

ID #	NAME	DATE	ASSIGNMENT(s)

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SIGNATURE	PHONE
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COMMENTS:

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1. A reserve cannot trade into more than six (6) consecutive RV/DO days to ensure a calendar day off in any seven (7) consecutive days.
 2. Requests that leave a single RV or DO assignment alone on line will be denied.
 3. Requests must be submitted to Crew Resources by 0800 domicile time two (2) days prior to the most restrictive shift requesting to be traded.
 4. Requests will be processed in Seniority order.
 5. No requests will be taken by telephone.
 6. This form must be completed in its entirety.
 7. It is the Reserve's responsibility to confirm this request's approval/denial by checking schedule in Maestro or calling Future Scheduling at 800-327-0117 (Prompt 2-1-2-6) available daily from 0800-1700.

FAX TRADE REQUEST TO 412-474-5033

DATE	APPROVED	DENIED	INITIALS
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