# PBS TRAINING NEW HIRE

Prepared by
AFA PBS REPS

2/2025
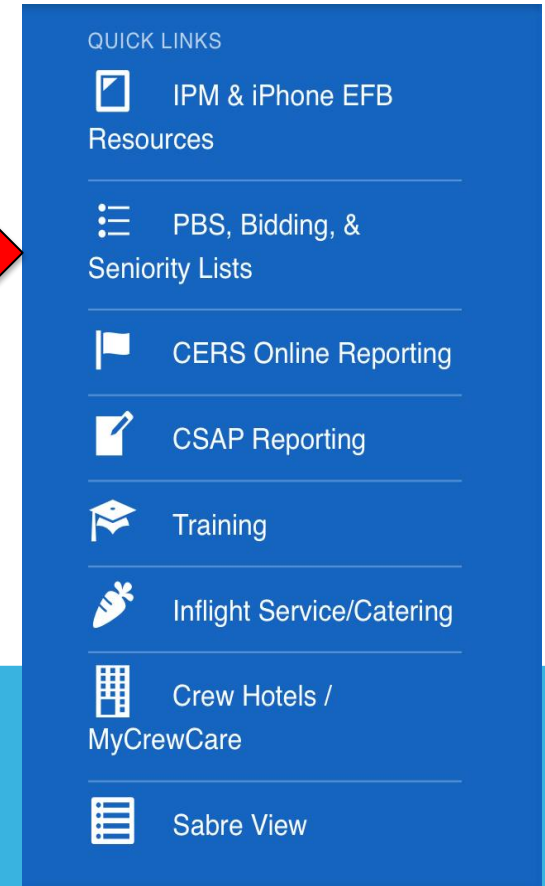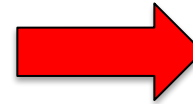
# WHAT IS PBS?

- 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**

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

**Pre-bid Results**

**Bid Results**

**Seniority Lists**

# Bidding Tools:

## 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)** ⊙

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**1. Timeline**
Contains contractual month dates, Pre-Bid and Bid dates, and times

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## 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** ⊙

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**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 **15$^{th}$** 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 **15$^{th}$**.
**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

**RBL and Standby Breakdown**
The number of each line to be awarded per Base.

| 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 |

# PBS Targets

## OCT PBS Target Information

| PBS TARGETS | DFW | ORD | MIA | PHX |
|---|---|---|---|---|
| Total FA's | 1034 | 480 | 248 | 171 |
| Total RBL's | 21 | 12 | 9 | 9 |
| CDO's Lines | 0 | 0 | 0 | 0 |
| RWO Lines | 7 | 4 | 2 | 0 |
| ZTL | 0 | 5 | 4 | 2 |
| Part-time Lines | 5 | 6 | 15 | 2 |
| SB Lines | 18 | 14 | 8 | 6 |
| | | | | |
| PBS FA's | 1001 | 459 | 233 | 158 |
| Expected Line Holders | 830 | 369 | 170 | 110 |
| Expected PBS RSV | 169 | 87 | 56 | 49 |
| Expected Daily RSV | 98 | 51 | 32 | 28 |
| RSV % | 16.8% | 19.0% | 23.3% | 30.6% |
| Min Credit Lines Offered (5%) | 60 | 27 | 14 | 10 |
| E75 Average DP | 4:29 | 4:39 | 4:41 | 4:39 |

**Target Information** – Shows per base what is available to pre-bid.

- Total number of RBL lines available
- Total number of CDO lines available
- Total number of RWO lines available
- Total number of ZTL lines available
- Total number of Part-time lines available
- Total number of Standby lines available

**RBL and Standby Breakdown** – The number of each line to be awarded per Base.

* Oct. is used as an example

**Pre-Bid Breakdown:**

| Standby | DFW | ORD | MIA | PHX |
|---|---|---|---|---|
| S1 | 2 | 2 | 3 | 2 |
| S2 | 4 | 2 | 2 | 2 |
| S3 | 2 | 2 | 1 | 2 |
| S4 | 2 | 3 | 2 | - |
| S5 | 2 | 3 | - | - |
| S6 | 2 | 2 | - | - |
| S7 | 4 | - | - | - |
| S8 | - | - | - | - |
| S9 | - | - | - | - |
| S10 | - | - | - | - |

STANDBY TIMES MAY VARY BETWEEN BASES. PLEASE REFER TO BID PACKETS FOR TIMES.

