

PBS HOLIDAY BIDDING - NOVEMBER

As the holidays fast approach, review this information to help you create a PBS bidding strategy when required coverage increases. Enhancing your understanding of required coverage and holiday bidding in PBS will expand your chances of receiving a desirable award.

November 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6 Daylight Savings Time Ends	7	8 Election Day	9	10	11 Veteran's Day	12
13	14	15	16	17	18	19
20	21	22	23	24 Thanksgiving	25	26
27	28	29	30	1	2	3

PBS Holiday Bidding vs. Pre-Built Line Holiday Bidding

It is important to understand just how different holiday bidding is with PBS, as opposed to bidding for pre-built lines. An easy way to understand the difference is to think of the two as *Non-Conflict Bidding* vs. *Conflict Bidding*. PBS does not allow you to bid for any trips that conflict with your planned absences.

In pre-built line bidding, flight attendants with holiday vacation would often bid lines that worked over the holiday. Their holiday vacation time would “knock” any trip(s) over the holiday off their line after the award. In PBS those same flight attendants cannot bid for any flying activity over a holiday because PBS factors in vacation time and awards trips around it. This way a large number of trips don't get left in open time after the award. PBS is able to account for different bid behavior, or patterns and award coverage accordingly.

For example, in the past if a senior flight attendant had vacation over Thanksgiving, they may have bid for a line that had Thanksgiving pairings in it. Their vacation would cause those pairings to automatically drop into open time; which meant lines built with the holiday off could be awarded to someone junior instead. With PBS, bidding for pairings that conflict with vacation is not possible. Any pairings on and around Thanksgiving will be awarded to a flight attendant who does not have conflicting vacation. Therefore those who may have held a holiday off previously may not hold it off with PBS.

With that in mind, comes the question...“Should I bid for a trip that touches the holiday as a backup?”

BIDDING HOLIDAYS OFF

Your bidding strategy for days off should always be based on a combination of your seniority and your objectives. Request the days off that you would like to have and use the layers to indicate which are most important to you. One way to do this is by making all of your day off choices a layer 1 bid. In layer 2 release (unclick) the day off selections that are less important to you. In each subsequent layer, gradually give up the days off. If days off are most important to you, the less properties you bid, the better.

Use caution if you request the same day(s) off in every layer, any pairing that is not bid for specifically

that touches those date(s) will not be considered in your pairing pools. If you do not have enough pairings in your pools for your required line, then you will be awarded pairings from outside of your pairing pools. This may include **any type of pairing** on your requested days off.

As a lineholder, if there is a chance your seniority will have required coverage over the holiday, relaxing your day off bids will safeguard you. This may allow PBS to award a more desirable trip that adheres to your pairing preferences versus awarding a leftover trip that you do not want.

As a reserve, bidding must off days over a holiday in every layer is not recommended. You should always relax them to prefer off days in later layers.

REQUIRED COVERAGE OVERVIEW

Required coverage, also referred to as forced coverage, is a term applied to a date(s) in a bid month that occurs when not enough flight attendants bid to fly on that date. PBS will allow as many flight attendants to be off on a particular day (whether it is a holiday or not) as possible, but will reach a point it has to start forcing coverage because it cannot finish the award with the amount of pairings that remain in open time. PBS does not consider a holiday any different than the other days of the month and has to cover the trips that have been scheduled. In holiday months where flying is typically concentrated at the beginning or end of the month, PBS will award schedules to coincide with where the schedule demands the flying to be placed.

During the award process, PBS will continually look forward to calculate the number of duty periods on each day that have not been covered versus the remaining flight attendants who are legal to cover those positions. At that seniority and below, awarding is altered to maintain legalities and award pairings that touch the required coverage dates. If by layer 7, your pairing pools do not include enough pairings that touch a required coverage date, PBS will be forced to award from outside your layers and assign a pairing without regard for your pairing or line preferences. With that in mind, plan your bid appropriately.

Multiple Coverage Dates

Often times a holiday month will require multiple coverage dates due to bidding behavior; however **all required coverage dates are considered equal**. PBS will attempt to use each flight attendant required to cover, on as many coverage dates possible. However, pairings awarded may not necessarily touch every single required coverage date because the system has to honor all legalities. In other words, the system may be required to assign a less senior flight attendant a day off on a holiday in order to satisfy the most coverage dates while upholding the 24 hrs Rest in Domicile parameter and/or the 35 hrs in 7 Days legality.

Remember that PBS does not consider a particular holiday any different than the other days of the month and all required coverage dates are deemed equal.

- **Example 1**

Your base seniority is 600. During the award process, the required coverage dates at your seniority are November 24th. You bid November 24th, 25th, and 26th as days off in all seven layers. You did not bid any specific pairings that touched any of those dates.

Because the 24th is a required coverage date for you, the system will select from remaining open time and could award you a 4-day CN pairing originating on November 24th. The pairing would satisfy the required coverage date, and maintain all legalities. Since the system was forced to go outside of your layers, your preference for November 25th and 26th off was no longer considered.

- **Example 2**

Your base seniority is 1200. During the award process, the required coverage dates at your seniority are November 21st, 22nd, 23rd, 24th, and 25th. The system awards you a 4-day pairing originating on November 21st from your layer 6. This pairing touches four of the five required coverage dates and maintains all legalities. The system is satisfied and you have November 25th off.

In any holiday month it is crucial to understand your relative seniority at your base and bid

defensively. If you are relatively junior, you are very likely to work over the holiday. Do not try to avoid it. You have a way to get the best holiday flying that you can, instead of having what is leftover given to you. It is best practice to bid for something in your final layers that you would like to fly over a period of time that you may not be able to hold off. If there is no way to avoid flying, at least you have given the system a list of more desirable options to choose from, which may help reduce surprises.

