

Vacation Extension, Slides, and Fly-through Checklist

When: 10th - 20th every month

Duration: starts/ends Noon CST

If you have Vacations, you could request to Extend, Slide or Fly-through (depending on your bid result)



RBL, RWO, CDO

Requesting **only Vacation Extension** (VG). You can select up to 4 days, and 3:45 hrs. will be deducted from guarantee per day selected

- Sign-in to myenvoyair.com
- Access Flight Service Department > PBS, Bidding, & Seniority List
- Access Bidding System Login
- CLICK on the blue action bar in the middle of the screen, and SELECT the days on the calendar (they will highlight in Green while regular VC are defaulted in Yellow)
- SAVE and then CONFIRM your options. Please, keep a screenshot of the confirmation listing the days selected.

If you wish to extend your vacation **along** with your vacation slide you must submit the RF 200 SLID including both requests: slide and vacation extension.

DO NOT select your vacation extension days on the "My Bidding" calendar since it will invalidate the RF request.

Requesting **only Vacation Slide**, up to 4 days earlier or later from original schedule date in order to eliminate a conflict.

- Sign-in DECS **from the 15th until 20th every month at noon CST**
- Type RF 200 SLID, fill out form, and SEND

Line Holder

Requesting **only Vacation Extension** (VG). You can select up to 4 days, and 3:45 hrs. will be deducted from guarantee per day selected

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- Access Bidding System Login
- CLICK on the blue action bar in the middle of the screen, and SELECT the days on the calendar (these will highlight in Green while regular VC are defaulted in Yellow)
- SAVE and then CONFIRM your options. Please, keep a screenshot of the confirmation listing the days selected.

Requesting a **Vacation Fly-through**

- Sign-in to myenvoyair.com
- Access Flight Service Department > PBS, Bidding, & Seniority List
- Access Bidding System Login
- CLICK on the blue action bar in the middle of the screen, and SELECT the days on the calendar (these are defaulted to Yellow and will turn Red)
- SAVE and then CONFIRM your options, and keep the confirmation number provided (screenshot)

Reserves

Requesting **only Vacation Extension** (VG). You can select up to 4 days, and 3:45 hrs. will be deducted from guarantee per day selected

- Sign-in to myenvoyair.com
- Access Flight Service Department > PBS, Bidding, & Seniority List
- Access Bidding System Login
- CLICK on the blue action bar in the middle of the screen, and SELECT the days on the calendar (these will highlight in Green while regular VC are defaulted in Yellow)
- SAVE and then CONFIRM your options. Please, keep a screenshot of the confirmation listing the days selected.

If requested a **Vacation Fly-through**

If requested Vacation Fly-through but got a Reserve schedule, these days selected are returned.