



REPRESENTING THE FLIGHT ATTENDANTS OF
Alaska + Hawaiian

RESERVE

Full Reference Guide



**Joint
Negotiating
COMMITTEE**

PROVISION	ALASKA	HAWAIIAN
Type of Reserve	Assigned Reserve (once assigned FA can request to be released from contactability and Crew Scheduling may grant it) On-call Reserve (unassigned, at home) Airport Standby (APSB)	Assigned Reserve (once assigned/printed, FA is automatically released from standby contactability) Standby (unassigned, at home) <u>Airport Standby</u> • Interisland (called "Desk") • Assignment to worldwide or Interisland (called "Couch") • Reserve for Augmented* Flights (called "Couch") *Flights with total scheduled flight time of 8 hours domestic or 12-hours international in a single duty period or if on-duty time exceeding 14-hours must be staffed with an additional FA
Reserve Guarantee	90 TFP (81:05 Credit Hours)	75 Credit Hours (83.25 TFP)
Value of the Reserve Day	5 TFP (4:30 Credit Hours)	4:10 Credit Hours (4.6 TFP)

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Opt-out Threshold	118.2 TFP (106:29 Credit Hours) or 90 flights	85 Credit Hours (94.4 TFP)
Reserve Line Construction during PBS Bidding	FAs bid AM and PM blocks in PBS Maximum of 5-days on, unless waived to allow 6-days; minimum 2-days off unless waived to allow 1-day. Cannot have a single day of reserve unless it is the first or last day of the bid month.	FAs bid for days of Reserve availability No more than 6 reserve days in a row unless waived to allow up to 18/19 reserve days in a row. Cannot have a single day of reserve unless it is the first or last day of the bid month.
Minimum Days Off	12 Days off in 30-day month 13 Days off in 31-day month	12 days off 30/31-day month (8- Guaranteed Days Off (GDO), 4 Adjustable Days Off (ADO). GDOs must be groups of 2 or more days
Working on a Day Off	Cannot be called to work on day off	Can be scheduled to work on an adjustable day off in inverse seniority order
Reserve Self-Assignment (RSA) Process	Between 1000 PT and 1400 PT the day prior to a Reserve Availability Period (RAP), first come first serve basis to pick up Open Time trips. The trip must match the number of days in the reserve block and must commence within the RAP. If more than 4-days of availability cannot self-assign except for APSB. Ability to trade a self-assigned trip with another trip in OT that matches days of availability &	Begins at 1330 Local Domicile Time (LDT) the company begins processing Reserve Self Assignment (RSA) requests, which are awarded in seniority order and published at 1700 Hawaii Standard Time (HST). FAs are able to request specific groupings, airport Reserve (Desk/Couch), Language Qualified (LQ) Positions, trip length by number of days (availability or availability minus one

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Reserve Self-Assignment (RSA) Process continued	RAP until 2-hours prior to report. Cannot self-assign or trade into a premium Open Time pairing, during natural disasters or severe irregular operations, or a trip that will put you over the Reserve guarantee. Assigned or self-assigned sequence cannot be rescinded/removed unless • A flight is cancelled, • No other Reserves available to fly another sequence without a delay, • Flight becomes over staffed due to a downgrade, or • Lineholder calls in well for the sequence or portion of the sequence.	day), number of landings, Worldwide/Interisland operation, check-in times, check-out times. Reserves may trade trips with other reserves as long as there is not a net loss of one day. Request must be made at least 4-hours prior to departure. If 3 or more days of availability, may preference Airport Reserve. Assigned or self-assigned pairings cannot be rescinded/removed unless • Trips 4 days or longer are uncovered • LQ trips are uncovered
Reserve Assignment after Reserve Self-Assignment (RSA)	FAs who haven't self-assigned, are placed on the Reserve Assignment List (RAL) which places FAs in buckets according to number of days of availability and RAP and lists them in inverse seniority order according to how much they have flown in the month, lowest TFP first. FAs also have preference options on RAL: • First Out (Fly/HA "Call Me First"), • Last Out (Pass/HA "Call Me Last"),	FAs who haven't self-assigned are placed in buckets of the same days of availability. If Call Me First is not preferenced, FA is defaulted to Call Me Last, then placed in inverse seniority order within buckets of availability with the highest credit trip assigned first.

