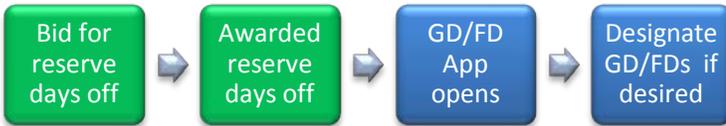


Q: What is the Golden Day / Flex Day Application (GD/FD App)?

A: The GD/FD App allows you to change the pattern of your Golden Days (GD) and Flex Days (FD), if desired. You will receive 4 Flex Days and 8 Golden Days per month (or the prorated amount based on days of availability).

Below describes the process for when the GD/FD App is used:



Q: What are Golden Days?

A: Golden Days (GD) are scheduled days off in a Reserve line that a Reserve cannot be assigned into unless mutually agreed upon between scheduling and the flight attendant. You may bid for a sequence flying into or originating on a GD.

Q: How do I access the GD/FD App?

A: The GD/FD App can be found in Crew Portal only when the application is open (20th – 27th).

To access Crew Portal go to faportal.aa.com (from a laptop, cell phone, or anywhere else you have internet access) and login with your Jetnet information.

You may also access Crew Portal from the app on your Flight Attendant tablet.

Once you have accessed Crew Portal, click the link [Go To Golden/Flex Days](#) to proceed to the application.

Q: When does the GD/FD App open and close?

A: The GD/FD App opens and closes every month as follows:

Opens: 20th at 1800 DFW
Closes: 27th at 1200 DFW

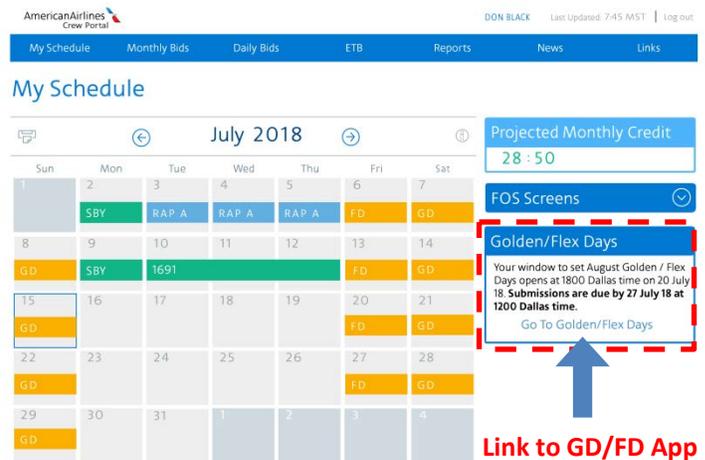
Note: The GD/FD App is not used to trade reserve days off; use the ETB to trade your reserve days off.

Q: What happens if I don't change my pattern of days off in the GD/FD App?

A: Don't worry! You aren't required to use the GD/FD App. If you do nothing, the pattern that was automatically assigned will be used.

Q: What are Flex Days?

A: Flex Days (FD) are scheduled days off in a Reserve line that you can be flown into in accordance with a strict order of assignment (JCBA 12.J.9 and 12.K.2.g).

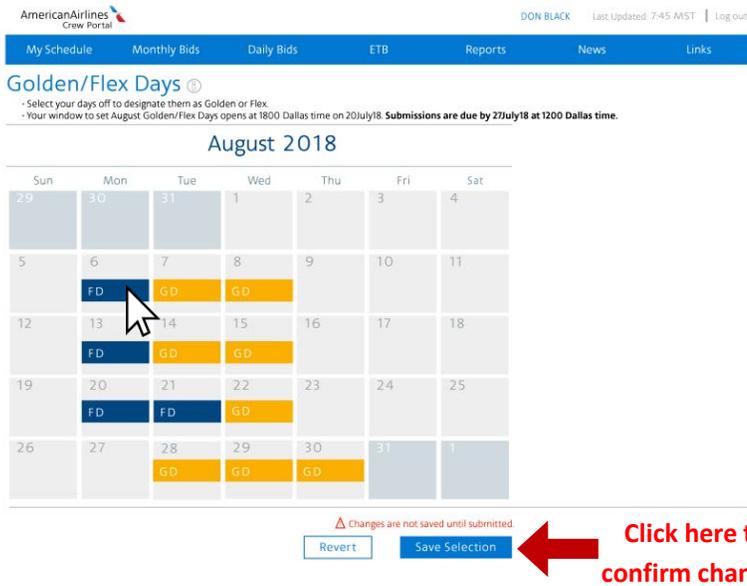


Q: What are the pattern rules for Golden and Flex Days?

