

HOW TO: GET STARTED

New Hire Reference for Scheduling & Reserve

Spirit Airlines Association of Flight Attendants (AFA-CWA)



RVA: R1 in FLiCA	00:01 - 10:00 LT	<p>Reserve Period Reminders: "Reserve Period" and "Notification Period" are used interchangeably. In simple terms, this outlines the timeframe that Crew Services can notify you of an assignment, therefore, you need to be available, reachable, and fit-to-fly during this timeframe. Please note that LT is "local time" for the time at your base.</p> <p>Crew Services can notify you for any assignment that starts/ends in any part of a day as long as you're contacted during your reserve notification period, legal for said assignment, and given at least two hours to report. You are always required to report for an assignment in a minimum of two hours of notification through positive contact - never in any less time.</p> <p>Reserve periods can always be moved to the next legal reserve period for the remainder of your current block of reserve days.</p>
RVB: R2 in FLiCA	04:01 - 14:00 LT	
RVC: R3 in FLiCA	07:01 - 17:00 LT	
RVD: R4 in FLiCA	11:01 - 21:00 LT	
RVE: R5 in FLiCA	14:01 - 24:00 LT	
<p>PRO TIP: We always suggest having a secondary number listed with Crew Scheduling as they will be required to call both numbers to notify you of an assignment!</p>		

Reserve Assignment Reminders:

- You are **NOT** required to answer your phone –
 - ◆ Anytime **outside** of your reserve notification period.
 - ◆ **After** you've been notified of an assignment, even if it falls within your reserve notification period.
 - ◆ On a **layover**, following the completion of your duty day, which is thirty (30) minutes following actual block in.
- If you **MISS** a call from Crew Services –
 - ◆ Call back **IMMEDIATELY**, they must have positive contact from you **within fifteen (15) minutes** of their attempt to contact you.
 - **NOTE:** If you have a secondary number listed with Crew Services, the 15 minutes begins after they have attempted to contact you on your second number that is registered and confirmed to be on file with the company.
 - ◆ If you anticipate your wait time to be longer than fifteen (15) minutes when returning a missed call, we suggest you email them at crewscheduling@spirit.com and **continue to wait on hold** until you have made **positive contact** with them.
- If Crew Services calls you **outside** of your reserve notification period (which they can do) and **you answer** –
 - ◆ You can **involuntarily** be assigned and you **cannot** refuse; this includes on your moveable and guaranteed days off.
 - In short, if you DO NOT want to work on your day(s) off, do not answer your phone outside of your reserve notification period. Answering a call from Crew Services on your day(s) off tells Crew Services that you're **available, fit to fly, and in base** and can report for any legal assignment within two hours.
- **Positive Contact:** As defined in our Collective Bargaining Agreement, is any contact between the Flight Attendant and the Company on a **recorded line**, or by other official means in the future as agreed upon between the Company and AFA.
 - ◆ These calls can be from **any** phone number
 - ◆ Examples that are **NOT** positive contact: an email, text, a note from a gate agent, verbal communication from another Flight Attendant, etc.
 - ◆ However, if you are on duty and Crew Services leaves a voicemail, or an ACARS message is received, you are required to respond.
 - ◆ There is **NO contractual limitation** to the amount of time a Flight Attendant can spend waiting on hold to achieve positive contact with the Company or Crew Services. **THERE IS NO SUCH THING AS BEING SELF-RELEASED, EVER.**

Applications & Self-Service Tech

- **Apps:** Spirit Airlines AFA-CWA does **not** officially endorse, support, or promote any application, we respect everyone's choices in choosing a platform that supports individual needs. Remember, FLiCA and CrewTrac are the only valid, and accurate means of viewing, bidding, or modifying your schedule and for use of proof when submitting tickets on the AFA-CWA Support Center.
- **Chat Bot & ELP:** Those who utilize company-managed apps and self-service technologies agree to the terms outlined and set forth solely by the company. We recommend that you review all requirements and limitations before any and all use.

Duty, Block, & Rest Review:

- **Reporting For Duty:** Remember, Crew Scheduling can ask you to report in less than 2-hours for any legal assignment, it is your responsibility to request your contractual 2-hours should they ask such of you. Duty always begins at check-in (or at report time when on a multi-day pairing). Duty periods terminate 30-minutes after your flight actually blocks-in (not scheduled block-in).
- **Duty Period:** You cannot be **scheduled** to be on duty for more than 14-hours. You can, however, be **extended up to 15-hours legally**. You **cannot** extend beyond 15-hours unless it is mutually agreed upon. It is your responsibility to notify Crew Scheduling if you are going to "time out". Keep in mind, you cannot use your PED while guests are on the aircraft and you should have an Operations staff member contact Crew Scheduling on your behalf.
- **Block Time:** You cannot be **scheduled for more** than 9-hours of block in a duty period (the only exceptions are deadheading and 2-segment "turn" pairings). You can extend past 9-hours legally if you, for example, incur delays in the air, land late, etc.
- **Scheduled Rest:** All rest between any duty periods, assignments and Reserve Notification Periods (both in and out of Base) must be **scheduled at a minimum of 11-hours, which is non-reducible below 10-hours**. This way you are 1-hour from the legal threshold of being below minimum rest requirements should you encounter any delays or other operation impacts. **All trips picked up from DOT and TB will have to abide by the 11-hour scheduled rest implemented by the Company and per the CBA**. If you are to drop below the legal, FAA-mandated 10-hours of non-reducible rest, **it is your responsibility** to notify Crew Services to have your report time adjusted.
- **24/7 Rest:** Contractually, during any 7-consecutive calendar day period, you must be scheduled a calendar day off (00:01-24:00 LT) **in base**. This can be waived in bidding. The FAR states that during any 7-consecutive calendar day period, you must be scheduled to have 24-consecutive hours free from duty, anywhere (in and out of base); this, however, cannot be waived.

