



WIN AS ONE
United



UNITED 

2019 Vacation Bidding

Flight Attendant Guide

Published September 24, 2018



WIN AS ONE
United



UNITED

2019 FLIGHT ATTENDANT VACATION TIMELINE

Vacation Timeline	Open Date & Time	Close Date & Time	Posting Date
Open Election Period	September 25th 0800 (HDT)	October 15th 0800 (HDT)	
1st Vacation Bid Period	October 23rd 0800 (HDT)	October 31st 0800 (HDT)	November 4th 0800 (HDT)
2nd Vacation Bid Period	November 8th 0800 (HDT)	November 16th 0800 (HDT)	November 20th 0800 (HDT)
Vacation Allocations Published			November 24th 0800 (HDT)
Trades by Seniority	November 24th 1000 (HDT)	November 30th 0800 (HDT)	
Final Vacation Allocations			December 4th 0800(HDT)
Instant Trading Opens	December 5th 0800(HDT)		

Vacation Team Contact Information

Phone Number (U.S.): **1-800-FLT-LINE (option 5; option 1)**

Phone Numbers - International	
Frankfurt	0800-181-4245
Hong Kong	0800 -96-5483
London	0800-89-6516
Narita	00531-12-4066

Team Days/Hours: Monday – Friday: 0830 to 1700 Central Time

Email: FAVacationTeam@united.com

The Vacation Team will be available from **September 24, 2018 - January 29, 2019.**



WIN AS ONE
United



UNITED

INTRODUCTION TO VACATION PROCESS

Flight Attendant Schedule Months for 2019

Listed below, by month, are the number of days in each month, and the new start and end dates for each Flight Attendant Schedule month for 2019:

January: (31)	12/30/18 - 01/29/19	July: (30)	07/01/19 - 07/30/19
February: (31)	01/30/19 - 03/01/19	August: (30)	07/31/19 - 08/29/19
March: (31)	03/02/19 - 04/01/19	September: (31)	08/30/19 - 09/29/19
April: (30)	04/02/18 - 05/01/19	October: (30)	09/30/19 - 10/29/19
May: (30)	05/02/19 - 05/31/19	November: (31)	10/30/19 - 11/29/19
June: (30)	06/01/19 - 06/30/19	December: (30)	11/30/19 - 12/29/19

Vacation Accrual Letters

In CCS, go to **Vacation > myVacation**, from here select **“To view Optional Election, click here”**.

The following information will be displayed:

- Your vacation accrual seniority date as of August 30, 2018
- Your 2019 base vacation accrual determined by your vacation accrual seniority date
- Your paid activity, by each quarter in the 2017-2018 Vacation Accrual Year to be used in determining your vacation accrual for the 2019 Vacation year
- Your 2019 vacation accrual days and hours
- For newly hired Flight Attendants, quarterly paid activity will not be shown

Vacation Accrual & Reduction

With the exception of new hires, a Flight Attendant’s vacation accrual is based on completed years of service with the Company.

Vacation accrual may be reduced based on:

- Paid activity within the vacation accrual year, and
- Leaves of absences taken during the accrual year.



WIN AS ONE
United



UNITED

Base Vacation Accrual:

Completed Years of Service	Base Vacation Accrual
1-4	12 days
5-9	19 days
10-16	26 days
17-24	33 days
25+	40 days

A Flight Attendant will receive full vacation accrual (**100%**) if she/he has one hundred-twenty (120) hours or more of paid activity for the designated quarter during the 2017- 2018 Vacation Accrual year as listed below.

A Flight Attendant will receive fifty percent (**50%**) of vacation accrual if she/he has fewer than one hundred twenty (120) hours but at least sixty (60) hours of paid activity for the designated quarter during the 2017-2018 Vacation Accrual year as listed below.

A Flight Attendant will accrue no vacation if she/he has fewer than sixty (60) hours of paid activity for the designated quarter during the 2017-2018 Vacation Accrual year as listed below.

Newly employed Flight Attendants shall accrue one day of vacation for each full month of continuous employment during the remainder of the Vacation Accrual year after the date of their initial employment. If employed prior to the 15th of the calendar month, vacation credit shall be given for the full month.

Vacation Accrual Quarters for the 2017-2018 Vacation Accrual Year

1st	2nd	3rd	4th
08/30/17 - 11/29/17	11/30/17 - 03/01/18	03/02/18 - 06/01/18	06/02/18 – 08/30/18



WIN AS ONE
United



UNITED

Vacation Reduction

A Flight Attendant on a leave of absence (except occupational), furlough or disciplinary suspension, will have her/his vacation accrual reduced by (1/12th) for each 30 days or major portion on a prorated basis.

Day-At-a-Time (DAT) – Unique for pmUA Flight Attendants for 2019 Vacation:

Pre-merger UA Flight Attendants who have taken Day at a Time Vacation (DAT) during the period from August 30, 2017 - August 30, 2018 will have their 2019 vacation accrual reduced on a day for day basis.

Flight Attendants may take (borrow) up to ten (10) vacation days from next year's allotment. DAT taken during the accrual period of **August 30, 2018 - August 30, 2019** will reduce the 2020 Vacation accrual on a day-for-day basis. Instructions on how to request DAT can be found in Chapter 15 of the [Trip Trades & Adjustments Guide](#).

The following chart illustrates accrual based on Paid Activity:

Years of Completed Service	Annual Base Vacation Accrual	Accrual per Quarter (<60 hours of paid activity)	Accrual per Quarter (60 – 119:59 hrs. of paid activity)	Accrual per Quarter (120 hrs. or more of paid activity)
1-4	12 DAYS	0	1D 12H	3 DAYS
5-9	19 DAYS	0	2D 9H	4D 18H
10-16	26 DAYS	0	3D 6H	6D 12H
17-24	33 DAYS	0	4D 3H	8D 6H
25+	40 DAYS	0	5 DAYS	10 DAYS

Example #1 - Flight Attendant who did not receive full accrual based on paid activity and additionally was on a leave of absence

The full accrual for a Flight Attendant with 30 completed years of service is 40 days. If the Flight Attendant has 120 hours or more of paid activity in each quarter, the accrual per quarter is: 10 days.

- Quarter 1 paid activity: 240 hours **100%** quarterly accrual: (10 days)
- Quarter 2 paid activity: 270 hours **100%** quarterly accrual: (10 days)
- Quarter 3 paid activity: 160 hours **100%** quarterly accrual: (10 days)
- Quarter 4 paid activity: 115 hours **50%** quarterly accrual: (5 days)



WIN AS ONE
United



UNITED 

The vacation accrual based on paid activity for the year is **35**.

The same Flight Attendant was also on a non-occupational leave of absence for 90 days during the third and fourth quarters of the vacation accrual year. The vacation accrual is reduced by 1/12 for each 30 days or major portion thereof – a total of 3/12 or 1/4 of the full 40 day accrual = 10 days.

The vacation accrual based on reduction for leave(s) of absence is **30** days = 40 – 10 days.

When a Flight Attendant's base vacation accrual is reduced for **both** paid activity and leaves of absence, the greatest reduction will apply. Therefore, in the above example the Flight Attendant's 40 days was reduced to 30 days.



WIN AS ONE
United



UNITED

Reserve Letter

Reserve Month Letter - 'A'	January, March, May, July, September, November
Reserve Month Letter - 'B'	February, April, June, August, October, December

A/B Rotation

A/B Rotation is only applicable for Flight Attendants based at the following International locations: FRA, HKG, HNL, LHR, & NRT. The 2019 Reserve Letter Lists will be made available in your Base and on Flying Together. These lists are effective February 2019 through January 2020.

Those Flight Attendants having their 5th anniversary as a Flight Attendant in 2019 will not have their 'R' status changed to an 'A' or 'B' until the month of their anniversary to become effective for bidding the following month. 'A' letter Reserve month are the odd months and 'B' letter Reserve months are the even months.

Requesting A/B Rotation letter designator trade must be submitted in CCS

To submit a trade, log into CCS then select **Scheduling > A/B Rotation Trade Request**. Click on the New Request window and fill in the requested information including the desired effective date for the bid month/year and employee ID number of the Flight Attendant with whom you wish to trade.

