

Overview

- Flight Attendant compensation is paid as an hourly rate for all hours flown or credited. Additional credit rig pay, Flight Leader or LOD premium pay, drafting pay, and expenses reimbursement may also apply.
- The computerized trip pairing system internally and simultaneously calculates all flight and credit pay methods. A rotation pays the greatest of:
 - 1) flight pay, including deadhead pay, or
 - 2) the 4:45 duty period average (DPA) by rotation, or
 - 3) 1 for 3.5 trip credit (TRP)
 - 4) 1 for 2 duty period credit may also apply to an individual duty period

EXAMPLE A: A three day trip with 18:10 flight time, is away from base for 60 hours. The pay calculation compares the flight time of 18:10, to the duty period average (DPA) of 14:15 (4:45 X 3), and to the 1 for 3.5 trip credit (TRP) of 17:08 hours (60 hours divided by 3.5). The greatest and correct total pay for this trip is 18:10 flight / block time.

EXAMPLE B: A two day trip worth 11 hours is rerouted with a 24 hour layover on B-day and with no increase in flight time on the return on C-day. The two-duty period trip is away from base for 56 hours. The pay calculation compares the flight time of 11 hours to the DPA of 9:30 (only 2 actual duty periods X 4:45) to the 1 for 3.5 TRP credit of 16 hours (56 hours time away from base divided by 3.5). The greatest paying credit is the trip credit (TRP) and the trip pays 16 hours.

EXAMPLE C: A three day ATL trip worth 15 hours flight time is rerouted and returns early the 4th morning from a BHM layover. The new time away from base (TAFB) is now 63 hours. The final flight time of 17 hours is compared to the DPA of 19 hours (4:45 X 4) and the TRP credit of 17 hours (59:30 div. 3.5). The greatest paying credit is the DPA of 19 hours.

- All monthly compensation is automatically generated by the Scheduling and Payroll systems, including holding pay and crew compensation pay. You must still submit a claim for transportation reimbursements such as unexpected taxi fares during irregular operation and surface deadhead.
- For the most accurate accounting of your projected pay, see the Monthly Time Display in eCrew / DBMS. This is commonly referred to as 'MOTS' and contains the closest projection of your actual pay.

Pay Periods

- You are paid twice monthly on the 15th and last day of each month. Pay is based on a minimum 45 hour allotment per bid period (22:30 each pay period). In addition to the current pay of 22:30 per pay period, 50% of all earned flight/credit pay and premium pay from the previous bid period is also paid. If you fly less than 45 hours in any bid period, adjustments will be subtracted in the subsequent bid period.

EXAMPLE: Your pay is comprised of:

Pay Period Ending October 15		Pay Period Ending October 31
22:30 (half of the minimum average of 45 hours for the current month), plus....		22:30 (half of the minimum average of 45 hours for the current month), plus....
50% of all flight/credit, and premium pay earned in September		50% of all flight/credit, and premium pay earned in September.

- If you are a new hire, you are paid 50% of the training pay prorated in accordance with your training start date for each pay period, then as indicated above once you start flying. Company transfers should refer to Flight Attendant Compensation later in this section.
- If a pay period ends on a weekend or on a company observed holiday, the payday for the pay period will be moved up to the last scheduled work day (Monday through Friday).
- Your pay anniversary date is the date you first became a Flight Attendant unless it was adjusted for any of the following reasons:
 - Extension to probation period to June 1, 1974,
 - An OJI, sick or maternity leave of absence for which you were off more than 1 year from the date your paid benefits began resulting in a day for day adjustment for each day over 1 year,
 - Any personal leave of absence is adjusted day for day,
 - You transferred to the Flight Attendant position from another permanent job classification within the company, which resulted in pay credit for 1/2 of your length of service with Delta.
- Your pay anniversary date determines when you will receive incremental increases in your hourly flight pay.

Pay Periods, continued

Pay Increases

- Flight pay increases are effective on the actual pay anniversary date for flight/credit time that originates on or after the pay anniversary date.
- Current month pay increases (the minimum 45 pay hours per month) become effective on the 1st of 16th of a month, depending on the date:

If pay anniversary date is between...	Your current pay increase is effective..
The 1 st through the 8 th of the month	On the 1 st of that month
The 9 th through the 23 rd of the month	On the 16 th of the month
The 24 th through the 31 st of the month	On the 1 st of the following month

Initial Probation

During Initial Probation

New Hire

- You will receive full flight pay and time away from base (TAFB) expenses during Initial Probation. You are also eligible for any form of premium pay which you are qualified for.

Company Transfer

- You will receive flight pay and TAFB expenses immediately upon transferring into In-Flight Service. .
NOTE: Your paycheck at the end of your first month on flight pay will be less than other paychecks since you will not have flight pay due from the previous month.

After Initial Probation

- You will be removed from initial probation effective the 1st of the month based upon employment date as shown in the chart below:

If your employment date is between...	You will be removed from Initial Probation...
The 1 st and 15 th of the month,	on the 1 st day of the month in which you successfully complete all requirements of your probation.
The 16 th and 31 st of the month,	on the 1 st day of the month following your successful completion of all requirements of your probation.

Earned Pay

- The following items apply toward your monthly salary though some items are earned after 6 months with the Company, or are accrued monthly. Refer to the IFS HR Handbook on the IFS Portal for more details on such items.
 - Flight pay, including credit time
 - Paid Personal Time (PPT) (accrued)
 - Deadhead pay
 - Surface deadhead pay
 - Crew Compensation pay
 - Vacation pay (accrued)
 - Holding pay
 - Jury / Court pay
 - Holiday pay
 - Meeting pay
 - Standby pay
 - Pay for Unused ADAY
 - Emergency leave pay (eligible after 6 months)
 - Training pay
 - Report pay
 - Short Call pay
 - Draft / Incentive / RR04 Pay

*NOTE: All compensation, except surface deadhead pay and taxi charges incurred during irregular operations will be automatically generated by the Scheduling & Payroll systems.

Flight Pay

- You are paid for flight pay and credit in the current bid period at the projected rate of 45 hours per bid period (22:30 for each pay period).
- Actual flight pay and credit for a bid period over and above the 45 hour projected rate is paid in the subsequent month.
- Flights originating the last day of a bid period but spilling into the new bid period are credited entirely to that bid period for pay purposes. After-midnight departures are credited to the new bid period.
- Your flight pay is based on actual flight time or the applicable credit time guarantee, whichever is greater. *For more information, see Credit Rigs & Pay Protection - Minimum Flight Pay Credit Guarantees.*

Hourly Blended Flight Pay Chart

Length of Service	Hourly Flight Pay	Length of Service	Hourly Flight Pay
		After 6 Years	32.02
0-1 Year	19.10	After 7 Years	33.06
After 1 Year	19.86	After 8 Years	33.97
After 2 Years	21.21	After 9 Years	35.22
After 3 Years	22.95	After 10 Years	36.20
After 4 Years	25.29	After 11 Years	37.93
After 5 Years	27.19	After 12 Years	41.07

Rotation 'Minutes-Under' Pay

- You are pay protected for the flight time for each scheduled rotation on your schedule.
- Minutes-under are guaranteed **by rotation**. Minutes-under for a rerouted rotation will be based on the new rerouted segments. For trips that transit two months, all necessary adjustments for rotation minutes-under are made in the new month (back-end) pay log.
EXAMPLE: In a 2-segment 6 block hour turnaround, the first segment departs on-time and arrives 10 minutes early. The second segment departs on-time and arrives 15 minutes late. You will be paid the scheduled value of the trip plus an additional 5 minutes for a total of 6:05. The minutes under are calculated **by rotation**.

