

Reserve Bidding

Reserve Parameters

Two Blocks Of 2 Days Off

The 2 blocks of 2 can't be waived. They have to exist somewhere in the distribution of days off. They may be contained in a group that is exactly a block of 2 or a larger group.

6 Reserve Days

No block of reserve days may exceed 6 days in a row or be less than 2.

Single reserve days

No single reserve day may be requested. Unless that day is adjacent to a pre-planned working day (i.e. recurrent training) or following a day from the previous month. There won't be single reserve days awarded.

Reserve available Waivers

Single days off

No single days off between reserve days will be awarded. If single days off are requested or needed, 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.

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. The default distribution of the 11 days off is: one block of 4 consecutive days off, one block of 3 consecutive days off, and two separate blocks of 2 consecutive days off. (4-3-2-2)



PBS Reserve Bidding
(Presentation)



How to Add a Reserve Bid
Group (video)



Prefer Options (video)

Reserve Bidding

We have put together these questions that will help you to make sure that your Prefer Off are correct for the Reserve bid.

Always ask this question first:

- **Do I have 2 blocks of 2? If no, fix it** (this has to ALWAYS be the first question!!!)

These other questions do not have to be in the same order:

- **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**