Trading A/B Rotation Letter Designator

Flight Attendants in an International Purser sub-base at these locations may only request an A/B Reserve Rotation letter designator trade with another Flight Attendant in that same International Purser sub-base.



WIN AS ONE
United



UNITED 

Vacation Elections

The Vacation Election period opens by 0800 Home Domicile Time (HDT) on September 25, 2018 and closes at 0800 HDT on October 15, 2018 in order to provide the full twenty (20) day period to make elections.

Once you know the number of days that you have accrued, if you choose to participate in the optional Vacation Election process, select the “**Proceed to Vacation Election**” button located in the bottom right corner of the accrual letter page. You may also choose not to make any selections in the Vacation Election process and skip this step.

The vacation election screen will appear and you will be able to make the following selections:

1. Buy Back Vacation Days. Partially accrued vacation days are not eligible.
2. Defer vacation days to your 401(k) or UK Stakeholder Plan
3. Take Flex Vacation Days (paid or unpaid)

Vacation Buy Back – Two Possible Programs

Vacation days are “sold” back at a rate of **three hours and fifteen minutes (3:15)** of pay per day plus an incentive payment, which shall be determined and announced prior to the annual vacation bid.

1. **Annual Vacation Buy Back:** The Company offers a vacation buy back option, which allows a Flight Attendant to take pay in lieu of accrued vacation. Flight Attendants must opt to “sell” at least six (6) full days of accrued vacation and partial days are not eligible. Those participating in the Buy Back program may not participate in the Flex program.
2. **Monthly Vacation Buy Back:** In addition, the Company may offer vacation buy back on a month-to-month or base-by-base basis. The Company will determine whether to offer an incentive payment for month-to-month or base-by-base vacation buy back. Vacation buy back will be awarded in base seniority order.

Deferred 401(k) Contribution:

Flight Attendants may elect to contribute a minimum of seven days and a maximum of fourteen (14) days of paid vacation accrued for use in 2019 into their 401(k) savings plan account or UK Stakeholder Group Plan.

Flex Vacation Program

Flight Attendants may elect to take an additional seven days of Flex vacation. Flight Attendants taking Flex vacation will either take the additional seven days as unpaid vacation or elect to have one hour and fifty-four minutes (1:54) pay deducted from their earnings each month to pay for the Flex vacation



WIN AS ONE
United



UNITED 

week. Flight Attendants who opt for Flex vacation will have their first seven days of their earliest awarded vacation period designated as Flex.

Once you have finished making your choices, select '**Submit**'. A confirmation page will display showing your 2019 elections. It is recommended that you keep a copy for your records.

At any time while the vacation election period is open you can return to the vacation election page and change/update your selections. Once the election period is closed, changes can no longer be submitted.



WIN AS ONE
United



UNITED 

Annual Vacation Bid Process

Vacation Bid Options and Rules

2018 Vacation bidding is conducted in two rounds.

- First round:
 - Bids Open: by October 23, 2018
 - Bids Close: October 31, 2018 (0800 HDT)
 - Awards Posted: November 4, 2018
- Second Round:
 - Bids Open: by November 8, 2018
 - Bids Close: November 16, 2018 (0800 HDT)
 - Awards Posted: November 20, 2018

During the first round of bidding, a Flight Attendant may not bid more than 50% of her/his accrued vacation days, unless she/he has eleven (11) or fewer days of accrued vacation. When a Flight Attendant has accrued an odd number of vacation days, the odd day may be added to the 50% maximum for the first round. For example, a Flight Attendant with nineteen (19) days of vacation may bid a maximum of ten (10) days in the first round. Additional vacation rules include the following:

Flight Attendants may opt to split their vacation accrual into periods of not less than six (6) days each

A Flight Attendant may have a maximum of five (5) vacation periods

Flight Attendant who has eleven (11) or fewer days of accrued vacation shall bid her/his entire accrual in a single block

Note: A partial day of vacation accrual will be rounded up to a full day for the purpose of vacation bidding and scheduling, but paid as a partial day. A partial day is always the last day of the vacation period in which it is awarded.

Vacation Bidding Options

When bidding, Flight Attendants have options like crossing bid months, date slides and accepting fewer days which provides Flight Attendant with more bidding alternatives and improves their chances of being awarded the vacation period they want.

When bidding, Flight Attendants will preference:

- The number of days in each vacation period



WIN AS ONE
United



UNITED 

- The vacation period in which they want their partial day to be awarded
- The option to “slide” the vacation up to three (3) days in either direction of the start date to help ensure they are awarded the maximum number of days utilizing their initial bids
- Whether she/he is willing to accept the vacation period with fewer days specified by a number
- Flight Attendants bid for the start date on which they wish the vacation period to begin
- Flight Attendants may enter up to 365 choices of start dates for each vacation period

Crossing Bid Months

A Flight Attendant may bid for a vacation period overlapping two bid months. However, a Flight Attendant may not bid for a vacation period overlapping two Scheduled Vacation Years. Flight Attendants may not bid a vacation period that overlaps from December 2019 into January 2020.

1. The minimum bid to cross from one month to the next is 14 full days.
2. To cross months using **14, 15, or 16 days**, the following rules must be met:
 - Must have a **minimum** of four (4) full days in both months
 - Partial days **cannot** be counted as a full day
3. To cross months using **17 or more days**, the following rules must be met:
 - Must have a **minimum** of seven (7) full days in both months
 - Partial days **cannot** be counted as a full day

Date Slide

Flight Attendants have the option to ‘slide’ the vacation up to three (3) days in either direction from the start date.

The vacation award will be based on the ability of the vacation award logic to award the vacation by sliding in the following sequence; the original bid +1, -1; +2, -2; +3, -3. If the bid overlaps into another month, the system will only process the slide that is valid. It will avoid the slide that would leave less than four (4) days in one month on a 14-16 day vacation bid or less than seven (7) days on a bid of 17 days or more. After the slide, the vacation should meet the cross bid month rules.

If none of the slide options can be awarded using the first bid choice, this process will be applied to the second bid choice, and will be continued through all the bid choices.

Reduce Vacation

Flight Attendants have the option of accepting “fewer days” than they bid for under the following circumstances:



WIN AS ONE
United



UNITED 

- Must have accrued 12 or more full vacation days
- Vacation will be based on the ability to award the longest stretch of available days within each bid choice according to the bidding rules.
- The vacation will be reduced one day at a time up to the number of days specified.
- The bid may be reduced to a minimum of six (6) days anywhere within the original bid
- If at least six (6) days of the first choice cannot be awarded, this process will be applied to the second bid choice and will be continued throughout the bid choices
- When a Flight Attendant chooses to reduce days in Round #1, any un-awarded vacation days are rolled over to Round #2.
- When a Flight Attendant chooses to reduce days in Round #2, the reduced days are added to the last vacation period
- In the second round of bidding, the last vacation period cannot be reduced.

Combination (Date Slide & Reduce Days)

The award process will evaluate all options (Date Slide & Reduce Days) for the start dates specified prior to moving onto your next vacation bid.

Example: A Flight Attendant bidding 14 days chooses both the Date Slide and Reduced Days options, the program will first try to slide the initial 14 days. If unable to award the 14 days, the program will reduce the bid to 13 days and slide the dates. The program will continue to reduce and slide until an award can be made or the maximum reduction and slide is reached. It will then move to the next bid.

Below are examples of the processing of reducing vacation days.

Example #1: A Flight Attendant chooses the Reduce Vacation option.

Round #1: A Flight Attendant has 40 days of vacation and bids 18 days split into two vacation periods during the first round. The first bid is for 10 days. The Flight Attendant opts to reduce by 4 days and is awarded 6 days. The second bid is for 8 days and is awarded. The 4 reduced days will be added to the second round.