Report Pay

- If you report for duty at a base location but do not fly, you may claim \$10.80 report pay or any 1 for 2 flight time credit accumulated while at the airport, whichever is greater.
- If you are a tripholder you are paid \$10.80 or 1 for 2 duty credit if you do not choose to make yourself available for an alternate assignment. If you choose pay protection and make a 2nd trip to the airport you will be eligible for the report pay in addition to your new trip. Contact IFS Pay Support.
- If you are on an access day, you will be paid \$10.80 report pay or 1 for 2 duty credit for every hour you spend at the airport until release, or the flat rate of 4:45 for an unused ADAY, whichever is greater.

Non-Fly Credit Time Payment

- The following describes when credit guarantees will be applied to the duty day or pairing as appropriate:
 - ◇ **1 for 2:** credited at the end of the duty period in which it was earned and on the calendar day the last flight for that duty period was scheduled to depart.
 - ◇ **Duty Period Average (4:45):** credited at the end of the last duty period of the trip on the calendar day the last flight for that duty period was scheduled to depart.
 - ◇ **1 for 3.5:** extended duty is credited at the end of the last duty period of the trip on the calendar day the last flight for that duty period was scheduled to depart.
 - ◇ **Deadhead:** credited on the calendar day the deadhead flight was scheduled to depart.
- Non-fly credit is paid on the basis of actual or scheduled credit, whichever is greater.

4:45 Duty Period Average (DPA)

- The 4:45 duty period average (DPA) will apply to all rotations, both scheduled pairings and originations. The 4:45 credit guarantee is an **average** guarantee that applies to each duty period of the trip.
EX: A 3-day trip has daily block time scheduled of 3 hours, 5 hours, and 5 hours respectively for a total of 13 block hours. Because the 4:45 daily average for 3 days would be 14:15 as a total for the trip, the pairing will generate 1:15 in DPA credit and you will be paid 14:15 for the trip.
- Conversely, a trip that exceeds the 4:45 daily average will not pay any DPA credit at the end of the trip.
EX: A two day trip has block time scheduled of 5 hours and 6 hours respectively. The 11 hour block total for the two-day trip exceeds the 4:45 average (4:45 X 2) of 9:30, so no DPA is generated.
- The 4:45 DPA is credited and paid on the last duty period/calendar day of a trip. Therefore, any trip that crosses a bid period into a new bid period will have any 4:45 DPA credit due paid in the new bid period.
- Duty periods consisting solely of deadhead flying or other non-working segments do not qualify for the 4:45 duty period average.

1 for 3.5 Trip Hours

- You will receive credit and pay for 1 hour of flight time for each 3.5 hours you are away from base. This credit is notated as TRP in the OSS trip display.
EX. Your 3-day trip is away from base a total of 60 hours. The 1 for 3.5 hours trip credit is 17:08 hours and may or may not be the greatest paying credit.
- You must complete the trip to be eligible for the 1 for 3.5 trip credit.

Deadhead / Deviation from Deadhead / Ferry Pay

- You will receive full pay and full credit for **scheduled** or **non-scheduled** deadhead or ferry flights.
- If you are approved to deviate deadhead at either the beginning or end of a trip, you will be credited with the flight time and TAFB expenses of the originally scheduled deadhead leg(s).

Crew Compensation Pay

- For each flight attendant below Delta staffing, including load factors not provided, each flight attendant on the crew will be paid an additional \$5.73 per actual flight hour.
EXAMPLE: If you work a turnaround worth 6 flight hours with a crew that is one flight attendant below Delta staffing, each flight attendant on your crew will receive \$34.38 (\$5.73 x 6).
- The Flight Leader must enter the applicable information in the eCrew system on the Crew Compensation template for the crew to receive crew compensation pay. Information submitted after 90 days will not be honored.

Surface Deadhead

- When deadhead (crew placement) is accomplished using ground (surface) transportation (i.e., bus or taxi), flight attendants will be paid at the rate of \$9.00 per hour prorated to the minute.
- Flight attendants should contact IFS Scheduling Support or their Field Service Manager to ensure pay.
NOTE: This compensation does not apply to any transportation provided within the same city for reaching layover hotel accommodations.

Pay for Aborted Flight

- You are paid either actual flight time or one of the following credit guarantees, whichever is greater:
 - 4:45 duty period average, or
 - 1 for 4 trip hours credit for transoceanic if applicable
 - 1 for 3.5, if rerouted and applicable**NOTE:** The 4:45 duty period average will not apply to a duty period in which a landing is not made at another airport (except for trip worked between co-terminals).
- Holding pay may apply.

Holding Pay

- You will receive holding pay for flights delayed at the gate for 1 hour or more past scheduled departure time with passengers on board. You are paid at the rate of \$14.74 per hour including the first full hour and any fraction thereafter.
- Holding pay begins at scheduled departure time, the time the passengers are boarded, or when you arrive to a pre-boarded aircraft, whichever is later.
- During mid-rotation, or at rotation end, when you are required to hold with passengers, holding pay begins at the scheduled departure time or the inbound arrival time plus minimum ground time, whichever is later.
NOTE: If you depart from the gate but are unable to takeoff and return to the gate (termed an attempt), the holding will begin at block-in of the attempt.
- The Flight Leader is responsible for entering the holding pay information for the crew upon return from a trip. Those on variable staffing pairings, load factors, and originations should submit their own holding claims.
- Holding pay or credit time incurred as the result of an inadvertent slide deployment due to improper door procedures will not apply to the individual(s) directly involved in the blown slide.

Flight Pay for Ground Time

- When holding on the ground at a diversion point or following an attempt and the plane does not go to a gate or deplane, you may claim flight pay for the turn time between the two segments.
- Flight pay for ground time is an unplanned post-flight or post-attempt coming to rest of an aircraft when the passengers and crew are unable to deplane. It does not apply to pre-flight holding at the gate even when the door is closed and the jetway is pulled (holding pay does apply for this).

A-Day Block Guarantee

- An A-Day block of 3 days is guaranteed no less than 14:15 and is based on the 4:45 duty period average. Greater blocks in some bases, whether 4 or 6 days, will receive no less than 19 hours or 28:30 respectively for the block.
- If a trip is preferenced, assigned or rerouted to fly outside the block, all flight and credit time applies toward the A-Day guarantee, i.e. offsets the guarantee. Also applicable/offsetting to the A-Day block guarantee: flight pay, credit rigs, holding, standby, report, deadhead (including surface DH), and all categories of premium pay. If you attend any paid training on an ADAY the DPA guarantee will not apply.
- [If you pick-up single ADAYs when you are out of the base range of those who must be assigned A-Days in that base, you forfeit the A-Day guarantee.](#)

Premium Pay

- Once Initial Training is completed, you are eligible for any category of premium pay for which you are qualified.
- Skill-based premium pay applies to actual flight hours and to credit time in some designated categories. You will, however, be paid minutes-under by rotation for the premium categories you are entitled to.

EXCEPTION: For pairings that mix premium category flying with other types of flying, e.g. LOD with domestic, you will only be paid for the actual premium category time earned.

Skill-Based Premium Pay

- Skill-based premium pay includes Flight Leader and Language of Destination (LOD) pay.

Flight Leader Pay

- For each **working flight hour** in the Flight Leader position, leader premium pay will be paid, prorated to the minute as indicated in the charts.

