

**Document created Dec 2016/Updated JULY 2017**

**QUICK FACTS about Interim Pay protections (IPP) until JCBA pay protections are implemented:**

We've updated the LAA On Duty Contract Guide (replacing the procedures outlined on pages 16-17). Please see the ODCG for additional flexibilities.

What is Interim Sequence Pay Protection?

The interim policy provides pay protection for all Lineholder trips and reserve trips (OR, CR, L2) originating on Duty-Free Periods.

How does Interim Sequence Pay Protection work?

Pay protection is based on individual sequences and whether you elect to follow Misconnection/Illegality/Cancellation (MIC) procedures.

How is protection calculated if I am removed from a trip due to a Direct Conflict (DC) between two trips?

Protected hours will be based on the combined value of the original two trips

Example:

You have two 10:00 hour trips back to back (20:00 hours total) and due to weather, the first trip is rescheduled into a 3-day trip worth 15:00. If you fulfill your MIC obligation for 4th day but do no additional flying, **you'll** be paid 15:00 hours actual plus the 5:00 hours difference from 20:00 for a total value of both original trips.

How is protection calculated if I am illegal to originate my next trip due to an illegality from the previous trip?

Protected hours will be based on value of trip removed due to the illegality.

Example:

You arrive late from a trip causing a legal break issue for your 3-day trip worth 15:00. If you fulfill your MIC obligation, **you'll** be paid the greater of 15:00 or actual hours flown during obligation period (DOSTF).

**If I am a lineholder, how will I know if I was pay protected?**

If you followed MIC procedures, protected hours will be added directly to your HI1 no later than close of business three business days (Mon-Fri) following the completion of the protected sequence(s). Your total hours will be reflected in your Pay Projection (PPROJ), as well as displayed on your HI1 on the termination date of the protected sequence. The codes on your HI1 will include:

- PD PROJ – Pay & Credit for lost hours for Lineholders (non-OE trips)
- OE STRAT – Pay only for lost hours for Lineholders on OE trips

**NOTE: If you are not protected, you will see NO PROT indicated on your HI1.**

**If I am a reserve flying on a duty-free period, how will I know if I was pay protected?**

If you followed reserve pay protection procedures, protected hours will be added directly to your HI1 no later than the close of business three business days following the completion of the protected sequence(s). You will see GUARPREM displayed on your HI1 on the termination date of the protected sequence.

- GUARPREM – Pay above guarantee for reserves flying OR, CR, and L2 trips
- The hours will not be reflected in the FLYDFP column
- You will see the GUARPREM as a line item on your end of the month paycheck

**NOTE: If you are not protected, you will see NO PROT indicated on your HI1.**

**IPP PAY and L5Ds PROTECTIONS FOR MIC (Misconnect, Illegality, Cancellation) PROCEDURES:  
PAY PROTECTION TAKES 5-7 BUSINESS DAYS FROM LAST DAY OF ORIG TRIP TO SHOW IN YOUR HI1/PPROJ. DIRECT CONNECT IF NOT SHOWN.**

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What is protected with Interim Sequence Pay Protection for Lineholders who elect to follow MIC procedures?

- Interim protection will protect Lineholders for all trips on their schedule. A trip that currently qualifies for Last 5 Days Protection under current CBA rules will continue to have the same obligation as today
  - Protected for all cancellations and/or illegalities for originating trips
  - Includes mid-sequence loss of time for all MIC removals
  - Includes equipment substitution
- A trip that currently qualifies for Last 5 Days Protection under current CBA rules will continue to have the same obligation as today

What is protected with Interim Sequence Pay Protection for AVBL FAs who elect to follow MIC procedures?

- Interim protection will protect AVBL FAs for all trips on their schedule. A trip that currently qualifies for Last 5 Days Protection under current CBA rules will continue to have the same obligation as today
  - Protected for all cancellations and/or illegalities for originating trips (see chart below)
  - Includes mid-sequence loss of time for all MIC removals
  - Includes equipment substitution

**NOTE: Incremental guarantee reductions will still only apply to AVBL FAs with a full line of AVBL days**

- A trip that currently qualifies for Last 5 Days Protection under current CBA rules will continue to have the same obligation as today

**NOTE: Incremental guarantee reductions will still only apply to AVBL FAs with a full line of AVBL days**

What is protected with Interim Sequence Pay Protection for Reserves who elect to follow pay protection procedures?

- Protected for all cancellations and/or illegalities for trips originating on Duty-Free Periods (OR, CR, L2)
  - Includes mid-sequence loss of time for all MIC removals
  - Includes equipment substitution

What is not included with Interim Sequence Pay Protection?

- **Same as today, carryover, international override or other premiums are not included**
- Same as today, pay protection for trips originating on reserve days (RF and SB flying) is not included
- All schedule conflict trip removals, including FA- initiated conflict after bid awards

What happens if I pick up a trip from another flight attendant during the Days Originally Scheduled to Fly (DOSTF) of a pay protected trip?

If you pick up OE, TT or OR flying during your obligation period on DOSTF you will forfeit pay protection for the original sequence

BASE	HISEND MU FORM #	BASE	HISEND MU FORM #
BOS	61	MIA	67
DCA	62	ORD	69
DFW	64	RDU	73
LAX	70	SFO	76
LGA	71	STL	78

**NEW CHANGES EFFECTIVE JUNE, 2 2017**

When released into DOSTF at an origination cancellation (exception of LSD), the company can no longer fly you into a DO. If a FA has a DO after the trip that cancelled, the debrief must end at midnight on the days originally scheduled to fly (DOSTF) unless FA requests to be flown into a DO. If a FA has a duty free period (DFP) following the cancelled trip the debrief has to end at the start of the DFP unless FA requested. Keep in mind for Last Five Days (L5D) protection procedures have NOT changed and a FA can be flown into a DO.

NOTE: If you have back to back trips and there is not a 24 (DFP) between trips then a FA can be given a trip where the debrief ends by midnight of the DOSTF of the original trip. A 24 (DFP) is designated by a start and end time. You will see it on your HI1 reflected such as the example 1 below or shown as 0000 2400. All other time off is considered a DO. Midnight to midnight DOs are reflected on your HI1 as DOs.