| RBL | DFW | ORD | MIA | PHX |
|---|---|---|---|---|
| 201 | 7 | 4 | 3 | 3 |
| 202 | 7 | 4 | 3 | 3 |
| 203 | 7 | 4 | 3 | 3 |

**Line Credit:**

| | |
|---|---|
| Target Line Average | 75 hrs. |
| Minimum Credit Range | 65 – 91 hrs. |
| Normal Credit Range | 75 – 91 hrs. |
| Maximum Credit Range | 91 - 110 hrs. |
| Part Time Credit Range | 37.5 – 45.5 hrs. |

**Credit Ranges -** total credit hours PBS need to complete a block.

# Bid Packets

**NEW**



**PBS - PHX FA – November 2023**

Contract Month: November 01, 2023 – December 01, 2023

| | |
|---|---|
| Pre Bids Open: | October 10, 2023 @ 12noon Central |
| Pre Bids Close: | October 13, 2023 @ 12noon Central |
| Bids Open: | October 15, 2023 @ 12noon Central |
| Bids Close: | October 20, 2023 @ 12noon Central |
| Schedule Change: | November 5, 2023 |

| PRE BIDS OPEN | PRE BIDS CLOSE | BIDS OPEN | BIDS CLOSE | PRELIM AWARDS | FINAL AWARDS |
|---|---|---|---|---|---|
| 10 OCT | 13 OCT | 15 OCT | 20 OCT | 22 OCT | 24 OCT |

**NOVEMBER 2023**

OCTOBER / DECEMBER

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| 29 | 30 | 31 | 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 | 1 | 2 |

**PHONE NUMBERS:**

| | |
|---|---|
| CREW SCHEDULE, PAYCOMP, & AVRS | 888-436-CREW (2739) |
| TRAINING CENTER | 800-456-8980 |
| IN-FLIGHT | 480-693-1544 |

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 | - |

**FA STANDBY SUMMARY:**

| STANDBY | TIME | SHIFT CODE |
|---|---|---|
| S-1 | 0700 – 1500 | 01111 |
| S-2 | 1500 – 2300 | 02222 |
| S-3 | - | - |
| S-4 | - | - |
| S-5 | | |
| S-6 | | |
| S-7 | | |
| S-8 | | |
| S-9 | | |

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

**FA RAP SUMMARY:**

| | TIME | SHIFT CODE |
|---|---|---|
| RAP 1 | 0400 – 1800 | 00001 |
| RAP 2 | 1000 – 2359 | 00002 |
| RAP 3 | - | |

**CREDIT RANGES:**

| Target Line Average | 75 hrs. |
|---|---|
| Minimum Credit Range | 65 – 91 hrs. |
| Normal Credit Range | 75 – 91 hrs. |
| Maximum Credit Range | 91 - 110 hrs. |
| Part Time Credit Range | 37.5 – 45.5 hrs. |