Domestic	Rate per Hour	EQ Pay Code
B-737, MD-88, MD-90	\$2.70	29
B-757	\$2.70	07
B-767	\$2.70	01
B-777, B-767-400	\$2.70	05

Transoceanic/Latin America	Rate per Hour	EQ Pay Code
Transoceanic Flight Leader ("A") B-767ER, B-777, B-767-400	\$5.40	03
Transoceanic Service Leader ("B") for B-767ER, B-777	\$2.70	05 for 76L, 07 for 777
B-757 (Latin America)	\$2.70	07
B-727, B-737-800 (Latin America)	\$2.70	29

Language of Destination (LOD) Pay

- If you are an active participant in the LOD program, you will be paid \$1.35 per flight hour for each required language segment on a trip even if the LOD staffing requirement has already been met.
- You will also receive LOD pay for any deadheading to or from actual language segments.

Holiday Pay

- If you fly on an approved holiday you will be paid a \$20 per hour premium for each actual flight hour worked that day.
- The approved holidays are Independence Day (July 4th), Thanksgiving (the date varies), Christmas Day (December 25th), New Year's Eve (December 31st), and New Year's Day (January 1st).
- For midnight-crossing flights and flights crossing different time zones, all holiday pay time will be based on the time zone of your base domicile, and only the actual flight time accrued on the holiday will be paid the holiday premium. Credit time does not apply.

Example

A 1623 CVG 2100 SFO 2251 4.51 BLK
SFO 22.24 / Hotel
B 369 SFO 2230 CVG 0552 4.22 BLK

- If day A is the holiday, 3:00 will be paid at the holiday rate.
- If day B (starts at midnight out of CVG on flight 1623) is the holiday, 1:51 will be paid at the holiday rate.
- If day C (starting at midnight out of SFO on flight 369) is the holiday, 4:22 will be paid at the holiday rate.

- You will receive holiday pay for all scheduled deadhead hours on a holiday, even if you have deviated from the deadhead segment.
- If you are on availability for pay protection due to a cancellation or reroute that shortens your pairing, you will be paid holiday pay only for the actual flight time you work/deadhead on your alternate assignment.
- You will receive holiday pay for all standby hours served on an hour for hour basis. If assigned a trip, the standby time is calculated separately.

Time Away from Base Pay (TAFB)

- The time away from base meal expense reimbursement is \$1.85 per hour for all domestic and international (non-transoceanic) trips.
- The time away from base meal expense reimbursement is \$2.40 per hour for all transoceanic trips (also applies to Hawaii flying).
- When released off a trip mid-rotation and hospitalized for an extended period, TAFB ceases at the release of the last working leg of the truncated rotation.
- You will receive TAFB expenses beginning at scheduled report time of your trip and ending upon release at your base.

NOTE: Scheduled limo time between co-terminals is included in TAFB.

- If you report but do not depart on your assigned flight due to a flight cancellation or irregularity, your TAFB expenses will continue until you are released from duty for a minimum rest period. If the actual minimum rest is less than required, TAFB expenses will continue through the duty period.
- If you are approved to deviate from deadhead at the beginning or end of trip, you will be credited with the flight time and TAFB expenses of the originally scheduled deadhead leg(s).

Airport Standby Duty

- If not given an assignment, your TAFB expenses will continue until you are released from duty for a minimum rest period; inclusive of Probation training, and any training for which you are required to report in uniform and be available for duty.
- When assigned a pairing, Access Day flight attendants will be paid TAFB expenses from report time until released from duty. If the actual minimum rest is less than required, TAFB expenses will continue through the duty period.

Claiming Expenses

- You are automatically given an allowance for meal expenses based on your TAFB and do not need to claim reimbursement.

Daily Meal Expenses

- If you are eligible for daily expenses due to special assignment, temporary duty, etc., you should submit an Expense Statement form to your local manager for approval. Expenses may not exceed the maximum amount per meal as indicated below:

	Domestic	International*
Breakfast	\$4.00	\$4.75
Lunch	\$6.00	\$6.25
Dinner	\$15.00	\$15.25

*International refers to destinations in Alaska, the Bahamas, Bermuda, Canada, Central/South America, Hawaii, Mexico, and Puerto Rico. See the *Human Resource Practices Manual* for per diem meal expenses applicable to other international destinations

- Expense Statement Forms are processed by Accounts Payable.
- You will be reimbursed in your regular paycheck, in either pay period.
- Forms submitted after 90 days will not be honored.
- Under no circumstances will you receive both daily meal expenses and TAFB expenses.

Hotel Expenses

- Delta provides hotel accommodations at each scheduled layover point.
- If crew rooms are not available at a scheduled layover, Operations will book a room at an alternate hotel and issue you a Hotel Authorization Form, if necessary.
- If the layover occurs at an off-line point or if no Hotel Authorization Forms are available, pay for the room and claim the expense on an Expense Statement form. Explain the reason in the remarks section, attach the receipt, and submit to your FSM for approval and then to Accounts Payable, Dept. 832 - ATG. Forms submitted after 90 days will not be honored.

Transportation Reimbursement

Fares

- Rail, bus, or air fare is paid only if required by company business and as authorized by In-Flight Service management.
 - To claim such air or surface deadhead expenses, submit an Expense Statement form accompanied by a paid receipt to your local Field Service Manager.

- Delta pays for taxi fare between the airport and the hotel at scheduled layover points and at points en route when cancellations or a delay make the use of taxi service necessary. Operations will issue a Ground Transportation Authorization Form for such transportation.

- The normal time to wait for crew transportation should be no more than 20 minutes. Beyond this time, call the hotel or transportation company regarding any additional wait. If additional wait time is likely, secure a voucher from operations for a cab or pay for the cab and submit an Expense Statement form with attached receipt.

- If Reroute authorizes a 30 minute late report and hotel (or scheduled) transportation is not available at new report time, you may pay for a cab ride and submit an Expense Statement for reimbursement.

- If you are rerouted into a co-terminal and no transportation has been provided, you may pay for any available ground transportation (shuttle, taxi, etc.) and submit an expense statement for reimbursement.

Access Day Status

- You are eligible for a taxi allowance of up to \$6.00 each way, from and to your residence, if notified to report for duty at your base less than 2 hours before scheduled departure time.

- To claim taxi allowance expenses, complete the appropriate form, attach a paid receipt from the taxi company or a ticket stub from an approved bus/limo service, and submit as follows:
 - If a trip is involved, submit an Additional Pay Request Form to your Field Service Manager, or
 - If a trip is not involved, submit an Expense Statement form to your local Field Service Manager.

New York Base

- You may be eligible for additional expenses/reimbursements. See your Field Service Manager for information.

NOTE: Forms submitted after 90 days will not be honored.

Tipping

- Tipping for transportation services is voluntary and is the responsibility of the individual crew members. There is no reimbursement for transportation tipping.

Short-Term Parking

ADAY Status Flight Attendant

- If notified to report for duty less than 2 hours before scheduled departure time and authorized by Scheduling, you are eligible for reimbursement for short-term parking expenses at the airport.
- You must submit an Expense Statement form, with an attached receipt, to your Field Service Manager.

Moving Expenses

- Delta may pay moving expenses in extraordinary cases such as an involuntary base transfer.

NOTE: Delta does not pay moving expenses for a voluntary base transfer or job change.

For more information, see the Human Resource Practices Manual (#1012) or consult your Field Service Manager.

Severe Operations Expenses

- In the event unusual circumstances result in extended delays, you may receive reimbursement for reasonable expenses incurred which are not normally covered (i.e. long distance call home, replacement of necessary incidentals, uniform cleaning).
- Complete and submit an Expense Statement form with appropriate receipts attached to your local Field Service Manager. You must provide an explanation in the remarks section of the form.
- Expenses claimed will be reviewed on an individual basis.

