

ATTACHMENT A

Scheduling Policy - Excerpts from the Agreement Between Federal Express Corporation and the Airline Pilots in the Service of Federal Express Corporation, as Represented by the FedEx Pilots Association, May 31, 1999

(45 Pages)

Section 12

HOURS OF SERVICE

A. General

1. Flying (Non-Company)

- a. This Agreement contemplates that pilots shall devote their entire professional flying service to the Company, except that nothing in this Agreement shall be construed to prevent a pilot from affiliating with the military service of the United States.
- b. Pilots shall not fly aircraft other than those operated by the Company for hire or remuneration unless authorized by the Vice President, Flight Operations, or his designee.
- c. Except for Company flight operations, a pilot shall not perform flying which would count toward his FAR regulated block hours or duty time limitations. This does not restrict a pilot who is a member of a military guard or reserve organization in the flying of military aircraft.

2. Except as provided in Section 12.B.3.a.iii. and B.3.c.iii. (Airport Standby), and Section 25.M.1.f. (Reserve), a pilot shall be subject to operational limitations during a duty period within a trip. At all other times, a pilot shall be subject to scheduled limitations.

3. Operational Emergency

If the Company's operations are disrupted due to extenuating circumstances not within the control of the Company, including, but not limited to, severe weather, natural disasters, abnormal ATC limitations or significant system disruptions, the Vice President, Flight Operations, or his designee, may declare an operational emergency. When an operational emergency is declared, all duty and flight time limitations may be extended to FAR limits. An operational emergency may be declared for a specific sort facility, a region of the system, nation wide or world wide. The Company shall publish an FCIF outlining the reasons for an operational emergency within 72 hours following the declaration thereof.

4. A legal rest period shall not be considered interrupted when the Company:

- a. provides a wake-up (alert) call to the pilot no earlier than 2 hours prior to showtime for an international duty period; or
- b. leaves any form of non-verbal communication for a pilot staying at a hotel, e.g., note under the door, phone light; or
- c. attempts to leave a message by telephone for a pilot at a location other than a hotel; or
- d. attempts to notify a pilot of a personal emergency.

5. Maximum Landings

- a. A pilot shall not be scheduled to exceed 3 landings, as part of an operating crew, in a duty period that begins in the critical period. If a pilot is scheduled for 3 landings in the critical period, his next duty period in that trip shall have 2 or fewer landings in the critical period.

- b. A pilot shall not be scheduled to exceed 5 landings, as part of an operating crew, in any duty period.
- c. A domestic multiple day pairing shall not be scheduled for a cumulative total of more than 12 landings in the critical period except when approved by the SIG.
- d. The landing limits in this paragraph may be increased by 1 operationally.

6. Operational Trip Return to Base

- a. Should an operational circumstance arise which requires a flight to return to base after departure from base with no other intermediate destination (e.g., return to blocks prior to take-off while at base or air turn-back to base), the trip is not terminated, but may subsequently block-out again on the originally scheduled or rescheduled flight.
- b. Should an operational emergency be declared (as provided in Section 12.A.3.), due to severe weather, mechanical difficulties, or other extenuating circumstances in a designated sort facility, flight crews may be rescheduled or diverted to their base. Under these circumstances, the pilot's base will be treated as a normal alternate and not as a base. As such, the trip will not terminate, but will continue as if originally transiting the scheduled sort facility.

7. The Association shall be provided with a regular report indicating the dates, flights and relevant circumstances in which the Vice President, Flight Operations, or his designee, exercises his authority to operationally extend a pilot's duty limits, except for extensions due to an operational emergency.

B. Duty Period Limitations

1. Duty periods begin and terminate as follows:

- a. When the first activity in a duty period is flight deck duty, that duty period shall begin with a briefing period commencing not less than 1 hour before the scheduled block-out or actual check-in time, whichever is later. Commencement of a duty period shall not be delayed if block-out is rescheduled after check-in or showtime, whichever is later.

Intent: If a trip is designated for a potential early pull from a pilot's base, the showtime will be revised accordingly.

- b. When the first activity in a duty period is an aircraft deadhead, that duty period shall begin with a showtime not later than 1 hour before the scheduled departure time. Pilots may check in via VIPS in lieu of checking in at the FedEx operations area. The showtime for an intercontinental commercial deadhead shall be at least 1:30 hours prior to scheduled block out.

Intent: Memphis to Amsterdam direct on Northwest is scheduled for 1:30 advance check-in at Memphis. Memphis to Amsterdam connecting on Delta through Atlanta is scheduled with a 1:00 check-in at Memphis.

- c. When the first activity in a duty period is surface deadhead, that duty period shall begin at the scheduled or rescheduled time of pick up.
- d. When deadhead precedes flight deck duty in the same duty period, the following shall apply:

- i. If the deadhead is on a scheduled passenger air carrier, at least 1:30 shall be scheduled between block-in and block-out.
 - ii. If the deadhead is on Company aircraft, (operational deadheads) chartered jet aircraft or non-freight Company jet aircraft, at least 1 hour shall be scheduled between block-in and block-out.
 - iii. If the deadhead is surface deadhead, at least 1 hour shall be scheduled between surface deadhead arrival and block-out.
- e. When deadhead follows flight deck duty in the same duty period, the following shall apply:
- i. If the deadhead is on a scheduled passenger air carrier, chartered jet aircraft or non-freight Company jet aircraft, at least 1 hour shall be scheduled between block-in and block-out.
 - ii. If the deadhead is on Company jet aircraft (operational deadhead), at least 30 minutes shall be scheduled between block-in and block-out.
 - iii. If the deadhead is on surface deadhead, 15 minutes shall be scheduled between block-in and the deadhead departure.

Intent: Corresponding guidelines for pairing construction are found in the appendix to the SIG side letter.

- f. Except as provided in Section 12.B.2. (below), when the last activity of a duty period is surface deadhead that duty period shall terminate at the scheduled arrival time of the surface deadhead.
 - g. When the last activity of a duty period is flight deck duty or air deadhead, that duty period shall terminate 30 minutes after block-in.
2. If a pilot is delayed in the completion of his assigned duties beyond the scheduled or rescheduled termination time of his duty period, (e.g. extended customs clearance, maintenance, surface deadhead), that duty period shall end at the completion of those duties, provided he notifies CRS of his actual termination time prior to entering legal rest.
3. Standby
- a. Base Airport Standby
 - i. A base airport standby duty period commences at showtime for the standby.
 - ii. A base airport standby duty period in which the pilot is not assigned a trip shall not exceed 5 hours.
 - iii. A base airport standby pilot may only be assigned a trip with a showtime during the 5 hour standby period. If a pilot blocks out on that trip, he shall be subject to scheduled limitations for the entire duty period, unless extended to operational limitations with the prior approval of the Vice President, Flight Operations, or his designee.
 - iv. The pilot shall be notified of an assignment at least 30 minutes prior to scheduled block out for B727 aircraft and 45 minutes prior to scheduled block out for all other aircraft.
 - v. If a pilot on a multiple day base airport standby trip, operates an assignment departing during a standby period and subsequently returns to his base during this standby trip, his pairing shall not end as a result of operating an assignment and returning to base. The following shall occur:

- (a) If his assignment consists of a departure and return to base, within a single duty period, (i.e. out-and-back), he shall be released until the beginning of his next scheduled standby period; or
 - (b) If his assignment consists of a flight sequence originating at a layover city and returning to his base, his 5 hour base airport standby period starts at the showtime for that flight sequence. If he returns to base within that 5 hour standby period, he shall contact CRS within 30 minutes following block-in and may be held in base airport standby status for the remainder of this standby period, or
 - (c) He may be released from the remainder of his multiple day base airport standby trip by CRS,
- b. Base Hotel Standby
- i. A base hotel standby period shall not exceed 11:30 hours.
 - ii. A base hotel standby pilot may only be assigned duty commencing during the standby period.
 - iii. A base hotel standby pilot shall be notified of an assignment at least 30 minutes prior to showtime.
 - iv. If assigned a trip, a base hotel standby pilot's duty period shall begin at the showtime for that trip. If assigned a domestic duty period, that does not consist exclusively of deadhead, the standby pilot shall be scheduled for release to a legal rest period not later than 5:30 hours after the end of his standby period. This duty period may be operationally extended up to 1:30 hours (only after block out), with the prior approval of the Vice President, Flight Operations, or his designee.
 - v. If assigned to base airport standby duty, the pilot's duty period shall begin at showtime of the airport standby. If a pilot is not assigned a trip, his airport standby shall terminate 5 hours after beginning duty for that standby or at the end of the base hotel standby period, whichever occurs first.
 - vi. If a pilot on a multiple day base hotel standby trip, operates an assignment departing during a standby period and subsequently returns to his base during this standby trip, his pairing shall not end as a result of operating an assignment and returning to base. The following shall occur:
 - (a) If his assignment consists of a departure and return to base, within a single duty period, (i.e., out-and-back), he shall be released until the beginning of his next scheduled standby period; or
 - (b) If his assignment consists of a flight sequence originating at a layover city and returning to his base, his 11:30 hour standby period starts at the showtime for that flight sequence. If he returns to base within that standby period, he shall contact CRS within 30 minutes following block-in and may be held in base hotel standby status for the remainder of his standby period, or
 - (c) He may be released from the remainder of his multiple day base hotel standby trip by CRS,

- c. Field Airport Standby
 - i. A field airport standby duty period commences at the showtime of the standby.
 - ii. A field airport standby duty period in which the pilot is not assigned a flight shall not exceed 5 hours.
 - iii. The showtime of a flight assigned to a field airport standby pilot during the standby period shall be within the standby period. If he blocks out on the flight, he shall be subject to scheduled limitations for the entire duty period, unless extended to operational limitations with the prior approval of the Vice President, Flight Operations, or his designee.
 - iv. If a field airport standby pilot operates a flight sequence originating in his standby city and returning to that city within the same 5 hour field airport standby period, he shall contact CRS within 30 minutes following block-in. If CRS has no trip assignment (that departs within the 5 hour standby period) at that time, the pilot shall be released for the remainder of that standby period.
 - v. If a field airport standby pilot operates a flight sequence originating at a layover city and returning to the standby city, his 5 hour field airport standby period starts at the showtime for that flight sequence. If he returns to the standby city within the 5 hour field airport standby period, he shall contact CRS within 30 minutes following block-in and may be held in airport standby status for the remainder of his 5 hour standby period.
 - vi. The pilot shall be notified of an assignment at least 30 minutes prior to scheduled block out for B727 aircraft and 45 minutes prior to scheduled block out for all other aircraft.
 - vii. If a field airport standby pilot operates a flight into his base, the following shall occur:
 - (a) Unless he is released from the remainder of his trip by CRS, his trip shall not end as a result of operating the flight, notwithstanding the definition of a trip; and either
 - (b) He shall operate a flight or deadhead back to his field standby location in the same duty period (scheduled limitations apply); or
 - (c) He shall be given a legal rest period and then operate a flight or deadhead back to his field standby location.
- d. Field Hotel Standby
 - i. A field hotel standby period shall not exceed 11:30 hours.
 - ii. A field hotel standby pilot may only be assigned duty commencing during the standby period.
 - iii. A field hotel standby pilot shall be notified of a flight at least 30 minutes prior to showtime. In any event, however, the time between notification and scheduled block-out must be at least 45 minutes for B727 or 1 hour prior to scheduled block out for all other aircraft.
 - iv. If assigned a flight, the pilot's duty period shall begin at the showtime for such flight. If assigned a domestic duty period, that does not consist exclusively of deadhead, the standby pilot shall be scheduled for release to a legal rest period not later than 5:30 hours after the end of his standby period. This duty period may be operationally extended up to 1:30 hours.

- v. If during a field hotel standby, a pilot is assigned to field airport standby duty, the pilot's duty period shall begin at showtime of the airport standby. If a pilot is not assigned a flight, his airport standby shall terminate 5 hours after the showtime of that standby or at the end of the field hotel standby period, whichever occurs first.
- vi. If a field hotel standby pilot operates a flight sequence originating in his standby city and returning to that city within the field hotel standby period, he shall contact CRS within 30 minutes following block-in. He may be returned to field hotel standby status to remain on duty for the remainder of his original standby period.
- vii. If a field hotel standby pilot operates a flight sequence originating at a layover city and returning to the standby city, his field hotel standby period starts at the showtime for that flight sequence or the originally scheduled showtime for that Field Hotel Standby sequence whichever occurs first. If he returns to the standby city within the field hotel standby period, he shall contact CRS within 30 minutes following block-in and may be returned to field hotel standby status to remain on duty for the remainder of his standby period.
- viii. If a field hotel standby pilot operates a flight into his base, the following shall occur:
 - (a) Unless he is released from the remainder of his trip by CRS, his trip shall not end as a result of operating the flight, notwithstanding the definition of a trip; and either
 - (b) He shall operate a flight or deadhead back to his field standby location in the same duty period (scheduled limitations apply); or
 - (c) He shall be given a legal rest period and then operate a flight or deadhead back to his field standby location.

