


PBS TRAINING NEW HIRE

*Prepared by
AFA PBS REPS*

2/2024



WHAT IS PBS?









- PBS stands for Preferential Bidding System.
 - Navblue runs the web-based software that builds your individual monthly schedule, known as the Bid Preference System and/or PBS Scheduler.
 - Schedule construction is based on your preferences, including both likes and dislikes for flying, specific pairings, and days off. The awards are in seniority order.
- 

Where to find all PBS information?

- Log into <https://www.myenvoyair.com>
- Go to **Departments**
- Click **Flight Service**
- Click **PBS, Bidding, & Seniority Lists**



QUICK LINKS

-  IPM & iPhone EFB
- Resources
-  PBS, Bidding, & Seniority Lists
-  CERS Online Reporting
-  CSAP Reporting
-  Training
-  Inflight Service/Catering
-  Crew Hotels / MyCrewCare
-  Sabre View

Everything PBS related can be found here

PBS, Bids, & Seniority Lists

Timeline



Preferential Bidding System (PBS)



Bid Packets



Pre-bid Results



Bid Results



Seniority Lists



All the information is available by clicking on the drop-down menu

Bidding Tools:

Home / Departments / Flight Service / PBS, Bids, & Seniority Lists

PBS, Bids, & Seniority Lists

Timeline >

Pre-Bid

- Pre-bid window: 10th – 13th*
- Pre-bid preliminary award: 14th*
- Pre-bid protest: 14th – 15th*
- Pre-bid final award: 15th*

VG, Fly through, and Slide

- VG requests: 10th – 20th*
- Fly Through requests: 10th -20th*
- Pre-bid Vacation slide: 15th – 20th* – RF 200 SLID

Bid

- Bid window: 15th – 20th*
- Bid protest window: 22nd – 23rd*
- Bid preliminary award: 22nd*
- Bid final award: 24th*

FOS lockout: 20th – 23rd*

* noon central time

Preferential Bidding System (PBS) ✓

1. Timeline

Contains contractual month dates, Pre-Bid and Bid dates, and times

Home / Departments / Flight Service / PBS, Bids, & Seniority Lists

PBS, Bids, & Seniority Lists

Timeline ✓

Preferential Bidding System (PBS) >

Please remember that when you transfer bases, are awarded TDY, or return from any LOA in which you were inactive the month prior, **you will need to submit a new default bid. *

[Bidding System Login](#)

[PBS News \(updated 10/09/23\)](#)

[PBS Inquiries](#)

[PBS Resources \(updated 3/10/23\)](#)

Bid Packets ✓

2. Preferential Bidding System (PBS)

PBS System Login, news, inquiries, and resources.

Bidding Tools:

Home / Departments / Flight Service / PBS, Bids, & Seniority Lists

PBS, Bids, & Seniority Lists

Timeline 

Preferential Bidding System (PBS) 

Bid Packets 

PBS Monthly Targets

DFW

ORD

MIA

PHX

Pre-bid Results 

Bid Results 

Seniority Lists 

DFW

ORD

MIA

PHX

Flight Attendant Company Seniority List

3. PBS Monthly Targets

Company targets for the upcoming bid month. This will show the number of each pre-bid option available. From here you can get an idea of how many lineholders and reserves are expected. By the **15th** the Company will update the 5% Minimum credit to be awarded.

4. Bid Packets

Each bid packet contains: Bid Timeline, RBLs, RWOs, CDOs, Standby shifts, RAPs, transition trips and all bid month pairings.

5. PBS Seniority Lists

Base seniority lists; this information is updated every month on the **15th**.

Company Seniority List

This seniority list includes all FAs and is updated twice a year (January and July).

PBS Targets

PBS Targets	DFW	ORD	MIA
Total FA's	729	350	275
Total RBL's Awarded	18	9	4
CDO's Lines	0	0	0
RWO Lines	5	3	2
ZTL	0	0	0
TDY	-7	7	0
PBS FA's	699	345	269
Part-time	0	0	0
SB#	25	10	8

Target Information is total # per base of:

- RBL lines
- RWO lines
- Standby lines
- CDO lines
- ZTL lines
- Part-time lines

Standby	DFW	ORD	MIA
S1	4	2	3
S2	6	2	2
S3	2	2	3
S4	2	2	-
S5	7	2	-
S6	4	-	-
S7	-	-	-
S8	-	-	-
S9	-	-	-
S10	-	-	-

RBL	DFW	ORD	MIA
201	6	3	2
202	6	3	2
203	6	3	2

RBL and Standby Breakdown

The number of each line to be awarded per Base.

Bid Packets

PBS - ORD FA - JULY 2022
Contract Month: July 02, 2022 – July 31, 2022

1 → Pre Bids Open: June 10, 2022 @ 12noon Central
Pre Bids Close: June 13, 2022 @ 12noon Central
Bids Open: June 15, 2022 @ 12noon Central
Bids Close: June 20, 2022 @ 12noon Central
Schedule Change: July 04, 2022

2 →

PRE BIDS OPEN	PRE BIDS CLOSE	BIDS OPEN	BIDS CLOSE	PRELIM AWARDS	FINAL AWARDS
10 JUN	13 JUN	15 JUN	20 JUN	22 JUN	24 JUN

3 →

July 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

4 →

PHONE NUMBERS:
CREW SCHEDULE, PAYCOMP, & AVRS 888-436-CREW (2739)
TRAINING CENTER 800-456-8980
IN-FLIGHT 773-686-2600

AVRS is available to provide your current sequence information with any last minute changes. Reserves can confirm next-day assignments by calling the AVRS direct number **888-436-CREW (2739)**.

