

2018 Flight Attendant Vacation Booklet

Part 1 – Vacation Accrual and Elections

Questions Answered In This Booklet:

- How Do I Accrue Vacation Days?
- How Can I Elect To Use My Vacation Days?



Introduction to the 2018 Vacation Bidding Process: Vacation Accrual and Elections

Bidding for 2018 vacation will follow the process outlined in the Joint Collective Bargaining Agreement. The new process will be different for all Flight Attendants regardless of workgroup. There are a few areas that are workgroup specific, and they will be noted as such.

Beginning on September 25, 2017, Flight Attendants will be able to access their personalized information by selecting the option “myVacation” in the Crew Communication System (CCS). The vacation election period closes on **October 15, 2017 at 0800 home domicile time (HDT)**.

Definitions

- **Vacation Accrual Year:** The 12-month period beginning with the September 2016 bid month and running through the August 2017 bid month
- **Scheduled Vacation Year:** The 12-month period beginning with the January 2018 bid month and running through the December 2018 bid month
- **Vacation Accrual Seniority:** A Flight Attendant shall retain vacation accrual seniority for any time accrued that has been applied toward vacation accrual seniority in accordance with the CAL, CMI, and UAL Collective Bargaining Agreements in effect prior to the date of ratification. As of the effective date of this Agreement, vacation accrual shall be based on Flight Attendants’ start date with the Company. A Flight Attendant who is already a Company employee will be credited with prior service for the purposes of vacation accrual seniority. Vacation accrual seniority may be subject to adjustments as provided for in this Agreement.
- **Vacation Bid Seniority:** Flight Attendant bid seniority or Company seniority, as used for pass travel, whichever date is earliest.

Vacation Accrual Letters **New for pmUA & pmCMI**

On September 25, 2017 Vacation Accrual letters will be available for viewing in CCS.

To access your personalized vacation accrual letter in CCS, go to **Bidding > myVacation**. The following information will be displayed:

- Your vacation accrual seniority date and number of adjusted days, if applicable
- Your 2018 base vacation accrual determined by your vacation accrual seniority date
- Your paid activity by quarters in the 2017 Vacation Accrual Year for the 2018 Scheduled Vacation Year
- The number of 2018 vacation accrual days reduced for applicable leave(s) of absence (LOAs)
- Your total vacation accrual reduced based on paid activity per quarter or leave(s) taken
- Your 2018 vacation accrual days and hours

A sample Vacation Accrual Letter is included on the next page.

Sample Vacation Accrual Letter

Vacation Accrual Letter

Welcome John Doe

Employee Number: U111111
Base: IAH

Your Vacation Accrual Seniority Date as of 12/31/2017 is: 10/4/1987 and has been adjusted 0 days for leaves of absences.

Based on this date, your base vacation accrual is 40 days.

Reflected below is your paid activity for each quarter.

September 2016 - November 2016	389:06 - 100% Accrual
December 2016 - February 2017	343:35 - 100% Accrual
March 2017 - May 2017	0:00 - 0% Accrual
June 2017 - August 2017	0:00 - 0% Accrual

Your total 2018 Vacation Accrual is 20 days.

Please refer to the Vacation Booklet for calculation formula.

[Proceed to Vacation Election](#)

Vacation Accrual

A Flight Attendant's vacation accrual is based on completed years of service with the Company and may be adjusted according to paid activity within the vacation accrual year.

Base Vacation Accrual:

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

A Flight Attendant will receive full vacation accrual (**100%**) if she/he has one hundred-twenty (120) hours or more of paid activity in each quarter during the 2016-2017 Vacation Accrual year as listed below.

A Flight Attendant will receive fifty percent (**50%**) of vacation accrual if she/he has fewer than one hundred twenty (120) hours but at least sixty (60) hours of paid activity in each during the 2016-2017 Vacation Accrual year as listed below.

A Flight Attendant will accrue no vacation if she/he has fewer than sixty (60) hours of paid activity for the designated quarter during the 2016-2017 Vacation Accrual year as listed below. Newly employed Flight Attendants shall accrue one day of vacation for each full month of continuous employment during the remainder of the Vacation Accrual year after the date of their initial employment. If employed prior to the 15th of the calendar month, vacation credit shall be given for the full month.

Vacation Accrual Quarters for the 2016-2017 Vacation Accrual year (based on contractual bid months per each pre-merger Agreements):

pmUA:

1 st	2 nd	3 rd	4 th
08/30/16 - 11/29/16	11/30/16 - 03/01/17	03/02/17 - 05/31/17	06/01/17 – 08/29/17

pmCO & pmCMI:

1 st	2 nd	3 rd	4 th
08/29/16 - 11/29/16	11/30/16 - 03/01/17	03/02/17 - 06/02/17	06/03/17 – 08/29/17

Vacation Reduction

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

A Flight Attendant on a Company Offered Leave of Absence (COLA), will have her/his 2018 Vacation reduced for the period of time they are on the COLA.