C. Domestic Provisions

1. General

a. Applicability

Domestic provisions apply to activities conducted entirely within the contiguous 48 states, except as provided in Section 12.D.1. (International Provisions).

b. 1-in-7

A pilot shall be relieved from all duty, at or away from base, for at least 24 consecutive hours at least once during any period of 168 consecutive hours.

c. 1-in-10

A pilot operating exclusively domestic trips within a period of 240 hours shall be scheduled to be relieved from all duty at his base for at least 24 consecutive hours at least once during that period. A pilot may waive the provisions of this paragraph to prevent a phase-in conflict, by indicating his waiver when he submits his bid. It shall not be a violation of this rule if a pilot would have received the relief from duty required by this paragraph but for a bid line adjustment, reassignment trip, or a volunteer or draft assignment.

2. Domestic Block Hour Limitations (Scheduled)
 - a. A pilot shall not be scheduled as a required crew member in excess of 8 block hours during a single duty period or during any consecutive 24 hour period, except as provided in Section 12.C.2.b. (below).
 - b. A pilot may be scheduled as a required crew member to exceed 8 block hours during any 24 consecutive hours. Prior to exceeding 8 ABH in that period, however, he shall have received an intervening legal rest period of twice the block hours flown since his last legal rest period, or 9 hours, whichever is greater, except as provided in Section 12.C.3.c. (air turn back).
3. Domestic Block Hour Limitations (Operational)
 - a. A pilot originally scheduled to operate for 8 block hours, or less, since the completion of his last legal rest period, but who, due to headwinds, ATC delays or other unavoidable circumstances (including an intermediate stop for these reasons) is projected to exceed 8 ABH without an intervening legal rest period, shall be permitted to continue to base or to his layover station, whichever is scheduled to occur first, at which point he shall receive a legal rest period. However, a crew shall not block-out from a location after having exceeded 8 hours of block time in a 24 hour period without an intervening legal rest period, even if it is an intervening stop.
 - b. If a pilot is originally scheduled to exceed 8 block hours in 24 consecutive hours, as provided in Section 12.C.2.b. (above), but due to headwinds, ATC delays or other unavoidable circumstances (including any intermediate stops for these reasons), cannot receive the minimum required legal rest period, the following shall apply:
 - i. he may be rescheduled for a legal rest period of at least twice the block hours flown since his last legal rest period, but not less than 8 hours; or
 - ii. his schedule may be revised to not exceed 8 block hours in 24 consecutive hours; or
 - iii. he may be replaced (and shall earn trip guarantee).
 - c. If a pilot departs his base on a flight and makes an unscheduled return to that base without an intervening stop and he is then projected to exceed 8 block hours in that same duty period, the Company may:
 - i. reschedule the pilot so as not to exceed 8 block hours; or
 - ii. schedule the pilot for a legal rest period to ensure future legality; or
 - iii. remove the pilot, and, if he is not a MUV, MUS, AFB, VLT, or DRF pilot, he shall be eligible for substitution; or
 - iv. remove the pilot, and, if he is a MUV, MUS, AFB, VLT, or DRF pilot, compensate him the greater of 3 CH, ABH or duty rig computed from his scheduled showtime until his actual release.
4. Domestic On-Duty Limitations (Scheduled)
 - a. Day
If the showtime for a duty period is between 0500 and 1559 LBT, that duty period shall be limited to a maximum of 13 hours scheduled, except as provided in Sections 12.C.4.d. or C.4.e. (below).

- b. Night
If the showtime for a duty period is between 1600 and 0059 LBT, that duty period shall be limited to a maximum of 11:30 hours scheduled, except as provided in Sections 12.C.4.d. or C.4.e. (below).
- c. Critical
If the showtime for a duty period is between 0100 and 0459 LBT, that duty period shall be limited to a maximum of 9 hours scheduled, except as provided in Section 12.C.4.f. and C.4.g. (below).
- d. If a pilot's duty period comprises portions of 2 trips (e.g., two trips hub turning), one of which is an optional assignment, (e.g., make-up, trip trade, volunteer or draft) the following scheduled on-duty limitations apply:
 - i. If the duty period is less than the scheduled on-duty limitations of Section 12.B.4.a. or B.4.b. (i.e., 13 day and 11:30 Night), then the applicable scheduled on-duty limit (i.e., 13 day and 11:30 Night), shall still apply.
 - ii. If the duty period comprised of 2 trips exceeds the scheduled on-duty limitations of Section 12.C.4.a. or C.4.b (i.e., 13 day and 11:30 Night), then the duty period shall be limited to a maximum of 13:30 hours scheduled on-duty.
- e. If a duty period is comprised exclusively of deadhead, the scheduled on-duty limitations contained in Section 12.C.4.a., C.4.b. or C.4.c. (above) shall apply.
- f. Deadhead Following Revenue Flight
The following applies to a duty period which includes deadhead to base after revenue flight.
 - i. If the duty period began in the critical period, the entire duty period remains limited to 9 hours scheduled (i.e., no increased duty is permitted in order to deadhead).
 - ii. If the duty period began in the day or night period, the entire duty period may be scheduled up to 2 hours beyond the scheduled limitations in Section 12.C.4.a. or C.4.b., in order to accomplish the deadhead. However, the portion of the duty period prior to check-in for the deadhead shall be scheduled to the on-duty limitations contained in Section 12.C.4.a. or C.4.b., as applicable.
- g. For purposes of revenue recovery, the Vice President, Flight Operations, or his designee, may authorize a trip to be scheduled up to operational limits in the critical period.
Intent: This is to allow operational recovery of west coast aircraft and freight. Bid pack trips may not be scheduled this way.
- h. If a pilot is scheduled to deadhead to base after revenue flying, and his duty period exceeds 10 hours, he may obtain a hotel room at Company expense, in order to take a later flight, as provided in Section 5.B.1.e.
- i. If a trip transits a base within a single duty period, at least 1:30 hours shall be scheduled between block-in and block-out. This paragraph does not apply to a transit which does not involve a change of aircraft.

Summary Chart

DAY	Scheduled	Operational	FAR
0500 - 1559 LBT	13:00	14:30	16
Optional assignment awarded in excess of day limitations (e.g., SOF, SWP, PDO, VLT, DRF)	13:30	15:00	16

NIGHT	Scheduled	Operational	FAR
1600 - 0059 LBT	11:30	13:00	16
Optional assignment awarded in excess of night limitations (e.g., SOF, SWP, PDO, VLT, DRF)	13:30	15:00	16

CRITICAL	Scheduled	Operational	FAR
0100 - 0459 LBT	9:00	10:30	16
Optional assignment must be scheduled within critical limitations (e.g., SOF, SWP, PDO, VLT, DRF)	9:00	10:30	16

5. Domestic On-Duty Limitations (Operational)

a. General Rule

A pilot shall not be operationally extended more than 1:30 past the applicable scheduled on-duty limitation, except as provided in Section 12.C.5.b.

Intent: The applicable scheduled on-duty limitation is the maximum scheduled on duty limitation in each category, (i.e., day, night, critical, deadhead to base or optional trip trade, VLT, etc.), with reference to Section 12.C.4.a.,b.,c.,d., or e.

- b. If the Company's operations or flight(s) are disrupted due to extenuating circumstances not within the control of the Company, including, but not limited to, severe weather, natural disasters, ATC limitations or significant system disruptions, a pilot may be required to continue up to 16 hours on duty, with the prior approval of the Vice President, Flight Operations, or his designee, if necessary to complete his scheduled or rescheduled flight sequence or return to base, whichever occurs first. Block time limitations as described in Section 12.C.3. still apply.
- c. The 1:30 buffer applicable to base transits may be operationally reduced to not less than 1 hour.

6. Domestic Rest Provisions

- a. A domestic rest period shall be scheduled for not less than 9 hours (8 hours when the following duty period consists entirely of deadhead to base), and shall operationally be not less than 8 hours.
- b. A pilot who exceeds 8 ABH in any consecutive 24 hour period shall be scheduled for a rest period of 17 hours prior to performing his next duty as a required crew member. That rest period may be operationally reduced to not less than 16 hours.
- c. If a pilot cannot be scheduled for a return deadhead within 4 hours after scheduled block-in of his last revenue flight, he shall be given a legal rest period prior to his return deadhead.

Intent: Corresponding guidelines for pairing construction are found in the appendix to the SIG side letter.

D. International Provisions

1. General

- a. Except as provided in Section 12.D.1.b. (below), international provisions apply to flight activities of pilots that originate from, have a destination of, or make an intermediate stop at a location outside the contiguous 48-states. A scheduled international flight activity that actually operates entirely within the 48 contiguous states shall be governed by the domestic provisions contained in Section 12.C.
- b. Domestic rest limitations may be applied to the following international trips if they are scheduled not to exceed domestic block hour and on-duty limitations:
 - i. a trip that operates entirely within Alaska, or within or between, Canada, Mexico, Bermuda and Puerto Rico, or between any of these locations and the contiguous 48 states;
 - ii. a trip operated by a pilot on SIBA or FDA entirely outside the locations described in Section 12.D.1.b.i. (above), provided that:
 - (a) no duty period is scheduled to exceed 6 block hours or 11 hours on duty; and
 - (b) if a duty period actually exceeds 6 block hours or 11 hours on duty, that duty period may be operationally extended as follows:
 - (1) to domestic limitations if the preceding rest period was at least a minimum domestic legal rest period; or
 - (2) to international limitations if the preceding rest period was at least a minimum international legal rest period; and
 - (c) if a duty period actually exceeds 6 block hours or 11 hours on duty, the pilot shall receive an international legal rest period after that duty period.
 - (d) if the trip is a SIBA trip, a rest period of at least 18 hours after an intercontinental deadhead shall be scheduled prior to the operation of a live flight.
 - iii. a trip on which a pilot, other than a pilot on SIBA or FDA, deadheads to and from a SIBA or FDA base to perform flying described in Section 12.D.1.b.ii. (above). An international legal rest period shall follow each of these deadheads.

Intent: The above pilot is not assigned to the SIBA or FDA location but is assigned to fly a trip at such a location.

- c. 1-in-7
A pilot shall be relieved of all duty, at or away from base, for at least 24 consecutive hours at least once during any period of 168 consecutive hours.
- d. International Duty Free Buffer
 - i. A pilot shall be relieved of all duty for at least 24 consecutive hours prior to the start of an international trip scheduled to exceed 120 consecutive hours. A pilot may, however, be on reserve (during which time he performed no flying or standby duty) within 24 hours of the showtime for an international trip scheduled to exceed 120 consecutive hours.
 - ii. A pilot shall be relieved of all duty (including reserve availability) for at least 48 consecutive hours at the conclusion of an international trip that exceeds 120 hours TAFB, except for trips scheduled in accordance with Section 12.D.1.b.i.
 - iii. A pilot may waive this international buffer (i.e., D.1.d.i. or D.1.d.ii.). A pilot is deemed to have waived any conflict with the international buffer resulting from a bid line adjustment, reassignment trip, or a volunteer or draft assignment.
- e. International Emergency Replacement
If it is necessary to position a pilot to a location outside the contiguous 48 states, to replace another pilot who cannot complete his trip, the positioning pilot's duty period may be extended as necessary, subject to the following conditions:
 - i. no field emergency pilot is available; and
 - ii. operational requirements prevent the positioning pilot from being scheduled in compliance with normal scheduling parameters (i.e., Section 12.D.4.); and
 - iii. the duty time extension must be authorized by the System Chief Pilot or his designee; and
 - iv. the class of service for the deadhead shall be business or first class unless a lower class of service is authorized by the Vice President, Flight Operations, or his designee and his deviation bank shall be credited as provided in Section 8.A.4.c.iv. (highest available class); and
 - v. the pilot shall receive an international legal rest period following the deadhead.
 - vi. If a pilot's duty period is extended under the provisions of this paragraph, he shall be compensated as follows:
 - (a) If the pilot is not a reserve pilot, he shall be compensated trip guarantee at 150% of his normal pay rate.
 - (b) If the pilot is a reserve pilot, 100% of the trip guarantee shall be credited toward RLG and leveling, and the remaining 50% shall be compensated in addition to RLG.
- f. A double crew may be scheduled only when the duty period requires such crew, or when the Company anticipates that such crew may be required.

