



Flight Attendant PARTIAL AUTO REQUEST FORM

DATE SUBMITTED:		ID#:	SEN:		
NAME:		SIGNATURE:			
TRIP # & REPORT DATE	IF PARTIAL AUTO: LIST SPECIFIC FLTS/DATES	APPROVAL	DENIAL	COMMENTS	

ALL AUTO REQUESTS MUST MEET THE FOLLOWING REQUIREMENTS:

1. AUTO forms must be submitted to Future Scheduling no later than 0800 the day prior to the trip report date in accordance with Section 16-1 of the Flight Attendant Agreement.
2. Forms will be processed in seniority order. AUTO will be processed after DPU, Reserve trades and Reserve assignments have been completed.
3. AUTO requests will not be approved if projected line credit falls below forty (40) credit hours. High Time Flyers cannot drop below the minimum range of their High Time Option.
4. AUTO will not be approved if a deadhead is created.
5. It is the Flight Attendant's responsibility to verify AUTO approval or denial with Future Scheduling after 1600.
6. If you are requesting to AUTO a turn, you must include specific information as to which flights are to be AUTO'd.
7. No AUTO requests will be taken by phone.
8. If you are requesting a partial AUTO, the turn and the rebuilt trip must be of the same credit as the original trip. If not, the rebuilt portion will be negative pay protected so that both portions equal the original trip.
9. The trip number requested above must match the trip number on the line at the time the request is being processed.

**FAX COMPLETED FORMS TO FUTURE SCHEDULING AT 480.693.3959
AUTO APPROVAL/DENIAL CAN BE CONFIRMED AFTER 1600
BY CALLING FUTURE SCHEDULING AT 800.381.0672
FUTURE SCHEDULING'S HOURS ARE 0800 – 1700**