

## PAIRINGS

### General

- Pairings are constructed using defined parameters such as:
  - Aircraft staffing requirements (Delta Bid Positions)
  - Delta Flight Time, Duty Time, and Rest Limitations
  - Minimum Connect Times
  - Trip quality issues as identified by Schedule Planning through the Employee Involvement Group
  - Cost effectiveness (reduced duty period credit, time away from base, and hotel costs)
- Pairings are classified by trip length as 1-day, 2-day, 3-day, 4-day, etc.

### Trip Length Definition

- **Trip length** is defined as the number of calendar days over which a pairing operates from report to release.

**EXCEPTION:** Trip length will be considered as 1 less day than calendar days **only when both** the following criteria are met:

1. the number of duty periods **is less than** the number of calendar days, and
2. the beginning of the first duty period or the end of the last duty period transits midnight

**NOTE:** Duty period is defined as report time to release time.

**NOTE:** The exception does not apply to transoceanic pairings unless the last flight of the duty period returning to domicile transits midnight.

**EXAMPLES:** (not to be considered as all inclusive)

**Turnaround (1-day) Pairings -**

DAY	FLIGHT	T	DEPARTS	ARRIVES	C	BLK.	
A	571		CVG 0850	SLC 1031*		3.41	Regular Turn Example
	922		SLC1250	CVG 1810		3.20	
A	703		ATL 2000	LAS 2114		4.14	Exception Turn Example without hotel (2 calendar days/1 duty period and transits midnight)
B	960		LAS 0015	ATL 0701		3.46	
A	586		*ATL 2200	RSW 2339		1.39	Exception Turn Example with hotel (2 calendar days/1 duty period and transits midnight)
			7.36/HOLIDAY INN SELECT				
B	557		RSW 0715	ATL 0908*		1.53	

**2-day Pairings**

A	697		BOS 1315	CVG 1534*		2.19	Regular 2-day Example (2 calendar days/2 duty periods)
	076		CVG 1635	JFK 1835*		2.00	
			JFK 19.10/MILFORD PLAZA				
B	077		JFK 1500	CVG 1705		2.05	
	1010		CVG 1925	BOS 2147		2.22	
A	835		ATL 0850	SEA 1102		5.12	2-day Example (does not qualify for exception as duty periods are not less than days)
			SEA 9.43/CLARION				
	1128		SEA 2200	ATL 0530*		4.30	
A	385		ATL 2210	SFO 0015		5.05	Exception 2-day Example (3 calendar days/2 duty periods and duty period transits midnight)
			SFO 22.05/ST. FRANCIS				
B	384		SFO 2335	ATL 0705		4.30	
A	1229		ATL 1340	DFW 1500		2.20	(Exception 2-day Example 3 calendar days/2 duty periods and duty period transits midnight)
	739		DFW 1600	SFO 1750		3.50	
	1972		SFO 1850	SLC 2130		1.40	
			SLC 20.15/OLYMPUS				
B	493		SLC 1900	LAX 1954		1.54	
	1873		LAX 2145	LAS 2257		1.12	
C	960		LAS 0020	ATL 0700		3.40	

**3-day Pairings**

DAY	FLIGHT	T	DEPARTS	ARRIVES	C	BLK	
A	1629		*CVG 1640	PHX 1726		3.46	
			PHX 1830	LAS 1935		1.05	
	LAS 9.50/HOL INN CROWNE PLAZA						
B	796		LAS 0640	SLC 0858		1.18	Regular 3-day Example
	1609		*SLC 1005	IAD 1616		4.11	
	IAD 14.14/HOL INN TYSON CORNER						
C	231		IAD 0745	SLC 1017*		4.32	
	2170		*SLC 1410	CVG 1931		3.21	
DAY	FLIGHT	T	DEPARTS	ARRIVES	C	BLK	
A	1777		ATL 0835	MCO 1003		1.28	
	1496		MCO 1110	ATL 1242		1.32	
	2125		ATL 1400	TPA 1527		1.27	
	TPA 13.18/DOUBLETREE WESTSHORE						
B	1400		TPA 0600	ATL 0729		1.29	3-day Example (does not qualify for exception as the num. of duty periods are not less than the number of calendar days)
	1565		ATL 0845	LAX 1101*		4.31	
	LAX 11.04/CROWNE PLAZA AIRPORT						
	188		LAX 2235	ATL 0538*		4.03	
DAY	FLIGHT	T	DEPARTS	ARRIVES	C	BLK	
A	1273		ATL 0635	MCO 0803		1.28	
	1496		MCO 0910	BOS 1210		3.00	
	BOS 9.15/DOUBLETREE INN						
A	1230		BOS 2225	SLC 0355		4.30	3-day Example (does not qualify for exception as the number of duty periods is equal to the number of calendar days)
	1341		SLC 0440	DFW 0600		2.00	
	DFW 15.04/CROWNE PLAZA						
B	382		DFW 2334	ATL 0135*		2.01	
DAY	FLIGHT	T	DEPARTS	ARRIVES	C	BLK	
A	655		CVG 1450	ATL 1621		1.31	
	195		ATL 1720	DFW 1820		2.00	
	1264		DFW 1920	ATL 2226		1.46	
	2007		ATL 2315	JAX 2340		1.01	
	JAX 29.36/RADISSON RIVERWALK						
C	576		JAX 0750	ATL 0901		1.11	3-day Example (does not qualify for exception as duty periods do not transit midnight)
	545		ATL 1040	DEN 1143		3.03	
	2120		DEN 1310	CVG 1743*		2.33	
DAY	FLIGHT	T	DEPARTS	ARRIVES	C	BLK	
A	80		*JFK 2020	AMS 0940		7.20	Transoceanic 3-day example (does not qualify for exception as the <b>last</b> duty period does not transit midnight)
	AMS 24.00/LE MERIDIEN						
C	81		AMS 1125	JFK 1325*		8.00	