- g. An international alert call will be given to all pilots on international flights by the departure city ramp at least 1 hour prior to scheduled pick-up time.
2. International Block Hour Limitations (Scheduled)
- a. 2-Pilot Crew
A pilot operating as part of a two pilot crew shall not be scheduled in excess of the block hour limitations provided in Section 12.C.2. (8-in-24 and related rules).
 - b. 3-Pilot Crew
A pilot operating as part of a three pilot crew (CAP, F/O, RFO or CAP, F/O, S/O) shall have the following scheduled block hour limitations:
 - i. Not more than 12 SBH in any 24 consecutive hours on a non-stop flight.
 - ii. Not more than 11:30 SBH in any 24 consecutive hours on a flight having 1 intermediate landing.
 - iii. Not more than 10 SBH in any 24 consecutive hours on a flight having 2 or more intermediate landings.
3. International Block Hour Limitations (Operational)
- a. 2-Pilot Crew
A pilot operating as part of a two pilot crew shall be subject to the operational block hour limitations provided in Section 12.C.3. (8-in-24 and related rules).
 - b. 3-Pilot Crew
If a pilot operating as part of a three pilot crew (CAP, F/O, RFO or CAP, F/O, S/O) is projected to exceed the scheduled block hour limitations provided in Section 12.D.2.b. (above), since the completion of his last international legal rest period due to headwinds, ATC limitations, or other unavoidable circumstances (including an intermediate stop for these reasons), he may continue to his base or his original destination, whichever occurs first. However, a crew shall not block out from a location after having exceeded 12 ABH in a 24 hour period without an intervening legal rest period.
4. International On-Duty Limitations (Scheduled)
- a. 13:30 Hour Duty
A pilot may be scheduled to a maximum of 13:30 hours on-duty.
 - b. 16 Hour Duty For Duty Periods Involving Deadhead Only
If a duty period is comprised entirely of deadhead, that duty period shall be limited to a maximum of 16 hours scheduled on duty.
5. International On-Duty Limitations (Operational)
- a. The 13:30 hour scheduled on-duty limitation contained in Section 12.D.4.a. (above), may be operationally extended to a maximum of 15:00 hours.
 - b. The 16 hour scheduled on-duty limitation contained in Section 12.D.4.b., may be operationally extended to a maximum of 17:30 hours.
 - i. If the deadhead departure is delayed more than 2 hours, the pilot shall promptly advise CRS of such delay; and
 - ii. if, due to the delay, the pilot is projected to exceed operational limitations, he shall advise CRS, and shall be given a legal rest period, or with mutual consent of the pilot and CRS, the pilot may extend up to

the time required to complete the deadhead or until cancellation, whichever occurs first. CRS shall ensure that adequate crew rest is provided at the destination.

6. International Rest Provisions

- a. An international legal rest period shall be a minimum of 12 hours.
- b. An international duty period shall be preceded by a duty free period of not less than 12 hours, except for international trips scheduled to domestic parameters (as described in Section 12.D.1.b.).
- c. If a pilot's international duty period is scheduled to exceed 8 block hours or 12 hours on-duty, he shall be scheduled for a rest period of at least 17 hours following that duty period. That rest period may be operationally reduced:
 - i. to a rest period of 16 hours.
 - ii. to a minimum of 12 hours if the ABH do not exceed 8 hours and the actual hours on duty do not exceed 12 hours; or
 - iii. to a minimum of 12 hours, as provided in Section 12.D.6.d. (below).
- d. If an international flight arrives late at a layover location, the international rest period at that location may be reduced to the extent necessary to protect an on time departure for the next duty period. The international rest period, however, shall not be less than 12 hours plus 1 minute rest for each minute by which the duty period preceding that rest period exceeded the applicable scheduled on duty limitation.
- e. Except for international trips scheduled to domestic parameters (as described in Section 12.D.1.b.), upon completion of an international duty period and prior to a domestic duty period, a pilot shall receive a minimum international legal rest period unless a greater legal rest period is required as provided in Section 12.C.6.b. (above).

7. International Double Crew Provisions

- a. A double crew for a 2-pilot aircraft shall be:
 - i. Scheduled: A double crew may be scheduled with 2 Captains and 2 First Officers or with 1 Captain and 3 First Officers, provided, however that for the first 3 bid periods during which a new lane segment is being developed, a double crew flying that lane segment shall consist of 2 Captains and 2 First Officers.
 - ii. Operational: 1 Captain and 3 First Officers 2-Pilot Aircraft
- b. A double crew may be utilized only on aircraft equipped with FAA approved sleeping quarters for each pilot not flying.
- c. Block Hour Limitations
A 4-pilot double crew shall not exceed 16 block hours in any 24 consecutive hours.
- d. On-duty Limitations
A 4-Pilot crew may be scheduled to a maximum of 18 hours on duty, which may be extended to 20 hours operational.
- e. Rest Provisions
A double crew shall be scheduled to receive a rest period following each duty period equal to or greater than the actual on-duty hours of that duty period, but not less than 17 hours, which may be operationally reduced to 16 hours.

Section 25

SCHEDULING

A. General

1. A bid period shall be either 4-weeks (28 days) or 5-weeks (35 days) or 6 weeks (42 days) in duration, as determined by the Company and shall be uniform system wide. Bid periods shall begin on Sunday or Monday.
2. The Company shall not change the start time of any local base day to any start time other than 0130 LBT without the consent of the SIG.
3. All trips known and confirmed at the time a bid period package is printed shall be published in the bid period package. To the extent reasonably practical, such trips shall be built into regular lines.
4. Days off are local base days scheduled free from duty at a pilot's base.
5. Trips printed in a bid period package that subsequently become available as open time shall remain in the same base during the bid period. Flying not printed in a bid period package, including newly constructed trips as described in Section 25.G.5. (certain open time assignments), may be assigned by the Company to any base.
6. A pilot shall be provided access to the Company's computer systems and data for the following purposes:
 - a. to view bid awards.
 - b. to view information related to available open time and trip pairings beyond the two day open time assignment window (i.e., the window described in Section 25.G.3.).
 - c. to view his own work schedule and pay status.
 - d. to view the reserve leveling list for his crew position.
 - e. to view another pilot's schedule, as long as the other pilot has opened his schedule to access.
7. The Company shall provide an E-MAIL/internet bulletin board for a pilot to list trips he wants to trade or drop, and vacation periods he wants to trade. The pilot may list and update the trip(s), SCH and date(s) of operation of the trip(s) or vacation period(s) he wishes to drop or trade, and, if appropriate, a method for contacting him. The Company shall delete out of date information periodically.
8. Crew composition (basic or double) shall not be scheduled to change during a duty period. An operational change of crew composition during a duty period shall not extend a pilot's block hour or on-duty limitations.
9. The Company and the Association shall work together to develop and implement an electronic notification feature integrating the new CMS, VIPS and a pilot's beeper.

B. Bid Period Package

1. The Company shall publish a bid period package for each base and, as necessary, a bid period supplemental package. At least one of these packages shall contain, at a minimum, the following information, current as of the publication date:
 - a. Pairings that are known and confirmed as of the date the bid period package is printed;
 - b. A base seniority list for the bid period package;
 - c. A list of vacations, with names and dates, scheduled for the current and the first week of the next bid period; the entire next month's vacation schedule shall be available electronically.
 - d. A list of pilots due for recurrent training;
 - e. Dates and times available for recurrent training;
 - f. VIPS telephone information (if changed from most recent VIPS guide);
 - g. Pilots bidding for pay only;
 - h. Jumpseats blocked for use, at pilot's option, in lieu of deadhead;
 - i. Hotel, travel, layover and communications updates;
 - j. Sweep aircraft information;
 - k. SIBA bidding information;
 - l. Date and time bidding closes;
 - m. Standard miscellaneous forms pertaining to bidding and related matters;
 - n. Scheduled field (airport and hotel) standby, and base (airport and hotel) standby, if applicable.
2. The bid period package shall list the following line bidding choices:
 - a. Regular lines;
 - b. Secondary lines;
 - c. Reserve lines.
3. Bid period packages shall be published at least 17 days prior to the beginning of the bid period. Each bid period package shall contain a calendar containing bidding dates and times for the current and subsequent bid period.
4. Until the Company and the Association develop an alternative means for distributing bid package information, upon a pilot's request, the Company shall send a bid period package to an address designated by the pilot at no expense to the pilot. The Company may establish a reasonable deadline for the receipt of address changes.

C. Bidding Procedures (Monthly)

1. Bid preference(s) shall be submitted through VIPS. If access to VIPS is not available, a pilot may submit his bid preferences by other Company approved means, in writing if possible.
2. A pilot may submit a standing monthly bid in a format designated by the Company. A pilot may update his standing monthly bid at any time. If a pilot does not submit a bid preference for the bid period, or submits an insufficient number of bid selections, he shall be awarded a line based on his standing monthly bid.
3. Notwithstanding Section 25.C.2. (above), if a pilot does not bid, fails to submit a sufficient number of bid choices, does not have a standing monthly bid, or has

- a standing monthly bid with an insufficient number of choices, he shall be awarded a line by seniority order, and by numerical order of remaining lines, lowest number first after all pilots submitting bids have been processed.
4. Bidding shall close 7 days after distribution of the bid period package. Bids shall be awarded in order of seniority within each crew position based upon bid preferences received as of 1200 CT on such date. Captain bids shall be awarded first, followed by First Officer bids, then Second Officer bids.
 5. FAR Experience Bidding Limitations
 - a. A First Officer shall not be awarded a regular line which, at the time of bid awards, would result in a violation of FARs related to experience requirements (e.g. FAR 121.434, regarding minimum experience for Captain/First Officer combinations). In such case, the First Officer shall be awarded his next choice for which he is legal.
 - b. If any First Officer regular line cannot be awarded through the normal bid award process due to FAR experience requirements, such line shall be assigned to the most junior First Officer who is legal for the assignment.
 6. A pilot may only be awarded a line for the crew position (i.e., domicile, aircraft, seat) in which he is currently activated at the time of bid closing. However, a pilot changing domiciles in the same crew status (i.e., aircraft, seat) shall bid and be awarded a line in his new crew position prior to his activation into that new crew position.
 7. A pilot in active pay status who is projected to be unavailable for line flying in his current crew position for an entire bid period (e.g., due to training, Association business or sick leave) shall bid a line for pay only.
 - a. A pilot awarded a secondary line in pay only status shall not be eligible for secondary line construction and shall be compensated the average bid period BLG for regular lines for his crew position.
 - b. A pilot awarded a reserve line in a pay only status shall not be eligible for reserve line conversion and shall be compensated an RLG.
 - c. A bid line shall not be awarded to more than one pay only pilot.
 8. If no bid period package is published for a crew position due to the absence of known and confirmed flying in such crew position, pilots holding such crew position shall not be awarded lines for the bid period and shall be paid the average scheduled BLG for regular lines, system-wide.
 9. First and Second Officers may request to be awarded a line with other designated pilots. Such requests shall be accommodated to the extent permitted by this Agreement.
 10. Bid awards shall be available on VIPS by 1700 CT on the date the bid closes. A notice of bid awards shall be posted in the appropriate FCIF. A limited number of printed bid line awards shall also be made available in all bases. Construction and publication of secondary and reserve conversion lines shall be available on VIPS by 1700 CT not later than 4 days prior to the beginning of the bid period.

D. Bid Line Categories and Construction

1. Regular Lines

- a. Regular lines shall be constructed solely of trips and days off.
- b. Regular lines shall be constructed with a maximum of 313 hours TAFB in a 4-week bid period, 390 hours TAFB in a 5-week bid period, and 470 hours TAFB in a 6-week bid period. Regular lines may be constructed with a maximum of 15 work days in a 4-week bid period, 19 work days in a 5-week bid period, and 23 in a 6-week bid period.
- c. Regular lines in a 4-week bid period shall contain at least 1 block of 4 consecutive days off, 1 block of 3 consecutive days off and 1 block of 2 consecutive days off. Blocks of days off may be combined.
- d. Regular lines in a 5-week bid period shall contain at least 1 block of 4 consecutive days off, 2 blocks of 3 consecutive days off and 1 block of 2 consecutive days off. Blocks of days off may be combined.
- e. Regular lines in a 6-week bid period shall contain at least 1 block of 4 consecutive days off, 2 blocks of 3 consecutive days off and 2 blocks of 2 consecutive days off. Blocks of days off may be combined.
- f. Regular lines shall be constructed so that the difference between the high BLG and low BLG in a bid period package shall not exceed 8:30 CH.

2. Secondary Lines

- a. A sufficient number of secondary lines shall be published to cover trips anticipated to be dropped from regular lines and other open time that may be available.
- b. Secondary lines shall be published as blank lines.
- c. Secondary lines shall be constructed following the processing of conflicts on regular lines, the assignment of trips for training and bid period processing as described in Section 25.E.2. (below).
- d. If a secondary line cannot reasonably be constructed entirely of trips, it may be constructed of trips and R-days. If a secondary line cannot be constructed of trips and R-days, it shall be constructed as a reserve line.
- e. Secondary lines shall be constructed to comply with the provisions of Section 25.D.1.b. through D.1.e. (above); provided, however, that a secondary line constructed as a reserve line shall comply with the provisions of Section 25.D.3. (below).
- f. A secondary line may not be constructed to create a conflict with a trip that began in the previous month.

3. Reserve Lines

- a. A reserve line consists entirely of R-days and days off.
- b. In a 4-week bid period, a reserve line may contain a maximum of 15 R-days. In a 5-week bid period, a reserve line may contain a maximum of 19 R-days. In a 6-week bid period, a reserve line may contain a maximum of 23 R-days.
- c. R-days shall be grouped into a block(s) with a minimum of 4 R-days.
- d. A reserve line may be constructed with an additional R-day(s) that carries over into the following bid period.
- e. After implementation of R-1.5, R-3 and R-24, there shall be a minimum of 10% R-24 lines per bid pack, with a minimum of 1 R-24 line (described in Section 25.M.2.c.). After the initial 6 month period, the Company and the

SIG shall coordinate to establish a percentage of R-24 lines by bid pack, and this percentage shall be reevaluated on a quarterly basis.

