

## Timetable for Trades, Open Flying, PTO & A.N.P

### Current Month

ACTION:	TIME PROCESSED:	PERFORMED BY:
PTO (GWOP) for the 5-day and 15-day award	Midnight local domicile time	Flight Attendant Service Center
Trades between flight attendants	Immediate if legal.	Automatic Flight Attendant Service Center
Trades with open flying	0001 (after PTO/GWOP is completed) and 1000 local domicile time.	Flight Attendant Service Center
Reserve self-trades	By 1400 local domicile time	Crew Desk
Open flying for today	Ongoing	Crew Desk
Open flying for future	1200 noon local domicile time and 1500 (for the next day only)	Flight Attendant Service Center
A.N.P. & DAT (DWOP)	By 1500 local domicile time	Crew Desk

### New Month

ACTION:	TIME PROCESSED:	PERFORMED BY:
PTO (GWOP) for the 15 day award	0001 <b>starting on the 23rd of old month.</b> (except February where the timeline is modified based on 28 or 29 days in the calendar month)	Flight Attendant Service Center
PTO (GWOP) for the 5-day award	0001 five days before requested date.	Flight Attendant Service Center
Trades between flight attendants	Immediate if legal.	Automatic Flight Attendant Service Center
Trades with open flying	<b>0001 on the last two days of the old month and 1000 on the first day of the new month.</b>	Flight Attendant Service Center
Reserve self-trades	By 1400 local domicile time	Crew Desk
Open flying	1200 and 1500 <b>on the last day of the old month. (1500 for next day only)</b> local domicile time	Flight Attendant Service Center
DAT (DWOP)	If available, <b>after relief lines are awarded on the 28th - 30th of old month.</b>	Crew Desk
30 day A.N.P	Award prior to 1 <sup>st</sup> day of the new month.	Flight Attendant Service Center