

PBS TRAINING

NEW HIRE

Prepared by
AFA PBS REPS

3/2026



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



Pre-bid Results



Bid Results



Seniority Lists



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

Bidding Tools:

Home / Departments / Flight Service / PBS, Bids, & Seniority Lists

PBS, Bids, & Seniority Lists

Timeline >

Pre-Bid

- o Pre-bid window: 10th – 13th*
- o Pre-bid preliminary award: 14th*
- o Pre-bid protest: 14th – 15th*
- o Pre-bid final award: 15th*

VG, Fly through, and Slide

- o VG requests: 10th – 20th*
- o Fly Through requests: 10th -20th*
- o Pre-bid Vacation slide: 15th – 20th* – RF 200 SLID

Bid

- o Bid window: 15th – 20th*
- o Bid protest window: 22nd – 23rd*
- o Bid preliminary award: 22nd*
- o Bid final award: 24th*

FOS lockout: 20th – 23rd*

* noon central time

Preferential Bidding System (PBS) ✓

1. Timeline

Contains contractual month dates, Pre-Bid and Bid dates, and times

Home / Departments / Flight Service / PBS, Bids, & Seniority Lists

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 ✓

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 **15th** 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 **15th**.

Company Seniority List

This seniority list includes all FAs and is updated twice a year (January and July).

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 & Standby Breakdown – The number of each line to be awarded per Base.
*Oct. is used as an example

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

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	-	-	-	-

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

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

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.

Bid Packets

1 → **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

3 →

NOVEMBER 2023						
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

4 →

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	-

← **5**

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	-	-

← **6**

"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	-	-

← **7**

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.

← **8**

- 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.

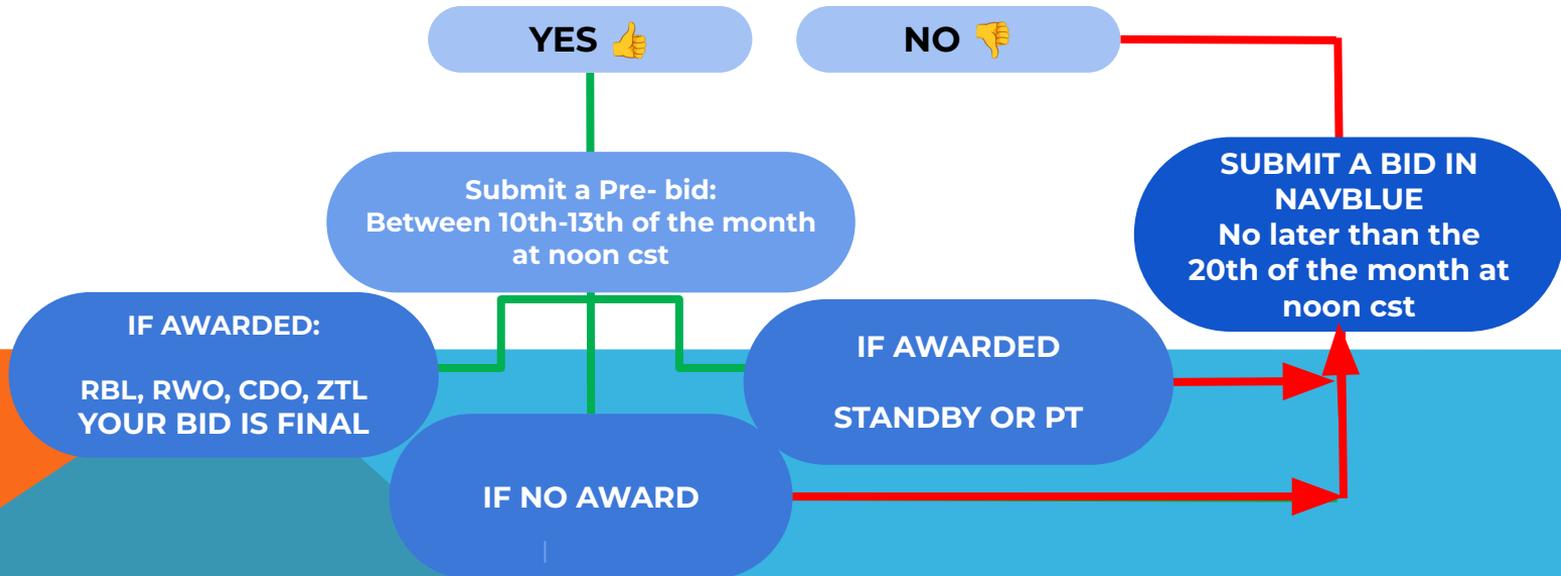
- 5 FA Bid Summary** – Lists lines available for Pre-bidding.
- 6 FA Standby Summary** – Lists the standby shifts available for pre-bidding.
- 7 FA Rap Summary** – Lists reserve availability periods for the bid month.
- 8 Credit Ranges** - total credit hours PBS need to complete a block.