4. Conversion Lines

- a. A conversion line is a reserve line that has been converted into a secondary line as provided in this paragraph. Conversion lines shall be constructed after the construction of all secondary lines and in seniority order among those pilots requesting conversion.
- b. A pilot's bid may contain a request for conversion of his reserve line, if awarded.
- c. If a pilot's line construction preference worksheet requests that certain days off be protected, his reserve line shall not be voluntarily converted unless those days off can be protected.
- d. A pilot who has requested a conversion line shall contact VIPS within 3 days prior to the commencement of the bid period to determine if his line was converted.
- e. If additional open time exists after construction of voluntary conversion lines, the number of additional pilots to be involuntarily assigned conversion lines shall be determined. Pilots shall be selected for such assignment in reverse seniority order. The additional conversion lines shall be assigned in seniority order among those pilots. The number of reserve lines involuntarily converted may not exceed 50% of the total published reserve lines remaining after voluntary conversions. A pilot whose reserve line has been involuntarily converted shall be notified of the conversion as soon as practical.
- f. Conversion lines shall comply with the provisions of Section 25.D.1.b. through D.1.e. (above). If a conversion line cannot reasonably be constructed entirely of trips, it may be constructed of trips and R-days.
- g. A conversion line may not be constructed to create a conflict with a trip that began in the previous month.

E. Bid Period Processing

1. In addition to line preferences, a pilot's bid may contain the following:
 - a. Preferences for minimum days off protection as a result of phase-in, as provided in Section 25.F.7. (below);
 - b. Waiver of minimum days off protection as a result of recurrent training;
 - c. Waiver of an international duty free buffer to avoid a phase-in conflict;
 - d. Request for conversion of a reserve line, if awarded;
 - e. Waiver of Section 12.C.1.c. (1-in-10), to avoid phase-in conflict.
2. The bid period processing window is the period of 36 hours beginning at 1700 CT on the date the bid closes. A pilot may submit the following to CRS via VIPS computer entry:
 - a. Preference worksheet for a secondary, conversion or reserve vacation line;
 - b. Preference worksheet for minimum days off protection as provided in Section 25.F.7. (below);
 - c. Make-up request for a phase-in conflict, as provided in Section 25.F.5. and F.6. (below);
 - d. Request for recurrent training dates and times;
 - e. Request for vacation adjustments or vacation make-up, as provided in Section 7.E.2., E.3., G.4. and G.5.;

- f. Waiver of vacation buffer for a secondary or reserve line.
 - g. Request to retain carryover R-day(s) not in conflict with bid line trip as described in Section 25.F.3.b.ii. (below).
3. CRS shall accommodate pilots' preferences/requests to the greatest extent practicable. Preferences/requests shall be processed in seniority order.
- F. Bid Period Phase-In
- 1. A phase-in conflict occurs when:
 - a. a pilot is unable to perform an assignment(s) in a bid period due to a trip (including an international buffer, if any) that began in the previous bid period or a carryover R-day(s); or
 - b. a pilot not qualified for the lowest FAR landing minimums for his aircraft is awarded a trip to an international location that was designated in the bid period package as restricted to pilots qualified to those minimums.
 - 2. Conflicts relating to duty limitations shall be determined based upon operational duty limitations, as provided in Section 12.C.5.a. and D.5.a.
 - 3. A pilot's current bid period schedule shall take precedence over a subsequent bid period award except as follows:
 - a. If a pilot has R-day(s) that carryover into a bid period in which a pilot has a regular line:
 - i. Any carryover R-days in conflict with a trip shall be dropped; and
 - ii. Any carryover R-days on which no trip was assigned shall be dropped unless the pilot elects to retain those R-day(s) during the 36 hour bid period processing window, as provided in Section 25.E.2.g. (above).
 - b. To avoid a phase-in conflict, a pilot with a trip in the new bid period in excess of 120 hours TAFB may request to drop a carryover trip in the current bid period of less than 72 hours TAFB duration as follows:
 - i. Such request shall be submitted during the 36 hour bid period processing window.
 - ii. Any requests submitted shall be processed in seniority order and shall be approved subject to Maximum Open Time limitations.
 - c. Unpaid carryover on a pilot's pay only line during ITU shall not create a phase in conflict in a subsequent bid period.
 - 4. A pilot may waive an international duty free buffer to avoid a phase-in conflict.
 - 5. In the event of a phase-in conflict with a trip(s) on a regular line in the new bid period, that trip(s) shall be dropped without pay and the pilot shall be eligible to make-up the CH value of trip(s) dropped due to phase-in conflict prior to construction of secondary lines, as provided in Section 25.E.2.c., L.1. and L.5. These requests shall be handled in seniority order.
 - 6. In the event of a phase-in conflict with an R-day(s) in the new bid period, such R-day(s) shall be dropped and the pilot shall be eligible to make-up equivalent R-day value(s), as provided in Section 25.E.2., L.1. and L.5.
 - 7. If a pilot's line, including carryover from the previous bid period and after processing any phase-in conflicts as provided in Section 25.F. (this paragraph), does not meet minimum day off protection, the following shall apply:

- a. A pilot may request a trip(s) to be dropped from his line, provided that his line, after the adjustment, contains the minimum number of days off; or
- b. A pilot may request that an R-day(s) be dropped from his line, provided that his line, after the adjustment, contains the minimum number of days off. He may submit his preferences for the R-day(s) to be dropped; or
- c. If a pilot is unable to protect his minimum days off as provided in Section 25.F.7.a. or F.7.b. (above), he may request to drop a trip(s) even though the drop(s) would cause his line to contain more than the minimum number of days off. He may submit his preferences for the trip(s) to be dropped. He is eligible for make-up to the extent necessary to restore the CH value of a trip(s) dropped prior to construction of secondary lines. These requests shall be handled in seniority order. A pilot may also elect to add R-days sufficient to bring his BLG to within line construction parameters..
- d. Adjustments to a pilot's line in accordance with Section 25.F.7.a., F.7.b. and F.7.c. (above), shall be made in accordance with Section 25.E.1. and E.2. (Bid Period Processing).

G. Open Time Assignments

1. Following resolution of phase-in conflicts, open time may be used for training assignments, substitution/reassignment and phase-in make-up (including MUV, as provided in Section 7.G.5.a.). Remaining open time shall be used for construction of secondary and conversion lines. After construction of secondary and conversion lines, open time may be used at any time prior to or during a bid period for PMU, (as provided in Section 25.L.4.c.), substitution/reassignment, custom line construction, advance reserve assignment, advance volunteer assignment, make-up, training assignment and Association Fly Back (AFB). However, during the first 12 hours after the publication of open time, only pilots shall have access to open time trips starting in the new bid period.
2. Open time for a bid period shall be available in VIPS and CMS not later than 72 hours prior to the beginning of the bid period. Each bid pack will indicate when open time will be released. Open time beyond the assignment window shall be updated in real time in CMS. (i.e., CRS shall not delay adding open trips to open time).

Intent: The release times will be staggered between aircraft types and bases to prevent VIPS overload.

3. Assignment Window

At 0900 LBT each day the Company shall begin to assign open time trips and base standbys with showtimes through the next two days. Open time not assigned as provided in Section 25.G.1. (above), shall be assigned in the following order:

- a. SUB, RAT or PMU;
- b. Make-up;
 - i. M/U
 - ii. MUS
 - iii. MUV
- c. AFB;
- d. RSV;
- e. VLT;
- f. DRF.

4. The Company may assign a VLT or DRF ahead of reserve, due to operational requirements, notwithstanding Section 25.G.3.(above). If necessary to prevent or mitigate a departure delay, the Company may make an open time assignment other than as provided in Section 25.G.3. (above) and will report such assignment(s).to the Association.
5. If an open time trip cannot be assigned to a substitute, make-up, Association fly back or reserve, that trip may be canceled and a new trip(s) may be constructed and assigned according to this paragraph (Section 25.G.). This procedure may only be done inside the open time assignment window, as provided in Section 25.G.3.

H. Substitution

1. Applicability

Substitution provisions apply only prior to block out on a trip. Substitution shall not occur due to Company actions made for operational reasons (e.g., trip revision, high minimums pull) after block out. A pilot who blocks out on a trip, but returns prior to making a landing at another airport, may be eligible for substitution, as if he had not blocked out.

2. Eligibility for Substitution

A pilot is eligible for substitution if he is removed from a trip for which he is entitled to trip guarantee for any of the reasons listed in this paragraph. Pilots in MUV, MUS, AFB, VLT, DRF or reserve are not eligible for substitution. If a pilot is removed from a substitution trip for any of the reasons listed in this paragraph, he shall remain eligible for substitution based upon his original trip (i.e., the trip or series of trips that actually created the substitution eligibility), The following events generate substitution eligibility and, where noted, reassignment offers prior to substitution.

- a. Trip Canceled
 - i. The trip is canceled for any reason; or
 - ii. If a trip is canceled due to a change of gauge a pilot shall be offered the rebuilt trip for his aircraft as a SUB or RAT, if possible.
- b. Trip Rescheduled Outside 4 Hour Window
The trip is rescheduled to begin more than 4 hours prior to its original showtime or to terminate more than 4 hours after its original termination

time. Trips in this category must be offered to the pilot as a reassignment trip prior to the pilot being placed in substitution.

c. Showtime Moved Up Without Notice

The trip is rescheduled with a showtime at least 1 hour earlier than the original showtime and the pilot is not adequately notified of that change. For purposes of this paragraph, adequate notification occurs if:

- i. the pilot checks in at or prior to the new showtime; or
- ii. he is notified of the change at least 8 hours prior to the new showtime; or
- iii. he is transiting his domicile on separate trips not interrupted by a legal rest period and he is notified of the change prior to the new showtime.

d. Layover Removed

The trip was originally scheduled with a layover and is rescheduled so that the trip has no layover. Trips in this category must be offered to the pilot as a reassignment trip prior to the pilot being placed in substitution.

e. More Than 50% Layovers Changed

More than 50% of the layovers are changed prior to showtime. A change between co-terminals or a change of hotel in the same location is not considered a change of layover. Trips in this category must be offered to the pilot as a reassignment trip prior to the pilot being placed in substitution.

f. Weather Restrictions

The pilot is removed from the trip due to weather related restrictions.

g. FAR or Other Governing Authority

The pilot is removed from the trip because he will or is projected to exceed FAR limitations or because of other government controlled restrictions, (e.g., work visa not issued in time, revocation or denial of route authority).

h. Contract Limitations

The pilot is removed from the trip because he will or is projected to exceed limitations contained in this Agreement (e.g., precautionary weather pull), or under other circumstances expressly specified in this Agreement as giving rise to substitution eligibility.

i. Operational Conflict

If a trip is revised more than 24 hours prior to the showtime for that trip, and it causes a conflict with a subsequent trip, the revised trip shall be dropped and eligible for substitution. If a trip is revised within 24 hours of showtime, and the revision causes a conflict with a subsequent trip, the subsequent trip shall be dropped and be eligible for substitution, unless the first trip is eligible for substitution for some additional reason.

j. Training

The pilot is removed from the trip due to his recurrent training.

3. Notification of Substitution Assignment

a. Notification

A pilot who is eligible for substitution may be offered a substitution assignment at any time. He shall be available to receive substitution offers during the availability periods described in Section 25.H.3.b. and H.3.c. (below).

b. Initial Availability Period

The initial availability period begins when a pilot is notified of his substitution availability and ends 4 hours after the showtime of his original trip. Beginning 4 hours prior to the showtime of his original trip or once notified of substitution eligibility, whichever is later, he shall be available for substitution assignment until 4 hours after showtime of his original trip. If, before the end of his initial availability period, the pilot has not been offered a substitution assignment (other than airport hold) with a showtime within 72 hours after the showtime of his original trip, the following shall apply:

- i. If his substitution window, as provided in Section 25.H.4., is shorter than 72 hours, he shall have no substitution responsibility after his initial availability period.
 - ii. If his substitution window is greater than 72 hours, he shall be credited with 18 hours toward his substitution guarantee. He may not be given a substitution assignment with a showtime within 72 hours of the showtime of his original trip, and he has the following options:
 - (a) elect OTP for the balance of his original trip guarantee; or
 - (b) remain eligible for substitution.
- c. Subsequent Availability Periods For SUB Windows Greater Than 72 Hours
If the pilot chooses to remain eligible for substitution by so indicating in VIPS his subsequent availability periods are as follows:
- i. A pilot shall be available for substitution assignment between 1000 and 1600 hours LBT the day prior to each remaining day on which he could operate a substitution assignment; however
 - ii. He is not required to be available during the last 1000 to 1600 LBT period within his substitution window.
- d. Conflicts With Availability Periods
A pilot shall be required to be available for substitution assignment only during the portion of an availability period during which he is not in a legal rest period, on a trip, or in training.
- e. Meaning of "Availability"
- i. A pilot may supply VIPS with a primary contact number for use during periods when he is required to be available for substitution assignment. In order to contact him during those periods, CRS shall place three calls based on the following hierarchy:
 - (a) VIPS primary contact number.
 - (b) "Beeper" (or cell phone) number.
 - (c) permanent contact number #1.
 - (d) permanent contact number #2.
 - ii. A pilot shall be deemed "available" for substitution assignment if he either answers calls placed to his contact numbers or returns those calls within 15 minutes.