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Reserve Assignment after Reserve Self-Assignment (RSA) continued	• Night Flying, • 4K (a single duty period with high credit that may exceed 10:30) • Co-Terminal (LAX) (LAX domicile (only) may request other airport locations designated as an alternate check-in location (BUR, LGB, ONT, SNA) Lineholders who pick up Reserve Days may Opt out of the RAL and be called last Scheduling uses the RAL to assign trips. If Scheduling assigns a trip out of order the Reserve is paid 1.5x for the entire pairing.	
Assignment/Awarding to RAPs	AM and PM blocks awarded in seniority order during monthly PBS bidding	RAP assignments are not awarded during monthly PBS bidding All unassigned Reserves are placed in buckets of availability (1-day, 2-3 days, or 4+ days), within each bucket are three Reserve Availability Periods (RAPs). FAs are placed in RAPs based on seniority, legal rest and operational needs the night before.

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Extended-Day Reserve (ER*) Conversion * not to be confused with "ER/Extended Range" in the Hawaiian contract Extended-Day Reserve (ER*) Conversion continued	Extended-Day RAP is from midnight to 23:59. • Max 3 ER Conversions per Month • TFP worked during a converted duty period is paid at 2x the normal rate. ◦ 1x counts toward your guarantee. ◦ 1x is paid above your guarantee. • If an ER conversion is not used, you will receive 1.0 TFP paid at 2x above your guarantee. An ER Can be used to cover any trip that starts within their availability period and operates during their block.	A standby RAP is maximum 12-hours
Domicile Rest	11.5 hours from release of assignment to report of next assignment. First 9-hours of rest are silent (no scheduling contact) and then FA can be called after 9-hours. Days off must be in domicile After more than a 12.5 hour duty day FA must have rest equal to double the time spent on duty before their next assignment. If FA is assigned a sequence that has them on duty at 04:29 LDT in the first duty period, they	12-hours in domicile <u>After Extended Range Flights:</u> • Scheduled flight time ≥ 8 but < 10 hours = 24 hours domicile rest • If flight time ≥ 10 hours scheduled flight time, then 36 hours rest in domicile <u>"Diurnal Schedule" Flights:</u> (departures between 1400 and 0359 LDT with duty period of 12-hours or more)

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Domicile Rest continued	should receive 9-hours notice. If notice not given, FA will be paid 1.5x for the entire duty period.	• 18-hours rest before a diurnal flight for all Flight Attendants • 16-hours rest after a diurnal flight only for Reserve Flight Attendants
Scheduled Duty Day Limitations	10.5 hour duty day initial flight assignment maximum, Reserve may be rescheduled up to 12.5 hours.	<u>Interisland:</u> • 10-hours (if check-in 2200 to 0459) • 12-hours (if check-in 0500 to 2159) <u>International:</u> • 14-hours for standard crew • 16 or 17 hours for augmented crew (+1 or +2 additional Flight Attendants)
Picking up on Days Off	Ability to pick up trips or additional reserve days from another Reserve on any day off as long as FA maintains legal rest requirements	Pick up trips only on GDOs, but must maintain 6-Calendar Days Off and maintains legal rest requirements. Not able to pick up Reserve Days from another Reserve
Lineholder pick up Reserve Days	Lineholders may pick up reserve days from a Reserve	Lineholders cannot pick up reserve days without Crew Scheduling approval
Trading of Reserve Trips/Days	• Unlimited FA to FA Trading of Reserve days in base • Can Break a block/Split a Block once per month	• May trade assigned trips operating over the same days, trade must not result in net loss of a day or more of availability

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Trading of Reserve Trips/Days continued	- Any 1-day block(s) not on the Reserve's original line will be an ER day - May move Reserve days based off of 'Adequate Reserve Coverage' - Can trade away all Reserve days, no monthly minimum requirement. Reserve Guarantee will decrease by 5TFP for every day given away. - Ability to trade sequence and/or APSB for sequence and/or APSB with another Reserve that matches days of availability & RAP up to report time of the earliest sequence.	- May trade GDOs which will remain GDOs - Reserves may trade days of availability with another Reserve, but cannot trade a trip for a day/days of availability - Reserves may not drop days of availability to another FA or Open Time
Premium Pay	Reserves receive \$2.50 for each TFP flown or APSB If a FA's RAP is converted to ER, Conversion Pay is paid at 2x for any TFP flown/Airport Standby (a minimum of 1 TFP at 2x pay if not assigned) If a Reserve is assigned APSB on the last day of their block and they are required to remain on duty past the last legal flight they could be scheduled to work they will be paid 2x for the APSB. Boarding pay is above a Reserve's guarantee A Reserve who is on-call on a holiday and not used will be paid 5 TFP above their guarantee	In months designated by the company, Reserves will receive 1.5x pay for any assigned/ self-assigned flying above 85 hours