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: **DO I WANT ANY OF THESE OPTIONS?**



READY TO PRE-BID?

Home / Departments / Flight Service / PBS, Bids, & Seniority Lists

PBS, Bids, & Seniority Lists

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[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

Bid Type

RSV Block Line (RBL)

Part Time

CDO Lines

RWO Lines

Airport Standby

Pre-bid Options

Your Pre-Bid Selections

ACTIVE

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

S1
S2
S3
S4
S5

Empty selection boxes with arrows for moving items between them.

Change the Preference order

To submit a Pre-Bid:

1. click **SAVE**
2. review options
3. click **CONFIRM**
4. save the confirmation #

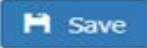
Click Here if you desire to Fly on Vacation Days or Extend your Vacation

Restricted locations are not assigned for this employee

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  .
- Once you click  , 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	<ul style="list-style-type: none">• Bid packets and bid targets are posted• FAs can make changes and submit their DEFAULT BID (only) at 1200 CST
15	<ul style="list-style-type: none">• Bid targets and seniority lists are updated• FAs can enter and submit a CURRENT BID (optional) at 1200 CST
20	<ul style="list-style-type: none">• Bid CLOSES at 1200 CST
22	<ul style="list-style-type: none">• 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?

PBS, Bids, & Seniority Lists

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**CLICK BIDDING SYSTEM
LOGIN**

ON THE MY BIDDING PAGE (PRE-BID PAGE)

envoy Preferential Bidding System

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

CLICK on **BID Preference System**

SYNCHRONIZATION

Synchronization : Synchronizing person data ...

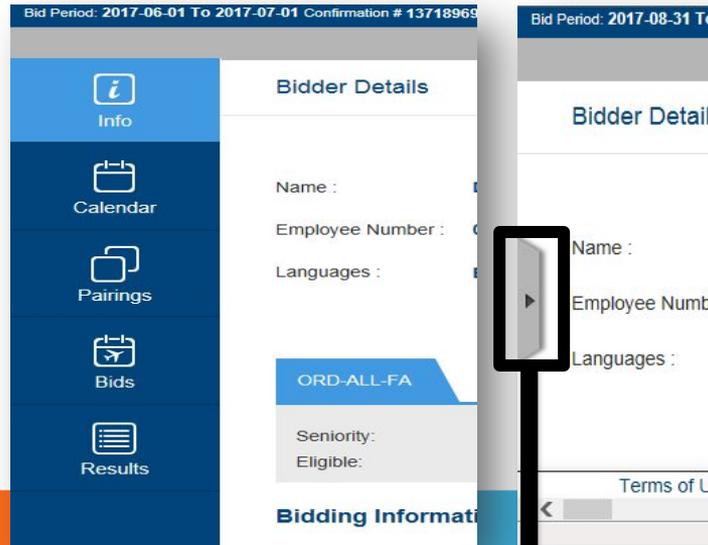
Select Period(s):

(2) ▾

Synchronize

System will automatically start synchronizing, this pop-up window will appear.