Intent: In extenuating circumstances in which a pilot will be out of contact for more than 15 minutes, a pilot may work with CRS to make alternative contact arrangements.

- f. Notification While On Duty
Prior to starting a legal rest period, a pilot on a trip which ends during his substitution window shall contact CRS through VIPS within 30 minutes following block-in for possible substitution assignment.

- g. Airport Hold
A pilot eligible for substitution may be held at the airport for up to 4 hours after the showtime of the trip for which he was reporting, however, he shall not be held beyond the scheduled duty limitations applicable to that trip. A pilot on airport hold in MEM shall be eligible for a room in the crew rest facility. A pilot on airport hold shall earn 6 CH toward his substitution guarantee, as provided in Section 4.L.4.

4. Substitution Window

A pilot's substitution window shall be the period beginning 4 hours prior to showtime of the original trip (i.e., the trip or series of trips that actually created the substitution eligibility) and ending 4 hours after the termination of the original trip. For purposes of determining a pilot's substitution window, a series of trips not interrupted by a legal rest period at base is considered a single trip.

- a. Early Close of Substitution Window
A pilot's substitution window shall close if his substitution guarantee exceeds his original trip guarantee.

- b. Recurrent Training
If a pilot becomes eligible for substitution as a result of his recurrent training, any substitution eligibility created will adhere to the provisions of Section 25.H.3.a., H.3.b. and H.3.c., and his substitution window shall be as follows:

Intent: If, for example, recurrent training creates substitution eligibility for a 7 day trip, and he is eligible for substitution for 4 days, this shall be treated as if it were a 4 day trip, for purposes of Section 25.H.3.a., H.3.b., and H.3.c.

- i. Training Exclusively On Days Off
If the training is scheduled exclusively on scheduled days off, and as a result of that training, he is scheduled to receive fewer than the minimum days off and has not waived such protection, he shall be removed from a trip(s), and is eligible for substitution on trip days dropped in excess of minimum days off. The Company shall notify him of the contiguous days on which he is eligible for substitution. The pilot shall be responsible for the availability periods corresponding to those days.
- ii. Training Exclusively On Trip Days
If the training is scheduled exclusively on trip days, the pilot shall be eligible for substitution on any trip days dropped not in conflict with training.
- iii. Training On Trip Days And Days Off
If the training is scheduled on trip days and days off, the pilot shall be eligible for substitution for any trip days dropped in excess of the total number of training days (i.e., training days in conflict plus training days not in conflict). If, as a result of the training scheduled under this paragraph, he is scheduled to receive fewer than the minimum days off, and has not waived that protection, he shall be removed from an

additional trip(s) and is eligible for substitution on trip days dropped in excess of minimum days off. The Company shall notify him of the contiguous days on which he is eligible for substitution. The pilot shall be responsible for the availability periods corresponding to those days.

iv. Fewer Than Minimum Days Off Due To Carryover

If the pilot's line has fewer than the minimum days off as a result of carryover, the number of days off protected shall be limited to the number of scheduled days off on his line (including carryover).

v. Training Rescheduled By Pilot

If the pilot has rescheduled his training from a prior bid period, he shall not be entitled to minimum days off protection. He is eligible for substitution for all trip days dropped not in conflict with training.

Intent: In Section 25.H.4.b.i., 4.b.ii., and 4.b.iii., the pilot's substitution window will be scheduled to touch either end of his recurrent training, unless the pilot requests otherwise and an alternative arrangement can be made.

5. Substitution Assignment Parameters

A pilot eligible for substitution may be assigned a substitution trip(s) or standby assignment(s) in accordance with the following:

a. Substitution Trip Assignment

The showtime and scheduled termination of a substitution trip must be within a pilot's substitution window.

b. Daytime Flying Assignment

A pilot eligible for substitution based on a trip in which more than half of the revenue legs begin in the day period may be offered any legal substitution assignment; however, if such pilot is offered a trip in which more than half of the revenue legs begin outside the day period, he may refuse such trip without loss of trip guarantee.

c. For a substitution assignment window of 72 hours or less, any assignment shall be sequential or any unassigned periods during this window are eligible to be claimed for reimbursement for a hotel room (not to exceed the base hotel contract rate).

d. Base Airport Standby Assignment

A pilot may be offered a regularly scheduled base airport standby assignment only if that standby would otherwise have to be assigned to a VLT or DRF pilot. A substitution pilot on standby must accept any standby trip assignment that is scheduled to operate within his substitution window.

Intent: The intent of this paragraph is to prevent the Company from creating a base airport standby solely in order to use a substitution pilot/crew. If, due to operational circumstances, (e.g., weather, anticipated volume), the Company increases the number of standby's (e.g. not 1 pilot on a.m. standby, but 4 pilots on a.m. standby), then the Company could assign the standby to a substitution pilot, as long as it would otherwise have been assigned to a VLT or DRF pilot.

- e. Hotel Standby Request
 - i. A pilot whose original trip was greater than 72 consecutive hours may request to have a hotel standby pairing constructed to cover his substitution window, or the portion of that window not covered by trips already accepted, if any, in accordance with the following:
 - (a) If his substitution eligibility was posted in VIPS more than 24 hours prior to showtime, he may request hotel standby through VIPS up to 24 hours prior to showtime.
 - (b) If he does not have an answer to his hotel standby request or if substitution eligibility was posted in VIPS 24 hours or less prior to showtime, then he may call CRS to request hotel standby. CRS shall grant or deny that request immediately.
 - ii. A substitution pilot on hotel standby must accept any standby trip assignment that is scheduled to operate within his substitution window. Normal hotel standby report times apply to a pilot on substitution hotel standby.
 - f. Minimum Report Times
 - Unless waived by the pilot, the earliest showtime for a substitution trip shall be as follows:
 - i. If a pilot is offered a substitution trip during his initial availability period, and he is not already at the airport, the showtime for that assignment shall be at least 1:30 hours after notification.
 - ii. If a pilot is offered a substitution trip during a subsequent availability period, (1000 through 1600 LBT), and he is not already at the airport, the showtime for that trip shall be:
 - (a) at least 8:00 hours after the first attempt at notification if the first duty period in the trip is scheduled to domestic block hour and on-duty limitations; or
 - (b) at least 12:00 hours after the first attempt at notification if the first duty period in the trip is scheduled to international block hour and on-duty limitations.
 - g. A pilot shall not be given a substitution assignment that would cause him to be illegal for his next assignment, except as provided in Section 25.H.2.i.
 - h. A substitution assignment shall not impinge on a required rest period (including such a rest period associated with training).
6. Acceptance or Rejection of Substitution Assignments
- a. A pilot shall accept or reject a substitution assignment when offered.
 - b. A pilot shall not earn trip guarantee for his original trip if he:
 - i. fails to satisfy availability or contact requirements specified in Section 25 H.3. (above), or
 - ii. trades a substitution assignment, or
 - iii. rejects a substitution assignment which is offered by CRS or through VIPS:
 - (a) prior to the scheduled showtime of the original trip; or
 - (b) during a required contact or availability period; or
 - (c) while on Company assignment during his substitution window.
 - c. A pilot may reject a substitution assignment offered other than as provided in Section 25 H.6.b.iii. (above), or in accordance with Section 25.H.5.b.,

without loss of trip guarantee (i.e., night or critical flying offered to day flyer).

Example: A pilot in the second day of a six day substitution window is not offered a substitution assignment during his 1000-1600 LBT availability period. A 3 day trip becomes available and CRS calls the pilot at 1730 to see if the pilot would like the trip as a substitution assignment. The pilot may decline the substitution offer without loss of trip guarantee because the trip was not offered at any of the times described in Section 25 H.6.b.iii. (the immediately preceding paragraph).

- d. A pilot who has forfeited trip guarantee shall have no further substitution eligibility for his original trip, shall not be required to remain available for contact, and shall be eligible for OTP or normal make-up, as applicable. However, if he accepts a substitution assignment(s), but subsequently forfeits trip guarantee, the following shall apply:
 - i. he shall be responsible for any previously accepted, but not yet operated substitution assignment(s) and that assignment(s) shall be deemed make-up.
 - ii. he shall be eligible for make-up for the value of his original trip.
7. **Trading or Dropping Substitution Assignments**

If a pilot accepts a substitution assignment and then subsequently trades or drops that assignment, (including PDO bump by another line pilot), he shall forfeit trip guarantee and be released from future substitution eligibility.
8. **Ineligibility for Volunteer**
 - a. A pilot may not accept a volunteer trip that operates during any portion of his substitution window, except as provided in Section 25.H.8.b., H.8.c. and H.8.d. (below).
 - b. A pilot may accept a VLT trip which is assigned after his last availability period is over.
 - c. A pilot who elects OTP at least 4 hours prior to the showtime of his original trip may accept a VLT trip as if he had never been eligible for substitution.
 - d. A pilot who elects OTP less than 4 hours prior to showtime, shall not be eligible for a VLT trip with a showtime within 24 hours of the showtime of the original trip.
 - e. If a pilot is inadvertently assigned a VLT trip in conflict with Section 25.H.8. (this paragraph), he shall earn compensation for that trip at 150% of his normal pay rate, or be notified of removal prior to block out.
9. **Schedule Change (AST) Prior to Showtime With Bonus**

A pilot shall earn an AST bonus as provided in Section 4.V., if the pilot is assigned the trip as TRP, SOF, SWP or AST, and trip is revised after he is assigned to the trip, but prior to his actually blocking out, such that:

 - a. 2 or more landings are added to a single duty period; or
 - b. a flight is changed from a non-sweep to a sweep flight; or
 - c. A standby period is added to a trip for reasons other than maintenance or weather (e.g., snow, ice); or
 - d. a deadhead at the end of a trip is deleted.
 - e. A standby period is added prior to a deadhead.

10. Reassignment in Lieu of Substitution

A pilot eligible for substitution may be offered a reassignment trip in lieu of substitution subject to the following:

a. Reassignment Trip Offer

The Company may offer a reassignment trip to any pilot who has not accepted a substitution assignment.

b. Acceptance or Rejection of Reassignment Trip Offer

i. If a pilot accepts a reassignment trip he shall earn the higher of trip guarantee for the original trip(s) or trip guarantee for the reassignment trip, calculated as described in Section 4.M.1. (Reassignment Trip Pay). That pilot shall be released from all substitution obligations relating to his original trip.

ii. If a pilot declines a reassignment trip, he shall remain eligible for substitution.

iii. If a pilot trades his reassignment trip, he shall earn only the trip guarantee for the trip(s) assumed as a result of the trade.

11. Election of Open Time Priority In Lieu Of Substitution

a. A pilot eligible for substitution on a non-PMU trip may elect OTP by notifying CRS via VIPS as follows:

i. any time prior to the showtime of his original trip if he was notified of substitution eligibility prior to showtime; or

ii. when notified of his substitution eligibility if he is notified after showtime.

b. If a pilot becomes eligible for substitution on an PMU trip, and rejects SUB, he shall not earn any credit hours for that trip, and shall revert to his original OTP status.

Intent: The code for the PMU trip on which the pilot rejected sub will be changed to RER. The reason for this is to avoid the situation in which pilots build up huge credits based on rejection of multiple substitution events and then have a correspondingly huge debit 45-60 days later.

c. If, while still eligible to elect OTP, a pilot forfeits trip guarantee as provided in Section 25.H.6., (above), he shall be placed in OTP automatically.

I. Custom Lines

1. A custom line may be comprised of trips, R-days or a combination of trips and R-days. The Company may construct and assign a custom line to a pilot if:

a. he is returning to line flying in a bid period for which he was ineligible to bid (e.g., returning from a leave of absence); or

b. he is returning to line flying after having been awarded a pay only line (e.g., completion of IOE, extended sick leave); or

c. he is removed from his line, or a portion thereof, due to anticipated absence and the pilot subsequently becomes available (e.g., training is delayed); or

d. he is removed from a portion of his line due to conflict with the beginning of ITU training; or

e. he is a new hire pilot in a bid period for which he was ineligible to bid.

2. A custom line shall be constructed as follows:
 - a. A custom line constructed entirely of trips, or a combination of trips and R-days, shall comply with the provisions of Section 25.D.1.b. and D.1.e. (regular line construction).
 - b. A custom line constructed entirely of R-days shall comply with the provisions of Section 25.D.3. (reserve line construction).
3. The provisions of Section 25.I.2.a. and I.2.b. (above), shall be applied on a prorated basis as follows:
 - a. If a pilot is returning to line flying in a bid period for which he was ineligible to bid, the maximum number of credit hours on his custom line shall be a prorated portion of the credit hour value of average BLG for his crew position, based on the number of days remaining in the bid period, rounded to the nearest whole number.