Vacation #	Initial Vacation Days	Reduce Days	Awarded Days	Un-awarded Days
Vacation #1	10	4	6	4
Vacation #2	8	0	8	

Round #2: Including the 4 un-awarded days from the first round, the Flight Attendant has 26 days and is bidding two vacation periods. The third bid is for 16 days. The Flight Attendant opts to reduce by 3 days and is awarded 13 days. The fourth bid is for 10 days. Since this is the last vacation period, the



WIN AS ONE
United



UNITED

3 un-awarded days will be added to the remaining days, resulting in a bid for 13 days. If 13 days are not available with their bid choices, the vacation period will be awarded as an insufficient bid.

Vacation #	Initial Vacation Days plus Unawarded days	Reduce Days	Awarded Days	Un-awarded Days
Vacation #3	16	3	13	3
Vacation #4	13		13	

Using the example above, if the award process could not award 13 days in the 4th vacation, it will award this vacation period as an insufficient bid and automatically create a 5th vacation period.

Example #2: A Flight Attendant chooses the Reduce Days option in both Round 1 and Round 2

Round # 1: A Flight Attendant has 40 days of vacation and is bidding 20 days in three vacation periods in the first round and 20 days in two vacation periods in the second round. The first bid is for 8 days and the Flight Attendant opts to reduce by 2 days and is awarded 7 days. The second and third bids are both for 6 days and are awarded for 6 days. That 1 un-awarded day will be added to the second round.

Vacation #	Initial Vacation Days	Reduced Days	Awarded Days	Un-awarded Days
Vacation #1	8	2	7	1
Vacation #2	6	0	6	
Vacation #3	6	0	6	

Round #2: With the 1 additional day that was not awarded, the Flight Attendant has 21 days to bid and is bidding two vacation periods. The fourth bid is for 10 days. The Flight Attendant opts to reduce by 3 days and is awarded 9 days. The fifth bid is for 11 days. Since the Flight Attendant already has five vacation periods, the 1 remaining un-awarded day will be added to the fifth vacation period.

Vacation #	Initial Vacation Days	Reduced Days	Awarded Days	Unawarded Days
Vacation #4	10	3	9	1
Vacation #5	11	0	12	



WIN AS ONE
United



UNITED

No Bidders:

Round #1

When a Flight Attendant does not submit a vacation bid in the first round of bidding, she/he shall not be assigned a vacation and shall have all her/his accrued vacation days to bid in the second round.

Round #2

If a Flight Attendant does not submit a vacation bid in the second round of bidding, she/he shall be automatically assigned a vacation, after the second round awards. The assigned vacation will be made in seniority order from December backwards through January. The largest block of days shall be assigned first.

Insufficient Bids:

When a Flight Attendant vacation bid is insufficient, she/he shall automatically be assigned a vacation, after that round is awarded, in seniority order from December backwards through January. The assignment shall be based on the number of days in her/his bid, and the largest block of days shall be assigned first.



WIN AS ONE
United



UNITED 

Bidding and Awards

Vacation Allocations

Prior to the opening of vacation bidding, the Vacation Allocation Days will be published for each round. The “**myVacation**” page will have the link to view the Vacation Allocation Open Days, as well as the Annual Vacation Bid Screen. When you select “**Click Here**”, the Vacation Allocation Open Days will be displayed for the current round of bidding and will default to your base.

The numbers below each date indicate the maximum number of Flight Attendants who could be awarded vacation beginning on or crossing over that date.

Entering Vacation Bids

In CCS select **Vacation > Annual Vacation Bid**. The Vacation Bidding Summary page will be displayed. To enter your vacation bids click “**Select Here to Enter Bids**”, once the Vacation Bidding screen displays, the following options are available for each vacation period.

- Enter the number of days you wish to take.
- Bid Partial Day (only if you have accrued a partial day): A partial day will always be the last day of the vacation period in which it is selected.
- Date Slide: Provides option to ‘slide’ the vacation start date up to three days in either direction.
- Reduce Vacation: Option of accepting “fewer days” than bid.
- Enter start date on which you wish the vacation to begin. The award process will evaluate them in the order they are listed.

If entering bids for multiple vacation periods, repeat above steps for each vacation period. After entering your vacation bids, select “**Save & Submit**”. You **MUST** select “**Save & Submit**” in order for your bids to be accepted. If entering multiple bid choices, it is recommended to “**Save & Submit**” to save your bids. Once you have submitted your bids the bid screen will display the date and time your bids were submitted. To print your submitted bid choices, click the “**Print Button**” on the vacation bid screen.

To ensure your bids have been submitted; from the home page select **Vacation > Annual Vacation Bid**. The vacation bidding summary page will display with your previously submitted bids.

Changing and/or Deleting Vacation Bids

Flight Attendants can modify their vacation bids only when the vacation bidding periods are open. From the home page select **Vacation > Annual Vacation Bid**, the vacation bidding summary screen will display. To change previously submitted choices, click “**Edit**”. This will display previously submitted bid



WIN AS ONE
United



UNITED

choices and from here you can change and/or add additional vacation choices. Remember to select “**Save & Submit**” when finished editing bids. To delete submitted bids click the delete button.

It is recommended to print your final Vacation Bidding Summary page.

Viewing Vacation Awards

Flight Attendants may view vacation awards from the Vacation Bidding Summary page by selecting “**Click Here**” to review Round 1 Vacation Bid Award. After round 2 vacation bid awards have been completed, the “**myVacation**” page will provide Flight Attendants with an overview of their awarded vacation.

After each award, the vacation period can have one of the following statuses.

Status	Description
Awarded	The vacation period is awarded
Assigned	Occurs when a Flight Attendant does not enter enough bid choices based on his/her vacation bid seniority; Or when a Flight Attendant does not enter a bid, vacation period(s) will be assigned in round 2

Listed below are the possible options for the choice order status.

Status	Description
1. Awarded	The vacation is awarded
2. Unevaluated	If there are multiple choices for the vacation start date in a vacation period and one of the choices is awarded, the remaining choices will be unevaluated.
3. No Base Availability	There are no open days in the vacation allocation for the choice requested
4. Overlap	The Flight Attendant is already awarded a vacation and bids for overlapping days in a different vacation period
5. Unable to Award Cross Bid	Choice was not awarded because of Slide/Reduce resulting in a cross bid month error
6. Unable to Award Cross Vacation Year	Choice was not awarded because of Slide/Reduce resulting in a cross vacation year



WIN AS ONE
United



UNITED 

Vacation Modifications

Flight Attendants are able to modify awarded vacation periods using the following options:

- Open Time Trades by Seniority
- Instant Trades with Open Time
- Flight Attendant to Flight Attendant Trades
- Fly Through (Non-Operational & Operational)
- Vacation Slides (Operational)

In CCS, select > **Vacation** > **myVacation**. Flight Attendants are able to view awarded vacation periods and Open Time Vacation Allocations. The following four vacation modification options are available on the **myVacation** page.

- Open Time Trades by Seniority
- Instant Trades with Open Time
- Flight Attendant to Flight Attendant Trades
- Fly Through (Non-Operational)

Open Vacation Time Allocations

From **myVacation** select “**To view Vacation Open Time Click Here**”. This will display the Published Vacation Open Time for your Base. To view open time for a particular bid period, select the bid month from the bid period drop down and click filter.

Creating an Open Time Trade by Seniority Request

Open Time Trades by Seniority: After the annual vacation award, all available vacation days remaining will be published and the Open Time Trades by Seniority trade window will open.

To submit a trade request, from the **myVacation** page in the “**Scheduled Vacation**” section, select the drop-down arrow to expand the period that you want to trade. Select “**OT Trade By Sen**” to display the “**Open Time Trade by Seniority**” page. The “**OT Trade by Sen**” option is only visible while the trading window for Open Time by Seniority is open.

