To: All Flight Attendants
From: Brad O'Handley
Date: July 8, 2014
Re: Trip Request Folder Pairing Exchanges

Over the past few weeks Crew Scheduling has seen an increasing number of Scheduling Clarifications on the same subject matter.

The collective agreement contains two main processes for FA's to pick-up or trade flying 1) Open Time and 2) Trip Request. This memo will address the requirements of the Trip Request folder only.

Bid and RSV (GDO) Flight Attendant Requirements

- Requests must be submitted thirty (30) hours prior to the date of departure (Section 12.N.2.d).
- Reserves can only pick up on a GDO (RCDO contract reference).
- Reserves shall not be permitted to pick up a trip prior to 12:00 noon on their first GDO and must be available for 0001 of their first reserve day following GDO's.
- Requests for both Bid and Reserve must be submitted in the BID F/A TRIP REQUEST folder only.
- Requests are to be entered using free form text. Please keep your requests concise and to the point. Remember Crew Scheduling cannot assume anything.

If you are trying to trade your pairing with another pairing through Trip Request please read the contract language carefully as trades departing on the same day only will be awarded. The contract language in Section 12.N.2d reads in part as follows:

*"…Crew Scheduling will assign open groupings to Bid Flight Attendants and Reserve Flight Attendants on Red Circle Day(s) Off, in seniority order, who have a specific request for a grouping, extra flying or **same day of departure grouping exchanges**…"*

The key point to remember is that you can't trade for something that is still in the Open Time process.

 Here are a few examples:

1) Trading a 3 day pairing on your schedule for a 1 day pairing, this would be legal.
2) Trading a 3 day pairing on your schedule for 2 – 1 day pairings, this would not be legal. The second of the 2 – 1 day pairings is not on the same day of departure thus still in Open Time.
3) Trading a 2 day hubturn pairing for a 3 day pairing, this would not be legal. Hubturns are 2 separate pairings; subsequently the second pairing is not on the same day of departure.