**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.

**8 Credit Ranges -** total credit hours PBS need to complete a block.

# Bid Packets



**CDO Lines** – Displays the CDO lines available to pre-bid.

Line number used to pre-bid

**RBL & RWO** – Displays RBL and RWO lines available to pre-bid.
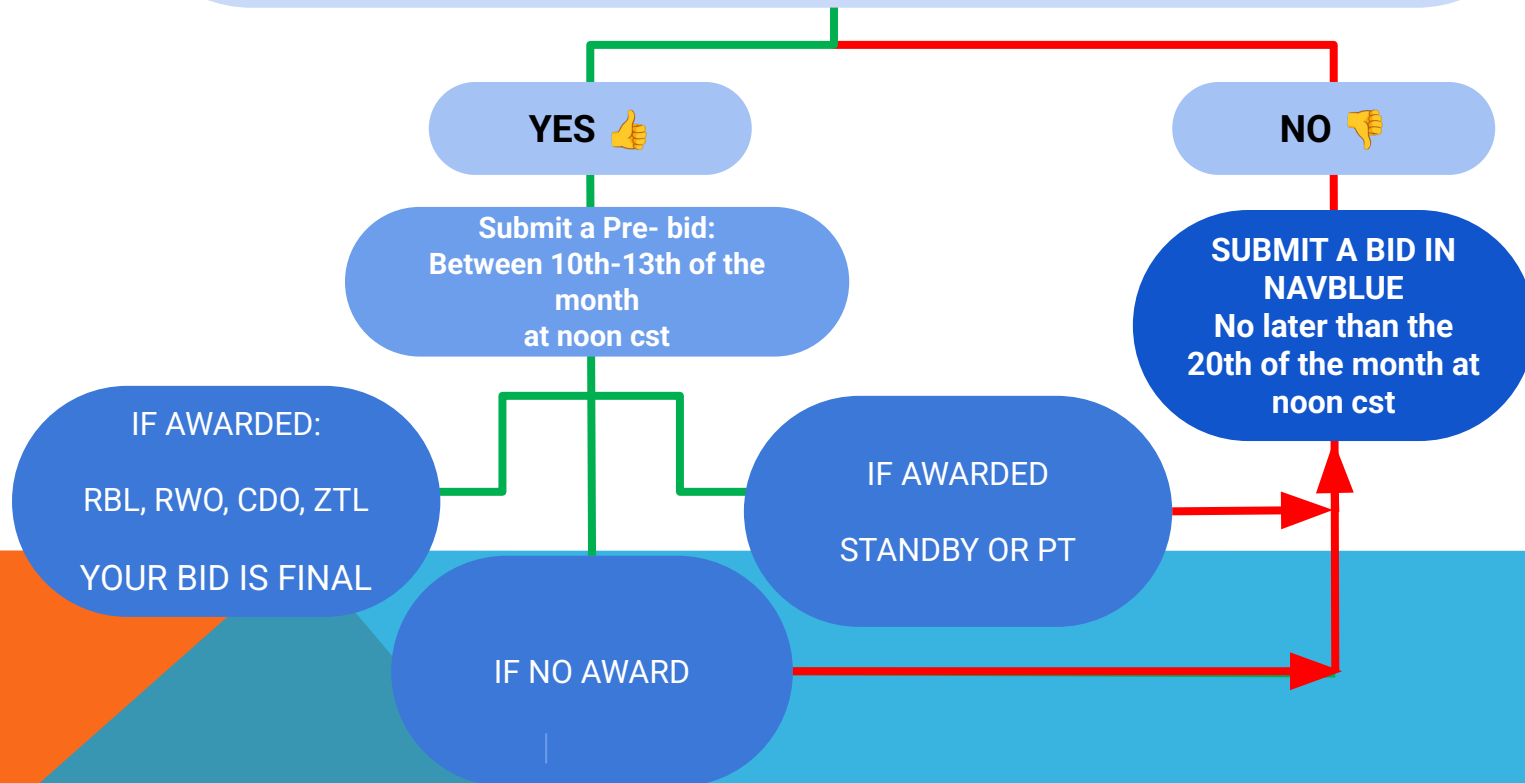
| R - RSV day | : - Weekend day off | X - Weekday off |

# 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: <span style="color:red">DO I WANT ANY OF THESE OPTIONS?</span>**

**YES** 👍

**NO** 👎

**Submit a Pre- bid:**
**Between 10th-13th of the month**
**at noon cst**

**SUBMIT A BID IN NAVBLUE**
**No later than the 20th of the month at noon cst**

IF AWARDED:

RBL, RWO, CDO, ZTL

YOUR BID IS FINAL

IF AWARDED

STANDBY OR PT

IF NO AWARD

# READY TO PRE-BID?

## PBS, Bids, & Seniority Lists

Home / Departments / Flight Service / 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)**

## CLICK BIDDING SYSTEM LOGIN

# ON MY BIDDING (PRE-BID PAGE)

**envoy** Preferential Bidding System

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

**Pre-bid Options**

**Your Pre-Bid Selections**

Bid Type

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

Airport Standby

ACTIVE

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

S1
S2
S3
S4
S5

**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

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

**Save**

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

# 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  **Save**

- Once you click  **Save** , you will be asked to Confirm, click  **Confirm**

- **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

My Bidding
BID Preference System
Bid Protest
Pre-Bid Awarding

- **Bid Protest -** Use this link to submit pre-bid protests. Opens on the 14th at noon cst, closes on the 15th at noon cst.

- **Pre-Bid Awarding -** Use this the link to view your individual pre-bid result and reasons report.