Rerouted Into OFF Day (RR04)

- If you are rerouted into an off day and a duty period has been added to your trip, e.g. a 2-day trip becomes a 3-day trip by FlyRight trip definition standards, you are due +4 hours additional pay.
- A scheduled flight that is delayed into a new calendar day does not qualify for RR04 pay. A trip must be rerouted by virtue of a flight number or itinerary change. Delays, attempts, diversions, equipment changes and stubouts do not qualify as a reroute.
- If you have flying that is scheduled to occur after your rerouted rotation and become illegal for it due to the reroute, RR04 does not apply. The Pay Protection Involving Two Pairings or More rules outlined in FlyRight in the Compensation section will apply in these cases.
- If, as a Tripholder, you are on a trip that is rerouted and releases during a scheduled A-Day block, your obligation for the remainder of the A-Day block is simply reduced and no additional RR04 pay is due.
- If a reroute impacts a day on which you have other subsequent scheduled flying but you maintain a legal scheduled rest period before the subsequent flying, the day will be considered an 'off'day and the RR04 additional pay will still apply.
- During Severe Operations, when Mandatory Availability (MAVL) is in effect, you may be assigned an alternate trip that returns up to 24 hours after your original release time. RR04 pay does not apply in these situations.
- Additionally, in Severe Operations involving widespread operational emergencies, such as in a large regional ice storm or a hurricane situation where hubs and airports are closed and crews may be stranded for several days, RR04 pay will not apply.

Reroute Pay Chart

The reroute pay chart clarifies several variations for Tripholders and A-Day holders that may occur when being rerouted or flown into an off day. The associated pay and accompanying codes are noted below:

Event	Who Qualifies	Pay	Pay Code	FA Action Required
Rerouted/Rescheduled Into Off Day with duty period added	Trip holders and A-Day holders	+4	RR04	None
Rerouted/Rescheduled into Off Day with duty period added AND deviating deadhead	Trip holders and A-Day holders	+4	RR04	Call Scheduling
Flown Into/Scheduled Into Off Day	A-Day holders only	+4	DRFT	None
Rerouted/Rescheduled into Vacation Day	Trip Holders and A-Day holders	+4	FIVD	Call Scheduling
Delayed Into Off Day	Not applicable	Not applicable	Not applicable	Not applicable

Draft Pay

- Draft pay applies to all flying assigned to tripholders when involuntarily assigned a trip or portion of a trip, and to access day flight attendants when scheduled into their OFF time. The acronym **DRFT** refers to draft pay and will appear on the schedule.
- Draft pay pays 4 additional pay hours above the value of the trip flown. All skill based premium pay is paid only once. Draft pay does not count towards the annual 540 hour flying requirement to maintain full benefits.
- Assignments to Flight Leader or LOD pairings completed as part of the bid process does not qualify for draft pay.
- Draft pay applies to:
 1. an ADAY holder scheduled into or piggybacked into an off day
 2. a tripholder drafted off the reverse order list
 3. a tripholder drafted off the daily sign-in sheet (removed from an assignment to fly another departure)
 4. a tripholder drafted off an inbound terminating flight
- While on an ADAY if you preference a specific trip that schedules you into an off day, you do not qualify for draft pay.
- If you call in sick for an assignment you were drafted for, you will not be paid draft pay. Additionally, draft pay is not transferable if the trip is swapped to another flight attendant.
- The additional 4 hours of flight pay will not show on your monthly schedule total but will be viewable in MOTS (monthly time display) in DBMS.

Tripholders

- A flight attendant who is drafted off the seniority list, the daily worksheet, or off an inbound flight will be paid the trip flown plus an additional 4 hours pay. If the trip flown is less in value, you will be paid trip flown plus an additional 4 hours, however, all normal pay protection options will apply.

EXAMPLE 1: You are drafted from a 16:30 three-day trip and assigned a 14:15 three-day trip and there are no availability requirements. You will be paid 20:30, the value of the original trip (16:30) plus 4 hours.

EXAMPLE 2: You are drafted from a 16:30 three-day trip and assigned a 9:30 two-day trip. There is an availability requirement for the third day and if you choose pay protection availability you will be paid at least 20:30, the value of your original trip (16:30) plus 4 hours.

Draft Pay, continued

EXAMPLE 3: You are drafted from a 9:30 two-day trip and assigned a turnaround worth 7:00. There are availability requirements on day two, but you choose not to make yourself available. Your pay is 11 hours, the value of the trip flown (7:00) plus 4 hours drafting pay.

- Tripholders given an alternate trip while on Mandatory Availability will be paid draft pay if the alternate trip is scheduled for release more than 4 hours past the release of the original trip. If flown on a trip of lesser value, you will be paid the value of the original trip plus 4 hours.
- While on availability for pay protection you may be assigned multiple trips (e.g. 3 turnarounds instead of a 3-day trip). If you qualify for draft pay by being assigned a trip that is scheduled for release more than 4 hours past your original trip scheduled release, the draft pay applies only one time.

EXAMPLE 4: Your 3-day trip worth 16:30 cancels and you are assigned three 6:00 turnarounds while on mandatory availability. The third turnaround returns more than 4 hours past the release time of your original 3-day trip. Your pay will be 22 hours (6 hours X 3 + 4 hours DRFT pay).

ADAY Holders

- If an ADAY holder is scheduled into an off day (includes 'piggybacking' into the off day), they qualify for draft pay. This does not apply when being rerouted or delayed into the off period.

EXAMPLE 5: On arriving back into base on your final ADAY at 1700, you are given additional piggyback flying that is scheduled to return at 0230 the following morning. Your base ADAY time ends at midnight. You are due draft (DRFT) pay of an additional 4 hours flight time.

EXAMPLE 6: On the first day of your 3-day ADAY block, you are assigned a 2-day trip scheduled back into base at 1800 on the second day. You are given additional piggyback flying that is scheduled to return the 3rd day at 1800. No DRFT pay is due as you were extended / flown on your scheduled Access Day.

Draft Pay Chart

- When crews are rerouted, rescheduled or delayed into their off time (both tripholders and ADAY holders), draft pay does not apply.

Draft Pay Chart

If I am.....	I am paid as follows.....
A tripholder removed from another trip that same day and drafted for a different assignment	Trip flown plus 4 hours. If drafted for a lesser value assignment, pay protection options may also apply.
A tripholder drafted from an inbound flight to fly additional segments	The additional segments plus 4 hours (1 for 3.5 credit does not apply).
An ADAY holder on a trip with a scheduled release into my off time.	Trip flown plus 4 hours
An ADAY holder 'piggybacked' with additional segments into my off time (a scheduled release into off time).	Trip flown plus 4 hours
An ADAY holder and am assigned additional segments within my normal base ADAY hours	Additional segments only (1 for 3.5 does not apply).
A tripholder or ADAY holder who is rerouted/rescheduled or delayed into my off time.	Trip flown. Draft pay does not apply. 1 for 3.5 applies if release time is >4 hours past your original release.
Drafted and it causes a conflict with my next trip....	Normal two-rotation guarantee parameters apply, plus 4 hours drafting pay.