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

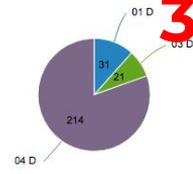
Click here



to display the navigation tab if not
visible.

INFO TAB

Bidder Details

Name :	DERMALY FLORES	Bid Period :	FEB 2020	
Employee Number :	00432153	Bid Period Start :	2020-01-31	
Languages :	EN	Bid Period End :	2020-03-01	

Total Pairings Day Wise

MIA-ALL-FA				
Eligible:	Yes	4	Restricted Equipment:	5
Seniority:	147		Restricted Location:	
Category Seniority:	10 of 102 (9.8%)		Restricted Positions:	
Reduced Block:	No			

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

Sat,04	
Sun,05	
Mon,06	
Tue,07	02223
Wed,08	02223
Thr,09	02223
Fri,10	02223

Square

Thr		Fri	
02		03	
09		10	
 02223		 02223 C/O : 15:59 Total Credit: 023:56	
16		17	

RESULTS TAB



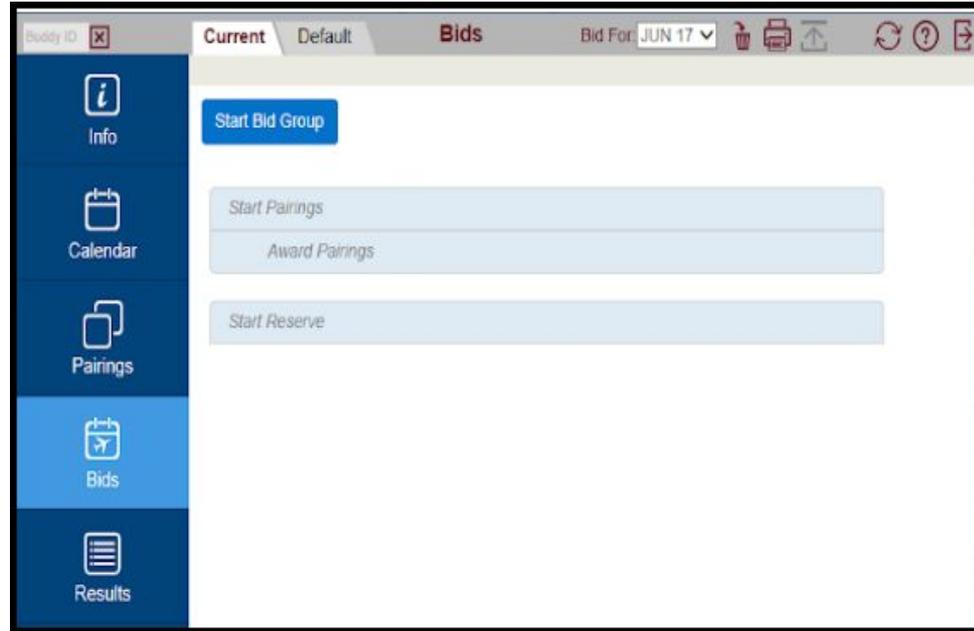
The screenshot shows the 'Results' tab interface. At the top, there are filters for 'Results For: Nov2014' and 'Sort By: Start Time'. The main content is divided into two sections: 'Awards' and 'Reasons'. The 'Awards' section contains a table with columns for 'Award ID', 'Start Date', 'End Date', 'Total Credit', 'In-Period Credit', and 'Position'. Below this is a 'Reasons Report' section with a table of reasons, including columns for 'Reason ID', 'Category', 'Bidder', and 'Reason'. The 'Reasons Report' table has a header row and several data rows.