# Bidding Timeline

## 10
- **Bid packets and bid targets are posted**
- **FAs can make changes and submit their DEFAULT BID (only) at 1200 CST**

## 15
- **Bid targets and seniority lists are updated**
- **FAs can enter and submit a CURRENT BID (optional) at 1200 CST**

## 20
- **Bid CLOSES at 1200 CST**

## 22
- **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?



CLICK BIDDING SYSTEM LOGIN

# ON THE MY BIDDING PAGE (PRE-BID PAGE)
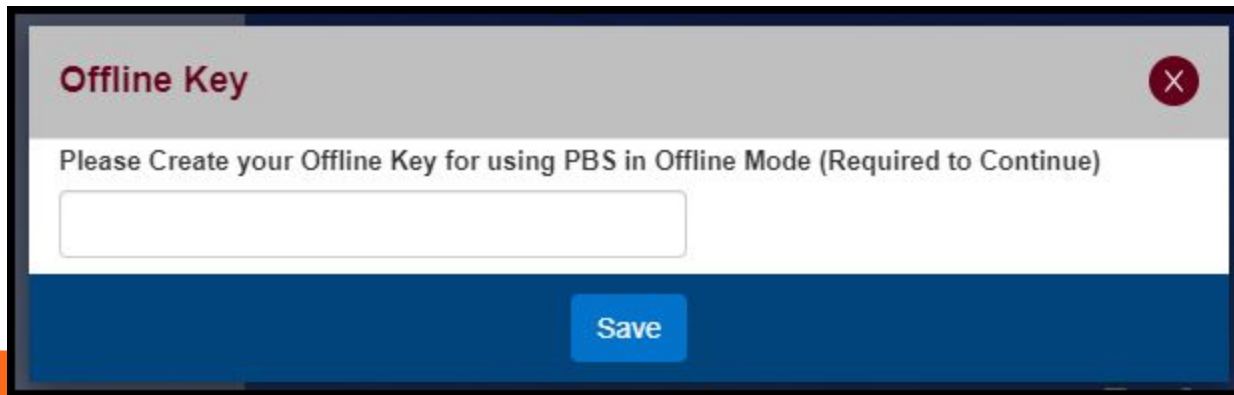


**CLICK BID Preference System**

# BID PREFERENCE SYSTEM LOGIN

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

- Type **1234**
- Click Save

# SYNCHRONIZATION



- **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.
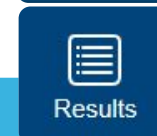
# NAVIGATION TABS
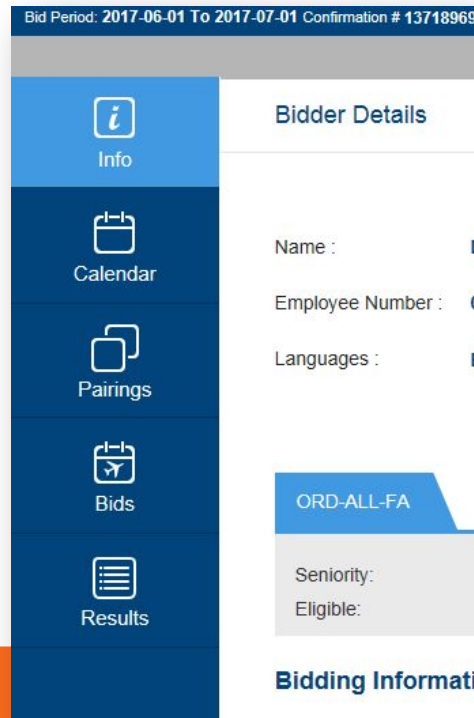
**Info** — Contains Bidder Details
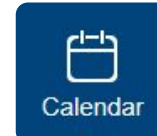
**Calendar** — Displays Bidder Monthly Calendar

**Pairings** — Displays all pairings available to bid

**Bids** — Access to Current or Default Bid

**Results** — Displays awards and Reasons Report
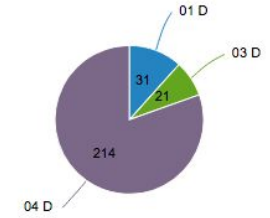
Click here ◀ to display the navigation tab if not visible.