### **Minimum Connection Times**

- Pairings are built with minimum connection times to allow for crew changes, transit between aircraft, and to contribute to an on-time operation.
- The standard minimum connection time is between 50-65 minutes depending upon airport size, concourse locations and distances.  
**NOTE:** Pairings requiring a crew to clear customs prior to a connecting flight segment will have a longer minimum connection between these flights.
- Connection times may be longer than the minimum allowed for numerous reasons, the two primary reasons being equipment routing and returning crew to home domicile.

### **Report Time**

- Report time for domestic, international, Intra-European, and domestic military charter flights is normally 1 hour prior to scheduled departure.
- Report time for transoceanic flights, including transoceanic military charters is normally 1:30 hours prior to scheduled departure. At times charter flights may require an earlier report, usually 2 hours prior to departure.
- Report time for deadhead flights to attend training is 30 minutes prior to scheduled departure. You do not need to sign in or contact Scheduling.
- Report time for surface deadhead (ground transportation from station to station) is the designated pick-up time of the limo.
- When reporting for the first leg of a trip (including deadheading) or airport standby duty, you must sign in using the automated crew sign-in function of the flight attendant computer. If the computer malfunctions use a phone to contact Scheduling.
- Report time is the same for the start of a pairing and at a layover station and indicates the time you are scheduled to be at the airport.
  - Reporting for a pairing, you should be at the designated crew briefing location (in the lounge) ready for briefing at the scheduled report time.
  - Reporting from a layover, you should report to the airport at the scheduled report time.

### **Transition Pairings**

- Pairings with flight time scheduled on the last day of a bid period are always subject to change for the purpose of transitioning to the next bid period schedule. Be aware of potential changes when bidding and be sure to check the next month's bid packet and F.A.I.R. for additional information.
- Transition pairings at the end of the current bid period which conflict with vacation scheduled during the first week of the next bid period will be dropped. There is no pay protection for transition pairings dropped in the current bid period due to interference with vacation in the next bid period.
- If you are flying a trip from one bid period into the next, you must fly the trip to completion as scheduled, even if it transits your home base.

### **Load Factor Staffing**

- The number of passengers and the type of catering that warrant load factor staffing for each flight, based upon aircraft type, is indicated in the monthly bid packet on-line.
- Load Factor Control monitors passenger loads on flights authorized for additional flight attendant staffing and builds pairings as coverage is needed. Approximately 10% of the booked passenger count are considered as "no-shows" in determining load factor coverage.
- Most load factor pairings are placed in Open Time no more than two days in advance, but some pairings may be placed in Open Time up to five days in advance, i.e., transoceanic.
- Load factor pairings are covered using trip coverage procedures.
- You may not swap a regular pairing for a load factor pairing in Open Time. You may swap a load factor pairing for a regular pairing.
- Load factor crew members will be listed on the pre-departure report and the Flight Leader will be responsible for confirmation.
- All comments and requests concerning load factors should be entered into F.A.C.T.S. *For instructions on using F.A.C.T.S., see the F.A.C.T.S. quick Reference Guide, available in your Resource Center.*

General, continued

***Tripholder***

- Tripholders who have picked up load factor pairings will not be removed if the pax count falls below the authorized load factor level.

***ADAY Holders***

- If the actual passenger count is below the authorized level, ADAY holders on load factors will be removed at departure (home base only) unless down-line legs require load factor staffing. Remarks in the pairing indicate when an ADAY holder must contact Scheduling.

**EXAMPLE:** A B-757 flight is authorized for additional staffing at 125 actual passengers. However, a load factor will not be scheduled until the booked count reaches 138 passengers. If, at departure, (in the base station) the passenger count falls below 125, the ADAY holder should call Scheduling and may be advised by Scheduling to deplane.

**Load Factor Reroutes**

- Reroutes of load factor pairings are managed by Load factor Control in IFS Scheduling.
- The daily operation may require rerouting load factor pairings in one or more of the following ways .
  - deadhead leg changed to a working leg.
  - routing change affecting segments flown and/or layover location.
  - extending the duration of the trip, i.e., a 2 day becomes a 3 day.
- Flight attendants should confirm LF pairing reroute information by obtaining a printed copy of their pairing. Direct any questions about rerouted LF pairings to Scheduling.

**Layover Hotel On Load Factor Pairings**

- If your load factor pairing requires a hotel, you will be given applicable hotel information prior to your departure. (This policy does not apply to rerouted trips and originations.)
- If you are assigned/awarded a load factor pairing and do not have hotel confirmation at the time of sign-in, the following procedures should be followed:

#### Layover Hotel On Load Factor Pairings, continued

- You should contact Scheduling at sign-in to advise no hotel confirmation can be found in the pairing.
- If a hotel room cannot be confirmed 20 minutes prior to departure and your trip has not been adjusted to alleviate the need for overnight accommodations, you are not required to take the trip (does not apply to originations).
- If you do not use the scheduled layover hotel, you must contact Scheduling, Crew Tracking, or Operations in that city and provide a local contact number.

