

Charter Time Change MOA Frequently Asked Questions

PURPOSE & QUALIFICATION

This document explains the process used when a known charter time change occurs and affects one (1) or more Flight Attendants assigned to the pairing. It outlines when the Memorandum of Agreement (MOA) applies, how Crew Scheduling will contact the Flight Attendant, what the Flight Attendant must do to respond, and how subsequent time changes are handled.

Q. When does the MOA apply?

- A. The MOA applies only when a charter schedule change:
- Is known/identified two (2) or more days out, and
 - Affects one (1) or more Flight Attendants assigned to the pairing.

Q. What if the charter time change occurs less than two (2) days out?

- A. If the time change occurs less than two (2) days out:
- The MOA election process does not apply, and
 - Crew Scheduling must process the change under Section 19.F (Reschedule/Reroute).

NOTICE & ELECTION PROCESS

Q. How will Crew Scheduling notify me?

- A. Crew Scheduling will contact each affected Flight Attendant by:
- Phone call, and
 - Email

One phone call followed by one email will suffice as an attempt to reach the impacted Flight Attendant.

Q. What options will I be offered?

- A. Crew Scheduling will ask whether the Flight Attendant would like to:
- Remain on the charter; or
 - Be removed from the charter, pay protected, and placed on Footprint reserve, processed in accordance with the Agreement.

Q. How do I respond to Crew Scheduling to make my election official?

- A. You may submit your response in any of the following ways:
- Calling Crew Scheduling back, or
 - Replying by email, or
 - Confirming the change in the Crew Management System (CMS) Portal via the duty notification.

Q. How long do I have to respond?

- A. The Flight Attendant must respond by whichever occurs first:
- Within forty-eight (48) hours of the Company's initial contact, or
 - By the time Open Time closes the first day of the charter operation (1000 Pacific Time two days prior).

Q. What happens if I do not respond?

A. If the Flight Attendant does not respond within the timeframe above, the Flight Attendant will be processed in accordance with the Agreement (i.e., removed from the charter, pay protected, and placed on Footprint reserve).

RESCHEDULE / REROUTE (SECTION 19.F)

Q. If I choose to remain on the charter under the MOA, do I receive Reschedule/Reroute pay (Section 19.F) for the time change?

A. No. If the Flight Attendant elects to remain on the charter under this MOA, the Flight Attendant is accepting that charter time change without Reschedule/Reroute pay under Section 19.F for that change.

Q. If there is a later, separate time change and I am removed and placed on Footprint reserve, does Section 19.F apply?

A. Yes. If a later, separate change results in the Flight Attendant being removed from the charter and placed on Footprint reserve, the applicable provisions of Section 19.F (Reschedule/Reroute) apply to that subsequent change.

Q. If there are multiple time changes (two (2) or more days out), does Crew Scheduling have to follow the MOA process each time?

A. Yes. For any additional charter time changes identified within the MOA's applicable timeframe (two (2) or more days out), Crew Scheduling will follow the same notice, election, and response process each time.

Q. If I accepted an earlier adjusted time change and later choose Footprint reserve due to a second change, what Footprint reserve times will I be placed on?

A. If the Flight Attendant elects removal and placement on Footprint reserve following a subsequent charter time change, the Footprint reserve period will be aligned to the adjusted charter schedule most recently accepted by the Flight Attendant.

REPLACEMENT DAYS OFF (SECTION 6.L)

Q. Does a time-only change (no day(s) off impacted) affect my Section 6.L replacement day(s) off rights?

A. No. Time-only changes that do not impact scheduled day(s) off do not affect the Flight Attendant's rights under Section 6.L.

