



MEC Reserve Committee

November 3, 2020

If awarded or assigned a Reserve line for the December bid month, there are various deadlines that must be met as part of the schedule development timeline. Many of these processes occur during the period between bid awards and into the first week of the new month.

While some of these events occur on the same calendar date each month, there are a few that are determined based on the date on which the new Flight Attendant schedule bid month begins. Schedule months are defined by the company on an annual basis with the result being these dates may change from month to month.

We have compiled a Reserve bid month timeline detailing these items in both calendar and list formats. The following is a calendar specific to the December 2020 Flight Attendant Schedule month.

December 2020 Bid Month Reserve Timeline – Calendar View

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
15	16	17	18	19	20	21
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 Mutual Trades suspended @ 2359 Central Time		
	22	23	24	25	26	27
VAC Short Block Adjustment requests due by 2359 HDT	Day Off Trades with Pool begins in Staggard 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		Reserve "+" Day of Availability Restoration requests due by 2359 HDT	Day Off Trades with Pool closes @ 0700 HDT Re-opens @ 2100 HDT	
29	30	1	2	3	4	5
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				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 December due by 1000 HDT

December 2020 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>
	2359 CT (Central Time)	Mutual Trades Suspended
11/22	2359 HDT	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	Staggard 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 (<i>see above</i>)
11/26	2359 HDT	Requests to Restore Reserve “+” Days of Availability Due <ul style="list-style-type: none"> For November, GUM, CLE, IAH, LAX, LHR and ORD had Reserve lines built with sixteen (16) days off. If you were awarded or traded into a Reserve line with more than twelve (12) days off, Contract Section 8.I.1.I 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. <p>Please see our FAQ document for additional details.</p>
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 her/his 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	November Bid Month Begins
		Move-Up Line Build Begins See the Reserve Survival Guide and JCBA Move-Up List Enhancement Guide for more information.
12/4	2359 HDT	Move-Up Line Build Ends
12/5	0001 HDT	CQ Training May Be Assigned by Inflight Administration (FAST) <ul style="list-style-type: none"> If November 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

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