#### **One-Way Load Factor**

- If you are traveling to/from work, you may request to work as a one-way load factor if the flight is full and you are unable to get on the flight with a pass. All the following criteria must be met:
  - You are qualified on the aircraft type
  - The flight is an authorized LF which Scheduling is unable to cover
  - You are on active flight status (not on VAC, SICK, PLOC, etc.)
  - The flight/trip must be scheduled in accordance with all flight/duty time limitations and rest requirements
- Requests will be handled on a first come, first served basis. If two flight attendants simultaneously make the same request, the assignment will be given to the senior flight attendant.
- Paid One-Way Load Factor requests will be given priority over Cabin Jumpseat Authority requests.
- You will not be given a positive space Company-business pass in conjunction with a one-way load factor assignment, and no hotel is provided.
- To request to work a one-way load factor, contact Load Factor Control by calling the Scheduling VRU.
- If approved to work a one-way load factor that later cancels, you will have the normal pay protection options.  
**NOTE:** If you choose to be on availability, take into consideration whether or not you are in your base. Alternate assignments will originate from your base and if you choose availability you will be required to accept the alternate assignment.

## DEADHEADING PROCEDURES

### General

- Deadheading is considered duty time by Delta; therefore, a change in your schedule could require you to work a flight in which you were scheduled to deadhead (DH) or require you to work a rerouted itinerary.
- All ferry flights (including segments of charter flights with no revenue passengers) are considered deadhead (DH) flights.
- Report time for DH flights is 1 hour prior to scheduled departure unless notified otherwise. Be at the departure gate 40 minutes prior to scheduled departure for originating flights or at the scheduled arrival time for through flights.

**NOTE:** Report time for DH flights to attend training, including Recurrent, is 30 minutes prior to scheduled departure.

- In the event the outbound flight attendant crew has not yet arrived, the deadheading crew should check the emergency equipment and prepare the aircraft for boarding, board, and complete the on-ground service, if necessary. *For more information, see the Legalities & Credit Rigs/Pay Protection section - Aircraft Staffing Requirements Chart.*
- Deadheading crew members will not be removed to accommodate an oversold flight or standby revenue customers. Flight attendants may *volunteer* to occupy the jumpseat to accommodate an oversold or standby customer.

**NOTE:** You may also volunteer to be removed in an oversold situation if it does not impact your legalities or ADAY availability for duty. Contact Scheduling to update your trip if you DH on another flight.

- Additional crew members for FAA minimums are not required if DH time at the beginning/end of a trip causes your duty period to exceed the maximum number of scheduled hours for the level of staffing.
- Sleeping while deadheading is permitted provided you are seated in a passenger seat.

### **Passes**

- Crew Booking makes reservations, designated as Positive Space Coach - "PSY", for all scheduled and non-scheduled deadhead flight segments known prior to report.
- For non-scheduled DH flight segments occurring mid-rotation (after report), PSY reservations are made by extra crew member (XCM) desk in Pilot Scheduling.
- Positive space travel (PSY) may only be authorized for deviations from deadhead under certain conditions:
  1. If you deadhead directly to/from a co-terminal base, or
  2. If you deadhead directly from your home base earlier than scheduled.**NOTE:** A PSY reservation for a deviation may only be made when flight availability allows.
- You must use cabin jumpseat or non-revenue pass authorization for all deviations from DH unless you are authorized for PSY travel.
- For reservation problems, please contact Scheduling for assistance.

### **Upgrade from Main Cabin**

- All DH seats on domestic, international (non-transoceanic), and intra-theatre flights (Europe and Asia) are booked in the main cabin section. To upgrade, place yourself on the airport standby list. The gate agent may upgrade you at departure time if first class/business seats are available and time permits.
- Upgrading is based on Company seniority.
- All DH seats on transoceanic flights will be booked in business class. If business class is full, you will be booked in the main cabin and upgraded in seniority order to business class at departure if a seat becomes available and time permits.

#### **Attire for Deadheading**

- You may wear your uniform, however, it is recommended you dress according to non-revenue attire guidelines. *For dress code information, see the IFS Handbook Administrative section - Pass Privileges.*

#### **Deadheading in Uniform**

- When deadheading in uniform you must adhere to uniform regulations throughout the flight. *For information on uniform regulations, see the IFS Handbook - Appearance section.*
- You should allow revenue customers seated in the same cabin an opportunity to deplane first.
- On Shuttle flights, you should sit in a window seat or in the last row of the aircraft, when possible.

#### **Deviation From Deadheading Procedures**

- A deviation from scheduled deadhead (DH) prior to your first working segment is commonly called a 'front-end' deviation, and a deviation after your last working segment is called a 'back-end' deviation.
- You cannot deviate from DH without prior approval from Scheduling; and during severe operations, deviation requests may be denied.

#### **Deviation From Scheduled Deadhead**

- If you are deadheading from your home base to cover a flight, you may deviate from your scheduled DH, with a PSY pass, on an earlier flight if time permits and permission is granted.
- Enter requests to deviate from a scheduled DH leg in any computer no later than 48 hours prior to trip departure to ensure approval and update.
- For front-end deviations when traveling from an alternate city to your first working segment of your pairing, you must use cabin jumpseat or non-revenue pass authorization.

