

ARTICLE 12

EXCHANGE OF TRIPS

1. TRADING PRIVILEGES

A Flight Attendant may trade pairings, reserve days, lines of time, reserve months, vacations, and Recurrent Training (provided such training is performed by the Flight Attendant during the required time limits) with other Flight Attendants or Reserve Flight Attendants. Flight Attendants may trade pairings and vacation weeks an unlimited number of times.

Crew Scheduling will assist Flight Attendants with system-denied trip trades involving overlap illegalities provided the Scheduling work environment permits. Crew Scheduling will determine whether the Scheduling work environment permits the processing of the trip trade at the time the Flight Attendant contacts Crew Scheduling. The pairing being traded must be in the current month. Overlap illegalities must exist on the Flight Attendant's line when the Flight Attendant contacts Crew Scheduling. The Flight Attendant cannot create any additional types of illegalities as a result of the trip trade.

TA 2024 incorporated all of the language that was part of the 10-hour Rest Letter of Agreement signed January 7, 2022 and fully implemented July 1, 2022.

A minimum of eleven (11) hours of rest from end of debrief to check-in between pairings and/or Reserve days must be scheduled for trading and pick up purposes, unless the rest period in the first pairing or Reserve day has already begun.

If a Flight Attendant's rest period in the first pairing or Reserve day has already begun, he/she may adjust himself/herself for less than eleven (11) hours rest from end of debrief to check-in, but not less than ten (10) hours from end of debrief to check-in.

2. ELECTRONIC TRIP TRADING SYSTEM

- A. The Company will develop, implement, and be responsible to maintain in working order electronic means by which a Flight Attendant accesses her/his schedule (including home access). This system will be developed to support bidding and trading to include pairings, reserve days, vacation weeks, and Recurrent Training, as well as trip giveaways, trip pick ups and Open Time pairings.

- B. Scheduled maintenance will not be performed during the initial release of monthly Open Time for all bases. Except in critical situations, the Company will notify the Flight Attendants of scheduled maintenance at least forty-eight (48) hours in advance.
- C. Should the Company's electronic line bidding system have an unforeseen or scheduled outage during any bidding time period that prevents a Flight Attendant(s) from submitting her/his bid in a reasonable manner, the Company will extend the bidding time period by an agreeable time period between the Company and the Union.
- D. When the Crew Scheduling work environment permits and Crew Scheduling has access to the crew tracking system, Crew Scheduling will assist the Flight Attendants in performing trip trade, give away and pickup functions in the event the electronic trip trading system has an unforeseen or scheduled maintenance outage.
- E. When the Crew Scheduling work environment permits, Crew Scheduling will provide assistance to the Flight Attendants identical to the Crew Scheduling Customer Service Desk after the desk closes.

TA 2024 incorporated all of the language that was part of the 10-hour Rest Letter of Agreement signed January 7, 2022 and fully implemented July 1, 2022.

- F. If the electronic trip trading system erroneously allows the Flight Attendant to pick up a pairing with less than the eleven (11) hours crew rest from to, but more than ten (10) hours from end of debrief to check-in, the Flight Attendant will have the following options:
 - 1. Have the pairing removed from her/his schedule without compensation, or
 - 2. Be pulled and paid from enough flights to give her/him eleven (11) hours rest end of debrief to check-in. Any deadhead flights will not be compensated except when the deadheads(s) exceeds the trips pulled, or
 - 3. Fly the pairing as is and she/he will be paid time and one-half (1.5) for all legs that would have otherwise been pulled.

The above three (3) options will be offered by Crew Scheduling whether the Flight Attendant brings it to the attention of Crew Scheduling or Crew Scheduling brings it to the attention of the Flight Attendant.

If the electronic trip trading system erroneously allows the Flight Attendant to pick up a pairing with less than the ten (10) hours FAR required Crew rest from end of debrief to check-in, the Flight Attendant will be pulled and paid due to FAR regulation from enough flights to make her/him legal. Any deadhead flights will not be compensated except when the deadhead(s) exceeds the trips pulled.

- G. For the purpose of trip trade/giveaway, when Crew Scheduling alters a Flight Attendant's pairing for any reason, the Flight Attendant will be notified via an automated message within the computer system. It is up to the Flight Attendant to place the newly numbered pairing back into trip trade/giveaway, should she/he still wish to trip trade/give away the pairing.
- H. The Company will make available in CWA the ability to display and print pairing information in local time.