Award ID	Start Date	End Date	Total Credit	In-Period Credit	Position
00000000	2014-10-31 09:15	2014-11-03 20:14	000.00	015.22	AA
00000001	2014-11-09 08:00	2014-11-09 23:59	004.30	004.30	AA
00000002	2014-11-09 08:00	2014-11-16 02:00	000.01	000.01	AA
00000003	2014-11-17 07:10	2014-11-17 17:40	000.25	000.25	AA
00000004	2014-11-19 09:00	2014-11-19 14:55	004.00	004.00	AA

Reason ID	Category	Bidder	Reason
00000001	00000001	00000001	00000001
00000002	00000002	00000002	00000002
00000003	00000003	00000003	00000003
00000004	00000004	00000004	00000004
00000005	00000005	00000005	00000005
00000006	00000006	00000006	00000006
00000007	00000007	00000007	00000007
00000008	00000008	00000008	00000008
00000009	00000009	00000009	00000009
00000010	00000010	00000010	00000010

- 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

- Can be submitted only between the 15th and 20th of the month (1200 CST)
- Does not carry over. It **will** erase each month
- If created, it will always be read; **even** if a default bid exists
- White Background

DEFAULT BID

- Can be submitted at any time
- Carries over from month to month **unless** the FA transfers, goes on a leave, or on TDY
- **Will only be used if no current bid exists**
- Yellow background



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

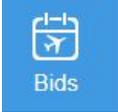
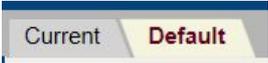
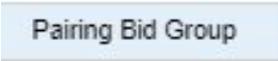
ALWAYS CLICK
ON THE **WORDS**

TO REMOVE

CLICK ON THE
CHECKBOX



STARTING A PAIRINGS BID GROUP

1. Click the **Bids** Tab The icon shows a calendar with a checkmark and the word "Bids" below it.
2. Select Bid Type – **Default Tab** The icon shows two tabs: "Current" and "Default", with "Default" being the active tab.
3. Click Add Bid Group A blue button with the text "Add Bid Group" in white.
4. Click A light blue button with the text "Pairing Bid Group" in dark blue.
5. Click A blue button with the text "Apply" in white.

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 

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**

AEX 12:21	GCK	TYR 11:43		ABI 13:35	SPS	ABI 14:02		ELP 14:43	RDU 21:31
013:19				016:29				004:00	
28285				28307				02548	
F1				F1				F1	

**NO SAME DAY
PAIRING**

GRK 14:44		SGF 07:43				
013:56						
02549						
F2						
				SPS 21:45	RPT 17:41	SPI
				010:26		
				28425		
				F1		

1 DAY OFF IN 7

DSM 07:50	AVI	CAE 09:41	LIT 11:40	ROC	AVI 11:55	SGF 15:27	DAY 09:43
013:07			011:25			012:20	
02166			02401			02583	
F1			F1			F2	

SET CONDITION

1. Select Set Condition

Home	Close
Apply	Reset All
Start Bid Group	
Prefer Off	
Award Pairings	
Avoid Pairings	
Instruction	
✓	Set Condition
Waive	

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 block2
- 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:

5. On:

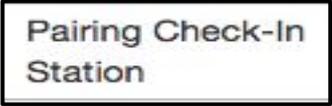
^	^
<input type="text" value="000"/>	<input type="text" value="00"/>
v	v

6. Change the credit hours 000 to 004

7. Click

8. Change 004 to 003 and

AWARD PAIRINGS

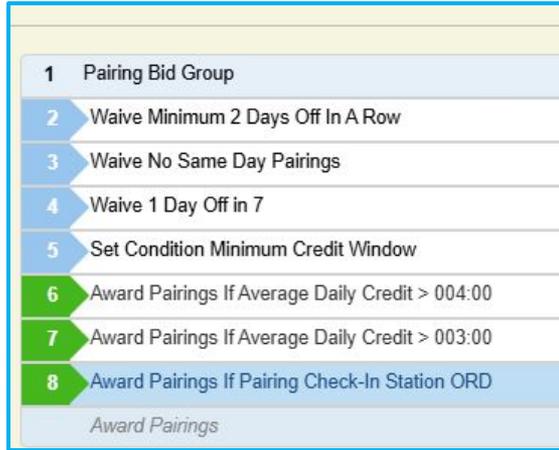
9. Click on  < Back To Award Pairings
10. Then Click on the check mark on Average Daily Credit to deselect it
11. Scroll down to  Pairing Check-In Station and click
12. Click on  None Selected ▾
13. Click on the base so it turns dark gray, with a check mark

**Example:



14. Click apply  Apply

- This is how your bid should look if you used all waivers



- 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



Now, your Pairings Bid is ready...

