

### **Overview of the Daily Operation**

- Delta Duty Time Limitations, Delta Rest Requirements, and the FAA Duty Time Limitations and Rest Requirements are used in both the construction of scheduled pairings and for the rescheduling / rerouting of pairings.
- The Legalities for Duty & Rest section contains all applicable Delta and FAA duty and rest requirements. The two sets of rules run concurrently and are monitored by internal computer systems to maintain legality compliance.
- **Daily Operations** refers to the normal day-to-day running of Delta Air Lines inclusive of mechanical, weather, crew, or other causes of delays and cancellations resulting in rerouting of scheduled pairings.
- **Irregular Operations** is a general term often used to refer to an increased or large volume of these daily occurrences, and typically includes 50 flight cancellations or more.
- **Severe Operations** is when a very high volume of cancellations occurs or the shutdown of one or more major hubs or airports occurs. Severe operations for In-Flight Service is specifically declared by IFS Senior Management. More detail is provided at the end of this section.
- You have **Work Rule Options** based on the legalities outlined in this section and illustrated in detail in Section 5 – Reroute Guidelines, during the daily operation, irregular operations and severe operations.
- You have the option to waive the Delta actual or projected limitations, excluding the F.A.R. 121.467 scheduled limitations or requirements, and continue your trip as originally scheduled or rescheduled. You do not need to call Crew Tracking or Scheduling when you do not want to exercise an option.

**Aircraft Staffing Requirements** - The number of flight attendant positions which are available for bid and the minimum number of qualified flight attendants required by the F.A.R. for each aircraft are outlined below:

Aircraft Type (All EQP is Dom/Latin America /Caribbean except as noted under each equipment type)	Delta Bid Positions	VS / LF Additional Positions	F.A.R. Minimum Staffing	MAX # of Jump- seats	Enroute Stopovrs & thru flts
MD-88	3	-	3	5	1
MD-90	3	1	3	5	1
B737-800 (B738)	3	1	3	5	1
B757-200 (Jumpseat exceptions: ship #601 has 6; ships #6901-6904 have 7)	4	1	4	5	2
B757-200 (B75X)	4	-	4	5	2
B767-300 (B76S)	5	1	5	8	2
B767-300ER (B76L)	6	1	5	9	2
B767-300ER (B76L) Transoceanic	7	1	5	9	2
B767-300ER-G (B76G)	7	1	5	10	2
B767-300ER-G (B76G) Transoceanic	7	1	5	10	2
B767-400 (B764)	7	-	7	12	3
B767-400 (B764) Transoceanic	7	1	7	12	3
B767-400 (B76C)	7	1	7	9	3
B767-400 (B76C) Transoceanic	8	1	7	9	3
B777-200ER (B777)	8	-	8	13 (a)	4
B777-200ER (B777) Transoceanic	9	1 (b)	8	13 (a)	4

**NOTE:** For all originating & terminating flights, and during boarding & deplaning of through flights, the F.A.R. minimum staffing number of flight attendants is required to be on board.  
(a) – B777 aircraft are being modified for weight reduction. Modified aircraft will have 12 jumpseats only.  
(b) – Staffing may be further augmented due to scheduled duty time. See OBM for further information.

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## Reporting for Duty

### General

#### Prior to Your Trip

- Prior to each trip and before leaving for the airport, you should check your schedule and your report time as it may have changed. Last minute Marketing changes allow for up to a **15 minute earlier report / departure** if flight time adjustments are needed. No call from Scheduling will be made.
- Additional changes to your report / departure are as follows:
  - a **reroute** may have occurred and Scheduling has attempted but not been able to contact you
  - reroute **replacement** flying may adjust the report time to no less than 30 minutes before departure, e.g. same report time, departure in 30 minutes.
  - end of month **transition replacement** pairings may be scheduled to report up to and including 30 minutes earlier than scheduled
- You are responsible for checking the broadcast screen, your schedule, email and lounge mailbox prior to or each time you report. ADAY flight attendants should regularly check their schedule electronically or through the VRU. Assignments may be posted to your schedule any time prior to 2000 hours local time the evening before a scheduled ADAY. If you are on availability for pay protection, also check your schedule after 2000 hrs for the next day.

#### Pairing Dates for Midnight Departures

- A pairing is dated by the scheduled departure time of the first flight segment. For example, a pairing dated the 15<sup>th</sup> with a scheduled departure at 0005 of the 15<sup>th</sup> actually reports at 2305 on the 14<sup>th</sup>.

#### Passports & Visas

- When reporting for duty you are required to have a valid passport, applicable visas, and your Delta identification card. When renewing your passport, if you do not have it in your possession you must have a certified copy of your birth certificate as proof of citizenship.
- When on access days, flying that requires specific visas will only be assigned to you if you hold the appropriate visa.
- Failure to have a valid passport (and visa as applicable) when reporting for an international / transoceanic trip or international standby will necessitate your removal from the trip and may subject you to administrative action.
- If you are a US resident alien, you are required to carry a valid Alien Registration Card in addition to a passport and visa(s) on all trips.

Reporting for Duty, continued

**Mid-Rotation Contact**

- During sit-times you should remain at the airport for possible contact from Scheduling or Crew Tracking. If you are going into an area such as an airport restaurant where you cannot hear the paging system, the Flight Leader should contact Scheduling to advise them of the crew's whereabouts and to leave a cell phone contact in the event of a reroute. The Flight Leader must be able to locate all crew members in the event of changes in flight times or routing.

**Through Flights**

- On through flights, all flight attendants must be at the gate when the aircraft arrives and board the flight as soon as the in-bound crew has deplaned.