FA BID SUMMARY:

RBL	201-203
RWO	301
ZTL	-
CDO	-

5 →

FA STANDBY SUMMARY:

S-1	0500 – 1300
S-2	0700 – 1500
S-3	1000 – 1800
S-4	1400 – 2200
S-5	1500 – 2300
S-6	N/A
S-7	N/A
S-8	N/A
S-9	N/A

6 →

"For standby guidelines please refer to Section 9 F of the current agreement."

FA RAP SUMMARY:

RAP 1	0400 – 1900
RAP 2	1000 – 0100
RAP 3	N/A

7 →

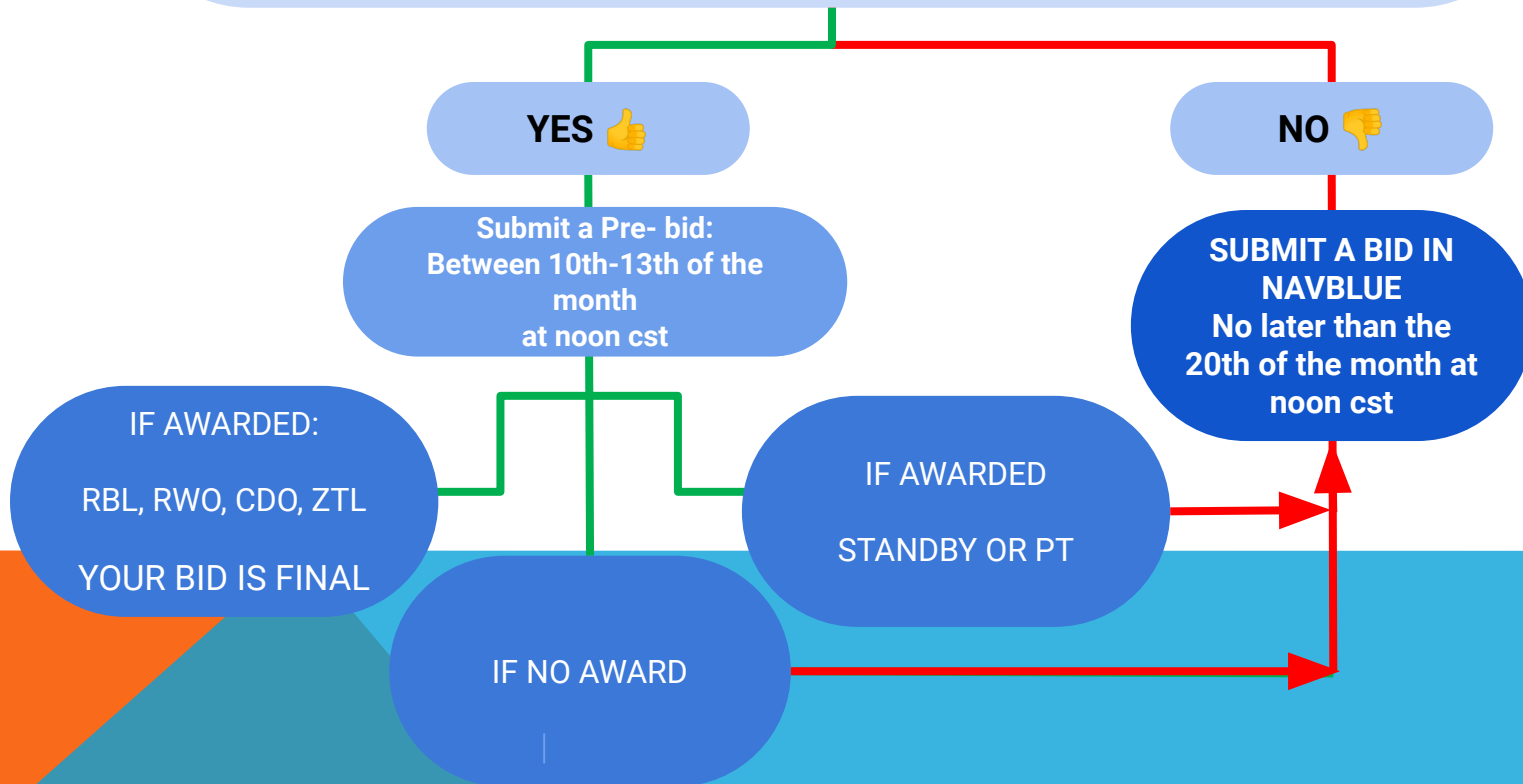
Please note: RBL, CDO and Standby line awards will not be visible within NavBlue. Please refer to the info tab for RBL/CDO/Standby awards. Standby awards will be visible in FOS by the 24th.
ZTL award does NOT exempt you from attending scheduled training (CQ).

- 1. Timeline** – contains contractual month dates, Pre-Bid and Bid dates and times.
- 2. Schedule Change** – Airline Schedule changes occur on this date
- 3. Monthly Calendar** – not a contractual calendar!
- 4. Phone Numbers** – Crew Schedule, AVRS, and other important phone numbers.
- 5. FA Bid Summary** – Lists lines available for Pre-bidding.
- 6. FA Standby Summary** – Lists the standby shifts available for pre-bidding.
- 7. FA Rap Summary** – Lists reserve availability periods for the bid month.

To Pre-bid or not to Pre-bid?

