

# PBS RESERVE BIDDING

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# ... 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?

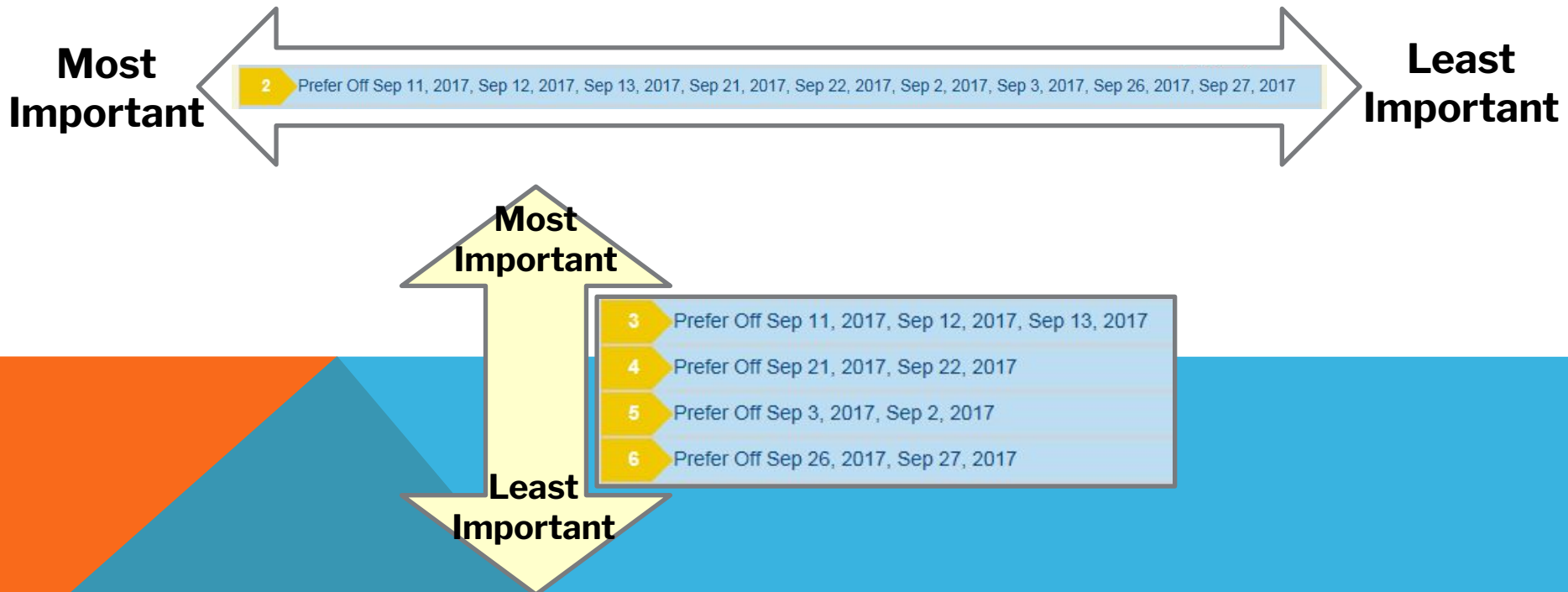
Reserve bidders will only have the option to prefer for Days off.

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?