Deviation from Scheduled Deadhead, continued

- When deadheading back to your home base, or if traveling to an alternate domestic airport in the vicinity of your permanent residence (other than your domicile base), if time permits and approval is granted, you may deviate from your scheduled DH using your non-revenue pass privileges or a jumpseat. This may be either on an earlier flight or any flight departing that same calendar day. There is no PSY authorization for these end-of-rotation deviations of deadhead.
- Once approved for deviation the trip may not be swapped. You must contact Scheduling to return the trip to its originally scheduled DH status before a swap can be approved through the computer.
- All DH attire guidelines apply when deviating from a scheduled DH.  
*See Attire for Deadheading in this section for more information.*
- Non-availability of seats on flights other than the scheduled DH flight is not accepted as an excuse for missing a working flight segment.

**Deviation from Non-Scheduled Deadhead**

- When a non-scheduled deadhead (DH) flight segment occurs at the end of a trip, you may request to deviate under the following guidelines:
  - You advise Scheduling of the specific flight/date you wish to deviate.
  - If approved, Scheduling will update rotation.
  - If you wish to deviate from your non-scheduled DH to an alternate domestic airport in the vicinity of your permanent residence see the 'back-end' deviations guidelines noted under Deviation From Scheduled Deadhead.

### Unauthorized Deviations

- Although deviation from deadhead is permitted at the beginning of a pairing, you may not deviate to deadhead on a flight that is scheduled to arrive later than the original scheduled DH flight(s), or not later than 1 hour prior to departure of the working segment, unless you use jumpseat or non-revenue pass authorization.
- Flight attendants may not deviate DH at the beginning of a Shuttle pairing, inaugural pairing, or a Military or CRAF charter. You may deviate from a regular charter pairing, if there are sufficient revenue back-up flights. Deviations may also be denied at the discretion of IFS management for other special operational circumstances such as during severe operations. **NOTE:** If an extra-section flight makes up the charter flight, you may not deviate.
- You may not deviate from a DH occurring in the middle of a trip.
- If you are authorized to deviate from your scheduled DH flight back to your home base, but receive notification of random drug or alcohol testing following the last working segment of the trip, you are **required** to DH back to your domicile as originally scheduled.

#### ***ADAY Holder***

- You may not deviate from a deadhead at the beginning of a trip.  
EXCEPTION: You are deviating from a co-terminal base (e.g. EWR instead of LGA) on an earlier flight.
- Authorization to deviate from a deadhead may be granted only after completion of the last working flight segment, subject to operational requirements.

#### ***International***

- You may not deviate from a scheduled DH on trips involving interline flights or Intra-European/Asian flight connections.
- Flight attendants assigned/awarded additional staffing positions on transoceanic trips may not deviate from scheduled DH transoceanic flight segments due to the possibility of equipment substitution or altered equipment routings.

### Hotel Accommodations

- Hotel selection to provide layover accommodations is completed by Corporate Travel Services using input from In-Flight Service and the Delta Flight Attendant Forum. Corporate Travel reviews hotels prior to selection for a number of items, particularly safety and cleanliness.
- Hotels for reroutes and originations will be confirmed upon arrival in the layover city. *For Load factor Hotel information, see Load factor Staffing - Layover Hotel earlier in this section.*

### Away from Domicile/Home Base

#### Advance Reservations

- Hotels are provided when prior to report, you are scheduled with 6:15 hours or more ground time from release of one flight to departure of the next flight. These accommodations are reserved in advance and direct-billed to Delta.  
**EXCEPTION:** 5 hours or more qualifies for a hotel when the ground time, scheduled or unscheduled, originates between 2100 – 0500.
- Hotels may be provided when prior to report, you are scheduled with just under 6:15 hours (5:45 to 6:15) ground time between release from one flight to departure of the next flight and the station has inadequate lounge facilities.  
**NOTE:** These accommodations are only provided when prior IFS management approval has been received. See your local Field Service Manager to initiate a review or contact the IFS OCC Manager.

#### Upon Request

- Hotel rooms not provided in advance will be provided upon request when during daily operations (e.g. after report time) you are rescheduled with 6:15 hours or more ground time from release of one flight to departure of the next flight. These rooms will be booked by operations or OCC Crew Accommodations Desk.
- When the scheduled break is less than 6:15 hours, but due to daily operations, the next flight has an updated late departure with 6:15 hours or more ground time from release of one flight to departure of the next flight, hotel rooms will be provided upon request. These rooms will be booked by operations or OCC Crew Accommodations desk.

#### Hotel Accommodations - Out of Home Base, continued

**NOTE:** When the scheduled ground time from release of one flight to departure of the next flight is less than 6:15 hours and the **inbound flight arrives earlier than scheduled**, hotel accommodations are **not authorized** even if this results in 6:15 hours or more ground time between release to departure. *For more information on hotels out of home base, see IFS Handbook - Pay and Expense section - Hotel Expenses.*

#### **In Domicile/Home Base**

- Hotel rooms are not provided during daily operations, when you are rescheduled with ground time of more than 6:15 hours between release from one flight to departure for the next flight. This may be a 'domicile stopover' occurring within one duty period or may be a 'domicile layover' consisting of a legal 11 hour domicile break.