The “**Open Time Trade by Seniority**” page will allow you to make your selections. The chart on the following page explains all of the fields in the “**To Trade Away**” section. After entering your options, select “**Save Request**” to continue working on the request and submit it at a later time. The message “Request Saved Successfully” will display at the top of the page to confirm that your choices were



WIN AS ONE
United



UNITED

saved. Once you are ready to submit the request, select “Submit Request”. **Remember, just selecting “Save Request” does not submit your trade request.**

Understanding Open Time Trade by Seniority Page

Field Name	Description
Beginning	The start date of the vacation that you want to trade away.
Number of Days to Trade	The number of days to be traded away.
Slide	The option to indicate that requested vacation start date may be moved up to three (3) days in either direction in the event the requested days are not available in the Open Time Allocation.
Request Priority	The priority order in which trades should be considered by the system when submitting multiple requests. Note: If more than one trade request is submitted with the same request priority, then the last submitted request will be considered by awarding process as having a higher priority. For example, FA submits 2 OT trade by Sen requests with the same priority 1. The first request was submitted at 10.00 AM and the second one was submitted at 3.00 PM the same day. Awarding process will consider the second request as priority 1 as it was submitted after the first request.
Preference Order	The order in which choices for requested vacation should be considered.
Requested Start Date	The choices for desired vacation in MMDD format. Once the first 10 choices are entered, press the ‘TAB’ key to enter the next 10 choices and so on until the maximum of 365 choices are entered.
Number of Days Requested	The number of days requested in each choice.
Sort Preferences	Sorts the vacation trade options in the order indicated in the “preference order” field. If you do not select “Sort Preferences,” the preferences will be automatically sorted when you select the “Save Request” or “Submit Request” button.
Save Request & Submit Request	The “Save Request” option saves the vacation choices entered and allows you to continue working. You must select “Submit Request” in order for your trade request to be accepted by the system. If you do <u>not</u> select “Submit Request,” your trade choices will be saved but not submitted in the system.

Modifying or Withdrawing an Open Time Trade by Seniority Request: Can only be modified and/or withdrawn while the trade request is in pending status.

Changing/Updating Open Time Trade: Request can be updated while the OT trade by Seniority Trading window is open.

Accessing a saved Open Time Trade by Seniority Request: From the “myVacation” page, select the **OT Trade by Sen** option for the vacation trade request you previously saved. The Open Time Trade by Seniority page will display your previously saved request.

Accessing a submitted Open Time Trade by Seniority Request: All of the requests that have been submitted are displayed with the corresponding “Status”. Status may include: Pending, Denied,



WIN AS ONE
United



UNITED 

Withdrawn or Awarded. Select the drop-down arrow to get an expanded view of the choices you submitted. Your choices will be displayed in the “**View OT Trade by Seniority**” page on “**myVacation**” page.

To modify already submitted Open Time Trade by Seniority Request: From the “View OT Trade by Seniority” page select “**Modify Request**”, you will now be able to update your previously submitted trade request. To complete your request, remember to select “**Submit Request**”.

To withdraw an Open Time Trade by Seniority Request: From the “View OT Trade by Seniority” page select **Withdraw Request**.

Open Time Trade by Seniority confirmation pages are displayed when trades have been submitted, modified or withdrawn. It is recommended that you print a copy for your records. To print, from the “**file**” menu select the “**print**” option. You can also print by right-clicking anywhere on the screen and selecting “**print**” from the menu option.

Awarding Open Time Trade: The system processes all requests for a Flight Attendant until one is awarded or until their requests are exhausted and no trades can be made. The order in which requests are processed is based on the “**Request Priority**” specified by the Flight Attendant while submitting each OT Trade by Seniority trade request.

The system moves through the list of trade requests in seniority order, either awarding a trade or leaving the trade request as unawarded if no trades are possible for the specified dates. When the system has passed through all trade requests, it begins again with the most senior Flight Attendant and passes through any trade requests that remain unawarded in the event that a trade can now be made.

Once a trade request has been awarded, the system will no longer look back at that particular request to see if a higher preferenced trade request date has become available.

The system continues this process until all possible trades have been granted.

Instant Trades with Open Time

- Instant vacation trades open on December 5, 2018 for the 2019 vacation year.
- Requests for these vacation trades must be submitted thirty (30) days before the 1st day of the earliest bid month involved in the trade except that January vacation days may be traded as late as December 9, 2018.
- The Company shall award these trades in the order in which requests are received.

To submit an “**Instant OT Trade**”, from the “**myVacation**” page in the “**Scheduled Vacation**” section, select the dropdown arrow to expand the vacation period that you want to trade. Select “**Instant OT Trade**” to begin the trade request and the “**Instant Open Time Trade**” page will be displayed. The “**Instant OT Trade**” option is only visible while the trading window is open. (If a Flight Attendant to



WIN AS ONE
United



UNITED

Flight Attendant trade request is already in progress or the vacation has a fly through the “Instant OT Trade” button will not be visible).

A confirmation page is displayed indicating that the request has been submitted successfully. It is recommended that you print a copy for your records. To print, from the “File” menu select the “Print” option. You can also print by right-clicking anywhere on the screen and selecting “Print” from the menu options

The “Instant Open Time Trade” page will allow you to make your selections. The chart below explains all the fields in the “To Trade Away” section”. After entering your options, select “Request Trade”.

Field Name	Description
Beginning	The start date of the vacation that you want to trade away
Number of Days to Trade	The number of days to be traded away
Requested Start Date	The single choice for desired vacation in MM/DD/YYYY format
Number of Days Requested	The number of days requested

Viewing Instant Open Time Trades: From the “myVacation” page, Flight Attendants can view all Instant Open Time Trade Requests by selecting “To view Instant Open Time Trade Request”. The status field under “My Current Instant Open Trade Request” will indicate whether the trade request was “Awarded” or “Denied”.

Flight Attendant to Flight Attendant Trades

- Vacation periods may be exchanged by a Flight Attendant with another Flight Attendant within the same Base.
- The request must be submitted no later than 2359 HDT on the 15th of the calendar month before the earliest of the bid months involved in the trade. Vacation trade requests must be submitted by both Flight Attendants involved.
- An electronic bulletin board is available for Flight Attendants to advertise for vacation trades in CCS.
- These mutual trades may begin as soon as the Open Time Trades By Seniority awards are published. The trade award process is manual and will be completed monthly.

To submit a FA to FA trade from “myVacation” in the “Scheduled Vacation” section, select the drop-down arrow to expand the vacation period that you want to trade. Click on “FA Trade” to begin the trade request. The “FA Trade” option is only visible while the trading window for that vacation period is open.



WIN AS ONE
United



UNITED

The “**FA to FA Vacation Trade**” page allows you to make your selections. The chart below explains all the fields in the “**To Trade Away**” and “**Flight Attendant Trading With**” sections. After entering your preferences, select “**Request Trade**” to submit the trade request.

Field Name	Description
To Trade Away	
Beginning	The start date of the vacation that you want to trade away
Number of Days to Trade	The number of days to be traded away
Flight Attendant Trading With	
Employee ID	The employee ID of the other Flight Attendant participating in the trade
Vacation Period Start date	The single choice for desired vacation in MM/DD/YYYY format
Number of Days Requested	The number of days requested from the other Flight Attendant’s vacation

A confirmation page is displayed indicating that the request has been submitted successfully. It is recommended that you print a copy for your records. To print, from the “File” menu select the “Print” option. You can also print by right-clicking anywhere on the screen and selecting “Print” from the menu options.

Viewing FA to FA Trades: From the “myVacation” page Flight Attendants can view FA to FA Trade Request by selecting “**To view FA to FA Trade Request**”. The status field under My Current FA to FA Vacation Request will display the status of the request and may include status of Pending, In Review, Awarded, Denied or Withdrawn.

Modifying FA to FA Trade Request: From the “myVacation” page, select “**To view FA to FA Trade Request**”. The modify option will only be available when the trade request is in a pending status. To modify the request, select the trade request and select “**Modify Trade**”.

After selecting “**Modify Trade**”, the request details will be displayed and you will be able to make your edits. After updating the trade details, select “**Request Trade**” to submit your request.

A confirmation page is displayed indicating that the request has been submitted successfully. It is recommended that you print a copy for your records. To print, from the “File” menu select the “Print” option. You can also print by right-clicking anywhere on the screen and selecting “Print” from the menu options.