3. PAIRING TRADES WITH OTHER FLIGHT ATTENDANTS

- A. Flight Attendants are entitled to unlimited pairing trades with other Flight Attendants. Trip trade/giveaway for the new month will be released at noon Central time on the 19th of the current month. Only two (2) Flight Attendants may participate in a pairing trade. Three way trades are not permitted. A pairing previously traded with a Flight Attendant may be given away to another Flight Attendant or traded with another Flight Attendant or Open Time.
- B. Pairing trades will be allowed between Flight Attendants for any domicile.
- C. The trip trade/giveaway bid input screen will display all pairings or Reserve day(s) or block(s) that are available for pick up.
- D. All pairings available for trip trade/giveaway may be picked up or traded until two (2) hours prior to check-in of the first trip involved in the trade.

Only in domicile, after both Flight Attendants check-in, pairing trades will be allowed prior to the required report time at the gate of the first pairing involved in the trade provided the trade does not create duty day, crew rest, or FAR illegalities for either Flight Attendant at the time of the trade.

4. LINE TRADES WITH OTHER FLIGHT ATTENDANTS

Complete line trades are permitted including line trades between bid line holders

and Reserves in the same domicile excluding Job Share(s) and Monthly Release Time Lines. The following trades between Flight Attendants will be allowed under the following circumstances:

- A. Bid line holders (with vacation) may trade with other bid line holders. Bid line holders may trade with a reserve bid position and must turn in the trade by the end of bid line protest. A bid line holder who trades for a reserve bid position will be placed at the reserve seniority number for which they traded. The Flight Attendant that originally bid Reserve will retain credit (*) for the Reserve Line. This will allow Crew Planning to create the vacation relief lines and reserve seniority list with correct information.
- B. Bid line holders trading with other bid line holders (no vacation involved) have until the end of bid line protest to turn in the trade. Line trades turned in after the end of bid line protest may be approved if the trade does not create an overlap which the Flight Attendant could not fly, or create an FAR illegality.
- C. After reserve bids are awarded, line trades involving Reserves with Reserves and Reserves with bid line holders (no vacation involved) or vacation relief line holders must be made by the last day of the month provided neither line will require an overlap adjustment, create an FAR illegality or contains a vacation.

5. TRADES WITH OPEN TIME

Flight Attendants are entitled to unlimited trades with Open Time. Open Time will be released at 2200 hours Local time on the 20th of the month. A pairing previously traded with Open Time may be given away to another Flight Attendant; traded with another Flight Attendant; or traded with Open Time in the domicile in which the pairing originated. All pairings placed in Open Time must originate and end in the same domicile, and will only be placed in the specified domicile's Open Time. No pairing originating at or before 0959 Local will be self assigned by an Senior AM Reserve or JAR prior to 1800 Local and no pairing originating at or after 1000 Local will be self assigned by a Senior PM Reserve or JPR prior to 2200 Local. No pairing originating at or before 0959 Local will be assigned by Crew Scheduling to a Reserve prior to 1900 Local for the next day. No pairing originating at or after 1000 Local will be assigned by Crew Scheduling to a Reserve prior to 2300 Local for the next day. For the purpose of trading with Open Time, pairings may be dropped into Open Time until 2300 Local time for all trips originating at 0300 through 0959 Local time the following day, and until 0300 Local time for all trips originating at 1000 through

2659 Local time of the same day (0259 Local time of the next day). Pick-ups from Open Time will be allowed until two (2) hours prior to check-in for the pairing, and trip trades between Flight Attendants will be allowed after check-in as stated in Paragraph 3.D of this Article. However, pairings applicable to each Open Time deadline may be dropped into Open Time until three (3) hours prior to check-in of that pairing provided:

1. The Flight Attendant is accepting a pairing from Open Time that originates on that same day; and,
2. The pairing being taken out of Open Time has the same or a greater number of duty periods as the pairing being traded into Open Time.

The following trades with Open Time will be allowed:

All pairings considered Open Time can be traded within a six and one-half (6.5) TFP difference if the pairings involved in the trade are for an unequal number of domicile days. If the pairings being traded are for an equal number of days there will be no limit on the trip difference. If a Flight Attendant is picking up or trading for more than she/he is giving to Open Time, the trip difference is unlimited. Multi-day pairings listed in Open Time may be broken no more than once a day when the pairing passes through the pairing's home domicile.