**Variable Staffer Pairings/Load Factors**

- Variable Staffer (VS) Pairings/Load Factors (LF) must adhere to all the same stipulations as regular crew members when reporting for duty.
- Variable Staffers / Load Factors should attend the initial crew briefing whenever possible; otherwise you should report to the aircraft.
- Variable Staffers are eligible to participate in signing up for work positions when both of the following occur:
  - ◇ Variable Staffer attends the initial briefing, and
  - ◇ Variable Staffer pairing exactly mirrors the pairing of the regular crew.
- Variable Staffers are NOT eligible to participate in signing up for work positions when any one of the following occur:
  - ◇ Variable Staffer does not attend the initial crew briefing,
  - ◇ Variable Staffer pairing does not exactly mirror the entire pairing of the regular crew, or
  - ◇ Variable Staffer or the regular crew is mid-rotation.

**NOTE:** In any of the above, the extra crewmember should check with the Flight Leader for work position assignment and any special instructions.
- Load factors are not eligible to participate in signing up for work positions. The Flight Leader will position the load factor based on customer distribution, experience level of the crew, and the overall enhancement of customer service.

**Reporting for Duty – Winter & Irregular Operations**

- You should make advance preparations during inclement weather that will ensure your ability to cover your trip assignments.
- During severe weather disruptions, your trip may cancel. However, unless you have been otherwise advised, it is imperative you make every attempt to report for duty at the scheduled report time. It may be necessary to assign you an alternate trip during severe operations.
- The following will help increase your chances of an on-time report:
  - Stay closely attuned to weather forecasts in your area.
  - Early preparations help ensure your safe arrival at the airport.
  - Take precautions when snow or ice is predicted, such as parking on the street versus on a steep or winding driveway.
  - Consider making plans to take public transportation, such as Marta (ATL) or Massport (BOS), when hazardous road conditions are anticipated.
  - When public transportation is not an option, consider hotel accommodations near the airport to avoid driving during hazardous conditions.
  - If you are a commuter ensure you have sufficient back-up flights to your base
- Regardless of the length of your trip, pack appropriately for a trip of longer duration.

<b>Delta Flight Category Descriptions</b>
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Domestic trips and international trips to Western Hemisphere destinations fall under Delta domestic rules for **rest** purposes. However, these same international trips use the expanded **duty** parameters of the transoceanic category.

Flying Category	Definition	Maximum Scheduled Duty Period
Domestic	Between points in the 48 contiguous United States.	<b>14 Hours</b>
International	Between points in the 48 contiguous United States and points in Alaska, Bermuda, Canada, the Caribbean, Central/South America*, Hawaii*, and Mexico, between international destinations.	<b>16 Hours</b>
<b>NOTE:</b> Any duty period which includes both international and domestic <b>working segments</b> is considered domestic. International working segments combined with a domestic deadhead leg maintain the international duty period status. Any duty period exceeding 14 hours with working segments must be at least minimum staffing + 1 additional flight attendant.		
Transoceanic	Between any Atlantic/Pacific gateway city and cities in Asia/Europe plus any domestic segments.	<b>16 Hours**</b>
Non-Stop Flight Segments Over 12 Flight Hours	Between any Atlantic/Pacific gateway city and cities in Asia/Europe and exceeds 12 flight/block hours	<b>Up to 20 hours; must be in accordance with FAA minimum staffing</b>
Ultra Long Range	A pairing that contains one or more segments that exceed 16 flight/block hours	<b>Up to 20 hours; must be in accordance with FAA minimum staffing</b>

\* Certain South American and Hawaiian destinations qualify as transoceanic for some rule purposes, currently Sao Paulo (GRU), Santiago, Chile (SCL), Buenos Aires (EZE), Rio De Janeiro (GIG), and certain long range Hawaii flying such as ATL-HNL, CVG-HNL, etc.

\*\* Exceptions are non-stop flight segments scheduled over 12 block hours (e.g. ATL-NRT, ATL-KBP, ATL-TLV, etc.).

## Delta Duty Limitations - Important Definitions

### General

- Scheduled and rescheduled / rerouted trips must adhere to all Delta duty limits and rest requirements. At times, parameters are exceeded due to delays, diversions or attempts and are not considered illegal by either the FAA or Delta. All In-Flight personnel should understand the differences between scheduled, rescheduled and projected so the operation can be facilitated at all times and to avoid unnecessary delays and/or disruptions in customer service.
- The following are definitions for these common terms:
  - Scheduled** - applies to flight time and duty time as published.
  - Rescheduled / Rerouted** - a change in routing, flight itinerary, flight number (except stubouts, see glossary), or cancellation that results in different flight segments than scheduled for the duty period.  
**NOTE:** Delays, diversions, equipment changes and attempts of a flight do not constitute a rescheduling.
  - Projected / Actual** - Flights are often re-timed by Flight Control due to delayed and changing conditions. These new 'scheduled' times are used to calculate the projected duty period and reflect the actual times of completed segments plus the planned times of segments yet to be flown. Both projected and actual flight times result in variances that can exceed the scheduled block or scheduled duty period times.
  - F.A.R. 121.467** - Federal Aviation Regulation 121.467 outlines basic FAA rules for flight attendants regarding duty period limits and required rest periods based on staffing levels. There are no block time limitations for flight attendants in FAR 121.467. The FAA also does not distinguish between scheduled and rescheduled/rerouted, and between domestic and international/transoceanic flying.
- For purposes of rescheduling duty periods, flight time calculations are based on actual flight time for completed segments plus the scheduled / projected flight time for segments in progress or not yet flown.