Withdrawing a FA to FA Trade Request: From the “myVacation” page, select “**To view FA to FA Trade Request**”. The “Withdraw Trade” option will only be available when the trade request is in a pending status. Select the trade request and then select “**Withdraw Trade**” to withdraw your request.

A confirmation page is displayed indicating that the request has been submitted successfully. It is recommended that you print a copy for your records. To print, from the “File” menu select the “Print” option. You can also print by right-clicking anywhere on the screen and selecting “Print” from the menu options.



WIN AS ONE
United



UNITED

Vacation Trade Rules

- Minimum length of vacation period for submitting a partial vacation trade is 12 days.
- Minimum vacation period for trading is 6 days or the whole vacation if less than 12 days.
- If a Flight Attendant has 1 to 11 days of vacation, the entire vacation must be traded.

Examples of Vacation Trades with Fewer than 12 days

For vacations with fewer than 12 days, the following types of trades are allowed:

- **Even Trade** – Flight Attendant is trading the entire vacation period for the same number of days.
- **Reduction of Days** – Flight Attendant is trading the entire vacation period for fewer days.

Example: Even Trade

Example	<ul style="list-style-type: none"> ■ Trading an entire vacation period for the same number of days
Scenario	<ul style="list-style-type: none"> ■ Scheduled Vacation: 01/01 to 01/05 (5 days) ■ Beginning Date: 01/01 ■ Number of Days to Trade: 5 ■ New Beginning Date Requested: 12/20 ■ Number of Days Requested: 5
Result	<ul style="list-style-type: none"> ■ Vacation trade awarded – 12/20 to 12/24 (5 days)



WIN AS ONE
United



UNITED

Example: Reduction of Days

Example	<ul style="list-style-type: none"> Trading an entire vacation period for fewer days
Scenario	<ul style="list-style-type: none"> Scheduled Vacation: 01/01 to 01/05 (5 days) Beginning Date: 01/01 Number of Days to Trade: 5 New Beginning Date Requested: 12/25 Number of Days Requested: 1
Result	<ul style="list-style-type: none"> Vacation trade awarded – 12/25 (1 day) Vacation days paid out – 1/02 to 01/05 (4 days) in January

Examples of Vacation Trades with 12 Days or More

For vacations of 12 days or more, the following types of trades are allowed:

- **Even Trade** – Flight Attendant is trading the entire vacation period for the same number of days.
- **Reduction of Days** – Flight Attendant is trading the entire vacation period for fewer days.
- **Partial Trade** – Flight Attendant is trading a portion of a vacation period, which results in one, or more additional vacation periods.
- **Partial Trade and Reduction** – Flight Attendant is trading a portion of a vacation period for fewer days which may result in one or more additional vacation periods.

Example: Even Trade

Example	<ul style="list-style-type: none"> Trading an entire vacation period for the same number of days
Scenario	<ul style="list-style-type: none"> Scheduled Vacation: 01/01 to 01/14 (14 days) Beginning Date: 01/01 Number of Days to Trade: 14 New Beginning Date Requested: 12/10 Number of Days Requested: 14
Result	<ul style="list-style-type: none"> Vacation trade awarded – 12/10 to 12/23 (14 days)



WIN AS ONE
United



UNITED

Example: Reduction of Days

Example	<ul style="list-style-type: none"> Trading an entire vacation period for fewer days
Scenario	<ul style="list-style-type: none"> Scheduled Vacation: 01/01 to 01/14 (14 days) Beginning Date: 01/01 Number of Days to Trade: 14 New Beginning Date Requested: 12/25 Number of Days Requested: 1
Result	<ul style="list-style-type: none"> Vacation trade awarded – 12/25 (1 day) Vacation days paid out – 1/02 to 01/14 (13 days) in January

Partial Trades

Partial Vacation Trade Rules

- Must trade 6 days or more.
- Remaining days in a vacation period must be a minimum of 6 consecutive days.
- Additional vacation periods created by a partial trade may not bring the total number of vacation periods above 5.
- Must follow crossover month rules, if applicable.
- If the above rules are not met, the trade will be blocked at the time of submission.

A partial vacation trade will be reviewed using the following criteria:

- Are the number of days being traded greater than or equal to 6?
- Are the number of days remaining in the vacation period greater than or equal to 6?
- Can additional vacation periods be created without exceeding a total of 5 vacation periods?
- Are cross bid month rules being followed?
- Does the trade result in a reduction of vacation days?



WIN AS ONE
United



UNITED

Example: Partial Trade

Example	<ul style="list-style-type: none"> Flight Attendant is trading a portion of a vacation period which results in an additional vacation period
Scenario	<ul style="list-style-type: none"> Total Number of Vacation Periods: 4 Scheduled Vacation: 01/01 to 01/12 (12 days) Beginning Date: 01/01 Number of Days to Trade: 6 New Beginning Date Requested: 12/20 Number of Days Requested: 6
Result	<ul style="list-style-type: none"> Vacation trade awarded – 12/20 to 12/25 (6 days) Vacation Period from remaining days – 01/07 to 01/12 (6 days)

Example: Partial Trade and Reduction #1

Example	<ul style="list-style-type: none"> Flight Attendant is trading a portion of the vacation period for fewer days
Scenario	<ul style="list-style-type: none"> Total Number of Vacation Periods: 4 Scheduled Vacation: 01/01 to 01/13 (13 days) Beginning Date: 01/01 Number of Days to Trade: 6 New Beginning Date Requested: 12/25 Number of Days Requested: 1
Result	<ul style="list-style-type: none"> Vacation trade awarded – 12/25 (1 day) New Vacation Period created from remaining days – 01/07 to 01/13 (7 days) Vacation days paid out – 1/02 to 01/06 (5 days) in January

Example: Partial Trade and Reduction #2

Example	<ul style="list-style-type: none"> Flight Attendant is trading a portion of the vacation period for fewer days
Scenario	<ul style="list-style-type: none"> Total Number of Vacation Periods: 2 Scheduled Vacation: 01/01 to 01/24 (24 days) Beginning Date: 01/07



WIN AS ONE
United



UNITED

	<ul style="list-style-type: none"> ■ Number of Days to Trade: 12 ■ New Beginning Date Requested: 12/01 ■ Number of Days Requested: 6
Result	<ul style="list-style-type: none"> ■ Vacation trade awarded – 12/1 to 12/6 (6 days) ■ New Vacation Period created from remaining days – 01/01 to 01/06 (6 days) ■ New Vacation Period created from remaining days – 01/19 to 01/24 (6 days) ■ Vacation days paid out – 1/13 to 01/18 (6 days) in January

Example: Partial Trade without Reduction

Example	<ul style="list-style-type: none"> ■ Flight Attendant is trading a portion of the vacation period
Scenario	<ul style="list-style-type: none"> ■ Total Number of Vacation Periods: 3 ■ Scheduled Vacation: 01/01 to 01/20 (20 days) ■ Beginning Date: 01/07 ■ Number of Days to Trade: 7 ■ New Beginning Date Requested: 12/05 ■ Number of Days Requested: 7
Result	<ul style="list-style-type: none"> ■ Vacation trade awarded – 12/05 to 12/11 (7 days) ■ New Vacation Period created from remaining days – 01/01 to 01/06 (6 days) ■ New Vacation Period created from remaining days – 01/14 to 01/20 (7 days)



WIN AS ONE
United



UNITED

Partial Trades which are NOT Allowed

The examples below will illustrate why a vacation trade will not be allowed.