# INFO TAB



**Bidder Details**

| 1 | 2 | 3 |

Name : **DERMALY FLORES**

Employee Number : **00432153**

Languages : **EN**

Bid Period : **FEB 2020**

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

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

**Total Pairings Day Wise**

**MIA-ALL-FA**

| | | 4 | | 5 |

Eligible: **Yes**

Seniority: **147**

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

Reduced Block: **No**

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
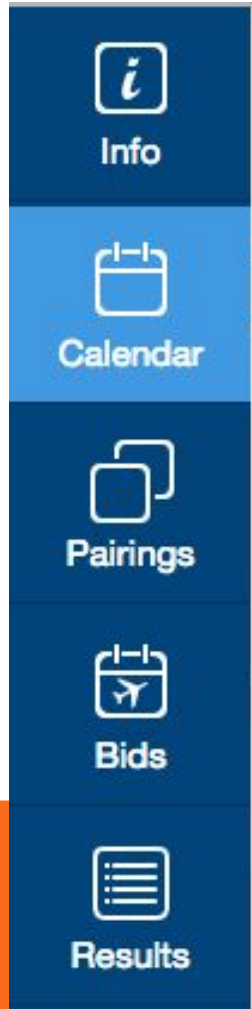
- The Calendar displays your activities for the month.

- 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.
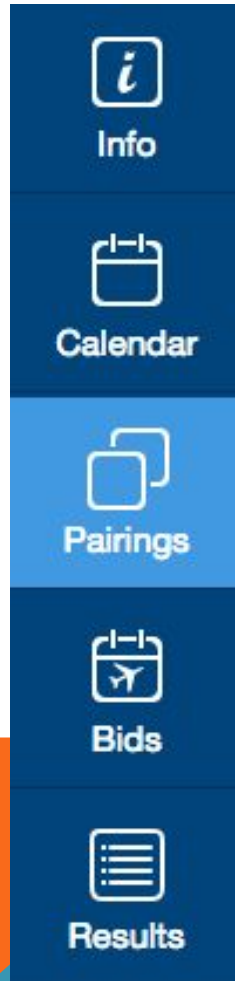
**Horizontal**

**Square**

# PAIRINGS TAB

- In this tab you can view all the pairings available for the bid month.

- You can filter the pairings to narrow the search for specific pairings.

- For now, you will not use this tab, but if you want to learn more refer to the full PBS presentation on afaeagle.com

# RESULTS TAB



- 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
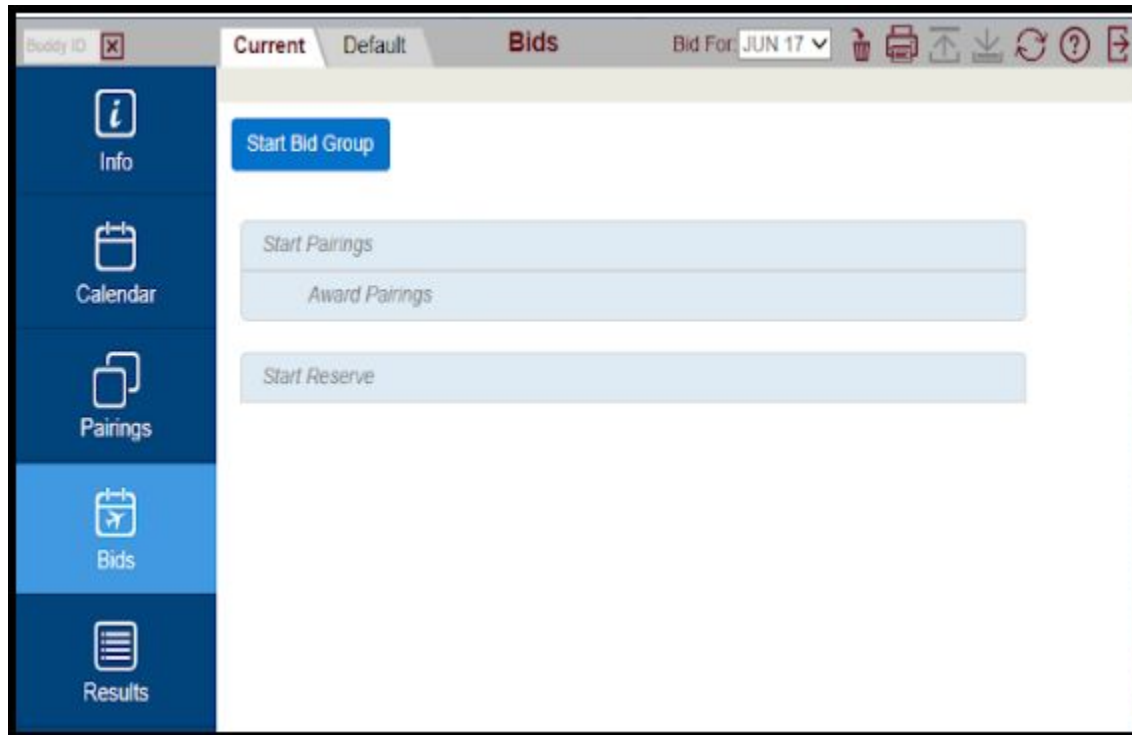