## Delta Duty Time Limitations

### General

- You are considered on duty beginning at scheduled or actual report time (whichever is later) until released for a minimum rest period.
- Duty periods that end in a working segment include 15 minutes passenger deplaning time.
- Duty periods consisting of non-transoceanic International flying (i.e. MEX, YUL, etc.) mixed with domestic working segments (excluding deadheads) will be considered under domestic duty limitations.
- Airport standby time is considered duty time and subsequent flight assignments must adhere to Delta and F.A.R. scheduled duty time maximums inclusive of that standby time.
- Although F.A.R. 121.467 does not consider deadheading or co-terminal limo time as duty or rest, Delta does consider you on duty when deadheading for company scheduling purposes and when traveling on company-provided co-terminal limo transportation.
- No stand-alone training period such as Jet Recurrent will be scheduled to exceed 14 hours total duty time (including deadhead time). You may waive this to attend training in one day, but may not exceed 17 hours on duty.
- The FAA does not consider meetings or training as duty, so you may opt to schedule meetings or training of 4 hours duration or less adjacent to trip assignments, however all rest requirements (uninterrupted rest) must be met between flying assignments. Pre-plotting and bidding for these are subject to automation constraints.

**EX.** You are scheduled to report for a trip at 1300 with a scheduled duty period of 11 hours. You wish to attend a 4 hour training session from 0800-1200 the same day. This is legal for FAA and Delta duty purposes as it does not affect your actual working duty period. However you must have had a legal uninterrupted rest period prior to the training, and also following the working duty period. Scheduling Training must handle this type of transaction manually.

## **Domestic Trips**

### **Scheduled Maximums**

- The maximum you will be **scheduled** on duty is 14 hours .
- The maximum you will be **rescheduled** to be on duty is 16 hours as long as the duty period is staffed with one or more flight attendants over minimum staffing for that aircraft.
- With minimum aircraft staffing a **rescheduled** duty period may not exceed 14 hours. However, deadhead flight(s) at the beginning or end of a duty period allow for a reschedule to 16 hours, as long as the working segments including report and debrief time do not exceed 14 hours.

**NOTE:** Delays, diversions, attempts, equipment changes or stubouts do not constitute rescheduling of a flight. However, if a flight makes a stop for revenue purposes to load or unload passengers or freight, it will be subject to the above scheduled duty maximums.

### **Projected or Actual Maximums**

- You are not required by Delta to remain on duty over 16 hours .
- If delays cause your projected duty period to exceed 16 hours , you have the following options:
  - you may waive this duty limitation and continue the trip, or
  - you may elect NOT to continue your trip as scheduled.
- If you elect not to continue the trip, the Flight Leader must contact IFS Scheduling who will notify Crew Tracking via an automated alert.
- If your duty period is projected to exceed 17 hours, crew replacement is required. However, you may still *volunteer* to remain on duty over 17 hours but only with approval from IFS management (contact the IFS OCC Manager). Crew Tracking may help coordinate the approval.

*For more information on options, see the Options Charts at the end of the Reroute Section.*

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<b>Transoceanic and International* Trips</b>
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**Scheduled Maximums**

- The maximum you will be **scheduled** on duty is 16 hours, as long as there is minimum +1 crew staffing for the entire duty period.
- The maximum you will be **rescheduled** on duty is 16 hours, as long as there is minimum + 1 crew staffing for the entire duty period.
- With minimum aircraft staffing, if a deadhead flight begins or ends the duty period, the maximum duty period may be 16 hours only if the working portion is not over 14 hours from report of the first working segment to 15 minutes after block-in of the last working segment.

**NOTE:** Delays, diversions, attempts, equipment changes or stubouts do not constitute rescheduling of a flight. However, if a flight makes a stop for revenue purposes to load or unload passengers or freight, it will be subject to the above scheduled duty maximums.

- International segments such as SJU, MEX, etc. mixed with working domestic segments revert to domestic duty time rules. However, international segments mixed with a domestic deadhead maintain the international duty period status.

\*Includes west coast (LAX and SLC) to Hawaii flying

**Projected or Actual Maximums**

- You are not required by Delta to remain on duty over 16 hours.
- If delays cause your projected duty period to exceed 16 hours, you have the following options:
  - you may waive this duty limitation and continue the trip, or
  - you may elect NOT to continue your trip as scheduled.
- If you elect not to continue the trip, the Flight Leader must contact IFS Scheduling who will notify Crew Tracking via an automated alert.
- If your duty period is projected to exceed 17 hours, crew replacement is required. However, you may still *volunteer* to remain on duty over 17 hours but only with approval from IFS management (IFS OCC Manager). Crew Tracking may help coordinate the approval. *For more information on options, see the Options Charts at the end of the Reroute Section.*

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**Transoceanic Non-Stop Flight Segments Over 12 Flight Hours**

**Scheduled Maximums**

- Non-stop flight segments over 12 block hours may operate with a scheduled duty period in excess of 16 hours and up to 20 hours if in accordance with FAA staffing requirements as follows:
  - the FAA minimum crew +1 duty maximum is 16 hours
  - the FAA minimum crew +2 duty maximum is 18 hours
  - the FAA minimum crew +3 duty maximum is 20 hours

**Projected or Actual Maximums**

- The projected or actual maximum duty period allowable is the scheduled duty period plus 3 additional hours.