Vacation Pay

- Vacation is awarded in a minimum of 7 day increments unless you specify you are bidding for a partial week, which is 4 to 6 days. Only one vacation can be less than (or more than) 7 days.
- You will be paid 2:45 per day for each calendar day of vacation.
- There is no premium pay associated with vacation days. *For complete information on the Vacation Benefits and program see the IFS Handbook- Benefits, located on the IFS web site.*

Paid Personal Time (PPT)

Scheduled and Unscheduled PPT Days - All Flight Attendants

- All flight attendants begin accruing PPT time at the end of each pay period at the rate of 1.145 hours per pay period, or 2.29 hours per month. *(Effective 4/1/08 1.75 hour per pay period, or 3.5 hours per month)*
- You will be paid 5:30 hours per day up to a maximum of 5 days annually *(7 days effective 4/1/08, and 6 hours per day)*. If you qualify (maintain the annual flying requirement of 540 hours in the previous year) the 5 days are renewed annually on April 1st. The days may be used for sick time, OJI, or personal time off.
NOTE: *Effective 8/1/06 pay will be at a 'trips-missed' rate if applied to a trip as unscheduled PPT, deducting the total flight/credit time of a trip from the PPT bank.*
- Paid Personal Time may be scheduled (SPT) in advance or unscheduled (e.g. UPS for sick, UPO for OJI, etc.).
- There will be an annual payout for unused earned allotment of PPT and will be no later than May 31 each year. The payout will be based on your flight pay rate as of March 31 of that year.

Meeting Pay

- You will be paid for attending any personnel/business meeting.
- You will be paid at the rate of \$12 per hour. Pay will automatically be on your monthly time display (MOTS) statement.

For more information, see Credit Rigs & Pay Protection section - Minimum Flight Pay Credit Guarantees.

Emergency Leave of Absence (ELOA) Pay

- All flight attendants who qualify for ELOA will be paid up to 3 days ELOA within a 5 day period.
NOTE: You must have completed 6 months continuous service with the company to qualify for ELOA pay.
- The pay rate for ELOA is 5:30 per calendar day, and each paid day must be plotted on a trip day or access day.

For more information on Bereavement Policy and ELOA, see Death in the Immediate Family in HRRM 1023, and Work Rules Section 6.

Jury Duty/Court Appearance Pay

- If you qualify for jury duty/court appearance pay, you will be paid at the rate of 2:45 per calendar day on a day for day basis for all affected trip days or access days .
- Jury duty and court appearances for the prosecution will be plotted when trips or access days interfere with such service and paid to a maximum of 15 days (15 days cumulative for both) each calendar year.
EXAMPLE: You have a 3-day trip on SUN-MON-TUE, but must report for Jury duty Monday through Friday. You have no other work assignments that week. JURY @2:45 per day will be plotted on your schedule for the 3 day period SUN-MON-TUE.
- For single day court appearances at Delta's request and on Delta's behalf you are paid 2:45 per calendar day. These court appearances for Delta do not count towards the 15 day maximum. *For more information on jury duty/court appearances, and jury duty notification, see Schedule Changes in Section 6.*

Temporary Duty (TDY) Pay

- If you are assigned temporary duty (TDY), you will be paid for all trips flown, including all deadhead time, and any applicable credits (e.g. 1 for 3.5 if rerouted, etc.).
- Time away from base (TAFB) expense begins at scheduled or actual report time when you leave your base, whichever is later, and will end upon release from duty at your base (plus any authorized limo time between co-terminals, if applicable).

Training Pay

- You are paid 2:45 per day for all non-regulatory training or at a flat rate for certain computer-based training.

Recurrent

- You are paid and credited with 2:45 flight time for Recurrent training.
NOTE: If an additional travel day is necessary due to exceeding a 13:15 duty period, overnight accommodations will be provided at company expense and you will be paid a flat rate of \$50 for the travel day. An additional travel day will NOT be scheduled when your base is offered any legal one-day class.
- You will be paid \$10.00 per hour for CBT regulatory training which includes the recurrent CBT and CBT annual exam.
- All FAA mandated training has a minimum hourly requirement for attendance which requires on-time registration and start times.
- If you arrive late to training you will be rescheduled and may be subject to administrative action. Also, you may not leave class early so all return flights must be planned accordingly.
- If required to travel out of base for a paid FAA mandated training and you subsequently miss training due to delayed or canceled flights, the following pay applications will apply:
 - If you report but do not travel to training (including delays, attempts or cancellations, you will be paid report pay of \$10.80.
 - If you report and travel to training but the approved travel flight is late resulting in your missing the scheduled class, one of the following will occur:
 1. You will be rescheduled to attend a class with a later start time on the same day as long as the class may be completed with a legal rest break before any subsequent flying.
 2. You will be rescheduled to attend a class on a later date, return flight booked, and paid a travel day rate of \$50.
- In any instance, please contact your FSM to coordinate pay.

Training Pay, continued,

Aircraft Training

- You will be paid \$12 per hour for required classroom training.
- If you attend In-Base Transition Aircraft Training, you may be credited with a 1 hour early report for your next scheduled trip.
NOTE: This generally is a result of a differences bulletin and/or equipment training requiring hands-on review or operation.

Leadership Training

- Pay for the Leadership Enrichment seminar will be \$12 per hour.

International Training

- You will not be paid for International Training as participation in this program is voluntary.
- NOTE:** Pay for other types of required training and meetings will be \$12 per hour. You may be eligible for reimbursement for other reasonable expenditures. You must submit an Expense Statement form and attach applicable receipt. Forms submitted after 90 days will not be honored.

Special Assignment Pay

Daily Rate

- The daily rate for a flight attendant on special assignment will be 4 hours for a full day's work at the blended pay rate to a maximum of 21-23 days per month (dependent on the number of weekdays in the bid period).
- If travel is required to the special assignment, you will be eligible for one travel day for each special assignment at the flat rate of \$50.
EXAMPLE: You are traveling to ATL for a 2-day meeting. You will have one travel day plotted at the flat rate and two days special assignment at 4 hours per day.
- There is no full-month guarantee, but a flight attendant working a full month on special assignment may opt to fly on non-office days (excluding access days). All legal rest requirements will apply.
- The special assignment rate will include Flight Leader premium for those who are Flight Leader qualified.

Adjustments to Pay

- In accordance with the amount of time you fly or are credited with during each bid period, your pay may be adjusted if you fall below 45 hours per month.
- The 45 hour amount is the monthly average based on the required annual 540 hours needed to maintain full benefits.
- If you fall below the 45 hour amount in bid period A, you will be paid 45 hours for that bid period (bid period A), but in the subsequent bid period that same amount you were below 45 hours will be decremented.

Pay Discrepancies

- It is your responsibility to review your paychecks and flight pay statements for accuracy in a timely manner. Should you find a discrepancy bring it to the attention of the proper department for handling (i.e., Employee Accounts Receivable, the Credit Union, etc.).
- If you think there is a discrepancy in your flight pay (i.e., missing flight pay, holding pay, etc.), contact IFS Scheduling Pay Support.
- For all other paycheck related concerns, contact the Employee Service Center (ESC).

Pay For Incompleted Trips

All Flight Attendants

- If you are unable to complete a trip due to an illness or injury, you are paid for the actual flight time worked or flown, including scheduled deadhead time*. Any remaining trip time balance is paid at a 'trips-missed' rate from your PPT bank, if available.
- You may call in well before the scheduled completion of the trip if you wish to conserve PPT time.
- If you are unable to complete a trip for any reason other than illness or on-the-job injury, you have the option to be paid only for the completed portion of the trip (in conjunction with MTO).
- If removed from your trip due to an ELOA, you will be paid for the portion of the trip flown and then have up to 3 ELOA days shown on your schedule. If you have subsequent trips as a tripholder within the 5 day period of your removal from the trip, the ELOA days can be applied to those trips as per normal ELOA policy.
- If you are unable to complete a trip for any reason other than illness, on-the-job injury or ELOA status, you have the option to be paid only for the completed/flown portion of the trip.

*You will not receive deadhead pay to return to base.

