

## Reserve Prefer Off Preferences (no Waivers required)

Any combination that adds up to 11 days, and meets all contractual requirements to build a Reserve block may be requested. (The system is programmed to build 1 block of 4 days off, 1 block of 3 days off and 2 blocks of 2 days of in a row).

It is important to look back at the previous month because legalities, and to have a backup Reserve Bid Group in some cases.

4-2-2-3

S	M	T	W	T	F	S
		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		

2-3-2-4

S	M	T	W	T	F	S
		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		

2-3-4-2

S	M	T	W	T	F	S
		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		

3-4-2-2

S	M	T	W	T	F	S
		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		

## Reserve Prefer Off Preferences Alternatives (requires Waivers)

6-4-1

S	M	T	W	T	F	S
		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		

*-Waive Block of 3 Days Off  
-Waive Minimum 2 Days Off in a Row*

There are other possible combinations (as long as they add up to 11 days).

Here we share some examples; but keep in mind that Waivers are needed in order to be awarded these combinations.

5-5-1

S	M	T	W	T	F	S
		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		

*-Waive Block of 3 Days Off  
-Waive Minimum 2 Days Off in a Row*

4-5-2

S	M	T	W	T	F	S
		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		

*-Waive Block of 3 Days Off*

3-5-3

S	M	T	W	T	F	S
		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		

*-Waive Block of 3 Days Off*

5-2-2-2

S	M	T	W	T	F	S
		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		

*-Waive Block of 3 Days Off*

## Reserve Prefer Off Preferences Alternatives (requires Waivers)

3-3-3-2						
S	M	T	W	T	F	S
		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		

-Waive Block of 4 Days Off

9-1-1						
S	M	T	W	T	F	S
		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		

-Waive Block of 3 Days Off  
-Waive Minimum 2 Days Off in a Row

3-7-1						
S	M	T	W	T	F	S
		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		

-Waive Block of 3 Days Off  
-Waive Minimum 2 Days Off in a Row

3-2-6						
S	M	T	W	T	F	S
		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		

-Waive Block of 3 Days Off

## Reserve Prefer Off Preferences Alternatives (requires Waivers)

1-1-1-8						
S	M	T	W	T	F	S
		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		

-Waive Block of 3 Days Off  
-Waive Minimum 2 Days Off in a Row

2-1-7-1						
S	M	T	W	T	F	S
		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		

-Waive Block of 3 Days Off  
-Waive Minimum 2 Days Off in a Row

2-1-1-1-1-1-1-1-2						
S	M	T	W	T	F	S
		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			

-Waive Block of 4 Days Off  
-Waive Block of 3 Days Off  
-Waive Minimum 2 Days Off in a Row

## Reserve Prefer Off Preferences Alternatives (might require Waivers)

If you do not want a specific block of dates but instead you'd like a certain number of days off in a row, we recommend using **Set Condition Consecutive Days Off In A Row**.

Below are some examples of how to use this option:

**1. Add a Bid line and select Set Condition**

**Bid Preference Editor**

Home Close

Apply Reset All

Add Bid Group

Prefer Off

Set Condition

Waive

**2. Select Consecutive Days Off in a Row**

**Set Condition**

Home Close

Apply Reset All

Back To Bid Preferences

Pattern

Maximum Days On In A Row

Minimum Days Off In A Row

Consecutive Days Off In A Row

Days Off With Employee

Days Off Opposite

**3. Select the number of Days Off, and 4. Apply.**

**Consecutive Days Off In A Row**

Home Close

Apply Reset All

Back To Set Condition

Date Range

Else Start Next Bid Group

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Requesting a single block, of a certain number of days off in a row any time throughout the month.

The bid line will read like this.

- 1 Reserve Bid Group
- 2 Set Condition 6 Consecutive Days Off In A Row

## Reserve Prefer Off Preferences Alternatives (might require Waivers)

If you do not want a specific block of dates but instead you'd like a certain number of days off in a row, we recommend using **Set Condition Consecutive Days Off In A Row**.

Below are some examples of how to use this option:

**1. Repeat Steps 1 & 2 from previous example.**

**2. Select the number of Days Off, and 3. Select the Date Range Option**

**4. Select a Date Range, and Apply.**

**Dates Range**

Home Close

Apply Reset All

Back To Consecutive Days Off In A Row

< JUN 2024 >

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	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	03	04	05	06

**5. Repeat all steps, Select a different Date Range, and Apply**

**Dates Range**

Home Close

Apply Reset All

Back To Consecutive Days Off In A Row

< JUN 2024 >

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	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	03	04	05	06

Request a multiple blocks of a certain number of days off in a row assigned with date range.

The bid line will read like this.

- 1 Reserve Bid Group
- 2 Set Condition 4 Consecutive Days Off In A Row Between Jun 1, 2024 And Jun 15, 2024
- 3 Set Condition 4 Consecutive Days Off In A Row Between Jun 15, 2024 And Jun 30, 2024

**If using more than one Set Condition Consecutive Days Off In A Row, Date Range must be used.**

# Reserve Prefer Off Preferences Alternatives (might require Waivers)

If you do not want a specific block of dates but instead you'd like a certain number of days off in a row, we recommend using **Set Condition Consecutive Days Off In A Row**.

Below are some examples of how to use this option:

1. Repeat Steps 1-3 from previous example.

Consecutive Days Off In A Row

Home Close

Apply Reset All

Back To Set Condition

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Date Range

Else Start Next Bid Group

4. Select a specific date range, and 5. Apply

Dates Range

Home Close

Apply Reset All

Back To Consecutive Days Off In A Row

< JUN 2024 >						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	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	03	04	05	06

Request a single block of a certain number of days off in a row in a specific date range

The bid line will read like this.

1	Reserve Bid Group
2	Set Condition 5 Consecutive Days Off In A Row Between Jun 8, 2024 And Jun 16, 2024