



Flight Attendant use only
DAILY -- Schedule Change Request Form

Name: _____ **Emp. #** _____ **Base:** _____ **Base Bid #** _____

This month I hold a () Regular Line () Move-up Line () Reserve Line

Please submit only one type of request per form –email to: opsscheduling@spiritair.com -- Please print neatly – Incomplete forms will not be accepted

1 Pick Up from Daily Open Time

1. Trip #: _____ Date: _____ 4. Trip #: _____ Date: _____
 2. Trip #: _____ Date: _____ 5. Trip #: _____ Date: _____
 3. Trip #: _____ Date: _____ 6. Trip #: _____ Date: _____

() These are listed in order of priority and I want the first trip that my seniority will allow **OR** () - I want all of the trips that my seniority will allow
(YOU MUST CHECK ONE OF THE ABOVE)

✈ I would like to designate the credit hours of Trip # _____ Date _____ as Sick Leave make-up in lieu of the pay

2 Trade with Daily Open Time

Scheduled trip #: _____ Date: _____ Trade with Open trip #: _____ Date: _____

3 Two Party Trade

Name: _____ Emp # _____ Trip # _____ Date: _____

Trade with:

Name: _____ Emp # _____ Trip # _____ Date: _____

4 Trip Drop (into Daily Open Time)

Trip #: _____ Date: _____ Trip #: _____ Date: _____

5 Trip Drop (to another F/A)

Name: _____ Emp # _____ Trip # _____ Date: _____

Drop to:

Name: _____ Emp # _____ Trip # _____ Date: _____

6 Request to use Floating Vacation

Trip #: _____ Date: _____ Trip #: _____ Date: _____ Trip #: _____ Date: _____

If the trip(s) I am requesting conflict with my schedule, I waive my () **Calendar day off** () **33 / 7 limitation** () **Minimum days off**
() This is a "Standing Bid" () I wish to withdraw a "Standing Bid" Date submitted _____ for _____

Approved Denied Crew Scheduler: _____ Date: _____