Example: Average BLG = 74 CH
 10 of 28 days remain in bid period
 $(10+28) \times 74 =$ Maximum 26 CH on custom line.
 - b. The number of credit hours on a custom line for a pilot who has been awarded a pay-only line shall not exceed his pay-only BLG/RLG, less credit received during the bid period.
 - i. A pilot returning from training shall be credited 4:30 CH for each day he receives or shows for scheduled training other than IOE, and the higher of SCH or ACH for IOE trips. The number of days off on such pilot's pay only line shall be preserved when constructing his custom line. A day off during his training footprint shall be considered a day off when constructing his custom line.
 - ii. The credit hours on a custom line assigned to a pilot returning from sick leave shall be credited to his sick leave account.
 - c. A custom line assigned to a pilot who has been awarded a pay only line with carryover may include carryover CH in addition to the maximums established in Section 25.I.3.a. and I.3.b. (above), subject to the following:
 - i. the number of carryover credit hours on the custom line shall not exceed the credit hours allocated to the carryover portion of a trip on the pilot's pay only line; and
 - ii. the number of carryover R-days on a custom line shall not exceed the number of carryover work days on the pilot's pay only line.
 - d. If a pilot is removed from his line, or a portion thereof, due to anticipated absence and he subsequently becomes available (e.g., training is delayed), the number of credit hours on his custom line shall not exceed the credit hours removed due to his anticipated absence.
 - e. The custom line for a pilot who has been removed from a portion of his line due to the beginning of ITU training, shall include a 48 hour duty free period immediately prior to the beginning of ITU training. Any trips on the pilot's awarded line not in conflict with the pilot's training or training buffer will be included on his custom line. The number of additional credit hours placed on such pilot's custom line shall be limited to the following:

Trip(s) CH minus (4:30 times trip days in actual conflict with training)
 minus 12 CH training buffer.

Example: A pilot is removed from a 36 CH trip due to 1 day of actual conflict with ITU training (i.e., the last day of his scheduled trip is the first day of training). The maximum number of CH on his custom line is:

$$36 \text{ CH} - (4:30 \times 1 \text{ day in actual conflict}) - 12 \text{ CH buffer} = 19:30 \text{ CH}$$

4. Custom Line Assignment

A pilot eligible for custom line assignment shall contact CRS no later than 72 hours prior to his anticipated eligibility for custom line assignment (e.g., return from LOA, IOE or beginning of ITU part of the way through a month). He may submit a line construction preference worksheet for his custom line at that time. The Company shall accommodate his preferences in accordance with seniority to the greatest extent practicable.

- a. The custom line for a pilot who was in training, shall not be constructed earlier than his completion of training. He shall contact CRS for custom line assignment between 1000 and 1200 LBT after his legal rest period following his final IOE trip.
- b. The custom line for a pilot who does not require training shall be constructed within 2 days of his anticipated return to line flying. He shall contact CRS for custom line assignment prior to his anticipated return.

J. Training Assignment

A pilot whose training requires aircraft line flying (e.g., IOE, line check) and who is not currently assigned a trip that provides the required flying, may be assigned a trip(s), as provided in Section 25.G.1. (Open Time Assignments).

K. Advance Reserve Assignment

1. The Company may advance assign a reserve pilot a trip(s) from open time in accordance with Section 25.G.1. (Open Time Assignments), only for the following purposes:

- a. to satisfy FAR experience requirements for the least restrictive operating limitations (e.g., CAT II/III minimums, 100 block hours in 90 days, 75 block hours in new equipment); or
- b. to comply with visa acquisition procedures; or
- c. to cover an open time trip that is more than 50 hours TAFB, such assignment shall not be awarded greater than 7 days in advance.

Intent: A requirement for the new CMS will be to establish when a trip is placed in open time. This will allow the creation of a rule that requires a trip to be in open time for some minimum period before it is assigned as advance reserve.

2. A pilot may be advance assigned a trip only if the trip is scheduled to operate on his scheduled R-day(s). At the request of CRS, a pilot may agree to reschedule his R-day(s) so that he can accept an advance reserve assignment.
3. A pilot shall not be removed from an advance reserve assignment except for the reasons stated in Section 25.H.2.a., H.2.c., and H.2.f. through H.2.j. (certain substitution situations) and 25.M.1.b. Upon notification of removal from an advance reserve assignment, a pilot shall return to reserve status for any of his originally scheduled block of R-days which remain after he was notified of his removal.

4. A trip assigned in advance reserve status is not eligible for bid line adjustments as provided in Section 25.L. (below), and is not eligible for substitution.
5. If an advance assignment is made in a future block of R-days, the pilot shall be released from R-days in that future block preceding the showtime of the advance assignment. A reserve pilot who is on R-days when an advance assignment is made shall remain responsible for any R-days remaining in his current block.
6. A pilot shall not be leveled for an advance reserve assignment until the showtime for the assignment is within the assignment window provided in Section 25.G.3. (above).
7. A pilot given an advance reserve assignment shall not be given another assignment that conflicts with the advance reserve assignment.

L. Bid Line Adjustments

1. General

- a. A pilot may request a bid line adjustment through VIPS at any time during the bid period. Requests for bid line adjustments shall be processed within each type of adjustment (e.g., PMU, make-up, open time trades, etc.) in the order in which they are received. CRS shall notify a pilot via VIPS that his request has been accepted or denied and shall be reflected in the open time file in CMS. A pilot shall be responsible for determining whether his request has been accepted or denied.
- b. Requests for open time trips (e.g., PMU, make-up or trip trade), and requests to drop a trip shall be submitted no later than 0900 LBT on the day before the first affected activity. Requests to drop, trade or move an R-day(s) shall be submitted no later than 0900 LBT 2 days before the first affected R-day(s). Requests submitted later than 0900 LBT on the applicable day may be processed at the Company's discretion.
- c. A request for a bid line adjustment that would remove a pilot from a trip scheduled for a check ride may not be submitted without the approval of his assistant chief pilot.
- d. If a request for an open time assignment would create a conflict with another scheduled activity (e.g., trip, R-day, training) or if the pilot making the request would not be legal to operate another scheduled activity as a result of the open time assignment, that request shall not be approved.
- e. A request for an open time assignment that a pilot is not available to operate shall not be approved.
- f. The Company may limit bid line adjustments or other additional flying if it reasonably projects that the flying would cause a pilot to exceed FAR or optional assignment limitations for future scheduled duty.
- g. A trip(s) may not be requested for bid line adjustment until it is listed and available in open time.
- h. A pilot may not trade or drop a trip for which he does not hold trip guarantee.
- i. A pilot may not be assigned a trip that originates at a base other than his own.

2. **Maximum Allowable Open Time**
The Company may deny a pilot's request for a bid line adjustment that would place a trip(s) into open time in excess of the maximum allowable open time. Maximum Open Time is defined as 2 reserves available for every open trip, as described in the Letter of Agreement entitled Maximum Open Time.
3. **Dropping Trips and R-days**
 - a. A pilot may request to drop a trip or R-day(s) without pay.
 - b. A pilot may not drop a trip or R-day that is scheduled in whole or in part on the following days (i.e. base days): New Year's Eve, New Year's Day, Thanksgiving Day, Christmas Eve or Christmas Day.
 - c. A pilot who drops a trip or R-day(s) shall be eligible for make-up.
4. **Open Time Priority In Lieu of Substitution (OTP removal code, PMU add code)**
A pilot in OTP (as described in Section 25.H.11.) may request assignment of trips from open time in accordance with the following:
 - a. He shall remain in OTP status until the close of the final bid period of pay protection, as described in Section 4.N.1. (PMU Trip Pay).
 - b. He may request a specific trip(s) from available open time, but he may not request a trip which he rejected as a substitution assignment. The request shall be processed in the order received among other requests in OTP status, but ahead of all other open time requests. This priority is guaranteed only for PMU requests made prior to 0900 LBT, at least 48 hours prior to the showtime of the requested trip.
 - c. He may request through VIPS that CRS list him as available on a certain date(s) for make-up assignment. That make-up request shall be processed in the order received among other make-up requests in OTP status, but ahead of non-PMU make-up requests. This priority is guaranteed only for PMU make-up requests made prior to 0900 LBT on the day before the specific date for which make-up is requested.
 - d. He is not eligible for a PMU assignment that exceeds his OTP eligibility by more than 6 CH.
 - e. If a pilot does not make-up all lost credit hours prior to the expiration of his OTP status, the remaining credit hours shall be available for normal make-up.
 - f. An OTP pilot's eligibility for volunteer shall be governed by Section 25.H.8.
 - g. If a pilot accepts a substitution assignment(s) he is not eligible for OTP.
5. **Make-Up (M/U, MUS, MUV)**
 - a. A pilot may request a specific trip(s) from open time, (as provided in Section 25.G.2.), to make-up eligible credit hours. These requests, along with trip trades, will be processed in the order received except during the period of between 0900 and 1100 LBT (during which time PMU requests receive priority).
 - b. A pilot may request an assignment (as provided in Section 25.G.2.), to make-up eligible credit hours.
 - i. His request shall include the date(s) he is available for a trip or base standby.
 - ii. His request may include limitations (e.g., no late call, west coast, weekend layover) or may designate a specific assignment, if available.
 - iii. His request may be withdrawn or modified prior to assignment.

- iv. If a pilot's make-up request contains no limitation on the length of assignment, he may be given any make-up assignment that does not conflict with a subsequent assignment on his line.
 - v. A pilot shall be responsible for any make-up assignment that complies with his request.
 - c. Unless previously notified of assignment, a pilot shall be available for notification of a make-up assignment beginning 1:30 hours prior to the day on which he is requesting that assignment or make prior arrangements for notification by mutual agreement with CRS. A pilot requesting a make-up assignment shall be prepared to show in 1:30 hours unless specified otherwise in his request.
 - d. A make-up assignment shall be operated under a single pay code (e.g., one trip could not be half MUV and half MUS).
 - e. A pilot is not eligible for a make-up assignment that exceeds his make-up eligibility by more than 6 CH.
 - f. Requests for make-up shall be processed in the following order: M/U, MUS and MUV.
 - g. A pilot entitled to make up an R-day(s) will have 4:30 CH added to his make-up eligibility for each R-day. He shall make-up that R-day(s) in accordance with Section 25.L.5.a. or L.5.b. (above).
- 6. Association Fly Back (AFB)
Requests for AFB shall be administered as provided in Section 25.L.5. (above).
- 7. Trading With Open Time
A pilot may request to trade his trip(s) for another trip(s) in open time. The net effect of any trade(s) in a bid period may not increase his BLG, as published, by more than 12 CH.

Intent: The Company agrees to work with the Association to establish a trip trade account within 18 months of DOS.
- 8. Trading Between Pilots by Mutual Consent
 - a. Trading Trips
 - i. A pilot may request to trade a trip(s) with another pilot. His request shall state whether the request is a credit hour swap or mutual PDO bump.
 - ii. Requests for trip trades between pilots shall be submitted at least 2 hours prior to showtime of the first affected activity. Requests submitted after 0900 LBT on the day preceding the first affected activity shall be confirmed by telephone call to VIPS. Requests submitted less than 2 hours prior to showtime may be processed at the Company's discretion. Should automatic trip trading become operational, the Company shall process all trip trade requests submitted at least 1 hour before showtime of the first affected activity.
 - iii. A request for a trip trade between pilots may be processed when received, notwithstanding Section 25.L.1.a. (above).
 - iv. A mutual bump shall be subject to the provisions of Section 25.L.10. (below).
 - b. Trading Blocks of R-Days
 - i. A pilot may request to trade a full block of R-days with another pilot.

- ii. If the requested trade would combine 2 or more blocks of R-days without an intervening day off on either pilot's schedule, the approval of that request shall be at the discretion of CRS.
 - iii. R-days assumed by a pilot as a result of a trade(s) shall be considered scheduled R-days for purposes of RLG credit and leveling.
 - c. Trading a Block of R-Days with Another Pilot's Trip
 - i. Pilots may request to trade a full block of R-days and a trip.
 - ii. If the trip and the block of R-days, as traded, would not be preceded and followed by at least 1 day off, then the approval of that request shall be at the discretion of CRS.
 - iii. That trade, if approved, shall be on a PDO basis. The pilot standing the traded R-days shall assume the leveling position of the pilot originally holding the R-days.
- 9. Trip Pick-Up From Another Pilot
 - a. A pilot may request to pick-up a trip(s) from another pilot with his consent. If the request is approved, the pilot originally assigned the trip shall drop the trip and is not eligible for make-up. The pilot who picks-up the trip shall have trip guarantee for that trip.
 - b. Requests for a pick-up trip shall be submitted at least 2 hours prior to showtime. Requests submitted after 0900 LBT on the day preceding the trip shall be confirmed by telephone call to VIPS. Requests submitted less than 2 hours prior to showtime may be processed at the Company's discretion.
 - c. A request for a trip pick-up may be processed when received, notwithstanding Section 25.L.1.a. (above).
- 10. Per Diem Only Bumping (Non-Training).
 - a. A pilot may request to bump another pilot from his trip with that pilot's consent. Requests for PDO bumps shall be submitted at least 2 hours prior to showtime of the affected trip. Requests submitted after 0900 LBT on the day preceding the affected trip shall be confirmed by telephone call to VIPS. Requests submitted less than 2 hours prior to showtime may be processed at the Company's discretion. A pilot on R-days may request to bump another pilot to satisfy FAR 121.434 requirements, and if such request is approved, the bumped pilot is released and is not responsible for any R-days.