ON THE 10TH OF EACH MONTH:

1. Review the Seniority Lists
 2. Review the Targets
 3. Review the Bid Packets: RBL, RWO, Standby shifts, ZTL, CDO & PT
- THEN ASK: **DO I WANT ANY OF THESE OPTIONS?**



READY TO PRE-BID?

Home / Departments / Flight Service / PBS, Bids, & Seniority Lists

PBS, Bids, & Seniority Lists

Timeline

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[Bidding System Login](#)

[PBS News \(updated 10/09/23\)](#)

[PBS Inquiries](#)

[PBS Resources \(updated 3/10/23\)](#)

CLICK BIDDING SYSTEM LOGIN

ON MY BIDDING (PRE-BID PAGE)

- My Bidding
- BID Preference System
- Bid Protest
- Pre-Bid Awarding

Bid Type
RSV Block Line (RBL)
Part Time
CDO Lines
RWO Lines

Airport Standby

Pre-bid Options Your Pre-Bid Selections

ACTIVE

RBL-201
RBL-202
RBL-203
RWO-301

S1
S2
S3
S4
S5



Empty selection box

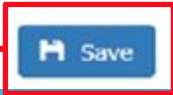
Empty selection box



Change the Preference order

Click Here if you desire to Fly on Vacation Days or Extend your Vacation




Restricted Location
Restricted locations are not assigned for this employee



Add (move right) or Remove (move left) a Pre-Bid selection

- To submit a Pre-Bid:
1. click **SAVE**
 2. review options
 3. click **CONFIRM**
 4. save the confirmation #

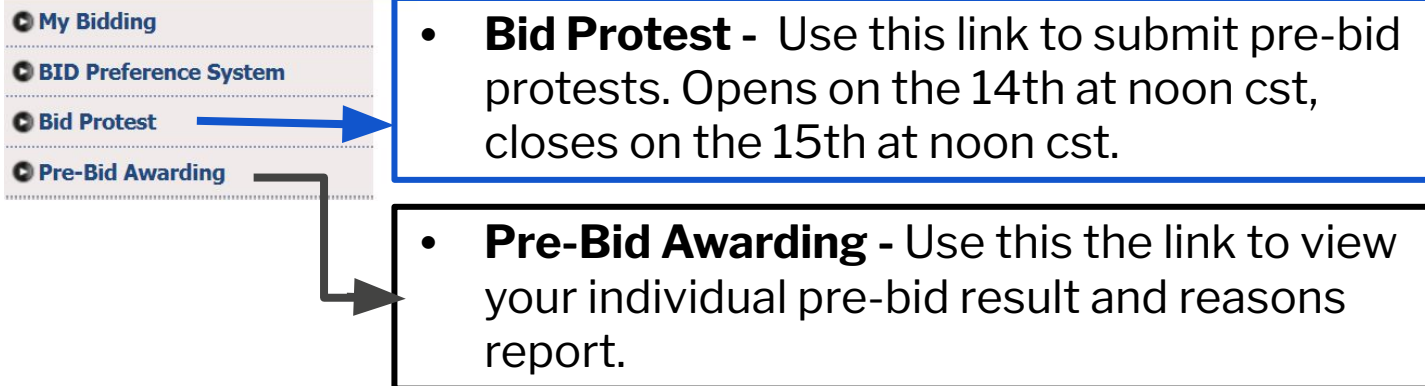
HOW TO PRE-BID

- Click to highlight the option you want to request from the box on the left.
- Click the right-pointing arrow to move the option to the box on the right.
- Repeat the process until you have moved all your preferences to the boxes on the right (you can request as many options as you want).
- The options will be listed within the box in the same order you move them.
- If you wish to change the order, click to highlight the option and click the UP or DOWN arrow to move within the box.
- To remove an option, highlight the option and then click the left-pointing arrow to move the option to the box on the left.
- Once you are ready with all your preferences, click .
- Once you click , you will be asked to Confirm, click .
- **ALWAYS** save a screenshot of the confirmation window until pre-bid awards are posted.

Pre-bid results:

Results are posted between the 13th of the month and the 14th of the month at noon cst

envoy Preferential Bidding System



Bidding Timeline

10	15	20	22
<ul style="list-style-type: none">• Bid packets and bid targets are posted• FAs can make changes and submit their DEFAULT BID (only) at 1200 CST	<ul style="list-style-type: none">• Bid targets and seniority lists are updated• FAs can enter and submit a CURRENT BID (optional) at 1200 CST	<ul style="list-style-type: none">• Bid CLOSES at 1200 CST	<ul style="list-style-type: none">• Bid are published at 1200 CST• Bid protest opens at 1200 CST

BID OVERVIEW

The bidding process is to ask PBS for a block of pairings (a line) or a block of reserve. In order to be awarded either type of schedule seniority, legalities, and preference availability have to be considered.


Things to Remember when bidding


- Always look at the Targets before bidding to understand how seniority will affect your result.
- The bidding seniority is posted as Category Seniority on the Info Tab in Navblue. Always review it!! It will help you decide if adjustments to your bid need to be made.
- PBS DOES NOT BUILD THE PAIRINGS; the pairings are already built. All PBS does it combine them to reach the credit target.
- Holding a line of pairings once or during a certain period of time is not a guarantee that you will hold a line of pairings every month.
- For lineholders, PBS is all about credit and reaching the credit target, you have to focus on that.
- For reserves PBS is all about legality, you have to focus on that.

HOW TO ACCESS NAVBLUE FROM THE MAIN PBS PAGE?