Required coverage occurs only when there are more pairings than flight attendants willing to work on a particular date(s). If all the senior flight attendants bid away from a particular date, when the system reaches a certain seniority the remaining trips have to be covered by the remaining line holders. It's that simple.

HOLIDAY BIDDING FOR RESERVES

Your bidding strategy for reserve days off should always be based on a combination of your seniority and your objectives. Request the days off that you would like to have, and use the layers to indicate which are most important to you. As a reserve, bidding must off days over a holiday in every layer is not recommended, in case you cannot hold those days off. You should gradually relax them into prefer off days in your lower layers.

Keep in mind the following factors when bidding for reserve lines in a holiday month:

- Use the layer concept when bidding your days off – the first layer should contain the most must off days, then relax each subsequent layer by changing your desired days off from must off, to prefer off.
- PBS must be able to satisfy **all** must off days in order to award from that layer.
- PBS does **not** accumulate reserve day off bids from layer to layer.
- Bidding an illegal line with all must off days (e.g., not having the necessary waivers, only two available days, etc.) will void that layer and PBS will move to the next layer.
- Avoid bidding large groups of must off days when reserve coverage levels are higher than normal.
- To guarantee being awarded a reserve line, when your seniority would otherwise hold a regular line, you have to bid **all prefer off days in your last reserve layer**.
- The layer in which you have only bid prefer off days, is the layer you will be awarded from (assuming the system reaches that layer). To optimize your bid, bid all prefer off days **only in your last layer**.

AWARD PROCESS REVIEW

If the system cannot complete your award by layer 7, it will either assign additional pairings in order to build it up to a legal value, or it will remove a more desired pairing and use a pairing from a lower layer.

In a holiday month this most commonly occurs with one of the following situations:

- Senior flight attendants have been awarded your desired pairings
- Your bids cannot meet your requested target credit range, or the minimum required line value at your seniority within your base
- Your preferred days off cannot not be granted because of required coverage

Pairing Shuffle

PBS will try to provide you the greatest satisfaction possible. It will avoid assigning you an undesirable pairing that you did not bid for, by automatically utilizing the pairing shuffle feature. The following describes how the pairing shuffle works during the award process:

1. If the system cannot complete your award by layer 7, before going outside of your seven layers, pairings will be awarded from any of the pairings within your pairing pools. In other words, pairings from an earlier layer may *not* be awarded; so that pairings from a later layer may be awarded. This shuffle process is so that PBS will award the pairings in your pairing pools to prevent a PN pairing from being assigned.
2. If the system is unable to complete your line using any combination of pairings from within your pairing pools, PN pairing(s) will be awarded.

NOTE: If the shuffle occurs, PBS will award a completed line from the earliest layer possible.

Target Credit Range for LN Awards

A layer none (LN) award indicates your awarded line was completed outside of your seven layers. At LN, the TCR applied will come from layer 7. This means that if you stepped your TCR in all seven layers, your TCR window becomes your lowest request to your highest request. If you do not bid a TCR at all in layer 7, the TCR applied to that layer and/or a LN award will be 70-90 hours (default range).

LN Award Process

Even if your award does not end up being a LN award, your TCR bidding strategy may be based on the LN award process system logic. Depending on your bidding strategy, you may decide to prioritize your TCR and maintain the desired range in all seven layers.

The following describes how LN awards are processed:

1. Your line is processed using the TCR from layer 7. Pairings will be awarded from any of the pairings within your pairing pools. Pairings from an earlier layer may not be awarded, and pairings from a later layer could be awarded to prevent a PN pairing from being assigned.
2. If the system is unable to complete your line using any combination of pairings from within your pairing pools, your award will still be processed using the TCR from layer 7. Pairings will be awarded from both within and outside of your pairing pools to achieve your TCR. Keep this in mind when bidding for a high TCR in layer 7.
3. If the system is unable to complete your line within your TCR from layer 7, your award will be processed using the default credit range of 70-90 hours. First, PBS will attempt to use all pairings from your pairing pools; if it is unable to find enough pairings to build a line within 70-90 hours, PN pairings will be awarded.

Reserve Awards

When reviewing your reserve award, remember the following:

- A prefer off day does not set any conditions for your awarded reserve line – prefer off days are similar to a day off wish list
- PBS will award all, some, or **NONE** of your prefer off days requested
- If you do not bid all prefer off days in your last layer, when your seniority is able to hold a line, you will be awarded a regular line

There are three factors which determine how reserve days off are awarded:

- Daily and total reserve staffing requirements
- Contractual reserve patterns and/or legalities
- Seniority

As listed above, reserve awards are **not** solely based on seniority. Take this into consideration when creating your reserve line bidding strategy. Daily reserve staffing requirements are the main objective when PBS awards reserve days off. If the company needs a large number of reserves on a particular day, those who are illegal to work that day may be the only ones that have it off. In other words, a more senior reserve may not hold certain days off because there are junior reserves that are forced into having those days off, due to reserve patterns and legalities.

Overall reserve patterns, and legalities are also greatly affected by whether or not the reserve waivers are used. Depending on who has, or has not applied the reserve waiver(s) is another way days off are assigned and/or awarded.

PBS SUPPORT CONTACTS

Flight Attendant Bidding Resource Center (FABRC): 1-800-327-0117, options 2-8

Once the award has been published, if you believe you have received a mis-award, you must contact the FABRC **no later than 1200 on the 23rd of the month.**

PBS Administrator: DL_PBS_Planners@aa.com

NOTE: You may only send emails to the address above from your AA.com email address