**Examples:**

**Duty Free period (DFP) Following a trip:**

```

08 61      24      1531
09 61      24          1531
09F61     TT  15996  FA5  -208  7.40
10J61     TT          RON
11S61     TT          -209          8.10 15.50
          15996 EXP TAFB  43.10 DUB  5
MIDSEQ 24 - SEE LEG DETAIL
11 61     24      1235
12 61     24          1235
12 61     24      1905
    
```

In the above example, if the trip cancelled and a FA was released into DOSTF, the MIC obligation trip debrief would have to end at the latest 1235/11JUN.

**DO following a trip:**

```

23 61      24      2119
24 61      24          2119
25S61     28752 -233  -2292  4.17
26M61          -1186          5.43 10.00
          28752 EXP TAFB  30.31 TPA  3
27 61     DO
28 61     DO
    
```

In the above example, if the trip cancelled and the FA was released into DOSTF, the MIC obligation trip debrief would have to end at midnight on the 26JUN.

**KEEP NOTE: A FA can still be flown into a DO under the Last Five Days (L5D) pay protections.**

When determining what steps to follow, you must determine the following:

**WHEN DID YOU EXPERIENCE THE MIC? (Same day/day before/Time of day)**

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Keep in mind any trip that crosses midnight (i.e. all-nighter turns, 0035 arrivals, etc.) your DOSTF is more days. DOSTF stands for “DAYS originally scheduled to fly” not duty periods.

**Call Out Pay is not paid on top of IPP pay protections. It gets measured against any pay protection and pay protection is based on the value of the original MIC sequence.**

**LINE HOLDER, SAME DAY TURN before SIGN IN: (CC trips are protected for CC pay)**

1. Must contact Crew Schedule (CS).
2. Once contact is made, CS has 2 options:

**OPTION 1:** Deadhead you to work return leg.

OR

**OPTION 2:** Reschedule you to another trip.

The assigned trip must originate on a DOSTF (day originally scheduled to fly), but CANNOT conflict with a duty free period (DFP), planned absence or company assignment. **They cannot fly you into a DO unless FA requested.** Trip cannot exceed your applicable monthly maximum or if scheduled above monthly maximum the original value of the sequence plus up to 1 hour.

*(If CS chooses either of the above options (1,2) and you refuse, you are subject to a miss trip.)*

3. If Crew Schedule does NOT choose one of the above options (1,2), you are pay protected for the sequence.  
NO FURTHER OBLIGATION.

**LINE HOLDER, SAME DAY TURN after SIGN IN: (CC trips are protected for CC pay)**

1. Must contact Crew Schedule (CS) **before** leaving airport.
2. Once contact is made CS has 4 options: (must assign within 2hrs from time of departure or cancellation, whichever is later, during OSO)

**OPTION 1:** Deadhead you to work return leg.

OR

**OPTION 2:** Reschedule you to another trip.

The assigned trip must originate on a DOSTF (day originally scheduled to fly), but CANNOT conflict with a duty free period (DFP), planned absence or company assignment. ***They cannot fly you into a DO unless FA requested.*** Trip cannot exceed your applicable monthly maximum or if scheduled above monthly maximum the original value of the sequence plus up to 1 hour.

OR

**OPTION 3:** Assign you airport availability for up to 4 hours from original departure time, or time of cancellation, whichever is greater.

*(If CS picks one of the above 3 options (1, 2, 3), you are pay protected for the sequence. NO FURTHER OBLIGATION. If you refuse any of the above options, you are subject to a miss trip.)*

OR

**OPTION 4:** Release FA and pay protect for full value of sequence. NO FURTHER OBLIGATION.

**LINE HOLDER, TURN, DAY BEFORE, before NOON: (CC trips are protected for CC pay)**

1. Must contact Crew Schedule (CS).

2. Once contact is made, CS has 3 options:

**OPTION 1:** Deadhead you to work return leg.

OR

**OPTION 2:** Reschedule you to another trip.

The assigned trip must originate on a DOSTF (day originally scheduled to fly), but CANNOT conflict with a duty free period (DFP), planned absence or company assignment. ***They cannot fly you into a DO unless FA requested.*** Trip cannot exceed your applicable monthly maximum or if scheduled above monthly maximum the original value of the sequence plus up to 1 hour.

*(If CS picks one of the above 2 options (1,2), you are pay protected for the sequence. NO FURTHER OBLIGATION. If you refuse one of the above options (1,2), you are subject to a miss trip.)*

OR

**OPTION 3:** Hold you for DOSTF. This option you may opt out of pay protection.

3. If held for DOSTF (Option 3), FA must follow these steps:

**A.** Put name on MU list for original day of trip.

**B.** Send a makeup HISEND form between 0001-1159 stating "plot to protect"

- CS has until 1330 to plot you a trip. FA must check HI1 to see if trip was plotted. CS will not call you if they plot a trip.
- The assigned trip must originate on a DOSTF (day originally scheduled to fly), but CANNOT conflict with a duty free period (DFP), planned absence or company assignment. ***They cannot fly you into a DO unless FA requested.*** Trip cannot exceed your applicable monthly maximum or if scheduled above monthly maximum the original value of the sequence plus up to 1 hour.
- If CS plots you a trip, your sequence is protected. NO FURTHER OBLIGATION.
- If CS does not plot you a trip, your sequence is protected. NO FURTHER OBLIGATION. Your name will still be on the MU list so CS may call you. YOU HAVE NO OBLIGATION TO ANSWER. You will still be pay protected because you participated in the HISEND round.
- If given HVBL days you may choose to plot yourself trips or follow above MIC steps. You cannot move HVBL days.
- If LO trip cancels, FA assumes obligation for DOSTF from the original MIC.

**LINE HOLDER, TURN, DAY BEFORE, after NOON: (CC trips are protected for CC pay)**

1. Must contact Crew Schedule (CS).

2. Once contact is made, CS has 3 options:

**OPTION 1:** Deadhead you to work return leg.

OR

**OPTION 2:** Reschedule you to another trip.

The assigned trip must originate on a DOSTF (day originally scheduled to fly), but CANNOT conflict with a duty free period (DFP), planned absence or company assignment. ***They cannot fly you into a DO unless FA requested.*** Trip cannot exceed your applicable monthly maximum or if scheduled above monthly maximum the original value of the sequence plus up to 1 hour.