Home / Departments / Flight Service / PBS, Bids, & Seniority Lists

PBS, Bids, & Seniority Lists

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Bidding System Login 

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[PBS Resources \(updated 3/10/23\)](#)

CLICK BIDDING SYSTEM LOGIN

ON THE MY BIDDING PAGE (PRE-BID PAGE)

envoy Preferential Bidding System

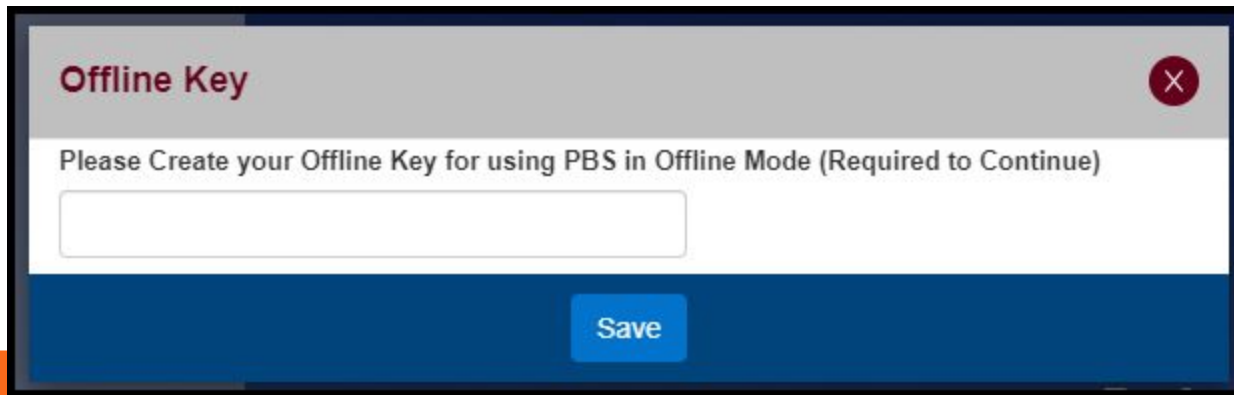
- My Bidding
- **BID Preference System**
- Bid Protest
- Pre-Bid Awarding

CLICK BID Preference System

BID PREFERENCE SYSTEM LOGIN

The system will prompt for an **Offline Key**.

- Type **1234**
- Click Save

A screenshot of a web application dialog box titled "Offline Key". The dialog has a grey header bar with the title "Offline Key" on the left and a red close button (an 'X' in a circle) on the right. Below the header, the main content area is white and contains the text "Please Create your Offline Key for using PBS in Offline Mode (Required to Continue)". Underneath this text is a white rectangular input field. At the bottom of the dialog, there is a dark blue bar containing a white "Save" button.

Offline Key

Please Create your Offline Key for using PBS in Offline Mode (Required to Continue)

Save

SYNCHRONIZATION

Synchronization

A Automate On Start Up

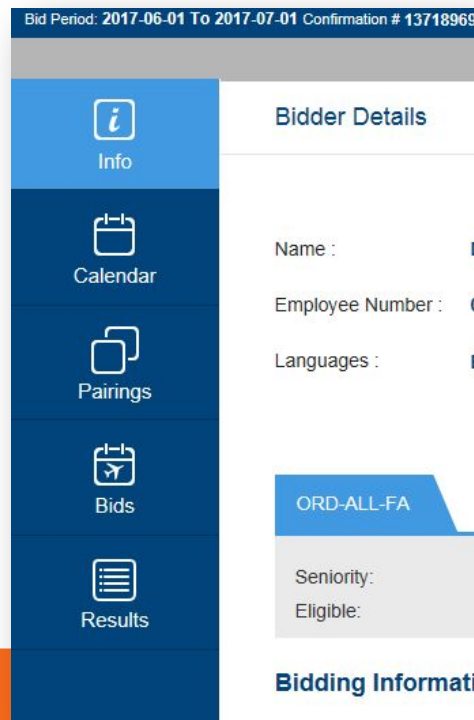
Select Period(s): (2) ▾

- DEC2014 ✓
- NOV2014 ✓

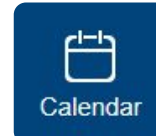
B Synchronize

- **A:** Automate on Start Up – ✓ Check this box to automatically sync the data.
- **B:** Click Synchronize – You will click it once if you select to automate on start up. If not, you will click synchronize every time you want to access Navblue.

NAVIGATION TABS



Contains Bidder Details



Displays Bidder Monthly Calendar



Displays all pairings available to bid



Access to Current or Default Bid



Displays awards and Reasons Report

Click here  to display the navigation tab if not visible.

INFO TAB

Bidder Details

1

Name : **DERMALY FLORES**

Employee Number : **00432153**

Languages : **EN**

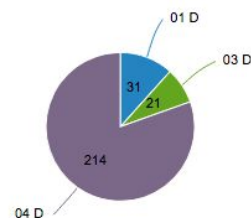
2

Bid Period : **FEB 2020**

Bid Period Start : **2020-01-31**

Bid Period End : **2020-03-01**

3



Total Pairings Day Wise

Category	Count
01 D	31
03 D	21
04 D	214

MIA-ALL-FA

4

Eligible: **Yes**

Seniority: **147**

Category Seniority: **10 of 102 (9.8%)**

Reduced Block: **No**

5

Restricted Equipment:

Restricted Location:

Restricted Positions:

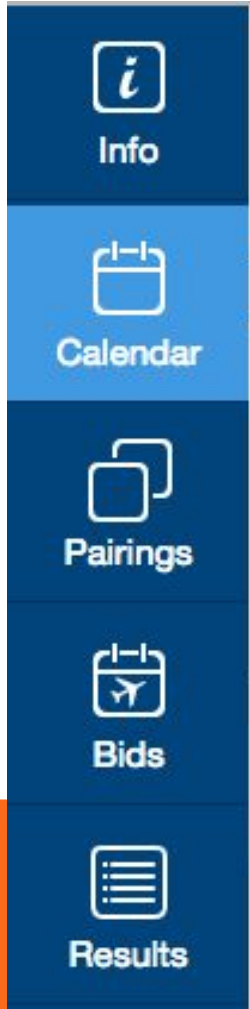
Bidding Information


Posted on 20 Apr, 2018 18:48

Upcoming Activities

- 1. Bidder Name and Employee Number**
- 2. Bid Period, Bid Period Start and Bid Period End dates**
- 3. Pie Chart with Pairings distribution based on Pairing length**
- 4. Bidding information and Bidder Category Seniority (Bidding Seniority)**
- 5. Displays upcoming activity, transition trips, absences, and restricted locations.**

CALENDAR TAB





- The Calendar displays your activities for the month.
- You can toggle between the Horizontal and Vertical view of the Calendar. To switch views, click on the calendar button  on the gray bar.
- This calendar will only display the PBS awards. For schedule updates and changes refer to DECS, FOS, or CCI.

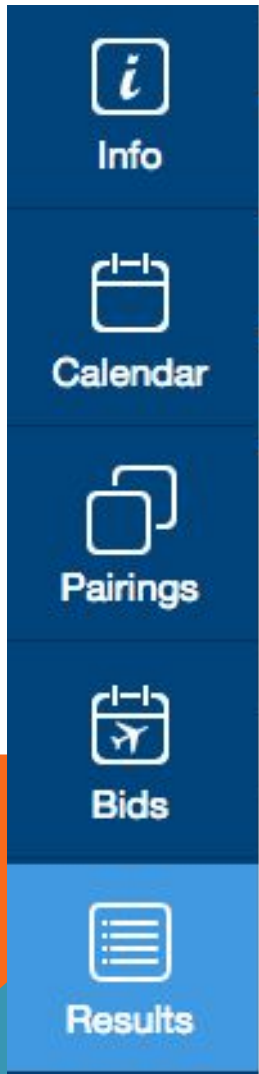
Horizontal

Sat,04	
Sun,05	
Mon,06	
Tue,07	02223
Wed,08	02223
Thr,09	02223
Fri,10	02223

Square

Thr	Fri
02	03
09	10
 02223 	 02223 C/O : 15:59 Total Credit: 023:56 
16	17

RESULTS TAB



A screenshot of the 'Results' tab interface. The top part shows a table of awards with columns for 'Award ID', 'Start Date', 'End Date', 'Total Credit', 'In-Period Credit', and 'Reasons'. Below the table is a 'Reasons Report' section with a 'Per Bid' dropdown and a list of reasons.

Award ID	Start Date	End Date	Total Credit	In-Period Credit	Reasons
802	2014-11-05 00:00	2014-11-06 23:59	004.30	004.30	AA
06677	2014-11-05 00:00	2014-11-16 02:00	000.01	000.01	AA
N7068	2014-11-07 07:33	2014-11-17 17:42	008.25	008.25	AA
N7996	2014-11-09 00:00	2014-11-10 14:05	004.00	004.00	AA

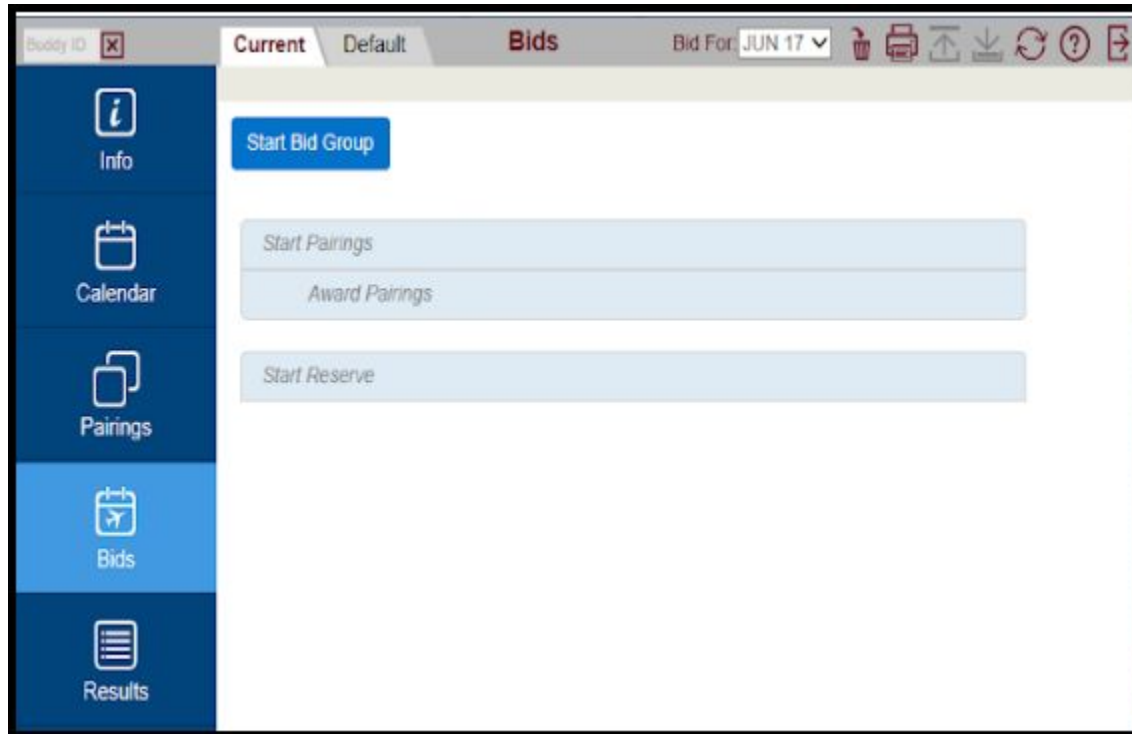
Reasons Report
Per Bid: 802084
Apr: 802_008_001_*