Intent: FAR 121.434 requirements. The Company acknowledges that the reserve pilot's request is in the best interest of the pilot and the Company, and will be honored to the maximum extent possible, within the staffing constraints of the appropriate crew status.
 - b. If the request is approved by the Company, the following shall apply:
 - i. The bumped pilot shall be removed from the trip and earn trip guarantee.
 - ii. The pilot operating the trip shall earn per diem, international override and overage, if applicable. He shall earn deviation credit for the trip, if applicable, except as provided in Section 9.A.1. (management bump).
 - iii. The bumped pilot shall have no further responsibility for the bumped trip.

- iv. If the pilot assigned the PDO trip is unable to operate that trip due to illness or injury, the scheduled trip guarantee shall be deducted from his sick leave account.
 - v. If the pilot assigned the PDO trip becomes illegal for his next scheduled trip or R-day, he shall be removed from the subsequent activity without pay and be eligible for make-up.
 - vi. If a pilot assigned a PDO trip rejects a substitution trip, the credit hours for the PDO trip shall be deducted from his current BLG/RLG and he will be eligible for make-up.
11. Moving an R-day(s)
A pilot may request to move an R-day(s) within a bid period. The request shall not be unreasonably denied.
12. Emergency drop
- a. A pilot may request to drop a trip(s) or R-day(s) due to personal emergency.
 - b. An emergency drop request shall be submitted to a pilot's assistant chief pilot, or his designee. The assistant chief pilot, or his designee, shall approve or deny the request after consultation with CRS.
 - c. A pilot who drops a trip(s) or R-day(s) due to personal emergency shall be eligible for make-up.
 - d. A pilot may use his vacation in lieu of drop for personal emergencies.

M. Reserve

1. General

- a. A reserve pilot may be scheduled to stand R-days only in his base.
- b. A reserve pilot shall not be given an assignment that is scheduled to terminate more than 2 hours into his day off.
- c. If a reserve assignment operationally extends more than 4 hours into a pilot's day off, he shall accrue reserve overage (as described in Section 4.BB.8.b.), and may drop a subsequent R-day, if any, in the current bid period without pay. CRS shall make reasonable efforts to accommodate a pilot's request as to the subsequent R-day to be dropped. Such R-day shall be at the beginning or end of a block of R-days remaining on his line, unless the pilot agrees otherwise.
- d. A trip assigned to a reserve pilot must have a showtime in his RP.
- e. A reserve pilot removed from a trip for the following reasons shall return to his reserve schedule:
 - i. trip canceled; (Section 25.H.2.a.)
 - ii. trip revised to extend beyond R-days; (Section 25.M.1.b.)
 - iii. early show without notice; (Section 25.H.2.c.)
 - iv. weather restrictions; (Section 25.H.2.f.)
 - v. FAR or other governmental authority; (Section 25.H.2.g.)
 - vi. Contract limitations (Section 25.H.2.h.)
 - vii. Operational conflict (Section 25.H.2.i.)
- f. A reserve pilot who departs his domicile to operate a domestic duty period shall be scheduled for release to a legal rest period not later than 5:30 hours after the end of his RP. His duty period may be operationally extended a maximum of 1:30 hours as provided in Section 12.C.5.a. This paragraph shall not apply:

- i. to a pilot who is released for a legal rest period prior to the showtime of his reserve assignment; or
 - ii. if the reserve pilot is assigned to a duty period consisting exclusively of deadhead.
- g. If a reserve pilot has met or exceeded his RLG, his remaining R-day(s) in the bid period shall be dropped.
 - h. If a new base is established, the Company shall meet and consult with the Association regarding the feasibility of R-1.5 status in light of reasonable commuting times in the area of the new base, and the possibility of providing hotel rooms for pilots on R-1.5 in case commuting times are especially long or unpredictable.
 - i. A reserve pilot released from availability or duty for 24 hours, (e.g., 24 hour or greater layover during a trip, released for international buffer, or day off), is assumed to have received a release for 1-in-7. A reserve pilot, during a block of R-days, without an assignment must be notified prior to the beginning of any release that is to satisfy 1-in-7.
 - j. Upon release for a legal rest period at base from any assignment, a reserve shall be given a minimum rest period of 10 hours prior to the beginning of any subsequent reserve availability or the showtime of any subsequent assignments.
 - k. A reserve pilot may not be hub turned through his base more than 4 times without his consent. This provision shall not apply to advance reserve assignments or pilots on first fly.

2. Reserve Periods (RP)

- a. An R-day is a day comprised of 2 reserve periods.
 - i. Reserve Period A (RP-A) is a 12 hour period of time beginning at the start of the day.
 - ii. Reserve Period B (RP-B) is a 12 hour period of time beginning 12 hours after the start of the day.
- b. Reserve Period 24 (RP-24) is a 24 hour period of time beginning at the start of the day.
- c. RP-A and/or RP-B lines, and RP-24 lines, shall be published in the bid package. A pilot who is awarded a reserve line not designated in the bid package as RP-A or RP-B shall be notified of his RP status at least 18 hours prior to the start of his first RP.

Intent: The SIG will work to establish a means of designating reserve periods (A, B, RP-24) to cover open time, and a seniority driven methodology for awarding such RP's.

3. Availability

a. Report Status

Reserve pilots shall have a report status of R-1.5, R-3 or R-24.

- i. Pilots on R-1.5 status must be given at least 1:30 hours notice prior to the showtime of any assignment. However, an R-1.5 pilot may be given a 1 hour notice prior to showtime if there is no airport standby pilot who could be given the assignment, and the pilot is given late call parking. For purposes of this Agreement, the parking lot in the Flight Operations areas in Anchorage and in the Subic Bay FDA is late call

- parking. Memphis, and any future bases shall either have designated late call parking or this provision will not apply.
- ii. Pilots on R-3 status must be given at least 3 hours notice prior to the showtime of any assignment.
 - iii. Pilots on R-24 status must be given at least 24 hours notice prior to the showtime of any assignment. An R-24 pilot can not have his RP changed to RP-A or RP-B (Section 25.M.3.d.). If, due to a shortage of RP-A or RP-B pilots, an R-24 pilot is needed in his base for shorter notification, he may be assigned to base hotel standby for a block or a portion of a block of R-days.
- b. Assignment of Report Status
- i. The report status for all reserve pilots in a base shall be published in the bid period package. Pilots shall be scheduled for either R-1.5 or R-3 status for an entire RP block.
 - ii. CRS shall notify a reserve pilot of any change in his report status. If a reserve pilot's report status is changed from R-3 to R-1.5, he shall be provided a minimum of 1:30 hours notice of that change.
- c. Notification
- A pilot shall be available for notification of an assignment throughout his notification window. During his notification window, a pilot shall either answer calls placed by CRS or return those calls within 15 minutes.
- i. A pilot's notification window shall begin:
 - (a) 1:30 hours prior to his RP for an R-1.5.
 - (b) 3 hours prior to his RP for an R-3.
 - (c) 24 hours prior to his RP for an R-24.
 - ii. A pilot's notification window shall end:
 - (a) 1:30 hours prior to the end of his RP if he is an R-1.5.
 - (b) 3 hours prior to the end of his RP if he is an R-3.
 - (c) 24 hours prior to the end of his RP if he is an R-24.
- d. Change or Slide of RP Status
- The change or slide of a pilot's RP shall not interfere with his scheduled days off.
- i. Prior to beginning a block of R-days, CRS may change a pilot's RP status for an entire block of R-days from A to B or B to A with 18 hours advance notice. The 18 hours shall be measured from the beginning of the pilot's original RP or his new RP, whichever is earlier.
 - ii. CRS may change a pilot's RP status during a block of R-days by giving the pilot an 18 hour duty free period before the start of his next RP.
 - iii. CRS may slide a pilot's RP forward by six hours (i.e., the RP starts 6 hours later than scheduled) for an entire block of R-days with 18 hours advance notice. If the slide of a pilot's RP conflicts with a scheduled day off, the portion of the RP in conflict with the day off shall be removed with pay. If this occurs, a pilot shall receive 3 CH toward his leveling.
 - iv. CRS may assign a reserve pilot 2 trips on consecutive R-days with showtimes in different RPs if the pilot is assigned the second trip at least 18 hours prior to showtime of the that trip and:
 - (a) the pilot remains on duty between the trips; or

- (b) the pilot has a legal rest period of at least 10 hours between trips and the second trip contains a layover.
- v. If a reserve pilot is assigned 2 reserve trips with showtimes in different RPs, his RP for the balance of the block of R-days shall be the RP applicable to the second trip, unless his RP subsequently is changed as provided in Section 25.M.3.d. (this paragraph).
- vi. CRS shall notify a pilot of changes and slides of his RP through VIPS. A pilot may waive the 18 hour required notice.
- vii. Effective with the 7th full bid period after the implementation of the A/B reserve system, if a pilot's RP is changed from RP-B to RP-A, as provided in Section 25.M.3.d., the pilot shall receive additional compensation as follows:
 - (a) if the change is made prior to the start of the affected block of R-days, the pilot shall receive 1 CH disruption pay in addition to RLG; or
 - (b) if the change is made after the start of the affected block of R-days, the pilot shall receive 1:30 CH disruption in addition to RLG.

Intent: The six month grace period is to allow the Company time to develop and evaluate staffing distribution for reserve A/B.

e. Release Criteria and Provisions

An RP-A or RP-B reserve pilot who is given an assignment in his next RP shall be released until the showtime of that assignment. An RP-24 reserve pilot who has been given an assignment shall be released until the showtime of that assignment. If the period between release and showtime is long enough to constitute an FAR legal rest period, that period shall be considered a legal rest period.

f. Post Duty Availability

A reserve pilot shall contact CRS within 30 minutes after block-in at the completion of a reserve trip. If the pilot is not given another assignment for that duty period, he shall be released for a minimum rest period of 10 hours or until the start of his next availability period, whichever is later.

g. Reduced Availability Situations

A reserve pilot shall be available for assignment notification during his notification window, except as follows:

- i. CRS may release a reserve pilot for a specified period of time during a reserve period.
- ii. If a reserve pilot has been given an assignment, he is not required to be available prior to showtime for that assignment in the RP in which that assignment is scheduled to begin.

4. First Fly

A reserve pilot may request to be assigned on a "first fly" basis for a block of R-days. That request shall be submitted through VIPS no later than 0900 two days prior to the beginning of the block of R-days. A pilot's first fly request shall be effective until withdrawn. A pilot may withdraw his first fly request, through VIPS, prior to 0900 one day prior to the effective date of the withdrawal. Any first fly assignments already made shall remain assigned.

5. Reserve Leveling
 - a. A reserve pilot's leveling position at the beginning of a bid period shall be zero.
 - b. A reserve pilot shall accrue leveling credit as provided in Section 4.
 - c. CRS shall maintain the following reserve assignment lists for each crew position, which will be updated daily, and may be viewed by pilots in VIPS:
 - i. RP-A
 - ii. RP-B
 - iii. RP-24
 - d. Reserve assignments shall be made in order of reserve leveling except as provided otherwise in Section 25.K., (advance reserve assignment), and 25.M.6., (reserve open time assignments).
 - e. A pilot who completes training and has R-day(s) on his custom line shall begin the R-day(s) at zero leveling.
6. Reserve Assignment Options

Reserve assignments shall be made as follows:

 - a. Trips in excess of 50 hours TAFB may be assigned based upon the maximum utilization of available reserve days. "First fly" requests shall be given priority consideration in the assignment of those trips.
 - b. Other reserve assignments shall be made in leveling order as follows:
 - i. The reserve pilot with the lowest leveling position (and sufficient R-days to perform the assignment) shall be assigned first. (i.e., a pilot will not be skipped to optimize the use of another pilot's reserve days remaining, except as provided in Section 25.M.6.a).
 - ii. If two or more pilots have the same leveling position, assignments shall be made in reverse seniority order.
 - iii. A reserve pilot shall be given the reserve assignment with the highest credit hour value for which he is legal at the time of assignment.
 - c. Notwithstanding Section 25.M.6.b., (leveling order), reserves who chose the "first fly" option as provided in Section 25.M.4. (above), shall be assigned in seniority order, prior to pilots who have not chosen that option, until they have accrued 75% of RLG. A "first fly" reserve pilot who has met or exceeded 75% of RLG shall thereafter be assigned without regard to "first fly."
 - d. Notwithstanding Section 25.M.6.b., (leveling order), the Company may assign a reserve outside of leveling order to satisfy FAR minimum block hour requirements following training for a new crew position. The pilot may also request a PDO bump for proficiency, as provided in Section 25.L.10.a.
 - e. If a reserve pilot shows for his assignment and is removed, the following shall apply:
 - i. he may be assigned to another trip, assigned to a base airport standby, or released for a legal rest period.
 - ii. If he is assigned a base airport standby, his duty period shall begin at showtime of his original reserve assignment, or the beginning of the base airport standby, whichever is earlier. If he is not assigned a trip during the standby period, he shall be released until his next scheduled activity.
 - f. If a reserve pilot returns to domicile from a trip, and does not have another assignment in that duty period, he may be assigned to another trip that falls within his scheduled duty limits, or released for a legal rest period.