For pairings traded after these deadlines, the pairing being taken out of Open Time must have the same or a greater number of domicile days.

- A. A pairing that originates in the current month and carries over into the next month shall be considered an active trip; therefore, it may be picked up in its entirety or broken at any SIP at the Domicile from which the pairing originated, as long as it does not create a new pairing in the new month. After the release of Open Time on the 20th of the month, the pairing may create a check-in for the new month.
- B. The maximum number of pairings allowed in Open Time in each domicile on any given day will be based on one (1) pairing for each two hundred (200) Flight Attendants on the domicile seniority list for that month. More than one hundred (100) Flight Attendants will be rounded up to two hundred (200).
- C. Open Time in each domicile will not include any pairings that have been assigned to a Reserve to fly.

- D. Charters will not be counted toward the maximum number of Open Time pairings allowed in each domicile.
- E. All pairings or pieces of pairings that are uncovered including, but not limited to, sick calls, overlap adjustments, DRT's, leaves of absence, and Funeral Leave shall immediately be placed into Open Time and made available to Flight Attendants for pick up or trade as stated in Article 9 of this Agreement. Pairings pulled for Jury Duty will be immediately placed into Open Time. Jury Duty pulls will be treated as stated in Article 15.9 of this Agreement.

6. JETWAY TRADES

Flight Attendants will be able to jetway trade under the following circumstances:

As part of the initiative to modernize our contract, language was negotiated to automate jetway trades.

A. General

A jetway trade will be processed after the block-in of the flight prior to the jetway trade, Flight Attendants must allow at least fifteen (15) minutes before scheduled or actual departure time to process the jetway trade, perform required duties, and Crew Scheduling must not have a planned reroute for either crew member. With regard to a Regulatory Requirements flight, the trade must be processed at least fifteen (15) minutes prior to applicable governmental requirements, such as the Customs and Border Protection (CBP) requirements. Should a Flight Attendant receive a no show due to being denied the ability to work a legal jetway trade, the no show will be removed and she/he will retain all record improvement and perfect attendance benefits. Should the automated jetway trade system have an unforeseen or scheduled outage for a non-Regulatory Requirement flight, Crew Scheduling will make every effort to process the trade, provided it would not cause a delay of flight.

1. A jetway trade will apply to any leg(s) of a pairing and must encompass the remainder of the pairing involved. The Flight Attendant responsible for the pairing may post the leg(s) for Jetway Trade via electronic means at any time.
2. Both Flight Attendants must be legal by the FAR. If contractually illegal, the Flight Attendant who picks up the leg will receive straight time for the flight.

3. Jetway trades will be paid as follows unless specified otherwise by the Flight Attendant at the time of the jetway trade:
 - a. The Flight Attendant trading the leg(s) away will retain all applicable RIGs associated with the trip.
 - b. The Flight Attendant accepting the leg(s) will receive the leg credit(s) only.
4. The Commuter Policy will apply to Flight Attendants who have accepted a jetway trade as follows:
 - a. If a Flight Attendant has been awarded a jetway trade and the flight(s) which she/he has jetway traded into would have been a "covered" flight(s) as outlined in Article 33 of this Agreement, the Flight Attendant working the jetway trade will be considered covered under the commuter policy. The Flight Attendant must comply with the check-in requirements for her/his subsequent pairing(s).
 - b. If a Flight Attendant has been awarded a jetway trade and the flight which she/he has jetway traded into would not have been a "covered" flight as outlined in Article 33 of this Agreement, and the Flight Attendant fails to check-in prior to her/his scheduled report time, such Flight Attendant will be considered a No-Show. If applicable the No-Show policy can and may be utilized as stated in Article 32.11 of this Agreement.
5. If a jetway trade is processed at an RON, the following will apply:
 - a. For the Flight Attendant giving the jetway trade away:
 - i. Release time will be in accordance with Article 8.2.A.2.
 - ii. Per diem will end at release time.
 - b. For the Flight Attendant accepting the jetway trade:
 - i. Report time for the pairing and required time to be at the aircraft will be in accordance with Article 8.2.A.1.b.

- ii. Per diem will begin at report time.

The Flight Attendant accepting the jetway trade will be given the hotel room on the RON unless otherwise specified by the Flight Attendant.

