



**ASSOCIATION OF  
PROFESSIONAL  
FLIGHT ATTENDANTS**  
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# ST BASEBRI

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If you would like to receive email updates please send your contact info to me at, [mfouststl@gmail.com](mailto:mfouststl@gmail.com). For those of you on Facebook, you can also find news and information at the "AArchUpdAates" group.

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**Bid Leaves & Carryover Trips**

If a carryover trip from a bid leave (BL) absence directly overlaps with another trip, or any other duty to the company, such as Reserve or AVBL days, you will be removed from the conflicting trip, reserve days, or AVBL without pay, and this may reduce your guarantee. This removal may occur 72 hours before the start of the new month. Consider this when bidding. Once you find yourself with a conflict, but before being removed, you can TT out of the conflict, either with another FA, or with OT regardless of traffic lights, or you can also drop the conflict trip into OT, regardless of lights, (this will be treated as a TT down in time, and will impact guarantee). If the BL carryover trip does not DIRECTLY touch the new month's trip, and has at least 1:15 between the scheduled return time



from the carryover trip, and the departure time of the new trip, you will be obligated to fly the new month's trip, and you will be paid for it, (the 1:15 is sign in period plus 15 minute domestic debrief and this is referred to as a paper legality). If the first leg was a deadhead, then the sign in would reduce to 30 minutes. If the BL carryover trip goes into reserve days, you will be on ready immediately after the removed trip was scheduled to terminate (plus 15 min debrief). It is because of this that you are not paid for these days, and your guarantee is impacted. When calling AVRS for reserve assignment, the tape does NOT indicate this information, and may assign you to ready reserve, regardless of the paper legality created by the removed trip. It is your responsibility to know when you are actually available to the company. If a BL carryover trip conflicts with AVBL days, your guarantee may be reduced to actual hours flown. Now consider the reverse side of this situation when you have a carryover trip which flies into your bid leave. In this case you will be obligated to finish the carryover trip, and your BL will begin at its conclusion. When taking a bid leave in conjunction with vacation, be sure to verify your VC pay is correct. We see many errors occurring when a trip overlaps with both VC and a BL. Often in this case the computer will mistakenly code the trip to the unpaid BL, rather than the paid VC. Pay Comp can correct this.

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**Losing your Guarantee on Availability**

A flight attendant holding a Replacement line, (better known as Availability), will have their 75 hour Guarantee reduced to the hours in their PPROJ by any trade down in time, even if by just 1 minute. This will also occur from any unpaid absence, (missed trip, unpaid sick, PO). Trading back up in time will start to rebuild your guarantee, but will not reinstate your guarantee, and you will be paid only for the actual time flown. One exception to this is a FA who has a pure 18 days of AVBL on their schedule, with no pre-plotted trips, in which case, their guarantee is incrementally reducible.

*continued on back*

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### **Should I call in Sick or take a PO ??**

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Paid sick time is intended only for your illness or injury– it should NOT be used for time off to care for relatives (unless otherwise specified by state law), voluntary medical procedures or routine visits to the doctor or dentist. If you are unable to come to work due to circumstances other than your own illness, (such as a sick family member, child care issues, family emergency, etc), it is inappropriate to call in sick, and doing so can result in discipline, leading up to termination. You should instead contact Flight Service to request a PO, PU, PE, or other applicable leave. While most of these leaves including a PO are unpaid, the PU does allow you the opportunity to make up the time later in the month. A PO/PU does not count against your attendance. If possible, you should always attempt to contact Flight Service to request a PO/PU as soon as you know you are unable to work your trip. However, if timing or circumstances make contacting Flight Service impossible, you should contact Crew Schedule to advise them you need to be removed with a missed trip, (TM), keeping in mind Scheduling does not have the authority to grant a PO. Flight service can later re-code the TM if the criteria for a PO are met, however, the TM is worth the same 1 attendance point as a sick call. One other instance when a sick call may be inappropriate is during a re-assignment. If you are unable to accept a re-assignment, consider your options carefully before calling in sick. Here again it may be best to take a missed trip, and work with your FSM later to evaluate the circumstances of your situation.

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### **Flight Attendant Wait Time for DOT Random Drug/Alcohol Testing**

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Should you be notified of a DOT Test, and the technician fails to arrive within the 45 minutes, you MUST fully comply with all required procedures to avoid being assumed to have refused the test, which is grounds for termination. Do NOT leave the testing site before being 100% sure you have fully complied with all required steps of this policy below. For future reference, these may also be found on page 1.19 in the General Policies and Guidelines section of our inflight manual.

A flight attendant who reports as directed to the designated testing area for a random drug and/or alcohol test and who has waited forty-five (45) minutes from the time of notification indicated on the notification form for a drug testing collector or Breath Alcohol Technician (BAT) who has not arrived at the designated testing area to perform the test, **MUST** call his/her Manager on Duty (MOD) or Flight Service Daily Ops at **817-967-8409** and the appropriate contact listed on the test notification form to advise them of the failure of the collector or BAT to appear. The FA shall indicate on the notification form the date and time calls were made and the names of the persons with whom they spoke. The FA shall provide a copy of the notification form to her/his Flight Service Manager (FSM) within 5 business days.

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### **Random Alcohol / Drug Testing Pay & Legalities**

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- Drug or alcohol test: greater of 15 minutes flight time pay or \$10.00
- Drug and alcohol test: greater of 30 minutes flight time pay or \$20.00
- Misconnect or Illegality caused by testing = regular MIC rules apply. (Mid-Sequence or Prior to S/I)
- Paid and credited for illegality caused by insufficient home base rest. ( At Sequence Termination)

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### **Boarding with Alternate Crewmembers**

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AA is required by the TSA to have an authorized representative examine the ID of all crewmembers and compare it against the NS list. Ideally the agent should do this, but in their absence, it may be verified by a member of AA management, or another crewmember named on the NS. Any crewmember who's ID does not match the information on the NS must be denied boarding. If a flight is short of minimum crew for any reason, and an alternate FA, (deadheading, non-rev, etc.) is asked to board the flight, their name MUST first appear on the NS prior to boarding. Contact crew schedule to accomplish this. If you are challenged on this, you may refer them to your FA manual, Safety and Security, 3.42. Should the captain, or a member of management direct you to board with a FA not listed on the NS, you should comply, and file an ASAP report for a minimum crew violation. Include all names and details possible in the report.