- g. To facilitate reserve assignments, CRS may remove 1 R-day from the beginning or end of a subsequently scheduled block of R-days in the same bid period and add that day to the end of a reserve pilot's current block of R-days in order to complete a reserve assignment. No more than 1 R-day per line, per bid period, may be moved without a pilot's approval. A reserve trip must begin on an originally scheduled R-day.
- h. A reserve pilot may be offered an assignment scheduled to extend up to 24 hours beyond the end of his block of R-days. The acceptance of such an assignment is at the pilot's option. If the pilot accepts the assignment, the portion of the trip that extended beyond his scheduled block of R-days shall be compensated as provided in Section 4.H.9., (150% calculated like carryover trip), and the pilot's responsibility for his remaining R-days on his reserve line shall continue.

N. Volunteer (VLT)

1. Volunteer Request

A pilot may request a VLT assignment through VIPS.

- a. A VLT request shall include the date(s) the pilot is available for a VLT trip or base standby.
- b. A VLT request may include limitations (e.g., no late call, west coast, weekend layover) or may designate a specific assignment, if available.
- c. A VLT request may be withdrawn or modified prior to assignment.
- d. A pilot shall be available for notification of a VLT assignment beginning 1:30 hours prior to the day on which he is requesting a VLT assignment. A pilot requesting a VLT assignment shall be prepared to show for an assignment in 1:30 hours unless specified otherwise in his VLT request.
- e. If a pilot's VLT request contains no limitation on the length of assignment, he may be given any VLT assignment that does not conflict with a subsequent assignment on his line.
- f. A pilot shall be responsible for any VLT assignment that complies with his VLT request.
- g. A pilot who holds a pay only line, except a pilot in ITU, may not accept a VLT trip during that bid period.

2. Volunteer Assignment

VLT assignments shall be made during the open time assignment window provided in Section 25.G.3., as follows:

- a. VLT requests submitted prior to 0900 LBT shall be considered before requests submitted after 0900 LBT.
- b. VLT assignments shall be made based on the number of VLT credit hours earned in the preceding 180 days. Pilots with the least number of VLT credit hours shall be assigned first. If 2 or more pilots have earned equal VLT credit hours, the most senior pilot shall be assigned first.
- c. A pilot's request for VLT assignment on multiple days shall be effective unless withdrawn by the pilot.

Example:

A pilot requests VLT on 4 consecutive days, and is assigned a VLT trip on days 1 and 2. The pilot remains eligible for VLT assignment(s) on days 3 and 4 unless he changes his request.

3. Volunteer Limitations

The following limitations apply to VLT assignments:

- a. A pilot shall not request a VLT assignment on a day(s) on which he has elected to drop a trip, however, he may fly a DRF trip.
- b. A pilot shall not be given a VLT assignment that conflicts with another scheduled activity (e.g., trip, R-day, training, vacation) or that he is not available or legal to operate.
- c. The Company may limit a pilot's VLT flying if it anticipates that he would exceed FAR or contract limitations for future scheduled duty.
- d. A pilot's eligibility for a VLT trip that operates during a portion of his substitution window shall be governed by Section 25.H.8. (above).
- e. A pilot removed for Association business shall remove himself from the VLT list, in VIPS, within the footprint of the dropped trips.
- f. A VLT is not eligible for substitution.
- g. When a VLT assignment is revised prior to block-out and does not meet the pilot's stated limitations in Section 25.N.1.a. and N.1.b., such VLT pilot shall be removed from the assignment and shall be compensated as provided in Section 4.Q.2.

4. Advance Volunteer Assignment (AVA)

The Company may advance assign a VLT trip prior to the open time assignment window subject to the following:

- a. An AVA may be assigned beginning 7 days prior to showtime for that assignment.
- b. A pilot may be assigned an AVA trip only if :
 - i. the trip has a showtime between Thanksgiving day and December 31; or
 - ii. the trip has a showtime during a bid period in which the Company has requested voluntary vacation cancellations in the pilot's crew position; or
 - iii. the trip has a showtime during a bid period in which the Company has involuntarily canceled a vacation in the pilot's crew position.

O. Draft (DRF)

1. CRS shall offer a DRF assignment in reverse seniority order to pilots who are legal and available for that assignment.
2. The first pilot offered a DRF assignment shall be the next pilot senior to the last pilot who accepted a DRF assignment.
3. A pilot must accept or reject a DRF assignment at the time it is offered.
4. A pilot may fly DRF at any time during his time off (including during the time of a dropped trip or refused substitution).
5. A pilot removed for Association business shall remove himself from the DRF list, in VIPS, during the footprint of his trips dropped.
6. A DRF pilot is not eligible for substitution.
7. When a DRF assignment is revised prior to block-out and would otherwise be eligible for substitution, such DRF pilot shall be removed from the assignment and shall be compensated as provided in Section 4.Q.2.

P. Management Assignment

If an open time trip cannot be assigned to a line pilot as provided in Section 25.G., except for substitution, that trip may be assigned to a management or supervisory pilot during the period of 4 hours prior to showtime, as provided in Section 9.A.6.

Q. Base Replacement Assignment

1. The Company may remove a pilot from his assigned trip and assign him as a base replacement to another trip when CRS determines that the assignment of that trip as provided in Section 25.G., would cause a departure delay.
2. When it is necessary to assign a base replacement trip, CRS shall identify the pilots in the applicable crew position who are appropriate for that assignment. If time permits, a base replacement trip shall be offered to those pilots in seniority order. If time does not permit, the assignment may be offered to 1 or more of those pilots in any order. A pilot may accept or reject a base replacement trip; provided, however, that when necessary, the Company may involuntarily assign that trip.
3. If a pilot's base replacement trip is canceled, he shall be reassigned to his original trip, if available, and if not, he shall be released.
4. If a reserve pilot is reassigned under the circumstances described in Section 25.Q.1. (above), he shall not be considered to be on a base replacement trip.

R. Field Emergency Assignment

1. The Company may offer a field emergency assignment to a pilot not currently on a trip to replace another pilot who is unable to complete his trip in progress, if that pilot cannot be replaced as provided in Section 25.G.
2. A pilot shall accept or reject a field emergency assignment at the time the assignment is offered.
3. A field emergency pilot shall be assigned a trip that is constructed in the following way. The trip shall:
 - a. originate at his base;
 - b. position the pilot to the aircraft's location;
 - c. operate the required flight(s); and
 - d. return to the pilot's base.
4. A field emergency pilot shall be provided his choice of business jumpseat or an appropriate class of deadhead travel, as provided in Section 8.A.3., to return to his original point of departure at the completion of the trip.

S. Trip Revision

1. The Company may revise a pilot's trip after block-out due to operational requirements.
2. If a revision to a trip assigned as TRP, AST, SOF or SWP results in a disruption, the pilot shall receive disruption pay, as provided in Section 4.W., in addition to all other compensation for that trip as follows:
 - a. A trip revision after showtime creates a disruption in the following circumstances:

- i. Two or more landings are added to a duty period on a non-sweep, non-standby flight, in a duty period. This paragraph does not apply to changes in a deadhead flight.
 - ii. A flight is changed from a non-sweep flight to a sweep flight.
 - iii. A standby period is added to a trip for reasons other than maintenance or weather (e.g., snow, ice).
 - iv. A deadhead at the end of a trip is deleted.
 - v. A standby period is added prior to a deadhead.
 - b. If more than half of the layover cities are changed after block-out a disruption is created.
3. The Company shall make reasonable efforts to return a disrupted pilot to his original trip at the earliest opportunity.

Intent: A hi-mins pull from IND hub turns will be returned at the earliest opportunity to the Captain's original flight sequence. International point to point flight sequences ordinarily will not be rebuilt, nor will a deadhead be inserted to return a pilot to his original trip.

T. FAR Extensions

If a pilot's duty period is extended beyond 1:30 hour operational limits (as provided in Section 12.C.5.a.), by the Vice President, Flight Operations, or his designee, such pilot shall receive FAR extension pay in addition to all other compensation as provided in Section 4.X. (FAR Extension Pay).

U. Bumping for Training

1. A pilot may be removed from his trip, or a portion thereof, for required training of another pilot. He shall be notified of his removal as far in advance as possible, but not later than 12 hours prior to showtime. He may waive such minimum notice.
2. If a pilot's entire trip is used to train another pilot, he shall be removed from the trip, shall have no further responsibility for that trip and shall earn trip guarantee.
3. If a portion of a pilot's trip is used to train another pilot, the following shall apply:
 - a. His original trip shall be revised to contain the portion of that trip not used for training; and
 - b. He shall earn trip guarantee for his originally scheduled trip and shall earn per diem and international override, if any, for the revised trip.

V. Extra Duty Period

If the actual number of duty periods operated in a pilot's bid line awarded trip (current assignment codes TRP, AST, SOF, or SWP) exceeds the number of duty periods scheduled when the pilot was awarded the trip, the pilot shall be compensated extra duty period pay (3:30 CH at his normal pay rate) for each additional duty period, in addition to all other compensation, as provided in Section 4.Y.

W. Special International Bid Award (SIBA)

1. When regulatory constraints or operational considerations in a foreign location, (e.g., availability of entry visas, training considerations), merit the maintenance of a limited number of qualified pilots dedicated to certain specified

international flying, the Company may establish a SIBA in the Memphis pilot domicile from which to conduct that flying.

2. A SIBA shall be located at the Memphis pilot domicile and shall consist of the specified international flying constructed into regular, secondary and reserve lines. SIBA lines of flying shall consist primarily of the specified international flying; however, limited amounts of other flying may be used to ensure proper balance in line construction and pay parameters.
3. Pilots bidding for the SIBA must be current and qualified, have no weather qualification restrictions and hold the crew position in the Memphis pilot domicile designated by the Company for that specified international flying. Bid awards to the SIBA shall be determined in seniority order based on the seniority of the pilots in the Memphis bid pack for the designated aircraft type. If a SIBA remains unfilled, it may be assigned to the most junior qualified pilot holding the appropriate crew position. An inverse assignment shall be for the duration of the posted SIBA. A pilot shall not be inversely assigned to a SIBA more than once in any 14 month period unless all more senior pilots eligible to bid for the SIBA have also been inversely assigned to the SIBA.
4. Qualified pilots who are awarded a SIBA shall be obligated to bid and fly in that SIBA for up to three consecutive bid periods. SIBA lines shall be awarded in seniority order among pilots in the SIBA.
5. Any special training required for the SIBA flying, (e.g., ground school, line familiarization), shall be accomplished before or during the first trip of the first bid period associated with that SIBA, as scheduled by the Company.
6. International override and per diem associated with a SIBA shall be paid in accordance with Sections 3 and 5, and shall accrue on a trip by trip basis.
7. A pilot awarded a SIBA, who bids on and is awarded a vacancy in another crew position, shall be released from his SIBA award during the bid period(s) in which his training for the vacancy award occurs.

X. Fourteen Day Annual Reserve or National Guard Military Training

1. A pilot who has received notice from the military concerning his fourteen day annual training shall provide his assistant chief pilot with a copy of his military orders as soon as practicable. His absence and return to Company service shall be governed by applicable statutes and regulations.
2. A pilot whose annual military reserve or national guard duty conflicts with a trip or R-days shall drop those trip(s) or R-days without pay and be eligible for make-up.
3. When warranted by operational needs or when a pilot is assigned to an FDA, the Company may notify the appropriate military authorities in writing of the hardship the pilot's absence will cause the Company's operations and seek a postponement or rescheduling of his annual training.
4. A pilot may use available vacation CH to cover trip days in actual conflict with his 14 day annual military training.

Intent: A pilot's use of vacation CH for annual military training shall not create a deficit in his vacation bank.

Y. Jury Duty Absence

1. When a pilot receives notice pertaining to jury duty, he shall notify the Regional Chief Pilot, or his designee, and provide him with a copy of that notice, as soon as practicable. When warranted by operational needs, the Company may request the appropriate authorities to defer or establish an alternate date(s) for a pilot's jury duty.
2. The Company shall pay a pilot based on the value of each scheduled trip day or R-day missed during the period of jury service, beginning with the first day of government compensated jury service and ending with the last day of government compensated jury service. If a pilot is removed from a multiple day trip, the pilot shall be eligible for substitution for the portion of the trip not in conflict with jury duty. Jury duty shall include 1 day traveling to and 1 day traveling from jury duty if a pilot is assigned to an FDA location.
3. A pilot who fails to provide the notice required by Section 25.Y.1. (above), shall not be eligible for Company jury duty pay protection.
4. Once notified of an FDA assignment, if a pilot is called to jury duty and a potential conflict is created by that duty, the Company may advise the appropriate governmental authorities of his situation and seek for him to be excused from jury service.

Z. Bereavement Absence

1. In the event of a death in a pilot's immediate family (spouse, child, parent, sister, brother, father-in-law, mother-in-law, grandparent, or grandchild, including half and current step relations), the pilot, after notifying the Company of the decedent's name, address, relationship to the pilot, and date of death, shall receive bereavement absence with pay for a maximum of 3 consecutive days. The 3 days shall begin within 7 days after the date of death. Pay for bereavement absence shall be as provided in Section 4.I.8.c.
2. Upon request, a pilot based in an FDA location shall receive an additional two days of bereavement absence without pay for the purpose of travel.
3. A pilot may receive additional days for bereavement absence, with the approval of his Assistant Chief Pilot, by using available vacation, or by dropping trip(s)/R-day(s) eligible for make up.