radio"/> Fly Through Entire Vacation				Select Begin Date		Select Length	
<input type="radio"/> Fly Through Part of Vacation				<input type="text"/>		<input type="text"/>	
<input type="button" value="Submit"/>		<input type="button" value="Return to myVacation"/>					

Image 1.06

7. You may either “Fly Through Entire Vacation” or “Fly Through Part of Vacation”.

<input type="radio"/> Fly Through Entire Vacation
<input type="radio"/> Fly Through Part of Vacation
<input type="button" value="Submit"/>
<input type="button" value="Return to myVacation"/>

Image 1.07



8. In this example, the Flight Attendant requests to “Fly Through Entire Vacation”, then selects “Submit”.

Image 1.08

9. The following confirmation screen appears.

Fly Through Modification

Your request has been completed.

Fri Jul 09 21 19:55:47 HDT

Employee Number:	U011829
Employee Name:	KNOX, ELIAH
Base:	LHR
Position:	FM
Action Performed:	Fly Through Request
Result:	Fly through Request Successfully Submitted
Vacation Period:	10/04/2021 - 10/15/2021
Fly Through Start Date:	10/04/2021
Fly Through Length:	12

Return

Please print this page for your records.

Image 1.09

10. To “Fly Through Part of Vacation”, click on the item, then you will need to use the drop-down menus to “Select Begin Date” and “Select Length”. In this example, the Flight Attendant wants to “Fly Through Part of Vacation”, and to begin on 10/04 and for 6 days. After you have made your selection, click “Submit”.

Please Select from the following Choices:

	Oct											
Days	M	T	W	T	F	S	S	M	T	W	T	F
Date	4	5	6	7	8	9	10	11	12	13	14	15

Fly Through Entire Vacation
 Fly Through Part of Vacation

Select Begin Date
 10/4/2021 ▼

Select Length
 6 ▼

Image 1.10



11. The following confirmation screen appears.

Fly Through Modification

Your request has been completed.

Fri Jul 09 21 15:46:01 HDT

Employee Number:	U011829
Employee Name:	KNOX, ELIJAH
Base:	LHR
Position:	FM
Action Performed:	Fly Through Request
Result:	Fly through Request Successfully Submitted
Vacation Period:	10/04/2021 - 10/15/2021
Fly Through Start Date:	10/04/2021
Fly Through Length:	6

Image 1.11

12. To withdraw the request, click the "Return" link.

Fly Through Modification

Your request has been completed.

Fri Jul 09 21 15:46:01 HDT

Employee Number:	U011829
Employee Name:	KNOX, ELIJAH
Base:	LHR
Position:	FM
Action Performed:	Fly Through Request
Result:	Fly through Request Successfully Submitted
Vacation Period:	10/04/2021 - 10/15/2021
Fly Through Start Date:	10/04/2021
Fly Through Length:	6

[Return](#)

Image 1.12



13. The system will bring you back to the *myVacation* screen. Under “*Scheduled Vacation*”, you will now see a red airplane icon next to scheduled vacation which indicates the system is processing your request for a Fly Through for that period. Once it is approved, the color changes to blue like in the two vacation periods 02/02-02/07 and 08/16-08/21 below.

Scheduled Vacation

	Effective Dates	Days*	
▼	02/02 - 02/07/2021	6	
▼	06/24 - 06/29/2021	6	
▼	08/16 - 08/21/2021	6	
▼	10/04 - 10/15/2021	12	

Scheduled Vacation Legend:

- Fly Through
- Pending Fly Through Request
- OT Trade Request on file
- FA Trade Request on file

Vacation Code Legend:

- VC** - Regular Vacation (Paid)
- VT** - Forfeited Regular Vacation (Paid)
- VB** - Flex Vacation (Unpaid)
- VU** - Forfeited Flex Vacation (Unpaid)

Image 1.13

14. To withdraw the request, click the drop-down arrow to the left of that vacation period. Now the “*Fly Through*” link is highlighted in red which indicates the fly through request is being processed. (Once it is approved, the color changes to yellow.)

Scheduled Vacation

	Effective Dates	Days*	
▼	02/02 - 02/07/2021	6	
▼	06/24 - 06/29/2021	6	
▼	08/16 - 08/21/2021	6	
▼	10/04 - 10/15/2021	12	

Type	Start Date	End Date	Days	Hours to Partial Day
VC	10/04/2021	10/15/2021	12	

Fly Through Fly Through must be removed to create a Trade

Image 1.14



15. After you click on the “Fly Through” link, a confirmation window appears asking you if you are sure you want to withdraw the request. If sure, click “OK”.

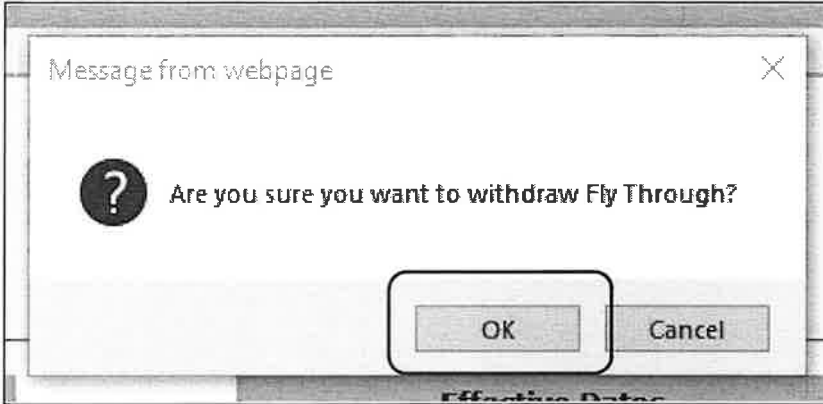


Image 1.15

16. The Withdraw Request confirmation appears:

Confirmation

Your request has been completed.