**EXAMPLE:** The NRT trip has a scheduled duty period of 16:05. The projected maximum allowable is 19:05. The crew may exercise an option when the duty period is projected at 19:06 or higher.
- If the projected duty time of a delayed flight exceeds the actual maximum allowed, the crew will be rescheduled legally under the limit or released from duty. However, you may still *volunteer* to remain on duty with approval from a designated member of IFS management (IFS OCC Manager). Crew Tracking may help coordinate approval.
- If the flight makes a stop for operational reasons, even if planned prior to departure, it will maintain its non-stop over-12-block-hours status for the duty period. This would occur for attempts, flagstops or diversions for fuel and/or medical, etc.
- If a flight makes a stop for revenue purposes to load or unload passengers or freight, it will be subject to the 16 hour rescheduled maximums and the 16 and 17 hour actual maximums duty time limitations.

**Quick Reference DELTA Duty Limitations Chart**

For easy reference, the following chart details commonly used scheduled and rerouted limitations, and the crew 'option-off' points. These are Delta duty limitations and do not necessarily coincide with FAA limitations, however they will be equal to or less than the FAA limits.

**Delta Duty Limitations Chart**

<b>Trip Type and Staffing</b> ↓	<b>Scheduled</b>	<b>Rescheduled / Rerouted</b>	<b>Rerouted with 1<sup>st</sup> or last leg a Deadhead</b>	<b>F/A Option Off Point</b>
<b>Domestic minimum staffed</b>	14 hours	14 hours	16 hours if the working portion is 14 hours or less	<b>16:01</b>
<b>Domestic minimum staffed + 1</b>	14 hours	16 hours	16 hours	<b>16:01</b>
<b>International &amp; Transoceanic</b>	16 hours	16 hours	16 hours	<b>16:01</b>
<b>Transoceanic Non-Stop Segments Over 12 Block hours</b>	Up to 20 hours / as published by Delta*	16 hours - if stop for revenue purposes (passengers or cargo)	16 hours - if stop for revenue purposes (passengers or cargo)	<b>Delta published plus 3:01</b>

\* Must be in accordance with FAA minimum staffing requirements.

### Ultra Long Range Flying

Ultra long range flying is defined as any pairing with one or more segments scheduled to exceed 16 consecutive flight hours\*. Trips with such segments must adhere to unique rest rules defined by the FAA in Operations Specification A332, 'Ultra Long Range Flag Operations in Excess of 16 Hours Block Time'. The FAA rest requirements are scheduled and actual minimum required rest. Delta requires additional rest buffers to allow for all operational contingencies.

- Prior to flying an Ultra Long Range (ULR) pairing, flight attendants must have a 24 hour scheduled rest prior to report. Minimum actual rest is 18 hours.
- The layover rest in a ULR pairing is a scheduled minimum 24 hour rest, with minimum actual rest of 20 hours if due to operational delays.
- The rest following an Ultra Long Range pairing must be either:
  1. 54 hours scheduled rest prior to any other transoceanic flying, including another ULR pairing. Minimum actual rest is 48 hours.
  2. 30 hours scheduled rest prior to any flying operating within three (3) time zones of the originating ULR trip / base. Minimum actual rest is 24 hours.
- If a ULR segment cancels, either in-base or at layover, the scheduled crew must have an additional minimum 10 hour rest, release to report, before departing on a rescheduled ULR segment. In these instances, hotels will be provided by the Company. If, when the crew reports again, a second cancellation occurs in the same city, either domestic or foreign, then an additional 24 hour rest is required before flying a rescheduled ULR segment.
- For flight delays of ULR segments, a new / later report time may be used if notification to the crew is prior to 6 hours before the initial scheduled report time. If the notification is received less than 6 hours to the original report time, the flight must take off no later than 4 hours after the initial scheduled departure time.
- Any deadhead time within the same duty period as a ULR segment must count as duty time for FAA and Delta rule purposes.

\*Note: Due to variable wind and flight path patterns an ultra long range flight segment may be scheduled for 16 flight hours or less during certain seasons and months of the year. The FAA requires such pairings to be administered as under the Ultra Long Range flying and rest rules for both pilots and flight attendants.

Ultra Long Range Flying, continued

- If a reroute removes the ULR segment(s) from a pairing, then the post-trip rest requirements (54/48 or 30/24) are no longer required and default to the appropriate Delta and FAR 121.467 rest requirements.  
**NOTE:** The ULR segment(s) that normally fly over 16 block hours and are reduced seasonally to 16 hours or less are still considered the ULR segment for this rule purpose.
  
- When an ultra long range pairing is rescheduled or rerouted, the minimum layover rest remains 24 hours with an actual minimum of 20 hours if due to delay or late arrival.
  
- A flight attendant on access day duty must also receive the minimum scheduled and/or actual rest prior to flying an Ultra Long Range pairing. A flight attendant who is assigned a ULR rotation while on ADAYs will normally be pre-scheduled with a 24 hour rest, but 18 hours is the actual minimum FAA required rest if operations require.  
**NOTE:** When pre-assigned a ULR trip or ULR standby (the calendar day before the standby) the flight attendant is automatically released from the remaining portion of the A-Day until report time.

**At A Glance ULR Rest Chart**

	<b>Scheduled Rest</b>	<b>Actual Rest</b>
Before the ULR trip	<b>24</b> hours	<b>18</b> hours
Layover Rest	<b>24</b> hours	<b>20</b> hours
Following the ULR trip to another ULR or any other Transoceanic flying*	<b>54</b> hours	<b>48</b> hours
Following the ULR trip to any domestic / international flying <b>within 3 time zones</b> of the base in either direction (east or west)	<b>30</b> hours	<b>24</b> hours

\*Transoceanic exception trips to South America have 30 hours scheduled rest as they fall within 3 time zones of Delta base locations that fly ULR trips.