6. The portion of the jetway trade given away will be considered a separate pairing, and will not be combined with any other pairing(s) to determine contractual illegalities. Each pairing is considered separate for illegalities and will be compensated if applicable.
7. If a Flight Attendant gives away a portion of her/his pairing in a jetway trade, the portion of the pairing left will be considered the original pairing for purposes of Article 9.3.E.

B. Line Holder Jetway Trade

1. Line Holder trades will be via the system.
2. The trade will apply to any leg(s) of a pairing and must encompass the remainder of the pairing involved.

C. Reserve Jetway Trade

1. Reserves may jetway trade the day prior to the first day of the Reserve assignment or after release from all Reserve obligations. Reserves must be legal by FAR rest and duty limitations in order for the jetway trade to be processed. Reserve jetway trades will be processed in the same manner as stated in this section.
2. On the last day of a Reserve obligation, a Reserve may give away the last working leg(s) of her/his pairing to another Flight Attendant providing all of the following conditions are met:
 - a. The Reserve is not legal for an additional assignment. Both Flight Attendants must contact Scheduling at the same time, preferably on the same call, after block-in of the flight prior to the jetway trade.
 - b. The Flight Attendant accepting the jetway trade is scheduled as a paid deadhead must-ride on the exact same flight number(s) and is legal to fly according to all FAR duty limitations.
 - c. No additional cost to the Company is incurred.
 - d. All other applicable conditions of Article 12.6 are met.

7. BREAKING PAIRINGS AND OUT OF BASE PICK UPS

- A. Flight Attendants may give-away, trade to or pick up any time the aircraft comes through the domicile in which the pairing originated, (i.e. an OAK pairing can be broken anytime it comes through OAK). The Flight Attendant scheduled for the first portion must remain with the aircraft until the relief Flight Attendant or Reserve arrives. If nobody shows, the Flight Attendant will stay with the pairing and receive time and one-half (1.5) for the remainder of the pairing flown.
- B. Flight Attendants may pickup from any crew domicile for the next bid month on the 27th day of the current bid month at noon Central Time. Flight Attendants are responsible for ensuring that sufficient time is allowed to position themselves for the pairing picked up.

8. LOSS OF PAIRING TRADES/GIVEAWAYS

A Flight Attendant will not lose her/his ability to trade or give-away pairings as a form of disciplinary action.

9. VACATION TRADES

Vacations may be traded an unlimited number of times, provided however that the trade must be approved by noon Central Time on the first (1st) day of the month preceding the month in which the slot falls. No vacation slots may be traded between domiciles. Any Vacation slot for which a pairing has been pulled will not be available for trade.

10. DOUBLE COVERED PAIRINGS

- A. A double covered pairing is one which has been awarded to two (2) Flight Attendants in the same position either by Crew Scheduling or electronic means. When a double covered pairing occurs, the Company must offer a comparable pairing as well as the awarded pairing to the Flight Attendants. The Flight Attendant who was awarded the pairing first has the first option of the following:
 - 1. Fly the pairing as scheduled;
 - 2. Fly a comparable pairing and receive compensation for the greater of the scheduled or comparable pairing; or
 - 3. Not fly either pairing and receive no compensation. The second Flight Attendant involved in the double covered pairing will have an option of selecting Option 2 or 3 only if the first Flight Attendant opts to fly the pairing as scheduled.

- B. A comparable pairing shall be on the same day as the double covered pairing, and may be either an AM or a PM pairing. When comparable pairings are assigned, the hours between the pairings will be as great as the Flight Attendant already allowed her/himself if under eleven and one-half (11:30) hours from end of debrief to check-in. If the Flight Attendant has kept her/himself legal, legalities will be honored up to a maximum of eleven and one-half (11:30) hours from end of debrief to check-in between pairings.
1. If a double covered pairing is discovered during the current bid month at any time, Crew Scheduling must find a comparable pairing as stated above in Section 10.A. Should a comparable pairing not be offered by 1800 Central time the day prior to departure, the Flight Attendant who is entitled to the comparable pairing will not suffer a loss of pay and will be released from her/his obligation to fly during that time period.
 2. If the double covered pairing is not found until check-in, the Flight Attendant will be protected as stated in this Article, paragraphs 10.A.1, 2 and 3 above. Should a comparable pairing not be offered prior to scheduled departure, the Flight Attendant who is entitled to the comparable pairing will not suffer a loss of pay and will be released from her/his obligation to fly during that time period.
- C. After original bid lines are awarded for the new month, if the double covered pairing occurs during the first fifteen (15) days of a new month, Crew Scheduling must offer a comparable pairing no later than forty-eight (48) hours prior to the first day of the new month or the Flight Attendant opting for the comparable pairing will be compensated for the double covered pairing. If the double covered pairing occurs after the fifteenth (15th) day of the new month, Crew Scheduling must offer a comparable pairing at least forty-eight (48) hours prior to the sixteenth (16th) of the new month or the Flight Attendant will be compensated for the double covered pairing. Should a comparable pairing not be offered, the Flight Attendant who is entitled to the comparable pairing will not suffer a loss of pay and will be released from her/his obligation to fly during that time period.