**EXCEPTION:** You may request a hotel if you have between 5:00 and 10:59 unscheduled ground time and the ground time originates between 2100 – 0500.

#### **Crew Transportation**

- The normal time to wait for hotel crew transportation should be no more than 20 minutes. Beyond that amount of time, make a phone call to the hotel. If an additional wait is anticipated, either secure a voucher from operations for a taxi ride or pay for a cab ride and submit an Additional Pay Request Form with receipt for reimbursement.
- If the scheduled crew transportation cannot be changed on layovers with an authorized 30 minutes "late" report for later pick up time, you may pay for a cab ride and submit an Additional Pay Request Form with receipt for reimbursement.

**CRAF & Military Charters**

- Delta Air Lines has an agreement with the U.S. government to provide aircraft and flight crews during an airlift emergency, national emergency or during time of war. This program is called the Civil Reserve Air Fleet Program (C.R.A.F.).
- Additionally, when CRAF is not in effect, the U.S. Military may still request domestic/international and/or transoceanic charter flying (sometimes called 'MAC' flying).
- Crew staffing requirements for all such military flying and the duty and rest parameters will be in accordance with FAA regulations. All participants must have a valid passport and have the appropriate training qualifications. *See Section 1 - Legalities for details*
- Domestic military charters will be covered out of the base the charter originates from and international/transoceanic military charters will be covered out of any base using a system seniority list. The coverage is by pick-up or move-up with uncovered positions filled by Access Day holders as needed.
- For more details on both the CRAF and Military Charter programs, as well as procedures for trip coverage of CRAF or MAC flying, see the IFS Scheduling web site, under CRAF & Military Charter procedures.

## **BIDDING**

### **Base Staffing Requirements For Bidding**

- The number of flight attendants required for each base is determined by the total of the following:

#### **Regular Hours**

- The number of scheduled hours including Flight Leader, Language of Destination [LOD], International, and Variable Staffer pairings) assigned to each base is determined by dividing the total credit hours by the line hour target average.

#### **Access Days**

- The number of access days assigned to each base is calculated based on projected operational need, with each access day assigned a schedule value. This schedule value counts toward the line hour target average.

### **Schedule Build / Bidding – General Information**

- Your monthly bid period schedule will be constructed according to your preferences and choices in the Customized Bidding System (CBS).
- All preferences must be submitted before the bidding deadline published for your base. Every submitted preference is considered in the bidding process. There is no guarantee that all your preferences will be awarded. The due date for bids each month will be posted in each base bid sheet and also in the computer under “F/A Information Reference” (F.A.I.R.).
- Your bid result reflects your seniority, bidding skills, legalities, and available flying in your base. A bid is limited in time, meaning that all preferences have a validity period. Update your preferences accordingly.

Schedule Build / Bidding – General Information, continued

- The **Schedule Value** preference, **Position** preference and **ADAY amount** preference are the three primary preferences and have priority over all other preferences. You also have several options within each category.
  
- The general preferences include:
  1. **Schedule value**
  2. **Position desired** - Flight Leader, LOD, etc.
  3. Report/release time
  4. Trip length
  5. Layover
  6. Trip type (domestic, international, transocean, etc.)
  7. Co-Terminal
  8. Rotation number
  9. Date off (specific dates)
  10. Day(s) of the week off
  11. **A-Day amount** (total number requested)
  12. Duty Length (amount of time on duty per day)
  13. Flight number
  14. Legs per duty (number of legs per duty day)
  15. Trip Credit Time (total credit time of a trip)

**NOTE:** Each bid category has a subset of options, and all except the three primary preferences noted above have between 5-100 bid points you may use to 'weight' your preferences. *For detailed guidance using the CBS system consult the CBS users guide located on the IFS web site.*

- All vacation will be plotted prior to opening the bid window. As you bid, it will be shown in your calendar and the pre-assignment list.
  
- Your schedule bid result will meet all current Delta legalities. If you bid for flying that is illegal (e.g. 7 consecutive days of flying with no scheduled 24 hour rest break, etc.) you will not be awarded such flying.
  
- Customized bidding will adhere to all scheduled Delta rest rules for bidding purposes. Subsequent swapping with open time or with other flight attendants allows you to execute applicable Delta rest waivers. *See Section 1 - Legalities for all scheduled Delta rest parameters.*

**EXAMPLE:** When choosing to bid a domestic trip to follow a transoceanic trip, a 24 hour rest break is required. Subsequent swapping allows you to waive the rest to an 11 hour rest break.

Schedule Build, continued

- You may enter and keep a 'standing' or long term bid by indicating UFN (until further notice) in the computer.
- Your bid result for the month-to-month transition will adhere to all Delta scheduling rules for duty and rest purposes. No conflicts will be created that would require adjustment.
- To avoid schedule conflicts, the time period between the close of the bid through the initial release of the bid results will require that certain schedule change restrictions apply for end of the month flying. These include:
  1. Pick-ups and swaps for trips released on the last day of the bid period may be approved if the scheduled trip release is no later than 1300; or
  2. If you currently have a trip that ends on the last day of the bid period or spills into the new bid period, you may swap with open time for trips that release at the same time or earlier;
  3. Pick-ups or swaps with open time or another flight attendant that give you an ADAY on the last day of the bid period will be denied.