**Duty Time for Co-Terminal Limos**

- Although F.A.R. 121.467 does not consider co-terminal limo time as either duty or rest, Delta does consider Company-provided co-terminal limo time as duty time for flight attendants.  
**NOTE:** In a reroute, co-terminal limo time into day 7 may delay the start of a needed 24 hour rest in a 7 day period.
- When a duty period begins with a scheduled limo, the duty time begins at the report time specified in the published bid packet, or present in a rerouted pairing or origination.
- When a duty period ends with a limo, either at a layover or in domicile, the duty time is extended from release of the last flight as follows, in either direction:

FLL-MIA	:45
EWR-JFK	1:20
LGA-JFK	:45
LGA-EWR	1:20
IAH-HOU	:45
MDW-ORD	1:10
LAX-ONT	1:30
LAX-SNA	1:30
ONT-SNA	1:15
LAX-BUR	1:15
SNA-BUR	2:00
ONT-BUR	2:00

- No domestic duty period will be scheduled to exceed 14 hours total duty time including scheduled limo time. No international duty period will be scheduled to exceed 16 hours (with appropriate FAA minimum staffing) total duty time including scheduled limo time.

**Domicile Rest Requirements (Domestic/International\* Trips)**

- The minimum **scheduled** rest in domicile is 11 hours release to report following duty periods scheduled for 14 hours or less.
- The minimum **scheduled** rest in domicile is 14 hours release to report following duty periods scheduled greater than 14 hours (e.g. following the LAX-HNL-LAX turnaround).
- The minimum **actual** rest in domicile is 9 hours for a scheduled duty period of 14 hours or less. If your actual rest falls below 9 hours you will be removed from the next assignment.
- The minimum **actual** rest in domicile is 12 hours for a scheduled greater-than 14 hour duty period. If your actual rest falls below 12 hours you will be removed from the next assignment.

\*Includes west coast (LAX and SLC) to Hawaii flying

**Layover Rest Requirements (Domestic/International Trips)**

- The minimum **scheduled** rest at layover is 9:15 release to report following duty periods scheduled at 14 hours or less.
- The minimum **actual** rest at layover is 8:30 from release to report.
- The minimum **scheduled** layover rest is 12 hours for duty scheduled over 14 hours. Minimum **actual** rest at layover for such duty periods is 10 hours.
- If due to a delay, the actual layover is less than 8:30 from release to report, Crew Tracking may authorize a late report of up to 30 minutes to meet the 8:30 actual minimum rest. The Flight Leader must contact Crew Tracking to coordinate new report and departure times.
- Local crew transportation to or from the airport is considered part of the scheduled and actual rest requirements.
- If the scheduled crew transportation cannot be changed to allow for a 30 minute late report, you may pay for a cab ride and submit an Additional Pay Request Form with receipt for reimbursement.

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**Domicile Rest Requirements (Transoceanic)**

**Tripholder**

- The minimum **scheduled** rest in domicile following any transoceanic trip is 24 hours from release to report of the next assignment.
- At flight attendant option, the 24 hour rest following a transoceanic trip may be waived with a pick-up or swap of a trip or ADAY(s) which places the trip or ADAY(s) to follow a transoceanic trip. If the duty period is scheduled at 14 hours or less the waiver is to 11 hours rest. If the duty period is scheduled greater than 14 hours the waiver is to 14 hours rest.
- The minimum Delta **actual** rest in domicile is 9 hours for duty periods scheduled at 14 hours or less, and 12 hours for duty periods scheduled greater than 14 hours. If your rest is less than 9 hours or 12 hours as respectively indicated above, you will be removed from the next assignment and offered your pay protection options.

**ADAY Holder**

- The minimum **scheduled and actual** rest for ADAY holders in domicile following any transoceanic trip is 24 hours from release to report of the next assignment.
- Your preferences for specific trips or trip categories (including generic) will be considered a waiver to the reduced rest of 11 hours following transoceanic trips, the same as for tripholders.

*See the Delta Rest Requirement Chart on the next page.*

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**Layover Rest Requirements (Transoceanic)**

**Tripholders and ADAY Holders**

- The minimum **scheduled** rest at layover is 13 hours release to report.
- The minimum **actual** rest at layover is 11 hours release to report.
- For duty periods scheduled greater than 14 hours, the layover rest must be 18 hours scheduled and 14 hours actual.

*See FAR 121.467 later in this section for additional information on FAA rest requirements for duty periods over 14 hours.*

**Delta Rest Requirements**

<b>Delta Rest Requirements Chart</b>				
Rest requirements apply to all Flight Attendants except as noted, and all rest requirements are from <i>release to report</i> .				
Trip Type	DOMICILE		LAYOVER	
	Scheduled Minimum Rest	Actual Minimum Rest	Scheduled Minimum Rest	Actual Minimum Rest
<b>Domestic and International</b> (4)	All F/A <b>11 hours (5)</b>	All F/A <b>9 hours (1) (3)</b>	All F/A <b>9:15 hours</b>	All F/A <b>8:30 hours (7)</b>
	If scheduled/rescheduled over 14 hours on duty(6)			
	14 hours	12 hours (1)	12 hours	10 hours (8)
<b>Transoceanic</b>	Following any Transoceanic Trip: <b>24 hours (2)</b>  <b>At F/A Option:</b>  Scheduled 14 hrs. or less on duty: Waive to 11 hrs.	If scheduled 14 hours or less on duty		
		All F/A <b>9 hours (1) (3)</b>	All F/A <b>13 hours</b>	All F/A <b>11 hours</b>
	Scheduled (or rerouted) over 14 hrs. on duty: May waive to 14 hrs.	If scheduled/rescheduled over 14 hours on duty		
		12 hours (1)	18 hours	14 hours