Schedule Overview:

- **Guaranteed Days Off (GDO's):** Reserve lines have **8-GDOs total per bid period**; 2-sets of 4-GDOs. The Company shall not *involuntarily* schedule, reschedule or assign any flying into GDOs, except for Junior Assignments. For example, if you answer a call from Crew Scheduling on your GDO(s); you cannot refuse this assignment.
- **Moveable Days Off (MDO's):** Reserve lines have **4-MDOs total per 30-day bid period (5-MDOs in a 31-day bid period)**; 1-set of 4-MDOs (or 5) in a block of days together **-OR-** 2-sets of 2 & 3-MDOs, separated by RSV Days and/or GDOs. The Company **may** schedule you to fly on your MDOs! Upon completion of the assignment flown on your MDOs, the Company shall restore any MDO day(s) when you contact them for your release from said assignment, subject to Critical Day(s), Holiday Weekends, not in the middle of a multi-day pairing and within the current bid period, if possible. FA may elect to forego the restoration of the DOR(s) and be paid at 4-hours each.
- **Ready Reserve (RDY):** Scheduled in 5-hour increments, never longer. You are considered to be **on duty** starting at check-in and be available for **positive contact** notification of any legal assignment. Upon contact, you have **15-minutes to report** to the aircraft, ensuring departure occurs **within 45-minutes**. A Flight Attendant can never be assigned Ready Reserve **more than once per calendar day**; there is no maximum amount of Ready Reserve assignments one can be given in a single bid period.
- **Release from Reserve-Assigned Pairing:** Upon return to base, at the competition of a pairing, **you must have positive contact with Crew Services** and request to be released from the current assignment. Upon release, Crew Scheduling may release one and place you on your next **scheduled** (or move you to the next legal) Reserve Notification Period. Also, Crew Scheduling may release you and also concurrently assign a pairing as long as legal rest requirements are met, regardless of Reserve Period. Remember, your Reserve Period may be moved (ex. from RVA to RVB, RVB to RVC or RVC to RVD, RVD to RVE and RVE to RVA) for the next block of RSV days (until your next day off) to accommodate for legal rest, operational needs or any other requirement(s) as defined per our CBA.

DISCLAIMER: This document is solely intended to serve as a valuable, quick reference tool, complimenting all other information and resources available. All information referenced above is strictly for reference only and is current as of its printing and revision date. Any and all information outlined does not replace or substitute any portion of your FAM, CBA, Flight Attendant Read Files, MOUs or other accessible documentation and resources. Always view the most up to date information on policies, procedures and best practices in the FAM, the current CBA and other company-managed resources like SpiritLink and Comply365. Rev. 5/23

Common CrewTrac / Schedule Codes:

24/7	24-Hours Off	LAT	Late Check In	RSD	Resigned
ALC	Alcohol Testing	LSK	Late Sick Call	S3A/B	S3 Training
AQE	Air Quality Event	LTG	Late To Gate, Inflight	SAP	Schedule Adjustment Period
AWL	Absent w/o Leave	MAT	Maternity Leave	SCU	Sick, Unpaid
BRV	Bereavement, Paid	NCI	Not Checked In	SIC	Sick Absence
BVU	Bereavement, Unpaid	NND	Non-Notification Award	SOL	Sick On Line
CRF	FA CRF Award	NSH	No Show	SUS	Suspension
DOR	Day Off Restoration	NTY	Notify Crew	SWA	Sick While Assigned
DRO	Drop, Unpaid	ORV	Out of Base Reserve	TAJ	Time Available
DRG	Drug Testing	PSP	No Passport	TBS	Change of Base
FEL	Family Leave, Emergency	RDY	Ready Reserve Assignment	TNG	Training w/ Per Diem
FML	Family Medical Leave	RER	Reroute	TRM	Termination
FTC	Failure to Check Out	RFS	Trip Refusal	TRN	Training w/o Per Diem
FTG	Fatigue	ROD	Reserve Out of Domicile	UTC	Unable to Contact
FUR	Furlough	RTL	Release to Line	VAC	Vacation
GDO	Guaranteed Day Off	RVA	Reserve A (00:01 - 10:00)	VFL	Float Vacation
GHP	Ground Holding Pay	RVB	Reserve B (04:01 - 14:00)	WDO	Work, Day Off, 100% Pay
HNN	Hotel Not Needed	RVC	Reserve C (07:01 - 1700)	WDX	Work, Day Off, 200% Pay
JRF	Junior Assignment, Inflight	RVD	Reserve D (11:01 - 21:00)	WEL	Call In Well After Sick Call
JUR	Jury Duty	RVE	Reserve E (14:01 - 24:00)	XXX	Pairing Canceled

REMEMBER: It is not 'illegal' for parts of the contract to be broken, especially in relation to scheduling practices (this is what filing a ticket and the grievance process is for). It is, however, illegal for the company and/or Crew Scheduling to break a FAR. Visit our website at spiritafa.org for contact information for your local Grievance, Scheduling and Reserve Committee Reps.