**NOTE:** These swapping restrictions ensure the minimization of schedule conflicts while the bid process and bid review period take place. You may avoid such restrictions by bidding and swapping within known legalities (e.g. bidding to ensure a 24 in 7 rest break from month to month, etc.)

- Conflicts which may occasionally occur are a 24 in 7 rest violation, and an ADAY conflict in the new month. If you bid and/or swap at the end of the current month and cause a 24 in 7 illegality, the appropriate new bid period trip will be dropped without pay protection. If you cause an ADAY to be dropped in the new bid period, you will be reassigned an alternate ADAY.
- You will be scheduled with a minimum of 10 days off per bid period. If you have 8 or more days of VAC, you can check 'waive rest' to achieve a high schedule value.
- For all bidding (and swapping) purposes, the temporary placement of a trip on a schedule with the intent to give the trip to another flight attendant, circumventing normal seniority adherence is strictly prohibited. Such activity ('parking trips') may subject a flight attendant to administrative action. See *HRPM 1022.2*.

### **Language of Destination Program**

- The number of language positions is determined by equipment type and market. Requirements on flights involving more than one country are reviewed and determined according to market considerations.
- For languages deemed to be insufficiently staffed in a base, it will be required that flight attendants with that specific language skill to bid and fly exclusively those routes where the specific language skill is needed.
- The number of language positions available for bid will also be the number of positions required for trip coverage.
- To bid for LOD pairings for a given bid period, your language of destination qualification and passport must be valid and current through the first 5 days of the following bid period.  
**EX.** When bidding for LOD trips for June, your LOD qualification and passport must be current and entered in the system through and including July 5.

#### **Domestic & International LOD**

- When you bid an LOD position preference you will be awarded a pure LOD schedule.
- If all LOD positions are not covered, CBS will identify all eligible LOD qualified flight attendants and distribute the LOD flying accordingly.
- You must be an international program participant to bid transoceanic LOD.
- If assignment of LOD trips is necessary, an LOD qualified flight attendant in the ADAY group may be assigned LOD trips instead of ADAYs .

### **Shuttle Pairings**

- Shuttle pairings will be available in the BOS and NYC bases only.

### **Pairing Corrections**

- Corrections are posted on the computer Flight Attendant Information Reference (F.A.I.R.) screen before the bid period. Occasionally, pairings may be updated after the bid period begins.

### Flight Leader Program

- You may bid International Flight Leader or Domestic Flight Leader pairings if you are a qualified for the position.
- If you are International Flight Leader or Domestic Flight Leader-qualified and bid or are assigned a Leader schedule, it will be a pure Leader schedule (international or domestic), unless you are assigned individual LOD trips.
- To bid for Flight Leader pairings for a given bid period, your Leader qualification must be valid and current through the first 5 days of the following bid period.

### International Program

- You may bid international (transoceanic) pairings if you are an international program participant. All bases have open programs, and there are an unlimited number of slots to hold. You must however complete the appropriate required training and request a slot.
- For any flying outside the United States you need both the International Training (AT/PT) and the Latin American (LA) qualifications. B777 training is also highly recommended for anyone entering the International Program.
- International program participants may bid a combination of international and domestic regular position trips, and after the schedule build you may swap these pairings interchangeably (e.g. swap your domestic trips for international positions, and vice versa).  
**NOTE:** If you are LOD qualified, you may be assigned individual LOD trips if the assignment of such trips is necessary.
- Move-ups from domestic Flight Leader to international regular positions are permitted.
- When bidding any international trip your passport and necessary visas must be validated and correctly entered into the system by the MST desk (Management Support Team). Any international trip you bid for must be scheduled to return 5 calendar days before the expiration date of either of these documents or it will not be awarded.
- To bid for International Flight Leader pairings for a given bid period, your passport must be valid through the first 5 days of the following bid period.  
**EX.** When bidding for International Leader trips for June, your passport must be current and entered in the system through and including July 5.

### **Alternate Flying Program**

- The alternate flying program in certain designated locations approved by IFS Management is open to qualified participants based on performance and reliability, and subject to base staffing requirements.
- The bases are designed to be self-sufficient and self-managed by the participants, however, all normal scheduling and reroute policies apply to AFP flying as necessary. Trip coverage by Scheduling, if needed, will follow normal trip coverage procedures.
- Open time swaps are in-base only, and swaps with other flight attendants for complete trips may only be done with other flight attendants within the specific AFP base location. A jetway trade, however, may be done with any other AFP participant in the system, and the split point must be in a base city or AFP location.

### **Special Assignment Days**

- You must pre-plot special assignment days before the monthly schedule bid when you have known work days or meetings, e.g. DFAF or Scheduling Committee, etc. and then preference your trips around those dates.
- If travel is necessary for the special assignment you are eligible for one travel day for each special assignment. For example, you are required to travel to attend a 2-day meeting in ATL. You would pre-plot one travel day and two special assignment days.
- Once schedule bid is complete, requests to drop trips or ADAYs for special assignment will only be approved if the operation can accommodate it.
- You may either bid/work a maximum of 21-23 special assignment days per bid period (dependent on the number of weekdays in a bid period). The business unit you will work for will determine the specific needs of your assignment. *See Section 6 – Compensation for details.*

**Bidding When Returning To The Payroll**

- When returning to the payroll you will bid for schedule value and ADAYs if applicable according to the table below. Similarly, if you return to the payroll after bids are closed, a schedule will be constructed using the same table.  
**NOTE:** No schedule will be awarded or assigned if you have been removed from the payroll for an indefinite period of time.

