



## RESERVE REVIEW:

### Restoration of Reserve “+” Days of Availability

MEC Reserve Committee

January 10, 2024

Section 8.I.1.j. of the Contract provides the company with the latitude to build Reserve schedules with up to sixteen (16) calendar days off in a month. When Reserve schedules are built with a number of days off that is greater than the Contractual minimum of twelve (12) days off, Section 8.I.1.I provides Reserve Flight Attendants with the ability to restore those additional days off to days of availability, without regard to whether or not they bid the awarded Reserve 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.

To further review the process of restoring Reserve “+” days of availability, below are the answers to some of the most Frequently Asked Questions (FAQs) on this topic:

#### **Q. How do I request to have Reserve + days restored?**

- A. Most requests to restore days may be submitted via CCS and will be processed automatically: Under the **Reserve** tab, select “**Reserve Day Restoration.**” If you have vacation, have line traded, or have other legality conflicts, please continue to use Help Hub. To locate the Reserve Restoration form, go to Help Hub on Flying Together or [helphub.ual.com](http://helphub.ual.com) and search “**Restoration**”. These requests will be processed manually.

#### **Q. What is the deadline to have Reserve + days restored?**

- A. Reserves who were assigned a line with more than 12 days off may contact the company no later than three (3) days prior to the start of the new bid month to have days of availability restored along with the associated Reserve minimum. **The deadline to restore Reserve + days in the February bid month is 2359 HDT on January 26, 2024.**

#### **Q. Can I get Reserve + days restored even if I bid for the line?**

- A. Yes. Without regard to whether or not you bid for the awarded Reserve schedule, Flight Attendants may request to restore days of availability with a commensurate increase in the Reserve minimum.

#### **Q. Can I choose to have Reserve + days restored elsewhere in my line, or do they have to be restored as they appear in the bid packet?**

- A. The location of restorable Reserve + days are pre-designated in the bid packet with a “+”. These are the only days that may be restored to days of Reserve availability. The one exception is when a Flight Attendant has vacation days that encompasses all or some of the pre-designated days (see question and answer below).

#### **Q. What if I have vacation over the pre-designated restorable days (+)? Can I still have Reserve days restored to increase my minimum?**

- A. If all or some of the pre-designated restorable days (+) are encompassed by vacation scheduled during the month, you may request to have Reserve days restored on other, legal, mutually agreed upon days elsewhere in the month that fall outside the vacation period(s). **Reserve days must be restored on days in which the Flight Attendant will be available for assignment for the associated Reserve minimum to be restored. Reserves with vacation must use the Help Hub form, as these requests must be processed manually.**

**Q. Can I still have Reserve + days restored if I have moved them through trading?**

- A. No. The restorable Reserve + days are pre-designated in the bid packet with a "+". This designation is tied to the specific location in the schedule and not the OFF day itself. Therefore, an OFF day designated as restorable (+) that is traded from its original location to elsewhere in the schedule will no longer be a restorable day.

**Q. Do I have to have all the Reserve + days restored, or can I choose to just restore some of them?**

- A. You are not required to restore all Reserve + days. If you would like to just restore some of the days, Scheduling will consider your preference as to which of the Reserve + days to restore. When using the CCS screen, the automated system will determine and present all legal solutions based on the number of days selected for restoration. The Flight Attendant then chooses which option they prefer.

**Q. When should Reserve + days be restored if I am planning to line trade?**

- A. The automation does not support complete line trades when any Reserve + days of availability have been restored to either line, therefore **the line trade must be accomplished first. Reserve + days of availability may be restored only after the line trade.** Once the line trade has been accomplished, each Flight Attendant may then use the CCS automation to request restoration of Reserve + days of availability if they so choose. The request must be submitted prior to the Contractual deadline of no later than three (3) days prior to the start of the new bid month.

**Q. Do I have to restore Reserve + days? What happens if I decide not to have them restored?**

- A. No, you are not required to have the Reserve + days of availability restored. If you prefer to keep the additional days off in your line, you do not have to do anything. The days off will appear just like a regular day off, and your Reserve Minimum Guarantee of 78:00 hours will remain reduced by the value of each additional day off above 12 (4:20 per day in a 30-day month; 4:07 per day in a 31-day month).

**Q. If I choose not to have the Reserve + days restored, am I able to pick up trips over these days?**

- A. Yes. The additional days off are treated just like other Reserve days off. Consistent with the provisions of Sections 8.L. and 8.M. of the Contract, you may pick up pairings from Open Time or from other Flight Attendants once you have been released to the block of days off. Credit for pairings picked up on Reserve days off will be paid as Add pay, which will go on top of the Reserve guarantee.

**Q. My Help Hub request status says, "Suspended." What does that mean?**

- A. "Suspended" is a term used in Help Hub to indicate there has been a pause in the process and a request is still pending. **It does not indicate that the request has been denied.** In the case of + day restoration requests, this status occurs when a reply has been sent back to the Flight Attendant seeking additional information. If you see a "Suspended" status, you should check the history of your Help Hub request or your corporate email for a message and respond accordingly to continue the process.

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