*(If CS picks one of the above 2 options (1,2), you are pay protected for the sequence. NO FURTHER OBLIGATION. If you refuse one of the above options (1,2), you will be subject to a miss trip.)*

OR

**OPTION 3:** Hold you for DOSTF. This option you may opt out of pay protection.

3. If held for DOSTF (option 3), FA must follow these steps:

**A.** Put name on MU list for original day of trip.

**B.** Call crew schedule between 2000-2400 that night to ask if they have a trip for you.

- If there is a trip available, CS must give it to you while you are on the phone. They cannot call you back with a trip.
- The assigned trip must originate on a DOSTF (day originally scheduled to fly), but CANNOT conflict with a duty free period (DFP), planned absence or company assignment. ***They cannot fly you into a DO unless FA requested.*** Trip cannot exceed your applicable monthly maximum or if scheduled above monthly maximum the original value of the sequence plus up to 1 hour.
- If CS plots you trip, you are pay protected. NO FURTHER OBLIGATION.
- If CS does not plot you a trip, your sequence is protected. NO FURTHER OBLIGATION. Your name will still be on the MU list so CS may call you. YOU HAVE NO OBLIGATION TO ANSWER. You will still be pay protected because you participated in the 2000-2400 call in window.
- If given HVBL days you may choose to plot yourself trips or follow above MIC steps. You cannot move HVBL days.
- If LO trip cancels, FA assumes obligation for DOSTF from the original MIC.



**LINE HOLDER, MULTI DAY TRIP, SAME DAY, before SIGN IN before NOON: (CC trips are protected for CC pay)**

1. Must Contact Crew Schedule (CS).

2. Once contact is made, CS has 3 options:

**OPTION 1:** Deadhead you to work balance of sequence.

OR

**OPTION 2:** Reschedule you to another trip.

The assigned trip must originate on a DOSTF (day originally scheduled to fly), but CANNOT conflict with a duty free period (DFP), planned absence or company assignment. ***They cannot fly you into a DO unless FA requested.*** Trip cannot exceed your applicable monthly maximum or if scheduled above monthly maximum the original value of the sequence plus up to 1 hour.

**(If CS picks one of the above 2 options (1,2), you are pay protected for the sequence. NO FURTHER OBLIGATION. If you refuse one of the above options (1,2), you will be subject to a miss trip.)**

OR

**OPTION 3:** Hold you for DOSTF. This option you may opt out of pay protection.

3. If held for DOSTF (**option 3**), FA must follow these steps:

**A.** Put name on MU list for original days of trip.

**B.** Send a makeup HISEND form between 0001-1159 stating "plot to protect" for each day obligated.

- CS has until 1330 to plot you a trip. FA must check HI1 to see if trip was plotted. CS will not call you if they plot a trip.
- The assigned trip must originate on a DOSTF (day originally scheduled to fly), but CANNOT conflict with a duty free period (DFP), planned absence or company assignment. ***They cannot fly you into a DO unless FA requested.*** Trip cannot exceed your applicable monthly maximum or if scheduled above monthly maximum the original value of the sequence plus up to 1 hour.
- FA is obligated for a trip ***EACH DAY*** of their original sequence. (SEE LAST FIVE DAYS PROTECTIONS FOR EXCEPTION). If LO trip cancels, FA assumes obligation for DOSTF from the original MIC.
- If CS does not plot you a trip in ***EACH*** of the HISEND rounds you are ***OBLIGATED*** to participate in, you are pay protected for the sequence. Your name will be on the MU list, so CS may call you. YOU HAVE NO OBLIGATION TO ANSWER. You will still be pay protected because you participated in the HISEND rounds.
- If CS plots you a trip(s) in ***each*** of the HISEND rounds you are obligated to participate in, you are pay protected. NO FURTHER OBLIGATION.
- If given HVBL days you may choose to plot yourself trips or follow above MIC steps. You cannot move HVBL days.
- (example: Trip is 10AUG-12AUG, FA must send a HISEND on 10AUG for the 11AUG and again on 11AUG for 12AUG. FA does NOT have to send a HISEND on the 12AUG since their trip was only until 12AUG. *HISENDs are for NEXT day only*)

**LINE HOLDER, MULTIDAY TRIP, SAME DAY, before SIGN IN, after NOON: (CC trips are protected for CC pay)**

1. MUST CONTACT CREW SCHEDULE (CS).

2. Once contact is made, CS has 3 options:

**OPTION 1:** Deadhead you to work the balance of your sequence.

OR

**OPTION 2:** Reschedule you to another trip.

The assigned trip must originate on a DOSTF (day originally scheduled to fly), but CANNOT conflict with a duty free period (DFP), planned absence or company assignment. **They cannot fly you into a DO unless FA requested.** Trip cannot exceed your applicable monthly maximum or if scheduled above monthly maximum the original value of the sequence plus up to 1 hour.

*(If CS picks one of the above 2 options (1,2), you are pay protected for the sequence. NO FURTHER OBLIGATION. If you refuse one of the above options (1,2), you will be subject to a miss trip.)*

OR

**OPTION 3:** Hold you for DOSTF. This option you may opt out of pay protection.

3. If held for DOSTF (**option 3**), FA must follow these steps:

A. Put name on MU list for original days of trip.

B. Call crew schedule between 2000-2400 on first day and then send HISENDS for following days.

- If there is a trip available, CS must give it to you while you are on the phone. They cannot call you back with a trip.
- Send HISEND form between 0001-1159 stating "plot to protect" for 2<sup>nd</sup>+ days of trip
- The assigned trip must originate on a DOSTF (day originally scheduled to fly), but CANNOT conflict with a duty free period (DFP), planned absence or company assignment. **They cannot fly you into a DO unless FA requested.** Trip cannot exceed your applicable monthly maximum or if scheduled above monthly maximum the original value of the sequence plus up to 1 hour.
- FA is obligated for a trip **EACH DAY** of their original sequence. (SEE LAST FIVE DAYS PROTECTIONS FOR EXCEPTION). If LO trip cancels, FA assumes obligation for DOSTF from the original MIC.
- If CS does not plot you a trip in **EACH** of the HISEND rounds you are **OBLIGATED** to participate in, you are pay protected for the sequence. Your name will be on the MU list, so CS may call you. YOU HAVE NO OBLIGATION TO ANSWER. You will still be pay protected because you participated in the HISEND rounds.
- If CS plots you a trip(s) in each of the HISEND rounds you are obligated to participate in, you are pay protected. NO FURTHER OBLIGATION.
- If given HVBL days you may choose to plot yourself trips or follow above MIC steps. You cannot move HVBL days.
- (example: Trip is 10AUG-12AUG, FA must call between 2000-2400 on 10AUG for the 11AUG and send a HISEND on 11AUG for 12AUG. FA does NOT have to send a HISEND on the 12AUG since their trip was only until 12AUG. HISENDS are for NEXT day only)

IPP PAY and L5Ds PROTECTIONS FOR MIC (Misconnect, Illegality, Cancellation) PROCEDURES:  
PAY PROTECTION TAKES 5-7 BUSINESS DAYS FROM LAST DAY OF ORIG TRIP TO SHOW IN YOUR HI1/PPROJ. DIRECT CONNECT IF NOT SHOWN.