Example: Partial Trade #1

Example	<ul style="list-style-type: none"> Flight Attendant trading a portion of a vacation period which results in an additional vacation period being less than 6 days
Scenario	<ul style="list-style-type: none"> Total Number of Vacation Periods: 4 Scheduled Vacation: 01/01 to 01/15 (15 days) Beginning Date: 01/01 Number of Days to Trade: 11 New Beginning Date Requested: 12/10 Number of Days Requested: 11
Result	<ul style="list-style-type: none"> Vacation trade cannot be submitted as the number of days remaining in the vacation period is less than 6

Example: Partial Trade #2

Example	<ul style="list-style-type: none"> Flight Attendant trading a portion of a vacation period which results in an additional vacation period exceeding a total of 5 vacation periods
Scenario	<ul style="list-style-type: none"> Total Number of Vacation Periods: 4 Scheduled I Vacation: 01/01 to 01/20 (20 days) Beginning Date: 01/07 Number of Days to Trade: 7 New Beginning Date Requested: 12/05 Number of Days Requested: 7
Result	<ul style="list-style-type: none"> Vacation trade cannot be submitted as the number of vacation periods will exceed a total of 5 vacation periods



WIN AS ONE
United



UNITED

Example: Partial Trade #3

Example	<ul style="list-style-type: none"> Flight Attendant trading a portion of a vacation period which results in the remaining days being less than 6
Scenario	<ul style="list-style-type: none"> Total Number of Vacation Periods: 3 Scheduled Vacation: 01/01 to 01/20 (20 days) Beginning Date: 01/03 Number of Days to Trade: 7 New Beginning Date Requested: 12/05 Number of Days Requested: 7
Result	<ul style="list-style-type: none"> Vacation trade cannot be submitted as the number of remaining days is less than 6

Example: Partial Trade #4

Example	<ul style="list-style-type: none"> Flight Attendant trading a portion of a vacation period which results in crossing bid months January Bid Month: 12/30 to 1/29 February Bid Month: 1/30 to 3/01
Scenario	<ul style="list-style-type: none"> Total Number of Vacation Periods: 3 Scheduled Vacation: 01/23 to 02/11 (20 days) Beginning Date: 01/23 Number of Days to Trade: 6 New Beginning Date Requested: 12/05 Number of Days Requested: 6
Result	<ul style="list-style-type: none"> Vacation trade cannot be submitted as it violates the minimum number of days required when a vacation is crossing bid months



WIN AS ONE
United



UNITED 

Fly Through

The following rules apply to a Fly Through:

- 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.
- The Company may offer an incentive for Flight Attendants to fly through their vacations.
- 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 Bid month in which the vacation is scheduled**.
- A Flight Attendant 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.

Fly Through (Before Monthly Line Award)

Fly Through Entire Vacation Period: From the “myVacation” page, in the “Scheduled Vacation” section, select the dropdown arrow to expand the vacation period that you want to fly through. Select “**Fly Through**” to begin the request and the Fly Through Modification page will be displayed. From the Fly Through Modification page select “**Fly Through Entire Vacation**” and select “**Submit**”.

The “Fly Through” option is only visible while the Fly Through window is open. (If an Instant Trade or a Flight Attendant to Flight Attendant trade is in progress for the vacation period, the Fly through button will not be visible)

For vacations with 6 days or less, Fly Through requests will be automatically submitted once you select the “**Fly Through**” option. For vacations longer than 6 days, you will be redirected to the Fly Through Modification request page.

Fly through requests are instantly awarded and the vacation will be marked with the Fly Through indicator on “myVacation” page.

A confirmation page is displayed indicating that the request has been submitted successfully. It is recommended that you print a copy for your records. To print, from the “**File**” menu select the “**Print**” option. You can also print by right-clicking anywhere on the screen and selecting “**Print**” from the menu options.



WIN AS ONE
United



UNITED

The following is a Fly Through Example:

Example	<ul style="list-style-type: none"> ■ A request to Fly Through an entire vacation period
Scenario	<ul style="list-style-type: none"> ■ Total Number of Vacation Periods: 4 ■ Scheduled Vacation: 01/01 to 01/10 (10 days) ■ Fly Through Request: 01/01 to 01/10 (10 days)
Result	<ul style="list-style-type: none"> ■ Fly Through request is approved: 01/01 to 01/10 (10 days)

Partial Fly Through:

Length of vacation must be greater than 6 days.

- A Flight Attendant 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.
- A Flight Attendant will not be allowed to Fly Through multiple sets of non-consecutive days from within a block of vacation days, even if she/he leaves 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).
- A Flight Attendant **cannot** submit any Vacation Modification request (Fly Through/ Instant Trade/Flight Attendant to Flight Attendant trade) for remaining days of the Fly Through period unless she/he withdraws the partial Fly Through request.
- Upon withdrawing the Fly Through, the original vacation period will be restored allowing a Flight Attendant to participate in any type of trade if trading window is open for that vacation period.
- Fly Through will be considered a separate vacation period for the maximum of 5 periods.

Requesting a Fly Through Partial Vacation Period:

From the **myVacation** page, in the **Schedule Vacation** section, select the drop-down arrow to expand the vacation period that you want to fly through. Select **Fly Through** to begin the request and the Fly Through Modification page will be displayed. On the Fly Through Modification page, select the Fly Through **Begin Date** and **Length** and then select **“Submit”**.

The Fly Through option is only visible while the Fly Through window is open. (If an Instant Trade or a Flight Attendant to Flight Attendant trade is in progress for the vacation period, the Fly through button will not be visible)



WIN AS ONE
United



UNITED

The Fly through request will be instantly awarded and the vacation will be marked with the Fly Through indicator on the “myVacation” page. The remaining days in the original vacation will appear in a separate vacation period.

The Following are Partial Fly Through Examples that are Allowed:

Example 1

Example	<ul style="list-style-type: none"> ■ A Fly Through has 6 consecutive days remaining in the vacation period
Scenario	<ul style="list-style-type: none"> ■ Total Number of Vacation Periods: 4 ■ Scheduled Vacation: 01/01 to 01/10 (10 days) ■ Fly Through Request: 01/01 to 01/04 (4 days)
Result	<ul style="list-style-type: none"> ■ Fly Through request is approved: 01/01 to 01/04 (4 days) ■ Vacation days remaining: 01/05 to 01/10 (6 days)

Example 2

Example	<ul style="list-style-type: none"> ■ A Fly Through request in the middle of the vacation period
Scenario	<ul style="list-style-type: none"> ■ Total Number of Vacation Periods: 3 ■ Scheduled Vacation: 01/01 to 01/20 (20 days) ■ Fly Through Request: 01/07 to 01/12 (6 days)
Result	<ul style="list-style-type: none"> ■ Fly Through request is approved: 01/07 to 01/12 (6 days) ■ New Vacation Period created from remaining days – 01/01 to 01/06 (6 days) ■ New Vacation Period created from remaining days – 01/13 to 01/20 (8 days)

Example 3

Example	<ul style="list-style-type: none"> ■ A Fly Through request in the middle of the vacation period
Scenario	<ul style="list-style-type: none"> ■ Total Number of Vacation Periods: 3 ■ Scheduled Vacation: 01/01 to 01/20 (20 days)
Result	<ul style="list-style-type: none"> ■ Fly Through request is approved: 01/09 to 01/10 (2 days) ■ New Vacation Period created from remaining days – 01/01 to 01/08 (8 days)



WIN AS ONE
United



UNITED

The Following are Partial Fly Through Examples that are NOT Allowed:

Example 1

Example	<ul style="list-style-type: none"> A Fly Through request results in fewer than 6 remaining days in a vacation period
Scenario	<ul style="list-style-type: none"> Total Number of Vacation Periods: 4 Scheduled Vacation: 01/01 to 01/10 (10 days) Fly Through Request: 01/01 to 01/07 (7 days)
Result	<ul style="list-style-type: none"> Vacation Fly Through cannot be submitted as the number of remaining days is less than 6

Example 2

Example	<ul style="list-style-type: none"> Fly Through request would result in an additional vacation period exceeding 5 vacation periods
Scenario	<ul style="list-style-type: none"> Total Number of Vacation Periods: 5 Scheduled Vacation: 01/01 to 01/10 (10 days) Fly Through Request: 01/01 to 01/04 (4 days)
Result	<ul style="list-style-type: none"> Fly Through request cannot be submitted as the number of vacation periods will exceed 5 vacation periods

Example 3

Example	<ul style="list-style-type: none"> Fly Through request would result in remaining days that are not in a vacation period of 6 consecutive days
Scenario	<ul style="list-style-type: none"> Total Number of Vacation Periods: 3 Scheduled Vacation: 01/01 to 01/12 (12 days) Fly Through Request: 01/05 to 01/06 (2 days)
Result	<ul style="list-style-type: none"> Vacation Fly Through cannot be submitted as the number of remaining days is less than 6



WIN AS ONE
United



UNITED 

Flying Through (After Monthly Line)

Once a Flight Attendant receives their monthly line award he/she can then call Crew Scheduling and request to fly through their vacation.