Days Remaining in the Bid Period	Minimum Days Off	Medium Schedule Value	Access Days
0 - 3	0	10 hours	*
4 - 6	1	15 hours	*
7 - 9	2	20 hours	*
10 - 12	3	25 hours	*
13 - 14	4	30 hours	*
15	5	32 hours	*
16 - 18	6	40 hours	*
19 - 21	7	50 hours	*
22 - 24	8	60 hours	*
25 - 27	9	70 hours	*
28 - 30/31	10	75 hours	*

\*If the flight attendant is within the ADAY group the number of ADAYs will be dependent on the number of days the flight attendant is able to work.

**EXAMPLE:** A flight attendant who is eligible to work greater than or equal to 3 days and falls within the access day seniority will receive 3 access days. A flight attendant who is only eligible to work 1 day in the month will receive 1 access day, if available 2 days they will receive 2 access days.

- When you are returning after bids close, Scheduling Support will construct your schedule using available Open Time and Access Days. The following will apply to the extent possible:
  - The time placed on the schedule will be proportionate with the number of days of the bid period you will be available.
  - You may contact Scheduling Support beginning on the date posted in the Bid Packet and F.A.I.R. for “Post Open Time - F/A to F/A Swaps.”

#### **Schedule Construction Closing Date**

- Schedule bids close at the time published on the monthly bid sheet and in F.A.I.R., except in unusual circumstances.

#### **No Bid**

- If you fail to bid preferences, you will be awarded a Medium value regular position schedule comprised of trips and ADAYs appropriate to your base demographics and your individual qualifications.  
**NOTE:** If LOD trip distribution is necessary because of insufficient LOD trip bids, you may be scheduled to fly such trips if you are LOD qualified.

#### **Release of Schedules**

- Schedules will be released on the date indicated on the bid packet and in F.A.I.R.
- There will be a designated review period for CBS bids, which will be posted on the bid packet, and in F.A.I.R.

#### **Bidding Resolution Process**

- Following the release of the bid result, there will be a 5 day resolution period to bring forward any potential discrepancies. Any issues, discrepancies or questions should be brought to the attention of the **CBS Review Team** in your base as soon as possible.
- Most resolutions will be educational in nature and the CBS Review Team will serve to guide you with suggestions and strategies for future bidding to help you attain your desired bidding result.
- A system fault or automation entry error made by company representatives (e.g. failure to enter a training code or passport, etc.) will be rectified and your bid result amended to the degree possible.
- A system **Resolution Team** will function to resolve problems that cannot be resolved by the local base CBS Review Team, and will also serve to consider recommendations regarding future adjustments to the CBS process, such as amending the preference choices available, etc.

### Recurrent Training Bids

- You will bid Recurrent training in conjunction with the initial monthly CBS bid, but the training is awarded and assigned after the awarding of trips and ADAY assignments.
  - Recurrent training is required annually during your base month (every 12<sup>th</sup> month after completion of initial training). Base Director approval is required to attend recurrent training during the 11 month, and your Field Service Manager approval is needed for attending in the 13<sup>th</sup> month. Beyond the 13<sup>th</sup> month, you are required to attend re-qualification training and are considered illegal to fly after the last day of that 13<sup>th</sup> month.
  - Recurrent training will be scheduled to be completed within 1 duty day whenever possible. The duty day, including deadhead flights, will adhere to Delta Duty Time Limitations. Recurrent training must always be scheduled on an off day.
  - If a Recurrent training day for the base cannot be scheduled within the Delta Duty Time Limitations, you will be eligible for a travel day and overnight accommodations.
- NOTE:** You may waive the Duty Time Limitation to attend training in one day, but may not exceed 17 hours on duty (deadheads plus training).
- If your base has a legal 1-day Recurrent class, you are not eligible for a travel day/hotel to attend a Recurrent class at a different start time. You may contact Scheduling to attend Recurrent at another start time by either waiving the Duty Time Limitation for same-day travel or going on a different day without pay and providing your own hotel.
  - Other training bids will close as indicated on the bid packet. When insufficient time does not allow for placement on the bid packet, training bids will close as indicated in written, e-mail, or posted communication to affected flight attendants.
  - Information on hotels and PSY travel to/from recurrent training can be found in the Recurrent Study Guide. PSY travel should be requested when the bid is entered. PSY travel is also authorized for commuters in ATL and SLC, upon request to Training Scheduling.

### Other Training and Meetings Adjacent to Duty

- Meetings and training sessions 4 hours or less in duration may be bid or scheduled adjacent to existing duty periods. For FAA and Delta rule purposes they do not affect a scheduled duty period. The meetings or training however, do not qualify as rest. Uninterrupted rest must therefore be scheduled between all flying/working duty periods.

**EXAMPLE A:** A flight attendant is scheduled for release from a 7 hour working duty period at 1300. A mandatory meeting from 1500-1900 is requested and scheduled by the flight attendant. The next report time for an actual working segment is the following day at 1130. The uninterrupted rest break following the meeting is 16:30 hours (from 1900 to 1130 the next day), therefore this is a legal scheduling request since the minimum rest required for Delta is 11 hours.

**EXAMPLE B:** A flight attendant is arriving from an all-niter at 0630 and wants to attend an 8 hour international training class at 0800. He/she does not fly again for several days. However, the class duration exceeds 4 hours so this is not a legal request and will be denied.