Category	Reason	Reason	Reason
000000	000000	000000	000000

Print Awards
ST 0000-00-00 (000-00)
000000 0000-00-00 (000-00)
000000 0000-00-00 (000-00)
NO 0000-00-00 (000-00)
CA: 0000-00-00 (000-00)

- The Results Tab has two sections, **Awards** and **Reasons**
- **Awards** will display a list of your awards for the bid period.
- **Reasons Report** explains how PBS handled each of your bid preferences. For details on the reasons report, review the full PBS guide online.

BIDS TAB



Here you will enter, edit, and submit your Monthly Bid using either the Current or Default bid.

Click on the tab with the name of the bid to start adding or editing your preferences.

BID TYPES

CURRENT BID

- Can be submitted only between the 15th and 20th of the month (1200 CST)
- Does not carry over. It **will** erase each month
- If created, it will always be read; **even** if a default bid exists
- White Background

DEFAULT BID

- Can be submitted at any time
- Carries over from month to month **unless** the FA transfers, goes on a leave, or on TDY
- **Will only be used if no current bid exists**
- Yellow background

The screenshot shows a web interface for bid management. At the top, there are two tabs: 'Current' and 'Default'. A red arrow points to the 'Default' tab, indicating it is the active selection. To the right of these tabs is a section labeled 'Bids'. Below the tabs, there is a large empty white area. At the bottom left of this area, there is a blue button labeled 'Start Bid Group'.

NOTE: PBS does not read both bids and does not jump from one bid to the other. Default bid will be used only if no Current bid exists.

USE YOUR DEFAULT BID !!!

**YOU WILL BE USING YOUR
DEFAULT BID, BECAUSE YOU
WILL MAKE VERY FEW
CHANGES TO IT DURING THE
FIRST MONTHS**



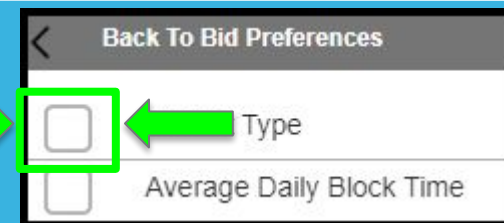
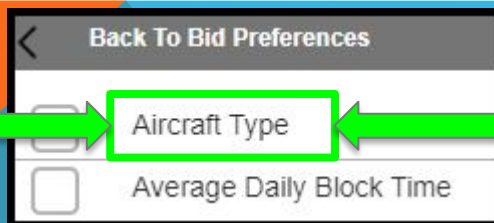
IMPORTANT!!!

TO ADD

ALWAYS CLICK
ON THE **WORDS**

TO REMOVE

CLICK ON THE
CHECKBOX

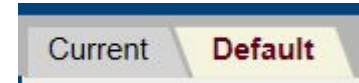


STARTING A PAIRINGS BID GROUP

1. Click the **Bids** Tab



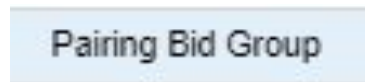
2. Select Bid Type – **Default Tab**



3. Click Add Bid Group



4. Click




5. Click



WAIVE BID PREFERENCES

Waivers are used to allow certain pairing combinations that otherwise would be not possible due to contractual restrictions. Their use is optional and it is the bidder's choice to use some or all of them.

1. Click **Waive**
2. Select the waiver you want to use, one at a time
3. Each time clicking 

Minimum 2 Days Off In A Row

Waive the required 2 days off every time you are awarded a day off. This reduces the minimum days off from 2 to 1.

No Same Day Pairings

Allows PBS to award a pairing beginning the same day another pairing ends, providing you meet all legalities.

1 Day Off in 7

Allow 24 hours free from duty in lieu of a calendar day in domicile per 7-day period.

WAIVERS

MINIMUM 2 DAYS OFF IN A ROW

AEX 12:21 013:19 28285 F1	GCK	TYR 11:43		ABI 13:35 016:29 28307 F1	SPS	ABI 14:02		ELP 14:43 004:00 02548 F1	RDU Jul4 21:31
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NO SAME DAY PAIRING

GRK 14:44 013:56 02549 F2		SGF 07:43							
				SPS 21:45 010:26 28425 F1	RPT	SPI 17:41			

1 DAY OFF IN 7

DSM 07:50 013:07 02166 F1	AVI	CAE 09:41	LIT 11:40 011:25 02401 F1	ROC	AVI 11:55	SGF 15:27 012:20 02583 F2		DAY 09:43
---------------------------------------	-----	--------------	---------------------------------------	-----	--------------	---------------------------------------	--	--------------

SET CONDITION

1. Select Set Condition

Home	Close
Apply	Reset All
Start Bid Group	
Prefer Off	
Award Pairings	
Avoid Pairings	
Instruction	
✓	Set Condition
Waive	

2. Select Minimum Credit Window

3. Click

- PBS has three credit targets: Minimum credit (65), Normal Credit (75), and Maximum Credit (91)
- The credit window is the target of hours PBS must reach to complete your pairings block
- The lowest number of minimum credit lines awarded will never be less than 5% of the domicile population. But depending on the targets it may be awarded to more than 5%.
- That is why it is so important to include Set Condition Minimum Credit in your pairings bid group.
- This will not guarantee that you will hold a line, but it does increase the chances.