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LINE HOLDER, MULTIDAY TRIP, SAME DAY, after SIGN IN, before NOON: (CC trips are protected for CC pay)

1. Must contact Crew Schedule (CS) before leaving airport.

2. Once contact is made, crew schedule has 4 options: (must assign within 2hrs from time of departure or cancellation, whichever is later, during OSO)

**OPTION 1:** Deadhead you to work the balance of your sequence.

OR

**OPTION 2:** Reschedule you to another trip.

The assigned trip must originate on a DOSTF (day originally scheduled to fly), but CANNOT conflict with a duty free period (DFP), planned absence or company assignment. **They cannot fly you into a DO unless FA requested.** Trip cannot exceed your applicable monthly maximum or if scheduled above monthly maximum the original value of the sequence plus up to 1 hour.

OR

**OPTION 3:** Assign you airport availability for up to 4 hours from original departure time, or time of cancellation, whichever is greater.

*(If CS picks one of the above 3 options (1,2,3), you are pay protected for the sequence. NO FURTHER OBLIGATION. If you refuse any of the above options, you will be subject to a miss trip.)*

OR

**OPTION 4:** Hold FA for DOSTF. This option you may opt out of pay protection.

3. If held for DOSTF (**option 4**), FA must follow these steps:

A. Put name on MU list for original days of trip.

B. Send a makeup HISEND form between 0001-1159 stating "plot to protect" for each day obligated.

- CS has until 1330 to plot you a trip. FA must check HI1 to see if trip was plotted. CS will not call you if they plot a trip.
- The assigned trip must originate on a DOSTF (day originally scheduled to fly), but CANNOT conflict with a duty free period (DFP), planned absence or company assignment. **They cannot fly you into a DO unless FA requested.** Trip cannot exceed your applicable monthly maximum or if scheduled above monthly maximum the original value of the sequence plus up to 1 hour.
- FA is obligated for a trip **EACH DAY** of their original sequence. (SEE LAST FIVE DAYS PROTECTIONS FOR EXCEPTION). If LO trip cancels, FA assumes obligation for DOSTF from the original MIC.
- If CS does not plot you a trip in **EACH** of the HISEND rounds you are **OBLIGATED** to participate in, you are pay protected for the sequence. Your name will be on the MU list, so CS may call you. YOU HAVE NO OBLIGATION TO ANSWER. You will still be pay protected because you participated in the HISEND rounds.
- If CS plots you a trip(s) in **each** of the HISEND rounds you are obligated to participate in, you are pay protected. NO FURTHER OBLIGATION.
- If given HVBL days you may choose to plot yourself trips or follow above MIC steps. You cannot move HVBL days.
- (example: Trip is 10AUG-12AUG, FA must send a HISEND on 10AUG for the 11AUG and again on 11AUG for 12AUG. FA does NOT have to send a HISEND on the 12AUG since their trip was only until 12AUG. HISENDs are for NEXT day only)

IPP PAY and L5Ds PROTECTIONS FOR MIC (Misconnect, Illegality, Cancellation) PROCEDURES:  
PAY PROTECTION TAKES 5-7 BUSINESS DAYS FROM LAST DAY OF ORIG TRIP TO SHOW IN YOUR HI1/PPROJ. DIRECT CONNECT IF NOT SHOWN.

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**LINE HOLDER, MULTIDAY TRIP, SAME DAY, after SIGN IN after NOON:** (CC trips are protected for CC pay)

1. Must contact Crew Schedule before leaving airport.

2. Once contact is made, crew schedule has 4 options: (CS must assign within 2hrs from time of dept or cancellation, whichever is later during OSO)

**OPTION 1:** Deadhead you to work balance of sequence.

OR

**OPTION 2:** Reschedule you to another trip.

The assigned trip must originate on a DOSTF (day originally scheduled to fly), but CANNOT conflict with a duty free period (DFP), planned absence or company assignment. **They cannot fly you into a DO unless FA requested.** Trip cannot exceed your applicable monthly maximum or if scheduled above monthly maximum the original value of the sequence plus up to 1 hour.

OR

**OPTION 3:** Assign you airport availability for up to 4 hours from original departure time, or time of cancellation, whichever is greater.

*(If CS picks one of the above 3 options (1,2,3), you are pay protected for the sequence. NO FURTHER OBLIGATION. If you refuse any of the above options you are subject to a miss trip.)*

OR

**OPTION 4:** Hold FA for DOSTF. This option you may opt out of pay protection.

3. If held for DOSTF (**option 4**), FA must follow these steps:

A. Put name on MU list for original days of trip.

B. B. Call crew schedule between 2000-2400 that night and then send HISENDS for following days.

- If there is a trip available, CS must give it to you while you are on the phone. They cannot call you back with a trip.
- Send HISEND form between 0001-1159 stating "plot to protect" for 2<sup>nd</sup>+ days of trip
- The assigned trip must originate on a DOSTF (day originally scheduled to fly), but CANNOT conflict with a DFP, planned absence or company assignment. **They cannot fly you into a DO unless FA requested.** Trip cannot exceed your applicable monthly maximum or if scheduled above monthly maximum the original value of the sequence plus up to 1 hour.
- FA is obligated for a trip **EACH DAY** of their original sequence. (SEE LAST FIVE DAYS PROTECTIONS FOR EXCEPTION). If LO trip cancels, FA assumes obligation for DOSTF from the original MIC.
- If CS does not plot you a trip in **EACH** of the HISEND rounds you are **OBLIGATED** to participate in, you are pay protected for the sequence. Your name will be on the MU list, so CS may call you. YOU HAVE NO OBLIGATION TO ANSWER. You will still be pay protected because you participated in the HISEND rounds.
- If CS plots you a trip(s) in each of the HISEND rounds you are obligated to participate in, you are pay protected. NO FURTHER OBLIGATION.
- If given HVBL days you may choose to plot yourself trips or follow above MIC steps. You cannot move HVBL days.
- (example: Trip is 10AUG-12AUG, FA must call between 2000-2400 on 10AUG for the 11AUG and send a HISEND on 11AUG for 12AUG. FA does NOT have to send a HISEND on the 12AUG since their trip was only until 12AUG. HISENDS are for NEXT day only)