Airport Standby Credit

- Airport standby duty time is paid as 1 for 2 duty credit plus any assigned flight time, if applicable. A normal standby period is 4 hours, but may at times be adjusted in or out of base to align with operational needs.
- Once assigned a trip, any standby time completed before trip sign-in, or point of notification whichever is later, will be paid at the 1 for 2 credit rate.
`**EXAMPLE:** You sit standby for 2 hours and 30 minutes prior to being assigned a trip worth 6 hours flight time. You receive 1:15 hours of 1 for 2 duty credit for the standby period plus 6 hours flight time for a total of 7:15.
- Standby pay credit is applied the same for both in-base and out-of-base standby. For out-of-base standby (STBO), you will be paid the deadhead flight time required to position you out-of-base plus any standby time at the 1 for 2 rate, plus the segments flown, plus any applicable flight or deadhead segments to return to your base.

Duty Period Extensions

- Flight attendants may request Scheduling to extend a final duty period up to 1 hour for required F.A.C.T.S. entries, substance testing, helping with unaccompanied minors, babysitting aircraft, etc.
- Requests for duty period extensions exceeding 1 hour must be referred to and approved by local base management.
- Any mid-rotation duty period extension must be handled through Crew Tracking as it may affect duty period requirements and subsequent rest legalities.

Scheduling Errors

- If you lose time due to trip over-coverage or a scheduling error (either human error or computer error), you are entitled to pay protection.
- In each case a determination will be made regarding the crew or crew member who should be assigned a trip. Flight attendants assigned in error will be offered normal pay protection options.
- Notify Scheduling as soon as you become aware of the error. After verification by Scheduling, you may elect one of the following options:
 1. Take the time off with no pay protection.
 2. Priority Pick-Up (for use within the 2 calendar day timeframe prior to a day of operation only)
 3. If applicable, make yourself available for an alternate assignment with trip guarantee.

NOTE: If operationally permissible, the flight attendant and Scheduling may opt for a mutually agreeable date on which to plot the pay protection and availability period.

- If you obtain a trip from open time that Scheduling placed there inadvertently and/or temporarily, you will not be pay protected for that trip. Scheduling will retrieve such trips and will advise you accordingly.

EXAMPLE: Flight control temporarily enters an incorrect final arrival time/date on a flight which causes a trip to be temporarily dropped from a flight attendant's schedule into open time. Flight Control and Scheduling correct the error. Scheduling will retrieve the trip dropped off the schedule in error and place it back on the original flight attendant's schedule.

Pay Protection Policy

- The information in this section applies to tripholders. Information applying to Access Day flight attendants is defined in Section 3, Access Days.
- There are separate applications for the following situations:
 1. loss of time on a single pairing due to a cancellation or reroute
 2. pay protection involving two pairings or more (can be due to a trip overlap or insufficient break between two pairings)
 3. pay protection for trips transiting two bid periods.

Pay Protection Options

- Pay protection is available for a tripholder to receive equivalent pay for a scheduled trip which has a loss of time. The loss may be for a complete trip or portion of a trip and caused by weather, mechanical, misconnection, cancellation, equipment substitution, or scheduling error.
- You may choose one of the following three options:
 1. **Elect to take time off with no pay protection**
 2. **Priority Pick-Up** (for use within the 2 calendar day timeframe prior to a day of operation only)
 3. **Be placed on availability with pay guarantee. Once on availability you must take the assignment given.**

NOTE: To aid the operation, the flight attendant and Scheduling may opt to agree on a mutually agreeable date on which to plot the pay protection and availability period.

Loss of Time on a Single Pairing Due to Cancellation/Reroute

- If you lose flight/credit time on a trip through no fault of your own, after schedules are released for that bid period, you will be paid as scheduled, including applicable premium pay provided you make yourself available for an alternate assignment when required.
- A pairing guarantee will be the published value of the trip on your original schedule or the value of the pairing at the time it is placed on your line.
EXAMPLE: A trip worth 10 hours is rerouted in advance of operation and is worth 9:30. If then taken from open time, it is guaranteed for 9:30.
- Once you have chosen availability, if your alternate assignment cancels, you are placed back on availability. If however, your alternate assignment is then shortened, you are not required to be available for additional flying.
- Your requirements should you choose to be available for pay protection involving a single pairing are outlined below.

Flight Credit Time Lost On A Single Pairing	Availability Required
1. If your entire trip cancels, or is shortened by a calendar day/duty period...	Yes
2. If 'A' day cancels and you report for duty at your home base on the next/subsequent calendar day...	Yes
3. If "A" day reroutes to deadhead only during first duty period to pick up balance of trip...	No
4. If 'A' day has an attempt with no landing in another city, or the duty period consists of only non-fly duty...	Yes
5. If you lose flight/credit time on a trip and arrive back into your home base <u>within the same duty period as scheduled</u> (requires a takeoff from point of origination and landing at another airport).	No
6. If you lose flight/credit time on your trip and you return to your home base prior to the original scheduled report time* of the last duty period...	Yes
7. If you lose flight/credit time on a trip which is extended an extra day...	No

NOTE: Any time availability is required ("yes" answer in chart) and you opt not to go on availability, your pay will be reduced.

*If layover is in another time zone, convert times to local base time for availability determination.

Contacting Scheduling

- A schedule code of **CALL** will appear on your schedule whenever a trip cancels or loses portions of flight/credit time that requires availability. A pop-up screen will appear indicating 'CALL' when you logon to the computer. Contact Scheduling as soon as possible to indicate whether you want to go on availability or you choose to give up the hours.
- Scheduling will also attempt to make phone contact using your two primary contact numbers (residence phone, cell phone, etc.).

Call Back Scheduling to Change CALL to AVL

- Scheduling must assign flight attendants on availability prior to all other trip coverage procedures, including access day assignments. If you do not call Scheduling by the times indicated below, you will lose your pay protection options and forfeit pay.

If your trip cancels..	
Calendar days prior to report...	You must contact Scheduling...
* 3 Days or more	By noon local time 2 calendar days prior to report
* 2 Days	By noon local time 1 calendar day prior to report
1 day or less	As soon as possible but no later than 6 hours prior to original report time of the lost trip, or upon notification if less than 6 hours
* Or upon release from a trip if flying	

- If your trip is shortened mid-rotation, you are required to contact Scheduling immediately **upon your return** to domicile and before leaving the airport. Leaving the airport indicates you are not choosing to go on availability and the pay guarantee will be removed. Scheduling will assume you chose the option of time off without pay protection for lost time.
- If cancellation volume or impact requires and/or severe operations are declared in advance, trip coverage procedures allow Scheduling to provide an alternate assignment in advance from trips available on open time at the time of notification to flight attendants choosing availability.

Availability Notification Times & Procedures

The Basics...

- Once Scheduling is contacted and you elect availability, Scheduling will change the schedule code **CALL** on your schedule to **AVL**. The time of cancellation or reroute affects the exact time you must be available for contact.
- For alternate trip assignments placed on your schedule prior to 2000 hours the day before each day of availability (AVL), **you will not be called or notified by Scheduling**. It is your responsibility to check your schedule for your next-day assignment.
- For any same-day departure while you are on AVL, or for any trip that is placed on your schedule after 2000 hours the day prior to each day of availability (AVL), **you will be called and notified by Scheduling**.

Details and Examples When On AVL...

- The day before your availability day(s), Scheduling will place legal alternate trips on your schedule **PRIOR TO 2000 HOURS**. It is your responsibility to check your schedule after 2000 hours for any assignment. Scheduling will not notify you of these assignments. If however, an assignment becomes available after 2000 hours for the next day Scheduling will contact you.