AWARD PAIRINGS

1. Select Award Pairings

Start Bid Group
Prefer Off
✓ Award Pairings
Avoid Pairings
Instruction
Set Condition
Waive

2. Then Select Average Daily Credit (average of hours per day on a pairing)

Aircraft Type
Average Daily Block Time
✓ Average Daily Credit

3. Click -Select-

4. Select:

Greater Than >

5. On:

^	^
000	00
v	v

6. Change the credit hours 000 to 006


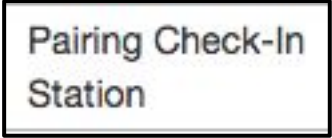

7. Click [Apply](#)

8. Change the 006 to 005 and [Apply](#)

9. Change 005 to 004 and [Apply](#)

10. Change 004 to 003 and [Apply](#)

AWARD PAIRINGS

8. Click on  < Back To Award Pairings
9. Then Click on the check mark on Average Daily Credit to deselect it
10. Scroll down to  Pairing Check-In Station and click
11. Click on  None Selected ▾
12. Click on the base so it turns dark gray, with a check mark

**Example:

MIA



13. Click apply

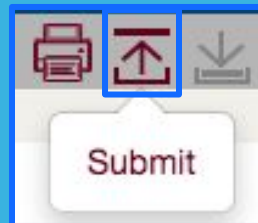
Apply

- This is how your bid should look if you used all waivers
- If you did not use all the waivers, it should be similar but without 2, 3, and 4

1	Pairing Bid Group
2	Waive Minimum 2 Days Off In A Row
3	Waive No Same Day Pairings
4	Waive 1 Day Off in 7
5	Set Condition Minimum Credit Window
6	Award Pairings If Average Daily Credit > 006:00
7	Award Pairings If Average Daily Credit > 005:00
8	Award Pairings If Average Daily Credit > 004:00
9	Award Pairings If Average Daily Credit > 003:00
10	Award Pairings If Pairing Check-In Station ORD

- Your Pairings Bid is complete, let's Submit so we do not lose the work done

- Click on the Submit symbol



Now that your Pairings Bid is ready...

... let's do your...

...RESERVE BID

Remember:

RBL and RWO lines can only be bid during the **Pre-Bid** process. This section only refers to creating a **Reserve Bid Group** within your bid in the PBS Scheduler (Navblue).

- **The Start Reserve** bid instructs the PBS Scheduler to build you a reserve schedule.
- The PBS Scheduler does not move back to your previous bid groups. All preferences must be restated in each bid group.

What can I prefer for when bidding Reserve?

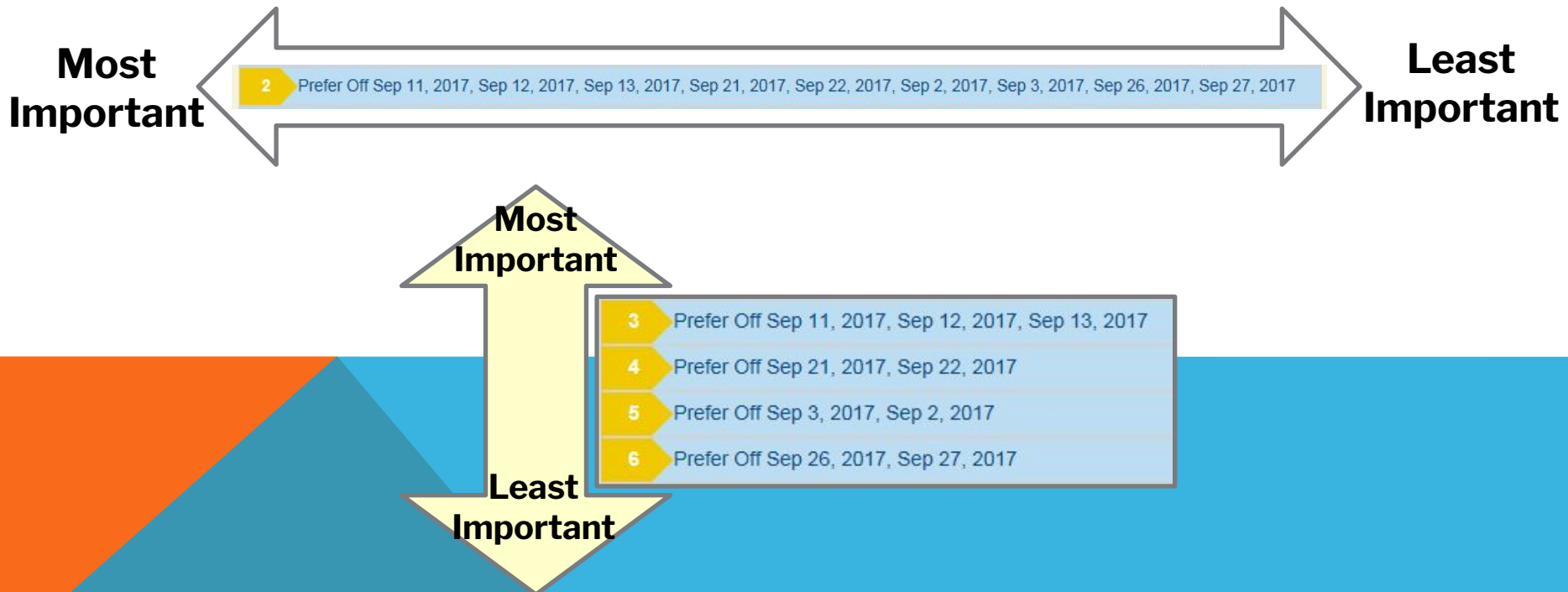
Reserve bidders will only have the option to prefer for Days off

