

# **PBS RESERVE BIDDING**

Prepared by  
**AFA PBS REPS**  
04/2020

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# let's work on 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).

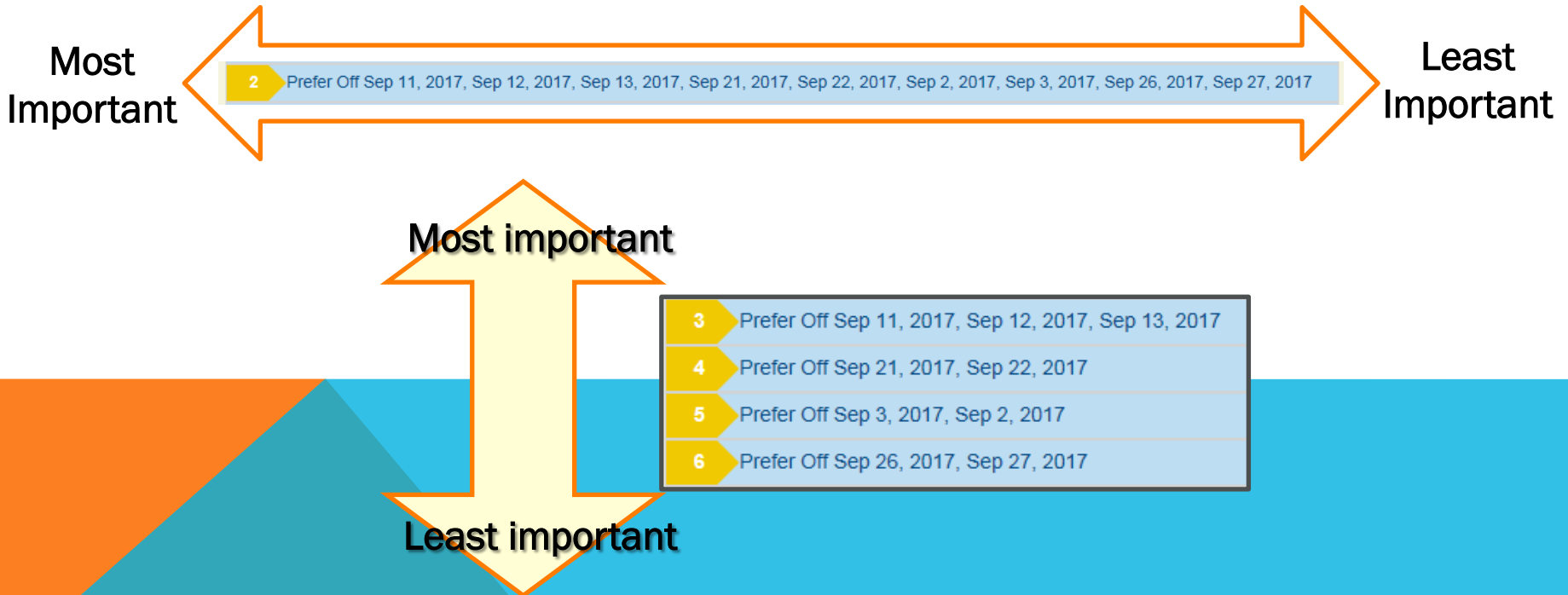
- **The Start Reserve** bid instructs the PBS Scheduler to build you a reserve schedule.
- The PBS Scheduler does not move back to your previous bid groups. All preferences must be restated in each bid group.

# 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** - Unless that day is placed at the beginning of the month and follow work days from the previous month or placed next to another work occurrence (like training), single reserve days can't be requested.
- **11 days off** - Reserve blocks will contain 11 days off. You may request less than 11 days off. If more than 11 days off are requested, some will be denied.
- **Single days off** - If single days off are requested 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 consecutive 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 consecutive days off, the "Waive Block of 3 Days Off" must be inserted in the bid group.

# PREFER OFF BID NOTES

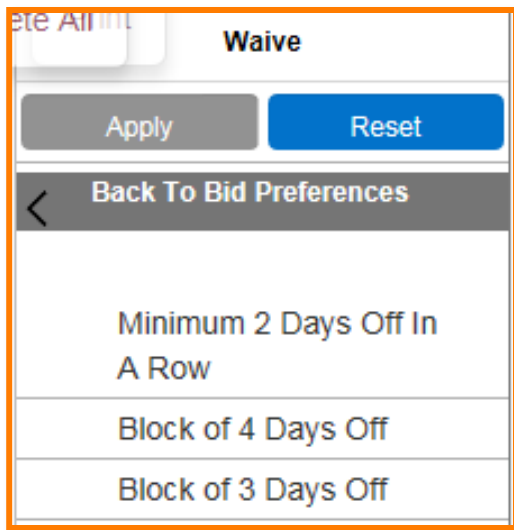
The PBS Scheduler takes the listing order into consideration when honoring the Prefer Off Bid Preferences.



# GDO - RESERVE GOLDEN DAY

- To have PBS assign GDOs to the prefer off days of your preference, they must be listed first on a single bid line, separate from other prefer off days.
- GDOs must be three consecutive days off.
- GDOs may be within a group of more than 3 consecutive days off.
- GDOs must begin on the first day of a block of days off.
- GDOs will be placed according to the flight attendant's bid, if possible.
- If none of the prefer off bids can be contained within GDOs, GDOs will be placed according to coverage needs.
- If there are no prefer off bids, GDOs will be placed according to coverage needs.
- If there are no blocks of three or more days off, no GDOs will be awarded.

# 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.

# Do I have 2 blocks of 2 days off in a row?

If No, please fix.

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 single working days?

If Yes, change days off.

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

# Is there a 7 day conflict, including last month?

If Yes, edit Prefer Off.

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 single days off?

If Yes, use the Waive Min 2 Days Off.

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 a block of 3?

If No, please use the Waive Block of 3.

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 a block of 4?

If No, please use the Waive Block of 4.

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

- If selecting specific dates: Go to Prefer Off - Select Date list - Click on your desired days off
- If selecting an amount of days with no specific dates: Go to Set Condition – Select Consecutive Days Off
- Options may be combined
- 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 single working days?
  - Do I have a block of 3?
  - Do I have a block of 4?
  - Do I have single days off?