EXAMPLE 1: At 1500 on the 4th your 1-day trip for the 5th cancels. At 1930 on the 4th Scheduling places an alternate assignment on your schedule for the 5th. Scheduling will not contact you since it was placed on your schedule before 2000 hours on the 4th. It is your responsibility to check your schedule after 2000 hours the day before for your trip.

EXAMPLE 2: At 1800 on the 9th your 1-day trip on the 10th cancels. An alternate trip doesn't become available until 2130 on the 9th. Scheduling will contact you either immediately at 2130, or the next day no later than 2 hours prior to the alternate trip report time.

EXAMPLE 3: At 0800, report time, your 2-day trip on the 15th cancels. With no alternate trips available you are sent home. You are on active AVL for the duration of the 2-day trip up until scheduled release time on B-day. If a trip for the 15th becomes available later that same day you will be called for the trip. However, if a 1-day trip is placed on your schedule that departs on the 16th, and it is placed on your schedule prior to 2000 hours on the 15th, no call will be made and it is your responsibility to check your schedule after 2000 hours on the 15th.

Availability Notification Times and Procedures, continued

More on 'Availability for the Duration of the Trip' & Examples...

- Starting on the calendar day of your scheduled trip that has cancelled or is shortened by reroute, and for the duration of time you are on availability, you are responsible to be available for phone contact for the entire duration of your scheduled trip up until release time. This is in addition to the 2 hours prior to report when the cancellation is known in advance.

EXAMPLE: Your cancelled 3-day trip was originally scheduled to sign in at 0900 and be released at 1800 of C-day. You must be available for contact 2 hours prior to your original sign-in (from 0700-0900), and you are obligated to be available for contact from 0900 until 1800 of C-day.

- For cancellations at or after report time and for reroutes that return to the domicile early, Crew Tracking and Scheduling have up to 2 hours while you remain at the airport to assign you replacement flying or an alternate assignment. This applies once you are released to Scheduling and if you choose availability for pay protection. During severe operations Crew Tracking and/or Scheduling has up to 4 hours.
- Notification times vary depending on the time of cancellation and if the loss of time is due to a reroute. The following examples indicate when you must be available for **notification**:
 1. For advance cancellations, you must be available for notification of an alternate assignment during the 2 hour period prior to the report time of the original pairing, and for the duration of the scheduled pairing.

EXAMPLE: You are notified in advance of a cancellation that was to report at 1300. You must be available for notification from 1100 to 1300, and from 1300 until the scheduled release time of the original trip.

NOTE: *Once on availability, you will not be notified of trips placed on your schedule prior to 2000 hours the day prior to AVL days. It is your responsibility to check your schedule.*

Availability Notification Time, continued

2. For at/after-report cancellations, Scheduling has up to 2 hours while you remain at the airport, from report time or the time of notification of the cancellation, whichever is later, for assignment. If you are on a multi-day trip you may be given a 9 hour phone release and an 11 hour rest for trip assignment purposes. You must then be available for the remaining duration of your original trip.

EXAMPLE: You report at 1100 for a 2-day trip and are notified of the trip cancellation at 1115. Scheduling may take up to 2 hours, from 1115-1315, to assign but advises you at 1130 they have no comparable trip to assign. Scheduling will release you for a 9 hour phone release (11 hours until the earliest possible report). You are next available for notification that evening from 2030 and for the remaining duration of your scheduled trip until release time.

NOTE: *Once on availability, you will not be notified of trips placed on your schedule prior to 2000 hours the day prior to AVL days. It is your responsibility to check your schedule.*

3. For reroutes that shorten a trip and return to base, Scheduling has up to 2 hours while you remain at the airport, from the release time of the trip in base (or time you notify Scheduling of your pay option chosen, if later) to assign you an alternate assignment, or you are given a 9 hour phone release and an 11 hour rest for trip assignment purposes. You must be available for the remaining duration of your original trip until release time.

EXAMPLE: Your 3-day trip is rerouted and you are released in domicile on B-day at 1330. You may either be:

- a) assigned additional flying within that same duty period;
- b) given an alternate assignment the next day after a legal rest; or
- c) given a 9 hour phone release and minimum 11 hour domicile rest. You must then be available for contact at 2230 on B-day and for the remaining duration of your scheduled trip until release time on C-day.

NOTE: *Once on availability, you will not be notified of trips placed on your schedule prior to 2000 hours the day prior to AVL days. It is your responsibility to check your schedule.*

Availability Notification Times, continued

Additional Notification Parameters & Details...

- For any alternate trip assignment received during your availability period, you will be given a minimum of 2 hours from the first contact attempt by Scheduling to the scheduled departure time of the flight.
- If requested to report for an alternate trip assignment with **less** than 2 hours to departure, make every attempt to report by the scheduled departure time of the flight. However, failure to report in less than 2 hours will not subject you to disciplinary action or forfeiture of pay.
- Reporting for an alternate assignment **later** than 2 hours from the first contact attempt by Scheduling (or after sign-in time, whichever is later) will result in being subject to disciplinary action and forfeiture of pay protection
- Once you have chosen availability for pay protection, you are required to be available for contact for the entire duration of the specified time and to accept the alternate assignment given. If you are not available for contact or do not report for your assigned trip you will be given a CSUP for a failure to be available (FTA) or failure to cover (FTC) as applicable.
- If you are released for a mandatory 24 hour rest for FAA purposes, and you are on availability, you are released from being available within that 24 hour period. If contact is made however by you or Scheduling regarding your alternate assignment, the rest is not considered interrupted.
- Scheduling will call your first two (2) authorized/prioritized numbers in the computer (one call to each) and leave a message if applicable. You must contact Scheduling within 20 minutes from the time a message is left or the time you are paged to maintain pay protection. If you do not respond within 20 minutes you will be given an FTA (failure to be available) and are subject to administrative action.
- An ADAY flight attendant may be removed from a trip to give to a tripholder on availability for pay protection provided this is done either at the time the flight time is lost or when the flight attendant advises Scheduling they choose AVL. It will not be less than 2 hours before departure of the trip. The displaced ADAY flight attendant will be notified as soon as possible and if no other trip is assigned will go back on ADAY status.
NOTE: At times, operations may require an ADAY holder to be reassigned at report time.

Alternate Assignments

- Alternate assignments are made in reverse order of seniority and by specific qualification when necessary. When on availability, you are used before all access day assignments, pick-ups, and move-ups.
- For advance cancellations (e.g. when a trip cancels for the entire month due to Marketing changes), and once you have chosen availability, Scheduling may place an alternate trip on your schedule at any time. When on availability for pay protection, you should check your schedule often for your alternate assignment.

Notification Reminder

- If Scheduling places an alternate assignment on your schedule **prior to 2000 hours the day before your availability day(s)** you will not be notified. It is your responsibility to check your schedule. After 2000 hours prior to each day of availability, Scheduling will notify you of any trip assignment for the next or that same day, whichever applies.

Alternate Assignment Parameters

- Alternate assignments will be **scheduled** to report no sooner than the report time of your original trip and to depart no later than the scheduled release of the original trip.
- Alternate assignments will be **scheduled** to return **no later than 4 hours** after the scheduled release of the original trip. Normal reroute rules will still apply for any subsequent reroutes. *See Section 2.*
- Any alternate assignment will be a trip or trips as comparable to your original trip as possible (1-day for 1-day, 2 turnarounds for 2-day, etc), and it may not interfere with your next trip when placed on your line.
- You may be **assigned multiple trips** during the period you are required to be available. The combination of trips may be assigned together or one at a time in succession as you work them.