**Here you will enter, edit, and submit your Monthly Bid using either the Current or Default bid.**
**Click on the tab with the name of the bid to start adding or editing your preferences.**

# BID TYPES

| CURRENT BID | DEFAULT BID |
|---|---|
| • Can be submitted only between the 15th and 20th of the month (1200 CST)<br>• Does not carry over.  It **will** erase each month<br>• If created, it will always be read; **even** if a default bid exists<br>• White Background | • Can be submitted at any time<br>• Carries over from month to month **unless** the FA transfers, goes on a leave, or on TDY<br>• **Will only be used if no current bid exists**<br>• Yellow background |

**Current**   Default   ←   **Bids**

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
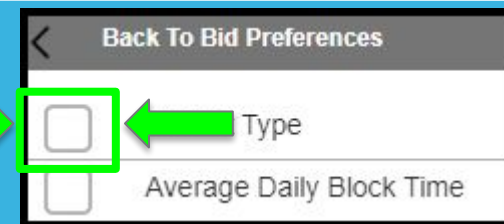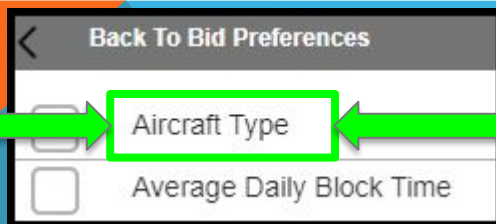
**ALWAYS** CLICK ON THE **WORDS**

### 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 _Pairing Bid Group_
5. Click _Apply_
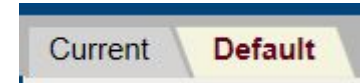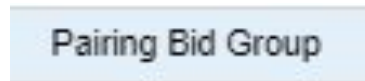
# WAIVE BID PREFERENCES

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 **Apply**

| 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**

**NO SAME DAY PAIRING**

**1 DAY OFF IN 7**

# SET CONDITION

1. Select Set Condition



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

6. Change the credit hours 000 to 006
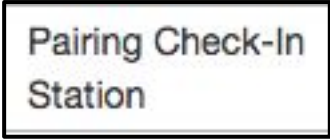
7. Click **Apply**

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

| | |
|---|---|
| 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 > 004:00 |
| 7 | Award Pairings If Average Daily Credit > 003:00 |
| 8 | Award Pairings If Pairing Check-In Station ORD |
| | Award Pairings |

| | |
|---|---|
| 1 | Pairing Bid Group |
| 2 | Set Condition Minimum Credit Window |
| 3 | Award Pairings If Average Daily Credit > 004:00 |
| 4 | Award Pairings If Average Daily Credit > 003:00 |
| 5 | Award Pairings If Pairing Check-In Station ORD |
| | Award Pairings |

- If you did not use all the waivers, it should be similar but without 2, 3, and 4

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

- Click on the Submit symbol

Submit
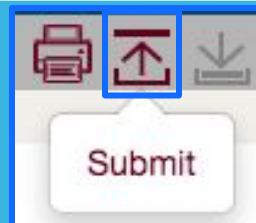
# Now that your Pairings Bid is ready…

# … 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.

**Most Important** ← 2 | Prefer Off Sep 11, 2017, Sep 12, 2017, Sep 13, 2017, Sep 21, 2017, Sep 22, 2017, Sep 2, 2017, Sep 3, 2017, Sep 26, 2017, Sep 27, 2017 → **Least Important**

**Most Important** ↑

| | |
|---|---|
| 3 | Prefer Off Sep 11, 2017, Sep 12, 2017, Sep 13, 2017 |
| 4 | Prefer Off Sep 21, 2017, Sep 22, 2017 |
| 5 | Prefer Off Sep 3, 2017, Sep 2, 2017 |
| 6 | Prefer Off Sep 26, 2017, Sep 27, 2017 |