- (1) When rest in home base is less than the actual required minimum, you will be replaced.
- (2) ADAY holders will receive scheduled minimum rest according to trip type; but through preferencing may waive to 11 hrs or 14 hrs as appropriate following transoceanic trips. (See "At F/A Option" above.)
- (3) Actual rest for ADAY holders (as for tripholders) may reduce to 9 hrs before removal from trip
- (4) International category includes west coast (LAX and SLC) to Hawaii flying
- (5) Scheduled >14 hour duty periods require a scheduled 14 hour rest; which may be reduced to 12 hours actual
- (6) For FAA purposes, rest requirements are based on duty periods that do not include deadhead segments on the front or back end of the duty period
- (7) For FAA purposes when actual rest is below 9 hours, a subsequent rest of 10 hours is required
- (8) For FAA purposes when actual rest is below 12 hours, a subsequent rest of 14 hours is required

**NOTE:** > indicates greater-than; < indicates less-than

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**24 in 7 Rest**

**Scheduled**

- You must have a **scheduled** 24 hour rest, free from all flight duty, within any 7 consecutive calendar days. This rest may be on a layover or at domicile.
- For all pick-ups and swaps with open time and other flight attendants, and for schedule build, the rest requirement may be on a layover provided there is a subsequent trip on your schedule departing within the same 7 days that may be dropped to satisfy the 24 in 7 limitation, should your actual layover become less than a 24-hour period from release to report.

**Actual**

- You must receive an **actual** 24 consecutive hours free from duty within any 7 consecutive calendar days.
- The actual rest may be delayed by deadheading, co-terminal limo time, training, meetings and operational delays due to circumstances beyond Delta's control, however, you must receive the rest prior to going on duty again.

**NOTE:** Deadheading, training, and meetings do not qualify as rest for FAA purposes. Additionally, airport standby duty is considered the same as a trip assignment for calculation of the 24 hour rest requirement.

**EXAMPLE A:** You are scheduled for 6 consecutive days of flying and are rerouted to deadhead home on day 7. Your 24 hour rest must commence on day 7 immediately upon arrival from the deadhead segment.

**EXAMPLE B:** If you are scheduled for release in your base at 2300 on your 6<sup>th</sup> day of flying with no other scheduled/actual 24 hour rest, and your flight delays and arrives at 0100, you must begin an immediate 24 hour rest before any subsequent duty.

**EXAMPLE C:** If you fly for 6 consecutive days, you may be scheduled for training on the 7th and 8th days without a 24-hour rest period between any of the assignments. However, you must receive a 24 hour rest period after training before flying again.

**EXAMPLE D:** If you fly for five days and are scheduled for training on the 6th day, you may not fly on the 7th day since you did not receive the 24-hour period free from duty in 7 consecutive calendar days (unless you have a 24 hour period scheduled off between the training on day 6 and a report time on day 7).

- To avoid an impending FAR violation, Scheduling may authorize up to a 30 minute late report at transoceanic layovers. In coordination with the Flight Leader, separate transportation will be arranged.

## Rest Options

### 10-Hour Guaranteed Layover Rest Option

- If you are at a layover, and your duty period was scheduled less than 14 hours, but **exceeded an actual 16 hour duty period**, you may request to receive a guaranteed minimum 10 hour rest from release to report.
- For duty periods scheduled greater than 14 hours that exceed 16 hours actual, the minimum FAA rest is 12 hours and supersedes the 10 hour guaranteed rest. If the scheduled rest of 12 hours is reduced during operations, it may go down to 10 hours, but must then be followed by a subsequent rest of 14 hours. *See the FAA Chart later in this section.*

### 16 Hour Domicile Rest Option

- If you are at domicile, and your preceding duty period was scheduled less than 14 hours, but you have **exceeded an actual 16 hour duty period**, you have the option to receive a minimum 16 hour rest period from release to report. **EXCEPTION:** Does not apply during severe operations.
- After non-stop flight segments over 12 flight hours, you should have no less than a scheduled 16 hour rest period.
- Following transoceanic trips, you may waive your scheduled minimum rest at domicile to 11 hours, or to 14 hours following duty periods scheduled greater than 14 hours. This may be done through picking-up a trip, any swap request, or exercising this option as an A-Day holder.

### 8 Hours 'Behind the Door'

- A flight attendant who does not arrive at the layover hotel at least 8 hours before scheduled pickup time will be afforded at least 8 hours at such hotel if, a) upon arrival at the hotel you inform Crew Tracking that you will be unable to report as scheduled, and b) your late arrival at the layover hotel was through no fault of your own
- The Flight Leader must contact Crew Tracking to calculate the rest and set the report time for the next duty period. The Leader must arrange with the hotel for a new pick-up time. If a contract company provides the limo to the airport, Crew Tracking will arrange for the new pick-up time.
- Crew Tracking can authorize up to a 30 minute late report to accommodate the 8 hours rest but may also have to delay the outbound flight or reroute the crew to other later-departing flights.  
**NOTE:** Causing delayed outbound flights should be considered carefully as delayed flights will have a down line impact and can potentially generate additional reroutes.

