

Moving trips from the ETCH Drop folder to the Cleared ETCH folder

Message from Crew Scheduling:

Please note pairings should only be moved from the ETCH Drop folder to the Cleared ETCH Folder after the seniority award is processed for your trip. When you post your trip, you can see all the Flight Attendants that request it in the ETCH Drop folder. At 18:00 you will know how many FA's requested your trip. If you get an equal number of denials, you are then free to move the trip to the Cleared ETCH folder.

For example, if you have 10 FA's requesting your trip and you get 10 denials, you can move your trip over to the Cleared ETCH folder. If no Flight Attendants request your trip, you can move your trip over to the Cleared ETCH right after 18:00. Before doing this, you must ensure it is no earlier than 18:00 and you are certain no Flight Attendants requested your trip.

We hope this will provide some clarity on how to maneuver from the ETCH Drop to the Cleared ETCH folder.

Mahalo

Crew Scheduling (09/24/2019)