**Least Important** ↓
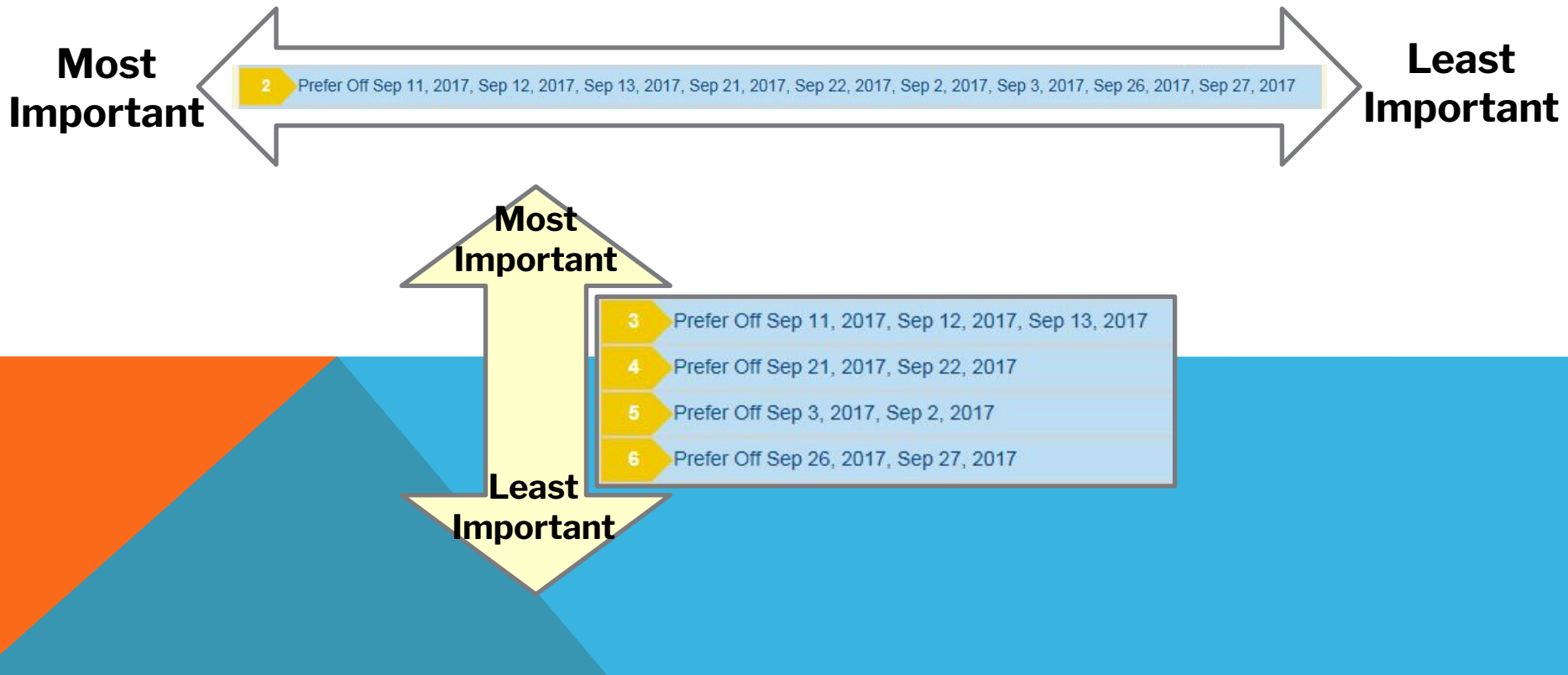
# RGO - RESERVE GOLDEN OFF

- 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
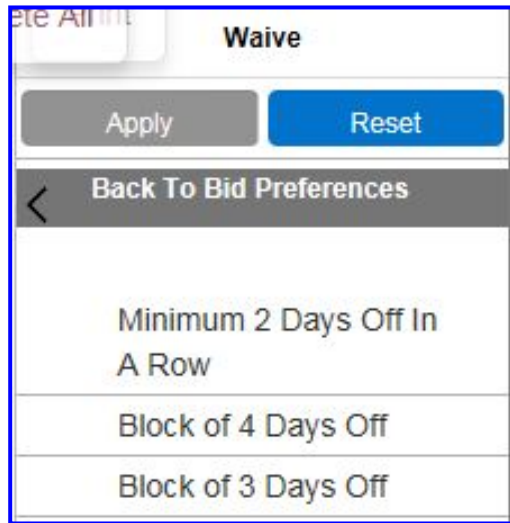- Two separate blocks of 2 days off in a row

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



- **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

- **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?