Let's do your...

RESERVE BID!

Remember:

RBL and RWO lines may only be bid during the **Pre-Bid** process. This section refers specifically to creating a Reserve Bid Group within your PBS Scheduler (Navblue) bid.

- 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?

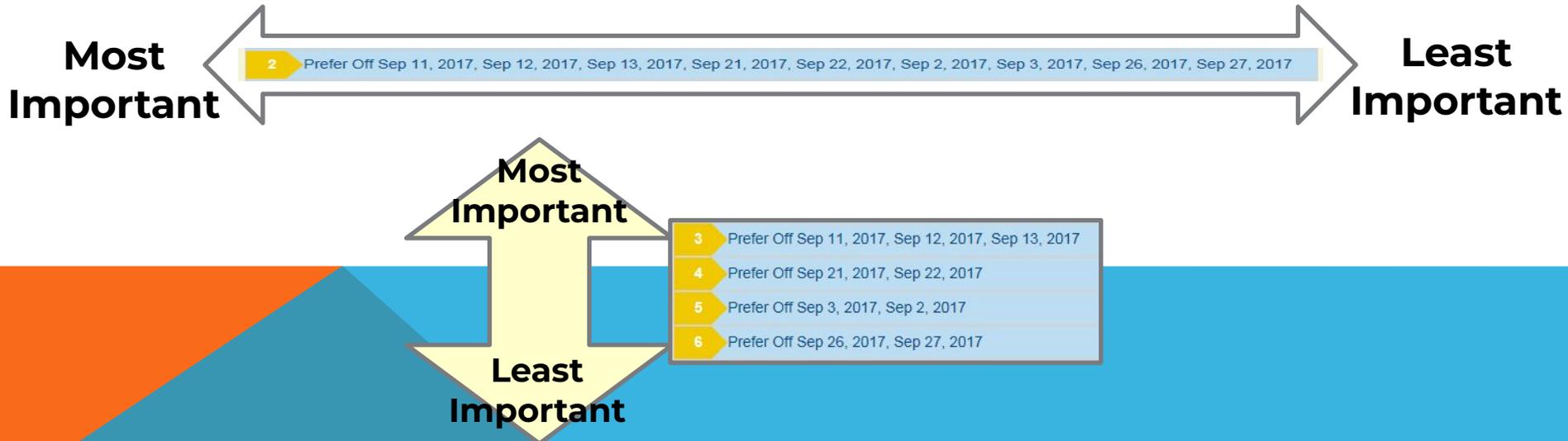
Reserve bidders will only have the option to prefer for Days off

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

- | | | |
|---|--|--|
| <ul style="list-style-type: none">• 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. | <ul style="list-style-type: none">• 6 Working Days - No block of working days may exceed 6 days in a row. They may be less, but no more. | <ul style="list-style-type: none">• 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. |
| <ul style="list-style-type: none">• No single Reserve day - No single RSV day is allowed unless it's adjacent (next to) a working day (i.e.:working day from the previous bid month, training, etc.) | | |
| <ul style="list-style-type: none">• Single days off - If single days off are preferred for the "Waive minimum 2 Days Off" must be inserted in the bid group. | <ul style="list-style-type: none">• 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. | <ul style="list-style-type: none">• 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

ate 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

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		

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- **Do I have a block of 4?** If no, use the waiver
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- **Do I have more than 11 days off total?** If yes, fix it
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- **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?**