**LINE HOLDER, MULTI DAY TRIP, DAY BEFORE, before NOON: (CC trips are protected for CC pay)**

1. Must Contact Crew Schedule (CS).

2. Once contact is made, CS has 3 options:

**OPTION 1:** Deadhead you to work the balance of your sequence.

OR

**OPTION 2:** Reschedule you to another trip.

The assigned trip must originate on a DOSTF (day originally scheduled to fly), but CANNOT conflict with a duty free period (DFP), planned absence or company assignment. ***They cannot fly you into a DO unless FA requested.*** Trip cannot exceed your applicable monthly maximum or if scheduled above monthly maximum the original value of the sequence plus up to 1 hour.

(If CS picks one of the above 2 options (1,2), you are pay protected for the sequence. NO FURTHER OBLIGATION. If you refuse one of the above options (1,2), you will be subject to a miss trip.)

OR

**OPTION 3:** Hold you for DOSTF. This option you may opt out of pay protection.

3. If held for DOSTF (**option 3**), FA must follow these steps:

A. Put name on MU list for original days of trip.

B. Send a makeup HISEND form between 0001-1159 stating "plot to protect" for each day obligated.

- CS has until 1330 to plot you a trip. FA must check HI1 to see if trip was plotted. CS will not call you if they plot a trip.
- The assigned trip must originate on a DOSTF (day originally scheduled to fly), but CANNOT conflict with a duty free period (DFP), planned absence or company assignment. ***They cannot fly you into a DO unless FA requested.*** Trip cannot exceed your applicable monthly maximum or if scheduled above monthly maximum the original value of the sequence plus up to 1 hour.
- FA is obligated for a trip ***EACH DAY*** of their original sequence. (SEE LAST FIVE DAYS PROTECTIONS FOR EXCEPTION). If LO trip cancels, FA assumes obligation for DOSTF from the original MIC.
- If CS does not plot you a trip in ***EACH*** of the HISEND rounds you are ***OBLIGATED*** to participate in, you are pay protected for the sequence. Your name will be on the MU list, so CS may call you. YOU HAVE NO OBLIGATION TO ANSWER. You will still be pay protected because you participated in the HISEND rounds.
- If CS plots you a trip(s) in ***each*** of the HISEND rounds you are obligated to participate in, you are pay protected. NO FURTHER OBLIGATION.
- If given HVBL days you may choose to plot yourself trips or follow above MIC steps. You cannot move HVBL days.
- (example: Trip is 10AUG-12AUG but experiences MIC on the 9AUG, FA must send a HISEND on 9AUG for 10AUG. Another HISEND 10AUG for 11AUG and another HISEND 11AUG for 12AUG. FA does NOT have to send a HISEND on the 12AUG since their trip was only until 12AUG. *HISENDs are for NEXT day only*)

**LINE HOLDER, MULTIDAY TRIP, DAY BEFORE, after NOON: (CC trips are protected for CC pay)**

1. MUST CONTACT CREW SCHEDULE (CS).

2. Once contact is made, CS has 3 options:

**OPTION 1:** Deadhead you to work the balance of your sequence.

OR

**OPTION 2:** Reschedule you to another trip.

The assigned trip must originate on a DOSTF (day originally scheduled to fly), but CANNOT conflict with a duty free period (DFP), planned absence or company assignment. ***They cannot fly you into a DO unless FA requested.*** Trip cannot exceed your applicable monthly maximum or if scheduled above monthly maximum the original value of the sequence plus up to 1 hour.

*(If CS picks one of the above 2 options (1,2), you are pay protected for the sequence. NO FURTHER OBLIGATION. If you refuse one of the above options (1,2), you will be subject to a miss trip.)*

OR

**OPTION 3:** Hold you for DOSTF. This option you may opt out of pay protection.

3. If held for DOSTF (**option 3**), FA must follow these steps:

A. Put name on MU list for original days of trip.

B. Call crew schedule between 2000-2400 that night and then send HISENDS for following days.

- If there is a trip available, CS must give it to you while you are on the phone. They cannot call you back with a trip.
- Send HISEND form between 0001-1159 stating "plot to protect" for 2<sup>nd</sup>+ days of trip
- The assigned trip must originate on a DOSTF (day originally scheduled to fly), but CANNOT conflict with a DFP, planned absence or company assignment. ***They cannot fly you into a DO unless FA requested.*** Trip cannot exceed your applicable monthly maximum or if scheduled above monthly maximum the original value of the sequence plus up to 1 hour.
- FA is obligated for a trip ***EACH DAY*** of their original sequence. (SEE LAST FIVE DAYS PROTECTIONS FOR EXCEPTION). If LO trip cancels, FA assumes obligation for DOSTF from the original MIC.
- If CS does not plot you a trip in ***EACH*** of the HISEND rounds you are ***OBLIGATED*** to participate in, you are pay protected for the sequence. Your name will be on the MU list, so CS may call you. YOU HAVE NO OBLIGATION TO ANSWER. You will still be pay protected because you participated in the HISEND rounds.
- If CS plots you a trip(s) in each of the HISEND rounds you are obligated to participate in, you are pay protected. NO FURTHER OBLIGATION.
- If given HVBL days you may choose to plot yourself trips or follow above MIC steps.
- (example: Trip is 10AUG-12AUG but experiences MIC on 9AUG, FA must call between 2000-2400 on 9AUG for the 10AUG. Send a HISEND on 10AUG for 11AUG. Another HISEND on 11AUG for 12AUG. FA does NOT have to send a HISEND on the 12AUG since their trip was only until 12AUG. *HISENDS are for NEXT day only*)

LAST FIVE DAYS PROTECTION Guidelines:

- Must be the last trip scheduled that originates in the last five days.
- FA does not fly any part of the trip.
- Protection is included for MU, OE, CC or II trips (CC trips are protected for CC pay)
- Excludes reserves.
- Carryover time is NOT protected.
- FA may elect to opt out of pay protection. If FA does then pay for the last trip is forfeited and your PPROJ will be incrementally reduced by the value of the lost trip.
- If FA opts to participate in DOSTF, FA must be on the MU list for the ENTIRE obligation window as indicated on the top right of their HI1. The obligation window is the original trip footprint plus 8 hours. If DOSTF + 8 hours extends past midnight of last day of scheduled trip, FA must be on the MU list for the additional day. (Keep in mind if your trip was a carryover, the obligation window ends at 2359 on last day of the contractual month.)
- Unlike MIC for non L5D trips, ONE trip fulfills your obligation.
- Obligation is fulfilled:
  - When you are awarded/assigned a trip
  - You participated in the 1200 noon HISEND MU round on all DOSTF.
- FA May opt to participate in subsequent MU/II/CC proffer rounds and will not forfeit protection if FA passes or is unable to be reached at time of proffer.
- If a LO assigned trip for Last 5 Day protection cancels, FA has no further obligation and is pay protected for original trip excluding carryover time.
- **In L5Ds FA can be flown into a DO.**
- See page 25 of the ODCG for HISEND request format/information.
- If on AVBL and your last trip of the last five days cancels, you must follow DOSTF procedures above to protect guarantee. If you do not, your guarantee will be reduced by the value of the trip. Keep in mind, if you have AVBL days after your last plotted trip that cancels, you only have ONE L5D trip, so any trips you plot after protecting pay for the L5D trip you will have to follow regular MIC procedures to protect pay on the new trips. (Example: you have a 2day 27-28Jun with AVBL days on 29,30 of June, you follow L5D protection for the trip on 27-28JUN but then later following L5D protection, plot a trip on 29/30JUN, you have to follow regular MIC procedures to protect your pay for any trips plotted. Keep in mind carryover time is never protected.)

HOW DOES THE SYSTEM CAPTURE PAY PROTECTION FOR IPP and L5D PAY PROTECTIONS WHEN HELD FOR DOSTF:

When a FA is held for DOSTF under the IPP and L5D pay protections, Crew Schedule compares the MU list to all FAs under DOSTF obligation. If a FA's name does not appear on the MU list for all calendar days of original trip or for the entire obligation window shown on the FA HI1 during last five days, the system rejects the pay protection claim. The need to have your name on the MU list for MIC procedures when held for DOSTF applies to all cases. Same day turns are the ONLY time one does not have to have their name on the MU list since you are not ever held for DOSTF. On same day turns, CS can only reschedule you to different flying, DH to cover the rest of the trip, AP availability or release you depending on if you signed in or not. Direct conflicts are slightly different and a FA must have their name on the MU list for all trips they experienced MIC including same day turns.

**LAST TRIP THAT ORIGINATES IN THE LAST 5 DAYS, ANYTIME before SIGN IN: (Carryover time is not protected)**

**(Excludes reserves/Includes MU, OE, CC, II trips/CC trips are protected for CC pay)**

**If FA chooses to protect their pay they must follow below steps. FA may choose not to protect pay and therefore does not have to do anything.**

**To Protect Pay:**

1. FA must follow DOSTF procedures to protect pay. *If not followed, pay protection is forfeited.*

2. If FA decides to protect pay with DOSTF procedures, FA must follow these steps:

**A.** Put name on MU list for original days of trip plus 8 hours. (You will see an obligation window in the top right of your HI1. You must have your name on the MU list for that ENTIRE window.)

**B.** Send a makeup HISEND form between 0001-1159 stating "plot to protect" for each day obligated.

- CS has until 1330 to plot you a trip. FA must check HI1 to see if trip was plotted. CS will not call you if they plot a trip.
- The assigned trip must originate on a DOSTF (day originally scheduled to fly), but CANNOT conflict with a duty free period (DFP), planned absence or company assignment and must terminate by midnight the last day of the month. (FA may elect to request a carryover trip). **They can fly you into a DO.** Trip cannot exceed your applicable monthly maximum or if scheduled above monthly maximum the original value of the sequence plus up to 1 hour. **(Trip must depart within your obligation window.)**
- **ONE** trip fulfills obligation.
- If CS does not plot you a trip in **ONE** of the HISEND rounds you are **OBLIGATED** to participate in, you are pay protected for the sequence **EXCLUDING carryover time**. Your name will be on the MU list, so CS may call you. YOU HAVE NO OBLIGATION TO ANSWER. You will still be pay protected because you participated in the HISEND rounds.
- If CS plots you a trip in one of the HISEND rounds you are obligated to participate in, you are pay protected. NO FURTHER OBLIGATION.
- If given HVBL days you may choose to plot yourself a trip or follow above MIC steps. You cannot move HVBL days.
- If legal obligation (LO) trip cancels or any proffered trip cancels, NO FURTHER OBLIGATION.
- (Example: Trip is 27AUG-29AUG, obligation window is 0800/27-0635/30, but experiences MIC on the 27AUG, FA must send a HISEND on 27AUG for 28AUG. 28AUG for 29AUG, and another HISEND 29AUG for 30AUG. FA does NOT have to send a HISEND on the 30AUG since their obligation window ends on the 30AUG. *HISENDs are for NEXT day only*)
- If on AVBL and your last trip of the last five days cancels, you must follow DOSTF procedures above to protect guarantee. If you do not, your guarantee will be reduced by the value of the trip. Keep in mind, if you have AVBL days after your last plotted trip that cancels, you only have ONE L5D trip so any trips you plot after protecting pay for the L5D trip you will have to follow regular MIC procedures to protect pay on the new trips. (Example: you have a 2day 27-28Jun with AVBL days on 29,30 of June, you follow L5D protection for the trip on 27-28JUN but then later following L5D, plot a trip on 29/30JUN, you have to follow regular first 25 days MIC procedures to protect you pay for any trips plotted. Keep in mind carryover time is never protected.)



IPP PAY and L5Ds PROTECTIONS FOR MIC (Misconnect, Illegality, Cancellation) PROCEDURES:  
PAY PROTECTION TAKES 5-7 BUSINESS DAYS FROM LAST DAY OF ORIG TRIP TO SHOW IN YOUR HI1/PPROJ. DIRECT CONNECT IF NOT SHOWN.