A: Below are the pattern requirements for Golden Days and Flex Days:

1. A Flex Day needs to follow a Reserve Available Day or another Flex Day
2. A Flex Day cannot follow a Planned Absence or a Golden Day
3. A Flex Day cannot follow a block of 6 Reserve Available Days
4. A Flex Day cannot follow another Flex Day if the last Flex Day creates a 7-day Reserve Availability Block
5. Flex Days cannot be assigned in the last block of Days Off if the last day of the block is the last day of the contractual month
6. The first day of the contractual month cannot be a Flex Day
7. A Golden Day has to follow a carryover sequence when the Flight Attendant is a Reserve for the current contractual month and a Line Holder in the previous contractual month

Q: How do I designate my reserve days off as Flex or Golden using the GD/FD App?



A: When you open the GD/FD App a pattern for your GD/FDs will automatically be assigned. **If you wish to change your pattern simply click on the day you want to change.**

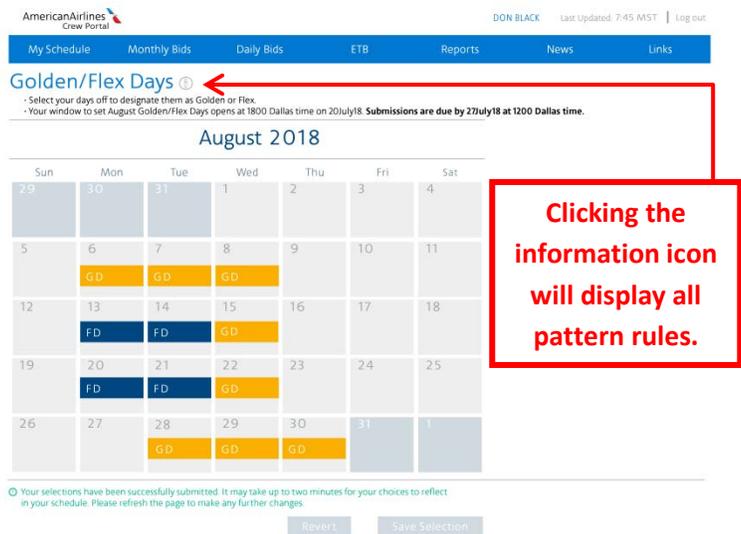
Once you have finished making your changes, click on **Save Selections**.

Remember, you are awarded your days off based on seniority. Designating your days off as Flex or Golden is based on pattern rules not based on seniority or first come, first served. You may change your pattern as long as your GD/FD pattern follows the rules on page 1.

As you can see, this flight attendant has switched their days off pattern as follows:

- 6th: FD → GD
- 14th: GD → FD

You may change your pattern again by refreshing your internet browser. However, once the application closes on the 27th you will not be able to change your pattern again.



Q: The system will not allow me to change my pattern, what does this mean?

A: In some cases you may have a pattern of days off you will be unable to change. For example, only one legal pattern exists or your pattern is illegal (due to planned absences, etc.). As a result, you will be unable to use the GD/FD App to change your pattern.

If you did not receive GD/FDs plotted on your schedule or if your FDs were plotted in such a way that your pattern cannot be changed, open a ticket via the SupportTab in Crew Portal and select "Base Planner".

Q: Does the GD/FD App affect how I can use the Electronic Trade Board (ETB)?

A: Yes. The Electronic Trade Board (ETB) will open for August transactions on July 22nd at 0400 DFW. If you enter the ETB while the GD/FD App is open (20th – 27th) you will see a notification asking you to either confirm your days or go into the GD/FD App to change your GD/FD pattern.

After you click **Confirm FD/GD you will not be able to go back and make changes to your pattern. These days will be locked in.**