Vacation Slides

LINEHOLDERS

When a Flight Attendant's vacation starts or ends between a scheduled outbound and return flight, the Flight Attendant may, at her/his option, move the vacation period either forward or backward in order to fly the scheduled pairing

- If the pairing to be retained starts in the same bid month as the start of the vacation period, the request must be received by 0800 HDT on the 19th calendar day of the month prior to the start of the pairing.
- If the pairing being retained starts in the month prior to the start of the vacation period, the request must be received by 1630 HDT on the 16th calendar day of the month the pairing starts.
- In addition, a Lineholder will be given the opportunity to move her/his vacation up to two (2) days in either direction, unless extraordinary circumstances exist, except that the movement of the vacation may not cause it to cross over from one bid month to another or from one Scheduled Vacation Year to another
- These requests must be received by 0800 HDT on the 19th calendar day of the month prior to the start of the vacation period.

RESERVES

A Reserve may move her/his vacation up to two (2) days in either direction, provided no new legality conflicts or short blocks are created.

- These requests must be received by 0800 HDT on the 19th calendar day of the month prior to the start of the vacation period.
- In addition, a Reserve who is awarded a vacation that does not include any days of availability shall be permitted to move her/his vacation a sufficient number of days forward or backward in order to encompass the nearest two (2) available reserve days. If this creates a short block, it must be adjusted in accordance with Section 12.C.3. of the JCBA, which also provides that short blocks abutting the first day of the new bid month do not need to be adjusted.



WIN AS ONE
United



UNITED 

Blocked Vacation Slide Dates

Blocked Vacation Slide Dates
12/30/18 - 01/04/19
04/17/19 - 04/23/19
05/24/19 - 05/30/19
06/30/19 - 07/06/19
08/30/19 - 09/02/19
10/27/19 - 11/02/19
11/26/19 - 11/30/19
12/20/19 - 12/27/19
12/29/19 - 01/05/20

Transfers

A Flight Attendant who changes bases shall retain her/his vacation period(s). In the case of a new Base opening, a Flight Attendant may be required to re-bid for her/his remaining vacation days.



WIN AS ONE
United



UNITED 

Leave of Absence

Vacations encompassed by a leave of absence shall be treated in the following manner:

- Leave the vacation period intact and pay the Flight Attendant for the vacation; or
- Permit a trade of vacations in accordance with the trading provisions of Section 12.C., thereby removing the original vacation from period of the leave; or
- A Flight Attendant who is scheduled for jury duty, or on medical or occupational leave, or hospitalized due to illness or injury may, not later than one calendar day before her/his vacation begins, defer the vacation until later in the Scheduled Vacation Year.
 - Upon return to work, she/he will choose from available vacation periods
 - If no vacation period is open and the deferred vacation was a paid vacation, the Flight Attendant will be paid for the deferred vacation at her/his pay rate in the last month of the Scheduled Vacation Year in which the vacation would have been taken.
 - A Flight Attendant will have the option to either carry unused vacation into the following vacation year under the terms of 12.C.8.d. or be paid for the vacation under the terms of 12.C.8.c.
 - A Flight Attendant must advise the Company of their election to carry unused vacation into the following vacation year no later than November 30. If no election is made by November 30, vacation will be paid out under the terms of 12.C.8.c.
 - The payment shall be made not later than the February 1 paycheck of the following year.
 - Flex Vacation cannot be carried into the following vacation year.
- If she/he elects to carry over the deferred vacation days to the following Scheduled Vacation year.
 - She/he will choose from available vacation periods after vacation periods for that year have been awarded.
 - A Flight Attendant may only utilize this provision once per Scheduled Vacation Year.



WIN AS ONE
United



UNITED

Flight Attendant Calendars & Holidays by Country

Denotes Blocked Vacation Slide Days
 Denotes Holiday

GERMANY 2019 FLIGHT ATTENDANT CALENDAR & HOLIDAY

January 12/30/18-1/29/19 (31 Day) A							February 1/30/19-3/01/19 (31 Day) B							March 3/02/19- 4/01/19 (31 day) A							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
										30	31	1	2							2	
30	31	1	2	3	4	5	3	4	5	6	7	8	9	3	4	5	6	7	8	9	
6	7	8	9	10	11	12	10	11	12	13	14	15	16	10	11	12	13	14	15	16	
13	14	15	16	17	18	19	17	18	19	20	21	22	23	17	18	19	20	21	22	23	
20	21	22	23	24	25	26	24	25	26	27	28	1		24	25	26	27	28	29	30	
27	28	29												31	1						
April 4/02/19-5/01/19 (30 Day) B							May 5/02/19-5/31/19 (30 Day) A							June 6/1/19-6/30/19 (30 Day) B							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		2	3	4	5	6					2	3	4							1	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
28	29	30	1				26	27	28	29	30	31		23	24	25	26	27	28	29	
														30							
July 7/1/19- 7/30/19 (30 Day) A							August 7/31/19-8/29/1 (30 Day) B							September 8/30/19-9/29/19 (31 Day) A							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6				31	1	2	3							30	31
7	8	9	10	11	12	13	4	5	6	7	8	9	10	1	2	3	4	5	6	7	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	8	9	10	11	12	13	14	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	15	16	17	18	19	20	21	
28	29	30					25	26	27	28	29			22	23	24	25	26	27	28	
														29							
October 9/30/19-10/29/19 (30 Day) B							November 10/30/19-11/29/19 (31 Day) A							December 11/30/19-12/29/19 (30 Day) B							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	30	1	2	3	4	5				30	31	1	2							30	
6	7	8	9	10	11	12	3	4	6	5	7	8	9	1	2	3	4	5	6	7	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21	
27	29	29					24	25	26	27	28	29		22	23	24	25	26	27	28	
														29							



WIN AS ONE
United



UNITED

Denotes Blocked Vacation Slide Days Denotes Holiday

HONG KONG 2019 FLIGHT ATTENDANT CALENDAR & HOLIDAY

January 12/30/18-1/29/19 (31 Day) A							February 1/30/19-3/01/19 (31 Day) B							March 3/02/19- 4/01/19 (31 day) A						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
										30	31	1	2							2
30	31	1	2	3	4	5	3	4	5	6	7	8	9	3	4	5	6	7	8	9
6	7	8	9	10	11	12	10	11	12	13	14	15	16	10	11	12	13	14	15	16
13	14	15	16	17	18	19	17	18	19	20	21	22	23	17	18	19	20	21	22	23
20	21	22	23	24	25	26	24	25	26	27	28	1		24	25	26	27	28	29	30
27	28	29												31	1					
April 4/02/19-5/01/19 (30 Day) B							May 5/02/19-5/31/19 (30 Day) A							June 6/1/19-6/30/19 (30 Day) B						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		2	3	4	5	6					2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30	1				26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
July 7/1/19- 7/30/19 (30 Day) A							August 7/31/19-8/29/19 (30 Day) B							September 8/30/19-9/29/19 (31 Day) A						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				31	1	2	3						30	31
7	8	9	10	11	12	13	4	5	6	7	8	9	10	1	2	3	4	5	6	7
14	15	16	17	18	19	20	11	12	13	14	15	16	17	8	9	10	11	12	13	14
21	22	23	24	25	26	27	18	19	20	21	22	23	24	15	16	17	18	19	20	21
28	29	30					25	26	27	28	29			22	23	24	25	26	27	28
														29						
October 9/30/19-10/29/19 (30 Day) B							November 10/30/19-11/29/19 (31 Day) A							December 11/30/19-12/29/19 (30 Day) B						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	30	1	2	3	4	5				30	31	1	2							30
6	7	8	9	10	11	12	3	4	6	5	7	8	9	1	2	3	4	5	6	7
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
27	29	29					24	25	26	27	28	29	22	23	24	25	26	27	28	
														29						