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LAST TRIP THAT ORIGINATES IN THE LAST FIVE DAYS (L5D), after SIGN IN: (Carryover time is NOT protected)

(Excludes reserves/Includes MU, OE, CC, II trips/CC trips are protected for CC pay)

1. Must contact Crew Schedule before leaving airport.

2. Once contact is made, crew schedule has 4 options: (CS must assign within 2hrs from time of departure or cancellation, whichever is later during OSO)

**OPTION 1:** Deadhead you to work balance of sequence.

OR

**OPTION 2:** Reschedule you to another trip.

The assigned trip must originate on a DOSTF (day originally scheduled to fly), but CANNOT conflict with a duty free period (DFP), planned absence or company assignment. They can fly you into a DO. Trip cannot exceed your applicable monthly maximum or if scheduled above monthly maximum the original value of the sequence plus up to 1 hour.

OR

**OPTION 3:** Assign you airport availability for up to 4 hours from original departure time, or time of cancellation, whichever is greater.

*(If CS picks one of the above 3 options (1,2,3), you are pay protected for the sequence. NO FURTHER OBLIGATION. If you refuse any of the above options, you are subject to a miss trip.)*

OR

**OPTION 4:** Hold FA for DOSTF. *This option you may opt out of pay protection.*

3. If held for DOSTF (**option 4**), FA must follow these steps: (In L5Ds only HISEND round is obligation)

**A.** Put name on MU list for original days of trip plus 8 hours. (You will see an obligation window in the top right of your HI1. You must to have your name on the MU list for that ENTIRE window.)

**B.** Send a makeup HISEND form between 0001-1159 stating "plot to protect" for each day obligated.

- CS has until 1330 to plot you a trip. FA must check HI1 to see if trip was plotted. CS will not call you if they plot a trip.
- The assigned trip must originate on a DOSTF (day originally scheduled to fly), but CANNOT conflict with a duty free period (DFP), planned absence or company assignment and must terminate by midnight the last day of the month. (FA may elect to request a carryover trip). ***They can fly you into a DO.*** Trip cannot exceed your applicable monthly maximum or if scheduled above monthly maximum the original value of the sequence plus up to 1 hour. ***(Trip has to depart within your obligation window)***
- **ONE** trip fulfills obligation.
- If CS does not plot you a trip in **ONE** of the HISEND rounds you are **OBLIGATED** to participate in, you are pay protected for the sequence. Your name will be on the MU list, so CS may call you. YOU HAVE NO OBLIGATION TO ANSWER. You will still be pay protected because you participated in the HISEND rounds.
- If CS plots you a trip in the HISEND rounds you are obligated to participate in, you are pay protected. NO FURTHER OBLIGATION.
- If given HVBL days you may choose to plot yourself a trip or follow above MIC steps. You cannot move HVBL days.
- If legal obligation (LO) trip cancels or any proffered trip cancels, NO FURTHER OBLIGATION.
- (example: Trip is 27AUG-29AUG, obligation window is 0800/27-0635/30, but experiences MIC on the 27AUG, FA must send a HISEND on 27AUG for 28AUG. Another HISEND 28AUG for 29AUG, and another HISEND on 29AUG for 30AUG. FA does NOT have to send a HISEND on the 30AUG since their obligation window was only until 30AUG. *HISENDs are for NEXT day only*). If you cancel after noon, after sign in, you send a HISEND the following day.

**RESERVE (OR, CR or L2):**

**TURNS:**

**Prior to sign in:** No further obligation. You are pay protected.

**After sign in:** 1. Must contact Crew Schedule (CS).

2. CS has 2 options:

**OPTION 1:** Deadhead you to pick up balance of sequence

OR

**OPTION 2:** Reschedule you to another single duty period trip on the same day(s) within 2 hours of original departure time or cancellation, whichever is later.

*(If CS picks one of the above 2 options (1,2), you are pay protected for the sequence. NO FURTHER OBLIGATION. If you refuse one of the above options (1,2), you will be subject to a miss trip.)*

**MULTI DAY TRIP:**

**Notified Day of Departure:**

1. FA must report at mutually agreed time for 4 hours of airport availability on day one. Sequence value pay protected.

**Notified prior to day of departure:**

1. Must contact Crew Schedule (CS).

2. Once contact is made, CS has 2 options:

**OPTION 1:** Assign another trip for same days as originally scheduled at time of notification. Sequence value protected.

OR

**OPTION 2:** Require FA to report at a mutually agreed time for 4 hours of airport availability on day1 of trip. (If reserve is removed due to a direct conflict with a multiday, FA must report for 4 hours of airport availability on the 1<sup>st</sup> calendar following the conclusion of legal rest (if day was part of days originally scheduled to fly). Sequence value protected.

*(If CS picks one of the above 2 options (1,2), you are pay protected for the sequence. NO FURTHER OBLIGATION. If you refuse one of the above options (1,2), you will be subject to a miss trip.)*

**If you are a reserve and your LO (legal obligation) trip cancels, you maintain your original obligation. So if you are assigned a trip during your 4hrs of airport standby and the trips cancels within those 4 hrs, you would still be required to complete the remainder of the 4hrs. If the trip cancels after the original 4 hrs, your obligation is fulfilled. In either case, you should call CS before leaving the airport to confirm any obligation.**

**MID-SEQUENCE MIC/ LINE HOLDER or RESERVE (OR, CR, L2):**

1. Must contact Crew Tracking (CT).
2. Once contact is made CT has 1 option:

**OPTION 1:** Reschedule you to different flying.

3. You are pay protected for the original sequence value. NO FURTHER OBLIGATION.

Mid-sequence MICS are when you have flown any leg of your original trip and then during the sequence you encounter a MIC situation. There is no obligation (i.e. going on the MU list, etc) since you must contact crew tracking in a mid-sequence MIC and they can reschedule you to different flying. Sometimes they end up not adding flying and you DH home or if at base the sequence ends. That is still considered a reschedule under the above Option 1.

**Example 1:** FA original trip was worth 18 hours and lost 3 hours on the second day of the trip due to a misconnect in DFW. The trip is now only worth 15 hours. You are PAY PROTECTED for the 18hrs. NO FURTHER OBLIGATION.

**Example 2:** FA had a 16hr 3 day, the 2<sup>nd</sup> day the balance of your trip cancels and you go home. Your trip is now worth 10hrs. You are PAY PROTECTED for the 16hrs. NO FURTHER OBLIGATION.

**Example 3:** FA had a 15hr 3 day, the 2<sup>nd</sup> day a flight cancels and CT assigns you to different flight making your trip now worth 17hrs. You will be paid for 17hrs because you flew 17hrs. No further obligation.