11. POSITION DISCREPANCY (01/20/14 Settlement Letter)

A settlement letter between the Union and the Company from 1/20/14 was incorporated to clarify the procedures for assignment errors that create a position discrepancy.

A position discrepancy is created when a position is erroneously assigned either by Crew Scheduling, Planning, or electronic means to more than one (1) Flight Attendant, which leaves at least one (1) position uncovered and does not create an overage in the number of required Crew Members and the language in Article

12.10 does not apply. When a position discrepancy occurs, the Flight Attendant who was awarded the position first has the first choice of the following:

1. Fly the leg(s) as scheduled in the position first acquired; or
2. Fly the uncovered position for the affected leg(s). If the Flight Attendant who first acquired the position chooses Option 1, then the second Flight Attendant will fly the uncovered position for the affected leg(s).

If the first Flight Attendant chooses Option 2, then the second Flight Attendant will fly the original position.

If the Flight Attendants acquired the position at the same time, or the Company is unable to determine who acquired the position first, then the most senior Flight Attendant will have first choice of the options listed above.

The affected leg(s) will be compensated at the original position assigned, or position flown, whichever is greater.

12. PICK UP OF RESERVE DAYS

- A. Consecutive picked up reserve days will be subject to RON, regardless of how they are picked up.
- B. Reserve blocks or day(s) traded, picked up, or given away will be for the original Reserve designation.

13. PAIRING TRADES OR PICKUPS

- A. Pairing trades or pickups between Flight Attendants as well as pick-ups from Open Time must be submitted at least two (2) hours prior to the check-in of the first trip involved in the trade except as stated in Paragraph 3.D above. Written or electronic notification will be provided to the Flight Attendant on the same day they are approved.
- B. A Flight Attendant may, at her/his option, pick up additional pairings or Charters that combined do not exceed the FAR maximum duty period from check-in to end of debrief if applicable. The Flight Attendant must allow a minimum of two (2) hours block to block between pairings, whether between scheduled flying or Charters to be eligible for the additional pairing or Charter.
- C. Flight Attendants will not be allowed to pick up or trade during the following:
 1. Monthly Release Time (MRT).
 2. Job Share Line - during the scheduled off section of the month.

3. Daily Release Time (DRT).

14. TRADING VJA PAIRINGS

VJA pairings may be traded and/or given away in accordance with the provisions of this Article. Such trades or giveaways will be compensated as follows:

- A. Flight Attendants who trade VJA pairings for other VJA pairings will receive the VJA premium for the pairing flown. However, Flight Attendants who trade VJA pairings for any pairings other than VJA pairings will not receive the VJA premium for the pairing flown.
- B. VJA pairings traded between Flight Attendants may be broken; however, portions of that VJA pairing(s) traded to another Flight Attendant will not retain the VJA premium. Portions retained by Flight Attendants will be compensated at the VJA premium for the legs flown except as stated in Article 8.2.C.2, but will not be guaranteed five (5.0) TFP as stated in Article 9.1.B.
- C. A VJA pairing or portion of a VJA pairing given away to another Flight Attendant will not retain the VJA premium.

15. JETWAY TRADES AND “AFTER CHECK-IN” TRADES WITH OTHER FLIGHT ATTENDANTS BEFORE REGULATORY REQUIREMENTS FLIGHTS

Any trades outlined under Article 12.3.D or Article 12.6 must be processed at least fifteen (15) minutes prior to applicable governmental requirements, such as the Customs and Border Protection (CBP) requirements.