## **F.A.R. 121.467 Duty Time Limitations & Rest Requirements**

### **General**

- When determining duty time limitations and rest requirements under F.A.R. 121.467, deadheading, co-terminal limo time, meetings and training are not considered part of duty nor do they qualify as rest.
- In most cases, Delta's scheduled duty day maximums are shorter than the FAA duty maximums and Delta's rest requirements are longer than the FAA rest requirements.  
**Duty Example:** A Delta transoceanic 777 crew of 10 will be scheduled to a maximum 16 hour duty day. The FAA duty maximum for a 777 crew of 10 is 18 hours (FAA minimum crew for a 777 is 8, plus 2 additional crew allows for an 18 hour scheduled duty day). *See chart next page.*  
**Rest Example:** Delta minimum scheduled rest at home base following a domestic trip is 11 hours; the FAA minimum scheduled rest is 9 hours from release to report.  
**NOTE:** Unlike pilot FARs, the flight attendant FARs do not include flight or block time limitations.
- Delta will avoid interrupting the FAA minimum rest, but contact by either the flight attendant or the company does not interrupt the FAA rest period for legality purposes. However, a flight attendant is never required to contact or be available to the Company during an FAA minimum rest.

### **FAA Duty Time Limitations**

- Staffing for the entire duty period determines the maximum scheduled duty time. If flight segments during the duty period have varying staffing levels, the segment with the lowest staffing level determines the maximum duty period allowed.  
**EXAMPLE:** An ATL-CVG-LAX 757 duty period has staffing of 5 on the CVG-LAX segment but only 4 on the ATL-CVG leg. The duty period must adhere to the minimum staffing maximum of 14 hours for the entire duty period.
- All FAA duty limitations apply to both scheduled & rescheduled duty periods.
- The duty period following a reduced rest cannot be scheduled for more than 14 hours from report for the first working segment to release from the last working segment.

FAA Duty Time Limitations, continued

- Delays, diversions, equipment changes and attempts are considered circumstances beyond the control of the airline. They are not considered scheduled or rescheduled and allow for projected /actual times to exceed the published duty limitations.

**EXAMPLE:** A duty period is scheduled at 12:15. Due to an aborted flight attempt and related delay, the new projected duty period is now 15 hours. The duty period is not considered rescheduled, even though Flight Control may post new times for planned departure of the delayed flights.

**NOTE:** Staffing problems which cause a delay are considered within Delta's control, e.g. a variable staffer no-show which delays a flight and extends the remaining crew duty day beyond maximums.

**FAA Duty Time Limitations & Rest Requirements Chart**

For FAA purposes, scheduled and rescheduled duty periods are the same and must adhere to the duty and rest guidelines below in the chart. The chart outlines the duty time limitations based on staffing, and the actual rest requirements, which are based on the scheduled / rescheduled duty times.

DUTY	STAFFING	REST		
		Minimum Rest After Scheduled Duty Period	Airline may reduce rest* to no less than	If rest is reduced, subsequent rest must be at least
14 hours or less	F.A.R. minimum staffing	9 hours	8 hours	10 hours
14:01 - 16:00 hours	F.A.R. minimum staffing +1	12 hours	10 hours	14 hours
16:01 - 18:00 hours	F.A.R. minimum staffing +2	12 hours	10 hours	14 hours
18:01 - 20:00 hours**	F.A.R. minimum staffing +3	12 hours	10 hours	14 hours

\* For FAA purposes, the actual rest may be reduced by scheduling, rescheduling or by operational delay.

\*\* Applies only to duty periods with one or more flights that land or take off outside the 48 contiguous states and the District of Columbia.

**EXAMPLE:** A crew staffed at minimum plus 1 is scheduled for a 14:45 duty period, followed by a 13 hour rest. This is legal since the staffing of minimum plus 1, the duty period of 14:45 and the rest break of 13 hours fulfill the FAA requirements noted above in the second line.

**FAA Rest Requirements – Following Duty Periods & ‘Rolling’ 24 in 7**

- Rest time requirements are **actual**, release to report, and must be received to break a scheduled duty period.
- The **subsequent** rest following a **reduced** rest must be scheduled to begin no later than 24 hours after the beginning of the reduced rest period. The subsequent rest must occur between the completion of the duty period following the reduced rest and the commencement of the next duty period.

**EXAMPLE:** If a reduced rest begins at 2200 on Monday, the following duty period must be completed in time to allow for the subsequent rest to begin no later than 2200 on Tuesday.

- You must receive a 24 hour rest within any 7 consecutive days. This is considered on a ‘rolling’ basis, e.g. Monday through Sunday, Tuesday through Monday, Wednesday through Tuesday, etc. Each 7 day period must contain an actual 24 hour rest.
- Your 24 hour rest period may be in your domicile or on a layover. The rest period may be delayed for deadheading, operational delays due to circumstances beyond Delta’s control, training, or meetings, however, the rest must occur prior to your next duty period.

**NOTE:** Airport standby is considered as duty the same as a trip assignment for the calculation of the 24 hour rest requirement.

- In bases with Access Day duty times other than midnight, the 24 hour rest may commence on day 7 following the end of the scheduled ADAY times.

**EXAMPLE:** A base has an ADAY duty time of 0200-0159. A flight attendant has three turnarounds with report-release of 0600-1700 followed by three ADAYs with flying on each, and is scheduled for release at 0130 on day 7. The 24 hour rest may start on day 7 at release time and satisfies the FAA rest requirement.

- All rest requirements are for **actual** rest. If a duty period is scheduled or rescheduled within the limitations but the actual duty period exceeds the limitations because of circumstances beyond Delta’s control, the requirements for minimum rest remain the same.