4. MID -Sequence MIC is the **only** time a FA can “double dip”. The FA may choose to pick up a trip **ONLY** from the company and get paid **ON TOP** of their MIC protection. (i.e. MU, OP2, CC)

**Example:** FA had a 15hr 3day that turns into a 10hr 2 day. They are pay protected for the 15hrs. The FA then chooses to pick up a 5hr turn on the 3<sup>rd</sup> day via MU. They would be paid 20hrs total.

[15hrs for orig trip + 5hrs for MU trip = 20hrs]

## REASSIGNMENTS:

A reassignment occurs when you are removed by Crew Schedule or Crew Tracking from a trip or leg for which you are legal and available and then assigned to a different trip or leg that you are obligated to fly. You are pay protected for the greater sequence total of the time lost or time flown. You are credited with the actual sequence.

During the month, other than the last five days, the pay protection applies only to the one trip you were reassigned from even if the reassignment causes you to lose more than one trip.

Unlike MIC, during the last five days of the month, you are pay protected for all trips you lose due to the reassignment without a make-up obligation. This pay protection is confined to the contractual month in which the reassignment takes place.

REASSIGNMENT = You are legal, available, and the flight is operating **at the time of removal** from your ORIGINAL sequence. If a flight cancels you are then considered RESCHEDULED.

FA OBLIGATION:           When a FA is reassigned and the new trip cancels, the FA is pay protected for the original trip.  
                                  No MIC obligation due to the reassignment.

**Example 1:** FA has LHR 3day and is reassigned to PVG and then the PVG cancels, they have no further obligation (because of the reassignment) but are only pay protected for the LHR. No further obligation due to reassignment.

**Example 2:** FA has a 20hr 3 day and they are reassigned to a 15hr 3 day and the 15hrs trip cancels, they are pay protected for the 20hrs. NO FURTHER OBLIGATION due to reassignment.

**Example 3:** FA has a 15hr 3 day and is reassigned to a 20hr 3day and flies a portion of the new reassigned trip, and then the rest of the trip cancels, the FA is pay protected for 15hrs because you are never protected for more than what your original trip was worth. If you happen to fly more than the original trip such as 17 hrs you are always paid for what you fly.) NO FURTHER OBLIGATION due to reassignment.

**DIRECT CONFLICT TRIPS:**

A direct conflict trip is where your one sequence overlaps with your next sequence, creating a direct conflict. Such as you arrive from your first trip the SAME DAY, or after, your next trip is scheduled to depart.

In this scenario, you follow all the same MIC steps but **NOT** until the conclusion of your current trip.

Also, keep note, with direct conflict trips you are never pay protected for more than you started out with. (exception: LE pay is paid on top of pay protection)

**Example 1:** You have two, 10hr 2 days and your first 2 day becomes a 15hr 3day. You are still only pay protected for 20hrs. [15hrs + 5hrs pay protection = 20 hrs original value of both trips]

**Example 2:** You have two 8hrs turns on 17JUN and 18JUN and your 17<sup>th</sup> turn becomes a 10hr 2day. You will be pay protected for 16hrs. [10hrs + 6hrs pay protection = 16hrs original value of both trips]

**Example 3:** You have 2 FCO trips back to back each worth 20hrs. The first FCO is delayed 24hrs now worth 20.15 creating a direct conflict with your second FCO. You are pay protected for 40hrs plus LE pay.

[20.15hrs + 19.45hrs + 10hrs LE pay = 50hrs]

***Be aware of the time of day you arrive and if you fall under the last five days protection. Remember last five days protection is only for the LAST trip of the last five days.***

Always contact Crew Schedule after your debrief from the first trip.

**Example 1:** you have two trips, one on the 10-12 and the next trip 13-15. Your first trip arrives on the 13<sup>th</sup> creating a direct conflict. You wouldn't start following MIC procedures until the conclusion of your first trip on the 13<sup>th</sup> after the debrief. You still need to put yourself on the MU list for the 13-15.

**Example 2:** You have two 8hr turns back to back on the 10<sup>th</sup> and 11<sup>th</sup>. The turn on the 10<sup>th</sup> turns into a 10hr 2day creating a direct conflict with your turn on the 11<sup>th</sup>. After your debrief from the trip on the 10th place your name on the MU list for the 11th. No further obligation. You will be pay protected for 16hrs. 10hrs for the 10<sup>th</sup> turn and 6 hrs for the direct conflict turn.

HOW TO MOVE Duty Free Periods (DFPs): (Must have other FAs permission to use their schedule)

You must be in Trip Trade (TT) mode and in an active TT to move DFPs. First, do a seat swap with a FA on your same trip sequence and, then, in the 2nd step, when swapping the seats back, move the DFPs using the HTD codes shown in the example below. Do not use HTMD. In order to keep the DFPs on the desired dates, you should do the simple seat swap first as using the HTMD function could possibly cause the DFPs to be moved from the desired dates.

EXAMPLE

In the transaction below FA "A" 123456 has a 2 day sequence on 13/14 and would like to trade the DO on the 15th to make it a "24" DFP. FA "A" will be moving a "24" on the 28th to the 15th.

**First trade**

HT/123456/012345 (A-123456) (B-012345) (Sequence 1111/13NOV)

HTS/A/1111/13NOV (FIRST SEAT SWAP)

HTS/B/1111/13NOV

HTMD

HZ

**2nd Trade**

Swapping positions back to original positions

HT/123456/012345

HTS/A/1111/13NOV

HTS/B/1111/13NOV

HTD/A/24/28NOV (FA is moving the "24" from 28NOV to 15NOV)

HTA/A/24/15NOV

HZ ( DO NOT ENTER HTMD)

**Entries to move DFPs:**

HTD = DELETE DFP      HTA = ADD DFP

Multiple DFPs may be moved at one time and both FAs may move DFPs in the same transaction. If you receive a response to transaction "ACTIVITY NOT FOUND" then use day before or day after DFP for transaction.

You can use past DOs and DFPs for movement of DFPs.

HTD/B/24/14NOV- (YOU CAN MOVE MULTIPLE DFPs IN 1 TRANSACTION)

HTA/B/24/20NOV

HTD/A/24/13NOV -(YOU CAN MOVE BOTH FA'S DFPs IN 1 TRANSACTION)

HTA/A/24/28NOV (DO NOT ENTER HTMD)

HZ