Thu Jul 08 21 20:54:56 HDT

Employee Number:	U011829
Employee Name:	KNOX, ELJAH
Base:	LHR
Position:	FM
Action Performed:	Fly Through Withdraw Request
Result:	Fly through Request Withdrawn successfully
Vacation Period:	10/04/2021 - 10/09/2021
Fly Through Start Date:	10/04/2021
Fly Through Length:	6

Return

Please print this page for your records.

Image 1.16



How to Request Vacation Fly Through Following the Next Month's Bid Award (Operational)

You may request a full Vacation Fly Through *after* you receive your schedule for the next bid month on the 18th after 1700 HDT. Keep in mind that in doing a vacation fly through after the award of monthly schedules, you may **only** pick up trip pairings within the vacation period from another Flight Attendant.

To request an operational vacation fly through:

- **Lineholders:** Go directly to CCS, click the **Trading** tab, and select **Electronic Bulletin Board**. Place your trade request on file to work over your vacation days. Picking up a trip or trading a pairing with another flight attendant over your vacation days will result in the automatic processing of the Operational Fly Through when the trade is processed. The result of the trade or pick up for lineholders electing an Operational Fly through is that VAC days will be removed from your schedule and the value of the vacation hours will be placed in Add Pay.

Line Holder Operational Fly Through Examples

1. Brady has vacation scheduled from March 5 -14 and does not request a non-operational fly through in CCS. After March line awards are finalized on February 18, his line shows VAC on the days when he has vacation. He then picks up a 4-day trip from another flight attendant on March 7, and successfully processes the trade. The operational fly through request is processed along with the trade. His VAC hours go to Add Pay in the Pay Register and his schedule no longer reflects his vacation, thereby allowing him to pick up from other flight attendants on the remaining days. Note that even if Brady only picked up a 4-day trip, his entire 10-day vacation is cleared because partial operational fly throughs are not allowed.
2. Arly has vacation days scheduled from April 1 to 14 and tries to pick up a trip from Open Time over her vacation. The trade will fail and no vacation fly through will be processed. She will need to pick up from another flight attendant and not from Open Time for the trade and accompanying vacation fly through to be successful.

Operational Vacation Fly Through for Reserves

- **Reserves:** Contact the FAST team via the virtual chat or by calling 1-800-FLT LINE. option 1,2.

When Reserves request an Operational Vacation Fly Through, their Reserve Guarantee (MIN) and Reserve Override may be impacted. For example, if a Reserve elects to fly through their vacation, and the vacation is placed over any Reserve Days of availability, the Reserve Guarantee (MIN) will be reduced by the value of each of the Reserve availability days. The Reserve Override will also be reduced proportionately. *If there are no days of availability encompassed by the vacation, that is the vacation period occurs during a block of days off, there will be no reduction to the Reserve Guarantee (MIN) or Reserve Override.* Operational Vacation Fly Through lowers the Reserve Guarantee (MIN) and reduces the Reserve Override because the Reserve days shown in the bid packet within the originally scheduled vacation period are then converted to OFF days by Crew Scheduling. When they process the Operational Vacation Fly Through Request, the vacation is no longer protected within the Reserve Guarantee (MIN) of 78:00 hours. The vacation 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 flying on those OFF days to increase the total months' pay hours so the entire value of pairings picked up will be placed into ADD PAY, along with the vacation hours.

Reserve Operational Vacation Fly Through Examples

For example, John and Jane both have seven (7) days of vacation, and both are awarded Reserve line 6220. It is a 30-day month, and the line was built with 12 days off. Both John and Jane elect to fly through their vacation after the lines have been awarded. Their vacation days fall on different days and will be treated slightly differently. Here is an illustration of a portion of each of their lines showing the vacation days.

John's vacation period is from the 8th through 14th:

08	09	10	11	12	13	14	15	16	17	18
VAC	VAC	VAC	VAC	VAC	VAC	VAC	OFF	OFF	OFF	OFF
R	R	R	R	OFF	OFF	OFF				

When John elects to fly through operationally, the value of the vacation days is moved to his ADD PAY (7 X 3:15 = 22:45), and each of the vacation days will become "OFF" days in his schedule. He is relieved of his Reserve obligation on the original Reserve days encompassed by the vacation (8th-11th), and thus his Reserve minimum guarantee and Reserve Override will be reduced by the value of each of the reserve availability day (4:20 x 4 = 17:20).

Subtracting 17:20 from 78:00, his new Reserve minimum will be **60:40**. His total pay after adding **22:45** to ADD PAY + 60:40 = a total of **83:25** of pay for the month. (Any additional flying that is picked up on days off will then increase the amount in ADD PAY and will be paid above the Reserve minimum.)

Jane's vacation period is from the 12th through 18th:

08	09	10	11	12	13	14	15	16	17	18
R	R	R	R	VAC	VAC	VAC	VAC	VAC	VAC	VAC
				OFF	OFF	OFF	OFF	OFF	OFF	OFF

When Jane elects to fly through operationally, the value of the vacation days is moved to her ADD PAY (7 X 3:15 = 22:45) and each of the vacation days will appear as "OFF" days in her schedule. Since there were no original Reserve days encompassed by the vacation (over the 12th -18th), there is no reduction to her Reserve minimum guarantee.

Therefore, her Reserve minimum remains at **78:00**, and she will have **22:45** of ADD PAY for a total of **100:45** of pay for the month. (Any additional flying that is picked up on days off will then increase the amount in ADD PAY and will be paid above the Reserve minimum.)