

*Editor's Note: The following constitute changes to the previously-published On-Duty Contract Guide that was included in the 4th Quarter 2004 issue of Skyword. Please tear this page out and place it inside your On-Duty Contract Guide. All changes are bolded.*

# On-Duty Contract Guide Updates Summer Skyword 2006

(PAGE 13)

## TWENTY FOUR (24) HOURS IN SEVEN (7) DAYS LIMITATION (24-IN-7)

A Flight Attendant must be relieved from duty for a period of twenty-four (24) hours in any consecutive seven (7) calendar days. This rest may be at a layover station or home base station and may be a rolling twenty-four (24) hour period. In the event of a creeping delay after sign-in, a Flight Attendant may complete a flight leg that goes into the seventh day. At termination of the leg, the twenty-four (24) hour rest period must begin.

The seven (7) day "clock" is triggered by a trip, standby, or training. Ready reserve does not start the clock but and does count toward the seven-day limitation if it follows the triggering assignment.

(PAGE 14)

## OFF-DUTY REST

### TRIP SELECTIONS SCHEDULED REST

~~Trip sequences published on the bid sheet monthly trip selections will be built with no less than eight hours thirty minutes (8:30) scheduled layover rest. In such event, the appropriate compensatory rest will be built into the sequences.~~

**DOMESTIC AND NON-AIFS/IFS FLYING: Trip sequences published on the bid sheet monthly trip selections will be built with no less than 9:00 hours layover rest.**

**AIFS/IFS FLYING: trip sequences published on the bid sheet monthly trip selections will be built with no less than 10:30 hours scheduled layover rest.**

### COMPENSATORY REST

Compensatory rest is the amount of rest required when a Flight Attendant has a layover that is shorter than the thresholds described below. This compensatory rest may be on a layover or at home base.

### LAYOVER REST – DOMESTIC

~~Scheduled Rest: Layover rest periods may be scheduled or reduced to no less than eight (8) hours.~~

**Minimum Rest: Layover rest periods may be reduced to no less than eight hours twenty minutes (8:20).** If a layover results in less than nine (9) hours, then a Flight Attendant will be provided with required compensatory rest.

Compensatory Rest: This rest must be at least ten (10) consecutive hours and must be scheduled to begin no later than twenty-four (24) hours after the beginning of the reduced rest period. It must occur between the end of the scheduled duty period and the beginning of the subsequent duty period and may be on a layover or at home base.

### LAYOVER REST – INTERNATIONAL

Scheduled On-Duty Up to Fourteen (14) Hours:

~~Scheduled Rest: Layover rest periods may be scheduled or reduced to no less than eight (8) hours.~~

**Minimum Rest Non-AIFS/IFS flying: Layover rest may be reduced to no less than eight hours (8) plus travel time to and from the layover hotel.**

**Minimum Rest AIFS/IFS: Layover rest may be reduced to no less than ten (10) hours free of duty.** If a layover results in less than nine (9) hours, then a Flight Attendant will be provided with required compensatory rest.

Compensatory Rest: This rest must be at least ten (10) consecutive hours and must be scheduled to begin no later than twenty-four (24) hours after the beginning of the reduced rest period. It must occur between the end of the scheduled duty period and the beginning of the subsequent duty period and may be on a layover or at home base.

Scheduled On-Duty Over Fourteen (14) Hours, and Up To Twenty (20) Hours:

Scheduled Rest: Layover rest periods may be schedule or reduced to no less than ten (10) hours. If a layover results in less than twelve (12) hours, then a Flight Attendant will be provided with required compensatory rest.

Fold Here

(PAGE 15)

Compensatory Rest: This rest must be at least fourteen (14) consecutive hours and must be scheduled to begin no later than twenty-four (24) hours after the beginning of the reduced rest period. It must occur between the end of the scheduled duty period and the beginning of the subsequent duty period and may be on a layover or at home base.

MINIMUM REST IN ACTUAL OPERATIONS – CONTACT WITH CREW TRACKING POLICY

**If the minimum rest requirements cannot be met in the actual operation of a trip sequence, upon reaching the layover rest city one crewmember should contract Crew Tracking directly to reschedule pickup for the entire crew. It is intended that Domestic and Non-AIFS/IFS International sequences require an "8 hours behind the door" minimum rest in the actual operation.**

In order to minimize interruptions to your minimum layover rest periods, the following policy applies. If you arrive at your layover station and are projected for less than ~~eight (8) hours~~ eight

(8:20) hours between duty periods, you must use the following formula to determine your new sign-in time:

Block-in time of last leg of current duty period plus ~~8:15~~ 8:35, Domestic or ~~8:30~~ 8:50, International will equal your new sign-in time for your next duty period.

In order to prevent an interruption of your layover, Crew Tracking **will not call you** to advise of the delayed departure time. All other procedures regarding notification, such as for a reschedule, remain in effect. Deadheading Flight Attendants should call Crew Tracking before leaving the hotel.

If your limo is provided by the hotel, please make your own arrangements for pick up in the morning. If it is a contract limo service, contact the Hotel/Limo Desk via VIP-CREW to set up your new pick up time. If you are unable to quickly resolve any transportation issues with the Hotel/Limo Desk, contact Crew tracking for immediate resolution.

(PAGE 31)

SUPPLEMENTAL FLYING

Optional Exchange, Limited Option II, and Sick Make-Up Flying

A reserve may relinquish a maximum of four (4) duty-free periods for the purpose of performing flying **or attending training**. Any combination can be used for Optional Exchange, ~~or~~ Limited Option II **or training**; however, only two duty-free periods can be used for Sick Make-up flying.

Optional Exchange (OR) pickup on duty-free periods for reserves will not create a 30-in-7 conflict with any reserve assignment.

Supplemental flying is measured against the guarantee. Simply put, Optional Exchange or Limited Option II trips do NOT go "on top of" the guarantee.

(PAGE 38)

TRAINING ON-DUTY LIMITATIONS

**Domestic** Away from Base:

1. The scheduled on-duty maximum is 13 hours.
2. The actual on-duty maximum is 14 hours.
3. A Flight Attendant may elect to exceed the on-duty maximum to deadhead home. The deadhead trip must depart within the actual on-duty maximum.

**International** Away from Base:

1. **The scheduled on-duty maximum is 14 hours.**
2. **The actual on-duty maximum is 16 hours.**
3. **A Flight Attendant may elect to exceed the on-duty maximum to deadhead home. The deadhead trip must depart within the actual on-duty maximum.**

At Home Base:

1. The on-duty maximum is 12-1/2 hours.

CREW MEALS (NEW)

**Crew meals will be provided for each working Flight Attendant on long-range and extended long-range flying.**

Fold Here