



January 10, 2024

If you have been awarded a Reserve line for a month in which you have vacation, there are a number of flexibility options available to make the most of your pay and/or time off. Below, we have compiled additional information on Vacation Fly-Through, Vacation Adjustments and Vacation Slide options as they pertain to Reserves.

#### Reserve Vacation Fly Through (Section 12.I.)

At their option, Reserves may elect to fly during their scheduled vacation. Any vacation time elected as Fly Through will be paid as “Add Pay” and is paid in addition to the Reserve guarantee. The type of fly through and the manner in which it is administered is determined by when the election is made:

- **Non-Operational (Advance) Fly Through** requests must be submitted no later than 1000 HDT on the 5th day of the calendar month prior to the month the vacation is scheduled to begin. When a Flight Attendant elects for non-operational fly through and is awarded a Reserve line, the line will be awarded with the originally scheduled days on and/or off as they appeared in the bid packet with no Vacation days. The value of the Vacation days will appear in Add Pay. Because the Reserve will be fully available for assignment by the company for the full month, *there will be no reduction to the Reserve minimum.*
- **Operational Fly Through** requests may be made by contacting Inflight Admin (FAST) at 1-800-FLT-LINE (option 1, option 2) or via CCS Virtual Chat any time after schedules have been awarded for the month where the vacation occurs. When a Reserve elects for operational fly through, the Vacation days are removed and become days free from availability, appearing as “OFF” in the line. (In other words, Reserve days of availability that were part of the originally awarded line will not be restored.) The value of the Vacation days will appear in Add Pay, however *in this case the Reserve minimum will be reduced by the number of Reserve days of availability that were part of the awarded line and were encompassed by the vacation.*

Reserves may then pick-up trips within the vacation period from other Flight Attendants (or as otherwise permitted by the company) once they have been released to the block of days off by scheduling, consistent with the provisions of Section 8.M. of the Contract.

#### Definition of a “Short Block”

As described in the [Reserve Survival Guide](#), Reserves must maintain three (3) days or availability for the shortest trip in their base, **whichever is greater**. Any period of consecutive days shorter than this created by the application of vacation days is considered a “short block.”

#### Reserve Vacation Adjustments (Section 12.C.3.)

- A** After a Reserve receives their schedule for a bid month that includes a vacation period, the Reserve will have a period of **five (5) days** to adjust the vacation or schedule to eliminate any short blocks created by the vacation days, if they so choose. (Any short blocks abutting the first day of the following bid month do not need to be adjusted.) Reserves have a number of options to correct a short block, as described below.

##### *Options when adjusting a short block:*

1. The Reserve may drop the availability days in the short block and have the Reserve minimum guarantee reduced by the value of each day dropped (4:07 in a 31-day month or 4:20 in a 30-day month).
2. The Reserve may move availability days in the short block to other blocks within the month provided the move does not violate Reserve Line construction rules (e.g., minimum/maximum number of days of availability), except that days may be moved to create a short block at the end of the bid month.

- The Reserve may move her/his vacation up to two (2) days in either direction to eliminate the short block, provided no new legality conflicts or short blocks are created.

**Note:** *Since Reserve days of availability dropped prior to the slide are not reinstated, if a short block created by the original vacation position still exists following the slide, the Reserve may then have to use one of the other two methods to complete the adjustment.*

- Alternatively, the Flight Attendant may elect to leave her/his schedule alone and will be eligible to receive Reserve assignments for each of the Reserve days in the short blocks on either side of the vacation period.

### Reserve Vacation Slide Options (Section 12.G.2.a. and 12.G.3.)

- B** A Reserve may move her/his vacation up to two (2) days in either direction, provided no new legality or short blocks are created. When this Vacation slide option is applied, any Reserve days of availability dropped prior to the slide will remain dropped and shall not be reinstated. **Requests to apply this option must be received by 0800 HDT on the 19th calendar day of the month prior to the start of the Vacation period, as explained below and shown on the following page.**
- C** Additionally, a Reserve who is awarded a vacation that does not include any days of availability will be permitted to move her/his vacation a sufficient number of days forward or backward in order to encompass the nearest two (2) available Reserve days. If this creates a short block, it must be adjusted in accordance with Section 12.C.3. of the JCBA (see next page). **Requests to apply this option must be received by 0800 HDT on the 19th calendar day of the month prior to the start of the Vacation period, as explained below and on the following page.**

To request a Vacation slide:

Select *Vacation Slide Request – Reserve* under the **Vacation** tab in CCS:

The screenshot shows the United Airlines employee portal interface. At the top, there is a navigation bar with tabs for Quick Links, Bidding, Schedule, Reserve, Trading, Absences, Vacation (highlighted in yellow), Work History, and Pay. Below the navigation bar, the main content area is titled 'Home'. On the left, there is a 'Quick Links' section with 'My Trip' and 'Reserve Block In' options. On the right, a dropdown menu is open under the 'Vacation' tab, listing options: myVacation, Annual Vacation Award, Annual Vacation Bid, Vacation Slide Request - Lineholder, and Vacation Slide Request - Reserve (which is highlighted with a red box). A red warning banner is visible in the background, stating 'Jan 10 2024 is a pairing from WHITE FLAG I up through t'.

This will open a new browser tab or window where you will be redirected to a request form in Help Hub, as shown in the images below.

### Vacation Slide - Reserve

This form is for the monthly vacation slide request for Reserve.

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**Vacation slide requests for a specific month must be submitted AFTER you are awarded a schedule for that month.**

**Vacation Slide General Rules**

- Vacation slides are applicable to the original line awarded.
- Vacation slide is not applicable if you requested vacation fly-through.
- If you have separate consecutive vacation periods, please answer the question at bottom of this form advising the movement of one vacation period will require the movement of the adjoining vacation period in the same direction. Vacation periods cannot overlap.
- If you have separate non-consecutive vacation periods within the same month, please fill out this form for each vacation period you desire to slide.
- Please make a note of the blocked days as published in your monthly Bid Packet.
- Additional vacation slide information and examples can be found here: "[Vacation Slide Guidelines](#)"

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\* Indicates required

\*Base Location

\*Awarded line number for next bid month

\*Select a RSV Vacations Slide option

-- None --

Apply 12.G.3.a to slide vacation up to 2 days

Apply 12.G.3.b for FAs awarded vacation on days off only

Apply 12.C.3 to eliminate short block created by vacation days

**Advisement**

- You will receive an email notification with an HR case number related to your request once you complete all fields and hit SUBMIT.
- You may check status of your request by going to REQUESTS and reference your HR Case number.
- All correspondences will be sent to your company email.
- We will process your request in the order that it was received.


Do you have an adjoining vacation period that will require movement in the same direction due to vacation slide?

\*Options

I have reviewed my request and agree to the above statement

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 Add attachments

# Vacation Slide Request Form

Please send completed form to [vacslide@united.com](mailto:vacslide@united.com)

Name:  File Number:  Base:

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To retain a trip in the current month that overlaps into your vacation in the next schedule month, please select the below option and email by 1630 HDT on the 16<sup>th</sup> calendar day of the current month.

Please apply 12.G.2.a to retain pairing:  on:

## Lineholder

All vacation slide requests must be received by 0800 HDT on the 19<sup>th</sup> calendar day of the month preceding the vacation month

\*\*\*Please select one of the options below\*\*\*

Please apply 12.G.2.a to retain pairing:  on:

When a Flight Attendant's vacation starts or ends between a scheduled outbound and return flight, the Flight Attendant may, at her/his option, move the vacation period either forward or backward in order to fly the scheduled pairing. The slide must not result in dropping another pairing.

Please apply 12.G.2.b: Current VAC Period:  New VAC Period:

A lineholder may move her/his vacation up to two (2) days in either direction, unless extraordinary circumstances exist, except that the movement of the vacation may not cause it to cross over from one bid month to another or from one Scheduled Vacation year to another.

Please apply both 12.G.2.a and 12.G.2.b, in that order:

First, apply 12.G.2.a to retain pairing:  on:

Then, apply 12.G.2.b to move my vacation from:  to:

Please apply both 12.G.2.b and 12.G.2.a, in that order:

First, apply 12.G.2.b to move my vacation from:  to:

Then, apply 12.G.2.a to retain pairing:  on:

## RESERVE

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Please apply 12.G.3.a: Current VAC Period:  New VAC Period:

A Reserve may move her/his vacation up to two (2) days in either direction, provided no new legality conflicts or short blocks are created.

3

Please apply 12.G.3.b: Current VAC Period:  New VAC Period:

A Reserve who is awarded a vacation that does not include any days of availability may move her/his vacation a sufficient number of days forward or backward in order to encompass the nearest two (2) available reserve days. If this creates a short block, it must be adjusted in accordance with Paragraph 12.C.3.



Save the completed document, attach to an email and send to [vacslide@united.com](mailto:vacslide@united.com).

***If you have additional questions on these or any other Reserve related topics, contact your Local Council Reserve Committee.***