EXAMPLE: Your 3-day trip cancels and you are assigned a turnaround on day one. On arrival, you check with Scheduling and are then assigned a two-day trip, thus fulfilling your availability obligation. Scheduling will ensure that your total pay for the 3 days is correct.

Alternate Assignment Parameters, continued

- During both daily and severe operations, if the alternate assignment(s) cancel prior to departure, you will be given other assignment(s) if available and legal for your schedule.
NOTE: You are also eligible for an alternate assignment to any co-terminal when on availability.
- The period of availability for trip assignment purposes ends at the scheduled release time of the original trip.
- Alternate assignments will adhere to all Delta and F.A.R. duty limits and rest requirements. When at the airport following a cancellation or reroute and you receive an alternate assignment, it may depart within that same duty period, or following the applicable domicile rest. If released for a legal rest, Scheduling will advise you of the time your phone release ends and your remaining availability begins.
- When assigned an alternate trip(s) you will be paid for the greater of either the alternate assignment(s) or the original scheduled trip.
- If you choose to swap/move-up from an alternate assignment you forfeit any guarantee associated with the alternate assignment.
- If your alternate trip cancels, you will be required to go back on availability and you may be required to take another alternate assignment.

At the Airport Cancellations - Offering and Assigning Trips

- When a pairing cancels while an individual crew is still at the airport trips assigned may be handled on a **crew by crew basis** in the following manner as operationally feasible:
 1. Open positions are first offered to the crew in seniority order. If you decline during the **offering** phase, you will not lose your pay protection, but must take a trip during the assignment phase noted below.
 2. Any remaining open positions are then **assigned** in reverse seniority order. You may not decline an assignment.

NOTE: If there are not sufficient trips for the entire crew, those unassigned will remain on availability for any subsequent trip that becomes available.

Pay Protection Involving Two Pairings Or More

- If you apply for pay protection involving more than one trip (2nd trip is dropped) you will be paid the actual or scheduled time of the first trip, whichever is greater, and pay protected independently on the second trip provided there is a period of availability of 8 hours or more.
- 'Two-rotation pay protection' is caused either by physical trip overlap, or by an insufficient break between two pairings. (Examples below.)
NOTE: Alternate assignments for all Two-Rotation Pay Protection situations will always follow the applicable domicile rest break. You must coordinate the details of your availability parameters with Scheduling before leaving the airport as you must be able to be contacted 2 hours prior to the start of your new availability period. If you fail to do so, the pay protection will be removed.
- Upon release in base from the first trip, your legal rest break is calculated (11 hours for a domestic/international trip, 24 hours for transoceanic, *optional* 16 hours rest if you flew over a 16 hour duty period). If there is an 8 hour period or more from completion of the rest period until the scheduled release time of the 2nd trip, you qualify for independent pay protection for the 2nd trip.
- At the time of release, Scheduling may give you your next/alternate assignment, or you will be released from phone contact for a 9 hour FAA minimum rest, and the applicable Delta rest for trip assignment purposes.
- If released by Scheduling for a legal rest, you must be available for notification of an alternate assignment at the end of your 9 hour phone release. After your 9 hour phone release you must be available for the remaining duration of your scheduled trip until the original scheduled release time.
- Availability and pay protection will be applied as follows:
 - If an 8 hour period (or more) of availability exists, you must be available for an alternate assignment to be pay protected independently for the second trip.
 - If an 8 hour period (or more) of availability does **not** exist, you will not be on availability and will be paid either the actual time flown or the scheduled value of the two trips, whichever is greater.

Pay Protection Involving Two Pairings, continued

- A. Example of OVERLAP With 8 HOUR PERIOD:** You are scheduled to work two 2-day trips back to back, both with a report/release of 0800/1700. The first trip is rerouted into a 3-day and returns to home base and is released at 1400 on "C" day causing the second 2-day trip to be dropped.

Calculating an 11 hour domicile rest, you would have a remaining availability period of 16 hours (from 0100 to 1700 on 'D' day), thus meeting the 8 hour minimum requirement. If you choose availability, you will be paid for the first trip as flown and pay protected for the lost two day trip independently. Based on a 1400 release on C-day, if no assignment was given and you are released for your 9 hour phone release (and 11 hour domicile rest), you must be available for phone contact beginning at 2300 on C-day and through the scheduled release time on D-day of 1700.

- B. Example of OVERLAP - NO 8 HOUR PERIOD:** You are scheduled to work two 2-day trips back to back, both with a report/release of 0730/1300. The first trip is rerouted into a 3-day and returns to home base at 2100 on 'C' day causing the second trip to be dropped.

Calculating an 11 hour rest, the remaining AVL period of 5 hours (from 0800 to 1300 on 'D' day) does not meet the 8 hour minimum. Pay protection is for the greater of actual time flown or the scheduled value of the two original pairings.

- C. Example of INSUFFICIENT BREAK:** You are scheduled to work two 2-day trips back to back, both with a report /release of 0800/1700. The first trip arrives late and is released at 2330, leaving only 8 hours and 30 minutes to next scheduled report (minimum actual rest in domicile is 9 hours). The 2nd pairing must be dropped to provide a legal rest.

Calculating an 11 hour domicile rest, you would have a remaining availability period of 30:30 (from 1030 on 'C' day to 1700 on 'D' day) thus meeting the 8 hour minimum. If you choose AVL, you will be paid for the 1st trip as flown and pay protected for the lost two day trip independently. Based on a 2330 release on B-day, if no assignment was given and you are released for a 9 hour phone release and 11 hour domicile rest, you must be available for phone contact beginning at 0830 on C-day and for the duration of your scheduled trip until release at 1700 on D-day.

Pay Protection for Trips Transiting Two Bid Periods

- The application of pay protection for trips transiting two bid periods varies depending on the situation:
 - A transition replacement pairing (not pay protected)
 - a 'spillover' or transition trip that is rerouted (pay protected)
 - a trip scheduled entirely in one bid period but rescheduled and extended into a second bid period (pay protected).

Transition Replacement Pairings

- Pay protection **does not apply** to any loss of time on a portion of a trip in the current or the new month as a result of transition replacement process.
- Once transition replacement has occurred, if you then lose time on a transition trip due to cancellation or reroute and schedules for the next month have not been released, you may choose availability to be pay protected for the time scheduled in the current month only.

Rerouted Spillover / Transition Trip

- A trip scheduled to transit two bid periods that loses time due to cancellation, reroute or equipment substitution falls under the same guidelines as all other mid-month cancellations and reroutes.
- You are pay protected for the whole rotation value of any trip transiting two bid periods. If a reroute occurs and time shifts from one period to the other, the current month log is guaranteed, and any needed adjustments are made in the new month log to ensure the correct rotation value is paid.

Trips Rescheduled Into A New Bid Period

- If your pairing operates entirely in the current bid period and is rescheduled / extended into a new bid period, you are pay protected for the full value of your original trip in the current month.
- The paylog for the time flown/credited in the new month is then adjusted as needed so you are paid for the correct whole rotation value as scheduled or as flown, if greater.

NOTE: If a flight is scheduled to depart on the last day of the bid period, but delays and departs after midnight (not rescheduled), the pay will be credited to the current month only. Similarly, if a flight is scheduled to depart just after midnight on the first day of a bid period, and departs prior to midnight because of an early push-back, the pay is credited to the new month only.

Pay Protection for Drafted Pairings

- Time loss due to cancellation or reroute on a trip assignment for a flight attendant who was due to receive drafting pay will be pay protected for the full value of the trip plus an additional 4 hours pay, providing you make yourself available for alternate flying as applicable.
- The availability requirements (including mandatory availability during severe operations) for pay protection remain the same.