**EXAMPLE:** A minimum staffed crew is scheduled for a 12 hour duty period. An ATC delay extends the actual duty day to 14:20. Since the minimum crew was delayed, but **not rescheduled** over 14 hours the minimum rest requirement remains 9 hours.

FAA Rest Requirements, continued

- A flight attendant may see the code 'RRST' on their schedule. This is placed on a schedule by Scheduling as situations require indicating that an FAA mandated 24 hour rest period must occur. This rest must be free of all duty, including training and meetings, etc. from release of duty to report for your next assignment. You may not waive this rest requirement.
- Informational contact between the company and the flight attendant does not interrupt the mandated 24 hour rest break, however the flight attendant is never required to be available for contact during this rest period.

**Compliance**

- All flight attendants working under Delta's operating certificate must comply with F.A.R. 121.467. *The complete document regarding F.A.R. 121.467 may be found on the Federal Aviation Administration website at [www.faa.gov](http://www.faa.gov).*
- If you become aware of an actual or a potential violation, you must immediately contact Scheduling, Crew Tracking, or the IFS OCC Manager who will take appropriate action to avoid or resolve the situation.
- Delta is solely responsible for compliance to F.A.R. 121.467. You are not liable for violations; however you can never waive any of the scheduled or rescheduled FAA duty limitations or actual rest requirements. To do so would subject you to administrative and/or disciplinary action.

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### **Severe Operations Guidelines**

- Severe Operations is defined as a natural or man-made adverse situation which critically affects one or more major hubs, causing a high volume of cancellations and/or airport shutdowns. It will be declared in specific affected base cities, as determined by In-Flight Service Management.
- It may be necessary to deviate from daily operational policies during severe operations. This will be done only when necessary for continued efficient operations and with approval of In-Flight Service management.
- An advisory message stating severe operation conditions are in effect will be sent out by the In-Flight Service Senior Vice President or their designated representative. This message will be relayed by Code-a-Phone and the eCrew/DBMS broadcast screen. Contents of the message will include the type of situation, affected bases/cities, the expected duration of the crisis, and the IFS policies in effect.

**NOTE:** All trip pairings of the affected bases will have the designation '**Severe Operations**' near the top of the pairing display.

- If the crisis or severe circumstances extend beyond the expected date, periodic updates will be given.
- Some or all of the following will be implemented:
  - Crew Tracking may increase the number of trips rescheduled to avoid flight cancellations, possibly resulting in the utilization of additional unaffected crews. *For more information, see the Reroute section.*
  - Crew Tracking may release a crew back to Scheduling for an alternate assignment when their trip has canceled in their home base. The crew must contact Scheduling prior to leaving the airport.
  - If you lose flight time or your trip cancels, a schedule code of '**CALL**' may appear on your schedule. This code indicates you are required to contact Scheduling as soon as possible and prior to leaving the airport.
  - Mandatory Availability may be implemented for the system or for specific bases. A flight attendant will be advised upon contacting Scheduling that availability is mandatory. The code **MAVL** will be on the schedule, and you must accept any alternate assignment.
  - During severe operations, Scheduling has up to 4 hours, while you remain at the airport, to assign your alternate trip(s) when mandatory availability is in effect. (*See Availability Notification-Section 4*)

#### Severe Operations, continued

- If the assigned trip is scheduled to return within the normal period of availability, no more than 4 hours past the original release time, you will be paid for the greater of the assigned trip or the original trip.
- If the assigned trip is scheduled to return outside the normal period of availability, that is, released more than 4 hours past the original scheduled release, you will be paid for the greater of the assigned trip or the original trip plus 4 hours drafting pay. The pay type **DRFT** will be noted on your schedule.
- During severe operations when mandatory availability is implemented, you continue to be subject to more than one alternate trip assignment. Scheduling may assign multiple trips at one time, or consecutively after each arrival and as trips become available. If assigned multiple trips and you qualify for drafting pay, you will be paid drafting pay one time only for the trip released more than four hours past the scheduled release time of your original trip. *For more information on alternate assignments, see Compensation – Alternate Assignment Procedures.*
- Scheduling may assign alternate trips to flight attendants off canceled trips in their domicile. When possible, the assignment of a comparable trip will be made, but an assignment may be for a greater number of days. An alternate trip assignment made during severe operations and mandatory availability will not be scheduled to return **more than 24 hours** past the original scheduled release time. *For assignment of trips with greater number of days or into off days, see the Compensation section - Pay Protection Options.*
- Deviation from deadheading requests may be denied during severe operations.
- You are responsible for reporting for duty during winter operations, or during other problematic seasonal weather occurrences. Make plans for all contingencies so you can report for duty.

#### **Work Rule Options Available**

- You have the option to **waive** your duty time limitation of 16 hours and continue your trip **or** you may elect to **NOT continue** your trip and the Flight Leader will advise Crew Tracking.
- Exercising a Work Rule limitation during Severe Operations has the greater potential to possibly *delay or cancel a flight*, therefore, it is critically important that Crew Tracking be notified as soon as possible.

**Suspended Work Rules Options**

**F.A.R. minimum rests cannot be waived. During severe operations, the following options are NOT available at any time:**

1. To receive a minimum 11 hour rest at a layover after exceeding a 16 hour duty period,
2. To receive a reduced scheduled duty period after actually exceeding duty time limitations, or
3. To receive a 16 hour rest at domicile after exceeding the 16 hour duty time limitation.

**\*\*If you have any questions during either daily/irregular operations or during severe operations always contact the IFS Scheduling office for direction and guidance regarding any work rule or IFS Scheduling policy.\*\***