- If you must be scheduled by In-Flight Service Scheduling for other training or meetings because you did not bid, you will always be scheduled for such training on an off day. You may however, bid and schedule other training and meetings adjacent to existing trips but at your request only. These are worked manually so contact with Scheduling Training is necessary.

### Bidding for Special Programs

- Bids close on the 7<sup>th</sup> of each month to request a **Company Convenience Leave (PLOC)**. *For additional details, see IFS Handbook - Administrative section - Company Convenience Leave.*
- **Vacation** pickup-improvement bids close on the 4th of each month. *For more information or for annual vacation bid, see IFS Handbook - Vacation section, and/or contact the Administrative Service Desk in Atlanta at the General Office.*
- Requests to enter the Flight Leader program should be directed to your Field Service Manager. Training dates and scheduling information can be found in F.A.I.R. under Training Information / Leadership.

### **Base Transfers**

- You are responsible for all moving expenses incurred as a result of a voluntary base transfer.
- If you are awarded a voluntary transfer, you forfeit remaining vacation periods held in your original base and you must re-bid for vacation in your new base. *For more information, see the IFS Handbook - Vacation section.*
- If awarded a voluntary transfer, you are not eligible to transfer from your new base until the end of 3 bid periods.  
**NOTE:** You may transfer only once while on Initial Probation.

### **Base Transfer Bidding**

- You must enter base transfer requests in the computer no later than 0800 Eastern Standard Time on the 7<sup>th</sup> of each month for transfers effective in 53/54 days. (For example, for a transfer effective May 1<sup>st</sup>, you must bid by 0800 on March 7<sup>th</sup>.) Advance notification will be given if it becomes necessary to change this deadline.
- A flight attendant who is on an indefinite suspension may not enter a request for a base transfer.
- Base transfer requests are no longer contingent upon receiving an international regular slot at the new base due to the training bid process. If you have an international training qualification, you will retain it for the regular position when transferring to domestic or international bases.

### **Awards / Denials**

- Vacancies are awarded by flight attendant system seniority. Exceptions are: 1) An LOD qualified may receive a priority transfer if the desired base has an insufficient number of speakers of their language qualification(s). 2) A flight attendant being involuntarily transferred out as a result of a base reduction will be given priority for bidding into bases with vacancies.
- If you bid more than one base, you will be awarded your first bid preference available.  
**NOTE:** If the effective date of the transfer is during your vacation period, you may retain that vacation if at least 50% of it is scheduled to be taken in your original base.

Awards / Denials, continued

- A transfer may be denied if it would cause the staffing of your current base to be reduced below the authorized level for normal operations.

**Language of Destination**

- A base transfer request may be denied if, by awarding the request, the LOD staffing of your current base would be reduced below the minimum required for that language.
- Base transfers are posted in the computer no later than the first of the month before the month of the transfer. Awards/denials may be subject to change until the transfer list is posted in the computer.

**Qualifications/Status in New Base**

**Flight Leader**

- If you transfer to a base that has the same leadership category you are qualified, you will retain your leadership qualification.

**International (Transoceanic Flying)**

- Your international (transoceanic flying) qualifications follow you to any other base, both domestic and international bases per the base transfer request process.
- If you transfer from a base that does not have an International Program to a base with transoceanic flying, you must first be trained in the International Program and take the necessary equipment training before you may bid those trip-types.

**Language of Destination**

- If awarded a base transfer and you are international qualified, you will take your international and LOD qualifications with you to the new base. Your LOD qualification remains active for any domestic flying in your new base.

**Equipment**

- If awarded a base transfer to an international base, you will be scheduled for training on any international aircraft you do not hold a qualification for (i.e. 777). If you enter the international program in a base you will also be scheduled for training on these aircraft. ADAY holders in bases with international flying will also be scheduled for these training classes.

### **Relocation Policy**

- You must complete your schedule in your base before being released to your new base. If you hold an ADAY on the last day of a bid period you are released at 2359 of the last day of the bid period unless assigned a trip which transits into the next bid period. If so, ADAY holders are released at assignment completion.
- You should first attempt to bid a schedule to accommodate all necessary time needed to transfer/move. If bidding/swapping does not provide the specific and necessary time to facilitate your transfer/move, you may request schedule assistance of up to 3 days *in your new base* as follows:

#### **All Flight Attendants**

- Contact the Manager Support Team (MST) Desk to request removing your trip, or up to 3 ADAYs. (schedule not marked as MTO)
- If the operation does not permit trip drops due to staffing availability, holidays, etc. you will be referred to your local Field Service Manager.
- No pay protection applies.
- If dropped below 45 hours you are subject to subsequent and appropriate pay adjustment.

#### **Language of Destination**

- If you are Company-committed, you may only bid for transfers between bases with applicable LOD flying requirements (e.g., ATL, CVG, or NYC for a German language commitment).

### **Responsibilities in New Base**

- You are responsible for submitting a schedule bid for your new base prior to the deadline.
- You are responsible for submitting any applicable vacation pick-up bids in your new base. You may do this as soon as your transfer request is awarded.
- If you are flying to your new base an S-1 pass will be issued from your current base to your new base.

**NOTE:** For new flight attendants, upon graduation from Initial Training, you will be given up to 3 additional days off for travel to your new base.