

Section 2 - 2

Vacation and Pre-Bidding

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VG - Vacation Extension

- A Flight Attendant who is scheduled for a block of consecutive vacation days may elect to place up to a total of four (4) days off (at the sole discretion of the Flight Attendant) before, after, or split on either side of the vacation period. FAs with two or more continuous block(s) of vacation can extend their vacation block(s) to up to 8 days, but no more than 4 days at each end of their vacation period. **If the FA request exceeds the above-mentioned allotment, all vacation extension dates will be removed and not honored.**
- The days off will act as pre-planned absences and will carry neither a value for pay nor credit. Each extension day (VG) will reduce the number of hours needed for line completion by 3:45.
- These days must be continuous and adjacent to the vacation block you want to extend.
- Vacation Extension Days may not appear in the NAVBLUE calendar until the 20th after noon central time.
- Only FAs that received a Pre-Bid Line Awarded and that are wanting to slide vacation should submit a VG request through the HI6 Slid.

Selecting Vacation Extension Days

1. Go to “My Bidding”
2. Click the Blue Action Bar: [Click Here if you desire to Fly on Vacation Days or Extend your Vacation](#)
3. 3 calendars will appear if you have vacation scheduled within the current month, bid month, and/or next month. Vacation days will be highlighted in yellow.



The following message will appear if you don't have vacation planned during the 3 calendar months (Current, Bid and Next): **“No vacation available for this contract month”**

Selecting Vacation Extension Days

4. Click the desired days to extend your vacation.



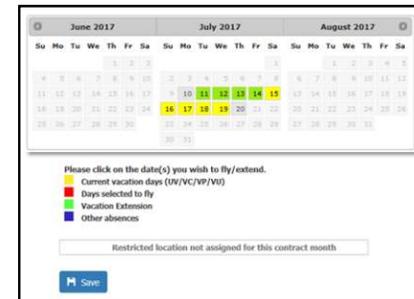
	Vacation Days
	Vacation Extension

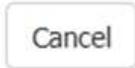
You may select up to 4 days for each block of vacation using any combination:

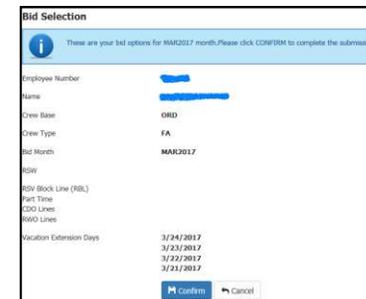


Selecting Vacation Extension Days

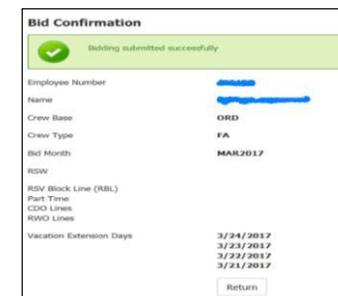
5. Click . A new screen will open with your **“Bid Selection.”**



6. Review your **“Bid Selection”** and click  to submit your request. Or, click  to go back and make changes.



7. Once you click , you will get a **“Bid Confirmation”** that will list the days that were extended.



Changing or Removing Vacation Extension Day(s)

1. Go back to “**My Bidding**”
2. Click the Blue Action Bar: 
 - To **Remove** your VGs: Click on the green highlighted squares, they will turn white, indicating you removed the previous selection.
 - To **Change** your VGs: Click on the green highlighted squares, they will turn white, indicating you removed the previous selection. Select the new extension dates.
3. Click  .

Changing or Removing Vacation Extension Day(s)

The “**Bid Selection**” page will appear with your changes. If you made changes the revised days will show. If you removed everything your new bid will be blank. Click .

Bid Selection

 These are your bid options for OCT2017 month. Please click CONFIRM to complete the submission.

Employee Number		
Name		
Crew Base	DFW	
Crew Type	FA	
Bid Month	OCT2017	
RSW		
RSV Block Line (RBL)		
Part Time		
CDO Lines		
RWO Lines		
Vacation Extension Days	11/9/2017 11/10/2017 11/18/2017 11/19/2017	

RSW

RSV Block Line (RBL)

Part Time

CDO Lines

RWO Lines







4. A warning will appear advising that you are changing your bid preferences. If you want to proceed with your change(s) click .

