



**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: \_\_\_\_\_