When preferring for days off, the bidder can use:

- The default 4-3-2-2 days off combination
- A specific combination other than 4-3-2-2
- Set condition combinations with or without date range

PREFER OFF BID NOTES

The PBS Scheduler takes the listing order into consideration when honoring the Prefer Off Bid Preferences.



RGO - RESERVE GOLDEN OFF

- To have PBS assign RGOs to the prefer off days of your preference, they must be listed first on a single bid line, separate from other prefer off days.
- RGOs must be three consecutive days off.
- RGOs must begin on the first day of a block of days off.
- RGOs will be placed according to the flight attendant's bid, if possible.
- If none of the prefer off bids can be contained within RGOs, RGOs will be placed according to coverage needs.
- If there are no prefer off bids, RGOs will be placed according to coverage needs.
- If there are no blocks of three or more days off, no RGOs will be awarded.

PARAMETERS FOR DAYS OFF ON PBS

PBS is defaulted to build a Reserve block with:

- One block of 4 days off in a row
- One block of 3 days off in a row
- Two separate blocks of 2 days off in a row

Meaning that if a FA does not request any days off or does not request a different arrangement of days off the system will assign the 4-3-2-2 combination. However, said combination could be adjusted by the bidder. Most times waivers will be required if a special combination of days is preferred for.

PARAMETERS TO BUILD A RESERVE LINE

- **Two Blocks Of 2 Days Off** - The 2 blocks of 2 **can't be waived**. They may be contained in a group that is exactly a block of two or a larger group.
- **6 Working Days** - No block of working days may exceed 6 days in a row. They may be less, but no more.
- **Single reserve days** - Will not be honored, unless that day is adjacent to workdays from the previous month, or a pre-planned work day like Training Day.
- **11 days off** - Reserve blocks will contain 11 days off. When requesting days off you may select less than 11, not more. If more are selected, some will be denied.
- **Single days off** - If single days off are preferred for the “Waive minimum 2 Days Off” must be inserted in the bid group.
- **Block of 4 Days Off** - If the bid group does not contain a block of 4 days off, the “Waive Block of 4 Days Off” must be inserted in the bid group.
- **Block Of 3 Days Off** - If the bid group does not contain a block of 3 days off, the “Waive Block of 3 Days Off” must be inserted in the bid group.

RESERVE BIDDING WAIVE OPTIONS

ete All... Waive

Apply Reset

< Back To Bid Preferences

Minimum 2 Days Off In A Row

Block of 4 Days Off

Block of 3 Days Off

- **Minimum 2 Days Off In a Row:** Allows your schedule to be completed with instances of single days off.
- **Block of 4 Days Off:** Allows your schedule to be completed without a block of 4 days off.
- **Block of 3 Days Off:** Allows your schedule to be completed without a block of 3 days off.

The Questions:

We have put together a series of questions that will help you make sure that your bid for Reserve Prefer Off is Correct. Always ask the first question first, the other questions do not have to be in the same order.

- **Do I have 2 blocks of 2?** If no, fix it
- **Do I have single working days?** If yes, fix it
- **Do I have more than 6 consecutive working days?** If yes, fix it
- **Do I have more than 11 days off total?** If yes, fix it
- **Do I have a block of 3?** If no, use the waiver
- **Do I have a block of 4?** If no, use the waiver
- **Do I have single days off?** If yes, use the waiver

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	01	02

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	01	02

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	01	02

- **Do I have 2 blocks of 2?** If no, fix it
- **Do I have single working days?** If yes, fix it
- **Do I have more than 6 consecutive working days?** If yes, fix it
- **Do I have more than 11 days off total?** If yes, fix it
- **Do I have a block of 3?** If no, use the waiver
- **Do I have a block of 4?** If no, use the waiver
- **Do I have single days off?** If yes, use the waiver

WE WILL WORK WITH YOU MAKING SURE THAT YOU HAVE LEGAL BLOCKS TO SUBMIT. IF YOU CARE FOR A DIFFERENT ARRANGEMENT, LET US KNOW, TO SEE IF IT WOULD WORK. ONCE WE ARE DONE PLEASE SUBMIT YOUR BID AND TAKE A PICTURE OF YOUR CONFIRMATION NUMBER

(ALWAYS DO!!)

- If selecting specific dates:
 - Go to Prefer Off
 - Select Date list
 - Click on your desired days off
- If selecting a number of days with no specific dates:
 - Go to Set Condition
 - Select Consecutive Days Off
- Once you are done, we need to make sure it is a legal preference. How do you know? Ask the questions:
 - Do I have 2 blocks of 2?
 - Do I have more than 6 work days in a row?
 - Do I have single working days?
 - Do I have a block of 3?
 - Do I have a block of 4?
 - Do I have single days off?
 - Do I have more than 11 days off?