Bid Selection

 You are about to delete all bid preferences! Click Confirm to complete this deletion.

You will see a new “**Bid Confirmation**”.

Confirmation: OCT2017-A4A68A944

Updated By:

Updated On : 9/11/2017 9:31:52 AM

Vacation Extension (VG) Notice

Flight Attendants may select up to 4 vacation extension dates per vacation block but no more than 8 for those with more than one consecutive vacation block.

Additionally, no more than 4 vacation extension dates may be selected in either direction. If request exceed the above-mentioned allotment, **all** VGs will be removed.

You may only select VGs on days pertaining to the bid month, and up to the 5th of the next bid month. If selected outside of the bid month, those dates will be removed.

Vacation Slide

- A Flight Attendant awarded a CDO, RWO, or RBL line may slide their vacation block in accordance with the following:
 - Vacation block may be slid to start no more than four (4) days earlier or no more than four (4) days later than the originally scheduled vacation block.
 - Consecutive vacation weeks are considered one block for the purpose of sliding a vacation.
 - Consecutive CDO pairings shall be considered one “block” or “Pairing” for the purposes of sliding a vacation.
 - Reserve Flight Attendant to use vacation slide procedure, the Flight Attendant must have a conflict with the reserve availability that is scheduled immediately prior to or after the vacation block that she/he wishes to rectify.

Vacation Slide with Extensions

for CDO, RWO, or RBL Lineholders only

- If you are awarded a CDO, RWO, or RBL line and you wish to slide your vacation, you must submit an RF 200 SLID between the 15th and 20th of the month.
- 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.**
- If you are awarded a CDO, RWO, or RBL and DO NOT wish to slide your vacation but do wish to extend, you must select your vacation extension days on the “My Bidding” calendar.

Vacation Extension Dos & Don'ts

DOS

- **Do** select vacation extension only on days pertaining to the bid month and up to the 5th of the next bid month.
- **Do** send a RF 200 SLID if you received a CDO, RBL, or RWO line and are going to Slide and Extend your vacation.
- **Do** extend your vacation on the “**My Bidding**” page if you received a CDO, RBL, or RWO line, and will not slide your vacation.

DON'TS

- **Don't** extend your vacation if the days (Vacation and/or Extension Days) fall outside of the Bid Month and will not impact a carry-out trip.
- **Don't** extend Vacation into the current month.
- **Don't** extend Vacation on days that you are already scheduled to work.
- **Don't** select Vacation Extension on the “**My Bidding**” page if you are going to slide your vacation (use the RF).
- **Don't** extend your vacation more than 4 days at the end or at the beginning of a block.

My Bidding vs. RF 200 SLID

Who	What	How	When
I did not receive a CDO, RBL, or RWO line.	I want to EXTEND.	Select dates on “My Bidding” calendar.	10 th noon through the 20 th noon central time.
I did receive a CDO, RBL, or RWO line.	I only want to EXTEND.	Select dates on “My Bidding” calendar.	10 th noon through the 20 th noon central time.
I did receive a CDO, RBL, or RWO line.	I only want to SLIDE.	Use the RF 200 SLID.	15 th noon through the 20 th noon central time.
I did receive a CDO, RBL, or RWO line.	I want to SLIDE and Extend.	Use the RF 200 SLID. *	15 th noon through the 20 th noon central time.
I did receive a CDO, RBL, or RWO line.	I submitted the RF and want to change the dates.	Submit a new RF.	15 th noon through the 20 th noon central time.

***Note:** The selection of extension dates on “My Bidding” calendar will supersede any RF request submitted by the FA. Please make sure you are removing the dates if you are sliding or sliding and extending your vacation.

Vacation Fly-Through

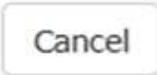
- Vacation Fly-Through allows the PBS Scheduler to assign flying on vacation days. You can select a portion or all of your vacation days for Fly-Through.
- At the bottom of the “**My Bidding**” page click the blue action bar that says:

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

1. Select the desired dates to fly through. The selected dates will appear as red.



■ Vacation Days
■ Vacation Fly-Through

2. If you are satisfied with your selection click . Otherwise, click  to go back to the calendar.