



## DID YOU KNOW?

### New Contractual Reserve Trip Trading Provision (Section 10.D.5.)

Our new Contract provides for improvements to increase schedule flexibility for Reserves. Reserves will be able to trade their trips assigned by Crew Scheduling with other Reserve or Line Holder Flight Attendants beginning with the July schedule month.

#### **Section 10.D.5.a.**

***“Once a Reserve has been assigned an ID, she/he shall have the ability to trade with another Flight Attendant for an ID.”***

#### **How a Reserve May Trade Their Assigned ID**

In order for a Reserve Flight Attendant to trade their assigned ID with another Flight Attendant the following is required:

- The ID must be the same number of days
- The ID must depart the same day
- If the ID is between a Reserve and a Lineholder the ID credit time can not differ by more than two (2) hours (this requirement does not apply with Reserve to Reserve trip trades)

A Reserve, who picks up additional time, over the trip they traded out of with a Lineholder, will now be considered to have opted to over hundred (100) hours for the remainder of that scheduled month.

#### **Entering a Trip Trade Request in Unimatic: Reserve to Reserve/Lineholder**

A Reserve Flight Attendant who wishes to trade their assigned ID can submit a trade request by using Unimatic prompt DSPFAI and filling out all applicable fields. See screenshot steps below.

Step One:

```
ACTN FILE # RSV
»DSPFAI/ TRD/ 123456/ X
```

Step Two:

```
REQTRD/SMITH, J      /FN 654321/SEN 013858/00/      /      / /R/

WISH TO TRADE DAY(S) OFF      MMDD/ MMDD/ MMDD/
                                MMDD/ MMDD/ MMDD/
WISH TO TRADE ID              123_ - 0726/

      LAST NAME, INIT  FILE #  LOF      TRDKEY
WITH JONES, B _____/ 123456/ 12B / _____/

WITH FA FOR DAY(S)  OFF      MMDD/ MMDD/ MMDD/
OR DAY(S) ON IF SELF TRADE  MMDD/ MMDD/ MMDD/
WITH A FA FOR ID      456_ - 0726/
```

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## Entering a Trip Trade Request in Unimatic: Lineholder to Reserve

Lineholder wishing to trade an ID with a Reserve can submit a trade request by using Unimatic prompt DSPFAI and filling out all applicable fields. See screenshot steps below.

Step One:

```
          ACTN FILE #  RSV
»DSPFAI/ TRD/ 001234/  _
```

Step Two:

```
REQTRD/JONES, B          /FN 123456/SEN 000058/00/      /      /      /

WISH TO TRADE ID(S)      ID #  DATE  ID #  DATE  ID #  DATE
                        _123- 0725/  ____- MMDD/  ____- MMDD/
                        ____- MMDD/  ____- MMDD/  ____- MMDD/
      LAST NAME, INIT  FILE #  LOF      TRDKEY
WITH SMITH, J          / 654321/ 1420B/  ____/
                        ID #  DATE  ID #  DATE  ID #  DATE
      FOR ID(S)        _456- 0725/  ____- MMDD/  ____- MMDD/
                        ____- MMDD/  ____- MMDD/  ____- MMDD/

MAKE-UP AFA WITH RDO TRADE(Y/N) _ /
      ID #  DATE KEY  ID #  DATE KEY  ID #  DATE KEY
FOR CHARTER ID  ____- MMDD/ _ / ____- MMDD/ _ / ____- MMDD/ _ /
FOR OPEN ID    ____- MMDD/ _ / ____- MMDD/ _ / ____- MMDD/ _ /
FOR TRADE WITH OPEN, RETAIN IF REJECTED(Y/N) / ____ PREF #  _ /
```

## Safeguarding Your Schedule

You may lock your line using a TRDKEY. You may establish a personal key that can be shared with flying partners entrusted to perform trades and/or ANP/PTO on your behalf. The basic functions include:

- The default setting in TRDKEY is unlocked. If you do not update the lock or trade key fields, trades may be entered the same as today.
- If you elect to use the TRDKEY, other Flight Attendants will be prompted to enter your key when performing trade and/or ANP/PTO requests on your behalf.
- You may also lock your line without establishing a key, which restricts anyone but yourself from entering trades (including between two Flight Attendants) and/or ANP/PTO.
- Your ability to display and enter requests for yourself is unaffected by TRDKEY.
- If a Flight Attendant's TRDKEY is set to lock without a key, you will not be able to enter a trade and/or ANP/PTO complete the submission and receive the following error response: TRDKEY-ERR: F/A/ LOCKED, INVALID REQUEST

For more information about the use of TRDKEY please visit [our website](#).

Reserve RDO process in 10.D.5.b. will begin in August. More information will be provided when available.