Q. If the charter runs into my day(s) off, do I get replacement day(s) off under Section 6.L?

A. It depends on when the impact happens:

- **Known change (2+ days out) and you elect to remain:** If the charter schedule change is known in advance and you choose to stay on the charter even though it infringes on your scheduled day(s) off, you are knowingly waiving the right to request replacement day(s) off under Section 6.L for the day(s) off impacted by that known change.
- **Additional impact after the charter commences:** If, after the charter begins, additional delays or operational changes further extend the pairing into your scheduled day(s) off beyond what was known at the time you made your election, you will receive replacement day(s) off pursuant to Section 6.L for those additional day(s) off impacted.

DOCUMENTATION / RECORDKEEPING

Q. How will Scheduling document my election (or lack of response)?

A. Crew Scheduling will:

- CC Crew Services (crew.services@allegiantair.com) in the email request for recordkeeping and tracking, and
- Document the charter change and the Flight Attendant's election (or lack of response) in the CMS comments and will also be verbally passed down.

RESERVE DAY OFF MOVES

Q. Can reserve day(s) off still be moved?

A. Yes. Nothing in this MOA prevents Crew Scheduling from processing reserve day-off moves consistent with the Agreement when applicable/available (e.g., where a day off is available to move).

EXAMPLES—TIMING / RESPONSE WINDOW

A Flight Attendant is scheduled to operate pairing C40011F, a two-day charter pairing on 4/9–4/10. The Flight Attendant's report/show time on 4/9 is 0737 out of CVG, and the pairing returns to CVG on 4/10 with a Duty Off time of 1400. Because the charter begins on 4/9, Open Time closes at 1000 PT on 4/7 (two days prior).

Q. What does it look like when a time change occurs 5 days out?

A. Using pairing C40011F (4/9–4/10), if a charter time change is identified on 4/4 (five days prior to 4/9), the MOA applies because the change is known two (2) or more days out.

Crew Scheduling will contact the affected Flight Attendant by phone and email and offer the election to remain on the charter or be removed with pay protection and placed on Footprint reserve.

The Flight Attendant must respond within forty-eight (48) hours of the initial contact (by 4/6) or by 1000 PT on 4/7 (Open Time close two days prior), whichever occurs first. In this scenario, the earlier deadline is 4/6.

Q. What does it look like when a time change occurs 3 days out?

A. Using pairing C40011F (4/9–4/10), if a charter time change is identified on 4/6 (three days prior), the MOA still applies because the change is known two (2) or more days out.

Crew Scheduling will contact the affected Flight Attendant by phone and email and offer the election to remain on the charter or be removed with pay protection and placed on Footprint reserve.

The Flight Attendant must respond within forty-eight (48) hours of the initial contact or by 1000 PT on 4/7 (Open Time close two days prior), whichever occurs first. In this scenario, the earlier deadline is 1000 PT on 4/7, which may be less than 24 hours from the time of contact.

Q. What does it look like when a time change occurs 1 day out?

A. Using pairing C40011F (4/9–4/10), if a charter time change is identified on 4/8 (one day prior to the 4/9 operation), the MOA election process does not apply because the change is less than two (2) days out.

In that case, Crew Scheduling will process the change under the Agreement's Reschedule/Reroute provisions (Section 19.F).

EXAMPLES—MOA APPLICABILITY

Q. Can you provide an example of a charter time change where the MOA does not apply?

A. A Flight Attendant is scheduled to operate charter pairing A40001F with a show time of 0800 and a scheduled duty end time of 1800. Three days prior to departure, the scheduled show time is changed to 0830, and the duty end time remains 1800. Because the pairing remains within the original footprint, the MOA does not apply. The Flight Attendant is notified of the change and remains assigned to the pairing.

Q. Can you provide an example of a charter time change where Section 19.F and the MOA do apply?

A. A Flight Attendant is scheduled to operate charter pairing A40001F with a show time of 0800 and a scheduled duty end time of 1800. Three days prior to departure, the show time is changed from 0800 to 0700. Because this change extends the pairing outside the original footprint, and the change is known two (2) or more days in advance, Section 19.F applies. In this situation, the Flight Attendant is offered the election provided under the MOA.