WIN AS ONE
United



UNITED

Denotes Blocked Vacation Slide Days Denotes Holiday

JAPAN 2019 FLIGHT ATTENDANT CALENDAR & HOLIDAY

January 12/30/18-1/29/19 (31 Day) A							February 1/30/19-3/01/19 (31 Day) B							March 3/02/19- 4/01/19 (31 day) A							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
										30	31	1	2							2	
30	31	1	2	3	4	5	3	4	5	6	7	8	9	3	4	5	6	7	8	9	
6	7	8	9	10	11	12	10	11	12	13	14	15	16	10	11	12	13	14	15	16	
13	14	15	16	17	18	19	17	18	19	20	21	22	23	17	18	19	20	21	22	23	
20	21	22	23	24	25	26	24	25	26	27	28	1		24	25	26	27	28	29	30	
27	28	29												31	1						
April 4/02/19-5/01/19 (30 Day) B							May 5/02/19-5/31/19 (30 Day) A							June 6/1/19-6/30/19 (30 Day) B							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		2	3	4	5	6					2	3	4							1	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
28	29	30	1				26	27	28	29	30	31		23	24	25	26	27	28	29	
														30							
July 7/1/19- 7/30/19 (30 Day) A							August 7/31/19-8/29/1 (30 Day) B							September 8/30/19-9/29/19 (31 Day) A							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6				31	1	2	3							30	31
7	8	9	10	11	12	13	4	5	6	7	8	9	10	1	2	3	4	5	6	7	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	8	9	10	11	12	13	14	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	15	16	17	18	19	20	21	
28	29	30					25	26	27	28	29			22	23	24	25	26	27	28	
														29							
October 9/30/19-10/29/19 (30 Day) B							November 10/30/19-11/29/19 (31 Day) A							December 11/30/19-12/29/19 (30 Day) B							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	30	1	2	3	4	5				30	31	1	2							30	
6	7	8	9	10	11	12	3	4	6	5	7	8	9	1	2	3	4	5	6	7	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21	
27	29	29					24	25	26	27	28	29		22	23	24	25	26	27	28	
														29							



WIN AS ONE
United



UNITED 

Denotes Blocked Vacation Slide Days Denotes Holiday

UNITED KINGDOM 2019 FLIGHT ATTENDANT CALENDAR & HOLIDAYS

January 12/30/18-1/29/19 (31 Day) A							February 1/30/19-3/01/19 (31 Day) B							March 3/02/19- 4/01/19 (31 day) A						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31	1	2	3	4	5	3	4	5	6	7	8	9	3	4	5	6	7	8	9
6	7	8	9	10	11	12	10	11	12	13	14	15	16	10	11	12	13	14	15	16
13	14	15	16	17	18	19	17	18	19	20	21	22	23	17	18	19	20	21	22	23
20	21	22	23	24	25	26	24	25	26	27	28	1		24	25	26	27	28	29	30
27	28	29												31	1					
April 4/02/19-5/01/19 (30 Day) B							May 5/02/19-5/31/19 (30 Day) A							June 6/1/19-6/30/19 (30 Day) B						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30	1				26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
July 7/1/19- 7/30/19 (30 Day) A							August 7/31/19-8/29/19 (30 Day) B							September 8/30/19-9/29/19 (31 Day) A						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				31	1	2	3							
7	8	9	10	11	12	13	4	5	6	7	8	9	10	1	2	3	4	5	6	7
14	15	16	17	18	19	20	11	12	13	14	15	16	17	8	9	10	11	12	13	14
21	22	23	24	25	26	27	18	19	20	21	22	23	24	15	16	17	18	19	20	21
28	29	30					25	26	27	28	29			22	23	24	25	26	27	28
														29						
October 9/30/19-10/29/19 (30 Day) B							November 10/30/19-11/29/19 (31 Day) A							December 11/30/19-12/29/19 (30 Day) B						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	30	1	2	3	4	5				30	31	1	2							
6	7	8	9	10	11	12	3	4	6	5	7	8	9	1	2	3	4	5	6	7
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
27	28	29					24	25	26	27	28	29		22	23	24	25	26	27	28
														29						



WIN AS ONE
United



UNITED

Denotes Blocked Vacation Slide Days Denotes Holiday

HONOLULU 2019 FLIGHT ATTENDANT CALENDAR & HOLIDAY

January 12/30/18-1/29/19 (31 Day) A							February 1/30/19-3/01/19 (31 Day) B							March 3/02/19- 4/01/19 (31 day) A						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31	1	2	3	4	5	3	4	5	6	7	8	9	3	4	5	6	7	8	9
6	7	8	9	10	11	12	10	11	12	13	14	15	16	10	11	12	13	14	15	16
13	14	15	16	17	18	19	17	18	19	20	21	22	23	17	18	19	20	21	22	23
20	21	22	23	24	25	26	24	25	26	27	28	1		24	25	26	27	28	29	30
27	28	29												31	1					
April 4/02/19-5/01/19 (30 Day) B							May 5/02/19-5/31/19 (30 Day) A							June 6/1/19-6/30/19 (30 Day) B						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30	1				26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
July 7/1/19- 7/30/19 (30 Day) A							August 7/31/19-8/29/1 (30 Day) B							September 8/30/19-9/29/19 (31 Day) A						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6		4	5	6	7	8	9	10	1	2	3	4	5	6	7
7	8	9	10	11	12	13	11	12	13	14	15	16	17	8	9	10	11	12	13	14
14	15	16	17	18	19	20	18	19	20	21	22	23	24	15	16	17	18	19	20	21
21	22	23	24	25	26	27	25	26	27	28	29			22	23	24	25	26	27	28
28	29	30												29						
October 9/30/19-10/29/19 (30 Day) B							November 10/30/19-11/29/19 (31 Day) A							December 11/30/19-12/29/19 (30 Day) B						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	1	2	3	4	5															
6	7	8	9	10	11	12	3	4	6	5	7	8	9	1	2	3	4	5	6	7
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
27	28	29					24	25	26	27	28	29		22	23	24	25	26	27	28
														29						



WIN AS ONE
United



UNITED 

Denotes Blocked Vacation Slide Days Denotes Holiday

UNITED STATES 2019 FLIGHT ATTENDANT CALENDAR & HOLIDAY

January 12/30/18-1/29/19							February 1/30/19-3/01/19							March 3/02/19- 4/01/19						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
										30	31	1	2							2
30	31	1	2	3	4	5	3	4	5	6	7	8	9	3	4	5	6	7	8	9
6	7	8	9	10	11	12	10	11	12	13	14	15	16	10	11	12	13	14	15	16
13	14	15	16	17	18	19	17	18	19	20	21	22	23	17	18	19	20	21	22	23
20	21	22	23	24	25	26	24	25	26	27	28	1		24	25	26	27	28	29	30
27	28	29												31	1					
April 4/02/19-5/01/19							May 5/02/19-5/31/19							June 6/1/19-6/30/19						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		2	3	4	5	6					2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30	1				26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
July 7/1/19- 7/30/19							August 7/31/19-8/29/1							September 8/30/19-9/29/19						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				31	1	2	3						30	31
7	8	9	10	11	12	13	4	5	6	7	8	9	10	1	2	3	4	5	6	7
14	15	16	17	18	19	20	11	12	13	14	15	16	17	8	9	10	11	12	13	14
21	22	23	24	25	26	27	18	19	20	21	22	23	24	15	16	17	18	19	20	21
28	29	30					25	26	27	28	29			22	23	24	25	26	27	28
														29						
October 9/30/19-10/29/19							November 10/30/19-11/29/19							December 11/30/19-12/29/19						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	30	1	2	3	4	5				30	31	1	2							30
6	7	8	9	10	11	12	3	4	6	5	7	8	9	1	2	3	4	5	6	7
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
27	29	29					24	25	26	27	28	29	22	23	24	25	26	27	28	
														29						