A Flight Attendant on a Special COLA, will **not** have her/his 2018 Vacation reduced for the period of time they are on the Special COLA.

pmCO/pmCMI Flight Attendants: The evaluation period for the reduction due to leaves of absence for the 2018 Vacation Year will be December 30, 2016 – August 29, 2017. The period was shortened in order to bring all Flight Attendants into a single evaluation period.

pmUA Flight Attendants: Flight Attendants on 30-day ANP, will **not** have their 2018 Vacation reduced for the period of time they are on ANP. However, 2 periods of 30-day ANP back-to-back, or 30-day ANP in conjunction with any other leave of absence or ANP, will result in a 2018 Vacation accrual reduction.

pmUA Flight Attendants who have taken Day at a Time Vacation (DAT):

Flight Attendants may take (borrow) up to ten (10) vacation days from next year’s allotment. DAT taken during the accrual period of **August 30, 2016 - August 29, 2017** will reduce the 2018 Vacation accrual on a day-for-day basis.

The following chart illustrates vacation reductions due to Leave of Absence:

Months on Leave of Absence	Scheduled Vacation Days				
	12	19	26	33	40
1	1 DAY	1D 14H	2D 04H	2D 18H	3D 08H
2	2 DAYS	3D 04H	4D 08H	5D 12H	6D 16H
3	3 DAYS	4D 18H	6D 12H	8D 06H	10D 00H
4	4 DAYS	6D 08H	8D 16H	11D 00H	13D 08H
5	5 DAYS	7D 22H	10D 20H	13D 18H	16D 16H
6	6 DAYS	9D 12H	13D 00H	16D 12H	20D 00H
7	7 DAYS	11D 02H	15D 04H	19D 06H	23D 08H
8	8 DAYS	12D 16H	17D 08H	22D 00H	26D 16H
9	9 DAYS	14D 06H	19D 12H	24D 18H	30D 00H
10	10 DAYS	15D 20H	21D 16H	27D 12H	33D 08H
11	11 DAYS	17D 10H	23D 20H	30D 06H	36D 16H
12	12 DAYS	19D 00H	26D 00H	33D 00H	40D 00H

The following chart illustrates accrual based on Paid Activity:

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

Example of a Flight Attendant who did not receive full accrual based on paid activity, and additionally had a leave of absence

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

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

The vacation accrual based on paid activity per quarter is **35** days.

The Flight Attendant was also on a non-occupational leave of absence for 90 days during the vacation accrual year (Q3 and Q4). The vacation accrual is reduced by 3/12 or 10 days (1/12 reduction for each 30 days or major portion thereof).

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

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

Reserve Letters **Only applies to pmUA for 2018**

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

A/B Rotation: 2018 Reserve Letter Lists are available in your base and on Flying Together, and are effective February 2018 through January 2019.

Those Flight Attendants having their 5th anniversary as a Flight Attendant in 2018 will not have their 'R' status changed to an 'A' or 'B' until the month of their anniversary to become effective for bidding the following month. 'A' letter reserve months are the odd months and 'B' letter reserve months are even months. Please contact Crew Schedule Planning at 1-800-FLT-LINE (option 5, 2) the month before your anniversary to get reserve letter information.

Reserve Letter Trades: Flight Attendants may trade reserve letters as provided in Section 10.A.6 of the pmUA contract. Reserve Letter trades can be posted on the trade board using "POSTRD" in Unimatic. Once posted, Reserve Letter trades can be viewed using "TRDBRD" in Unimatic.

Requests for Reserve Letter trades must be submitted on Flying Together on the Crew Scheduling Page.

Vacation Elections

As a reminder, the Vacation Election period opens on September 25, 2017 and closes on October 15, 2017 at 0800 HDT.

Deferred 401(k) Contribution: *New for pmUA & pmCMI, modified for pmCO*

Flight Attendants may elect to contribute a minimum of seven days and a maximum of fourteen (14) days of paid vacation accrued for use in 2018 into their 401(k) savings plan account or UK Group Stakeholder Plan.

Vacation Buy Back: *New for pmCO & pmCMI*

Annual Vacation Buy Back: The Company offers a vacation buy back option which allows a Flight Attendant to take pay in lieu of accrued vacation. Flight Attendants must opt to “sell” at least six (6) days of accrued vacation. Those participating in the Buy Back program may **not** participate in the Flex program.

Vacation days are “sold” back at a rate of **three hours and fifteen minutes (3:15)** of pay per day plus an incentive payment, which shall be determined and announced prior to the annual vacation bid. Buy back payments will be made in the first quarter of 2018.

Monthly Vacation Buy Back: The Company may offer vacation buy back on a month-to-month or base-by-base basis. The Company will determine whether to offer an incentive payment for month-to-month or base-by-base. Vacation buy back will be awarded in Base seniority order.

Flex Vacation Program: *New for pmUA*

Flight Attendants may elect to take an additional seven days of Flex vacation. Flight Attendants taking Flex vacation will either take the additional seven days as unpaid vacation or elect to have one hour and fifty-four minutes (1:54) pay deducted from their earnings each month to pay for the Flex vacation week. Flight Attendants who opt for Flex vacation should be aware that the first seven vacation days in the calendar year will be designated as Flex.

Completed Years of Service	Base Vacation Accrual	Vacation + Optional Flex
1-4	12 days	19 days
5-9	19 days	26 days
10-16	26 days	33 days
17-24	33 days	40 days
25+	40 days	47 days