

FLIGHT ATTENDANT

PREFERENTIAL BIDDING SYSTEM

HOLIDAY BIDDING GUIDE: DECEMBER



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INTRODUCTION/DISCLAIMER

This holiday bidding guide is designed to help you create a PBS bidding strategy during the holiday months when required coverage increases. Enhancing your understanding of required coverage and holiday bidding strategies will expand your chances of receiving a desirable award.

This document is *not meant to guarantee a specific bid award*, but provides (PBS) logic and techniques. It is important to note that PBS will not create conditions that do not exist in the published pairings.

DECEMBER BIDDING INFORMATION

The PBS bid opens every month on the **10th at 0900 MST** and closes on the **16th at 0900 MST**.

The December award will be published in PBS the **20th at 0900 MST**, and will be available in CATCREW the **20th at 1800 MST**.

PBS SUPPORT CONTACTS

The FABRC should always be your first point of contact: 1-800-327-0117 options 2, 8

Once the December award has been published, if you believe you have received a mis-award, you must contact the FABRC **no later than 1200 MST on the 28th of the month**.

PBS Administrator: DL_FA_PBS_Admin@aa.com

PBS HOLIDAY BIDDING – DECEMBER

When creating a bidding strategy, keep in mind there are numerous factors making each flight attendant’s award unique. Planned absences, previous bid month, legalities, application of contract waivers and available pairings are some of the many things that affect your award results.

December is a month where flying is especially concentrated at the end of the month. There is more flying in the last 12 days of the month than there is in the first 18 days. Contractually, any remaining open time must be evenly distributed throughout the month; therefore more flying will be awarded over the period of time where more flying exists. Build your bid accordingly.

December 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24 Christmas Eve
25 Christmas Day & Hanukkah (first day)	26 Kwanzaa begins	27	28	29	30	31 New Year's Eve

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 with trips over the holiday. Their holiday vacation time would “knock” any trip(s) over the holiday off of 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 Christmas, they may have bid for a line with Christmas 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 Christmas 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 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, relax the day off selections that are less important to you. In each later layer, select fewer days off. If days off are most important to you, the less restrictive 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 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 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 holidays any different than the other days of the month and has to cover the trips that have been scheduled.

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.

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, 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 out of 1200 expected lineholders. During the award process, the required coverage dates at your seniority are December 25th and 26th. You bid December 23rd, 24th, 25th, and 26th as days off in all seven layers. You did not bid any specific pairings to touch any of those dates.

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

- **Example 2**

Your base seniority is 1150 out of 1200 expected lineholders. During the award process, the required coverage dates at your seniority are December 25th, 26th, 27th, 28th, and 29th. You can hold a 4-day pairing from your layer 1 pairing pool that reports late on December 25th. The pairing touches four of your five required coverage dates and maintains all legalities. The system is satisfied and you have December 24th off.

In a holiday month, it is crucial to understand your relative seniority at your base and bid accordingly. 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 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.

December Logic Change

When the bid month contains unevenly distributed flying hours, new PBS logic has been added which will improve the system's ability to build legal lines. December is one of the critical months in which there is more flying in the last 12 days of the month than there is in the first 18 days.

As awards are processed, the new logic will monitor the distribution of the remaining open flying. Before each award, PBS validates there will be enough flying to build full lines for all of the remaining lineholders. If the system determines that the un-awarded trips cannot build legal lines for the remaining lineholders, then PBS will begin to limit the allocation of flying in the first half of the month.

HOLIDAY BIDDING STRATEGIES

Required coverage dates are not something the company can manually enter into PBS. 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 lineholders. It's that simple. Therefore ask yourself, "Would I rather work a trip I actually bid for, when coverage is forced over a holiday?"

The following examples were designed with various seniority levels in mind to help guide you when creating a holiday bidding strategy. Use the examples to think outside of your typical bidding patterns. Adjust and improve upon them according to your own unique preferences and the type of flying in your base.

Example 1 – SENIOR

If you are *completely confident* you can hold the holidays off, you will still want to make sure the rest of your bid is not too restrictive. In a holiday month, always bid more than enough pairings, beyond what you normally would. Bidding patterns change during holiday months, so you may not be able to hold everything you typically can. It is recommended to bid additional pairings as a back-up.

Let's say you usually hold a high time line of 1 and 2-day trips on the weekdays. In a holiday month, you may want to relax some of your preferences, in case you can't hold the same schedule you are able to in a regular month. In this example, the amount of credit is most important therefore, other properties are relaxed first.

The screenshot shows the American Airlines PBS interface. At the top left is the American Airlines logo. On the right, there are links for 'logout', a printer icon, a settings gear, and a help question mark. Below these are navigation tabs: 'Dashboard', 'Days Off', 'Pairing', 'Line', 'Reserve', 'Layer' (selected), 'Award', and 'Standing Bid'.

The main content area is divided into several sections:

- December 2016 Calendar:** A calendar grid showing dates from 1 to 31. The 1st, 3rd, 5th, 7th, 10th, 12th, 14th, 17th, 19th, 21st, 24th, 26th, 28th, and 31st are marked with green squares, indicating bid days.
- View Pairing Set:** A table showing 'TOTAL PAIRINGS' and 'PAIRINGS BY LAYER' for layers 1 through 7.

	TOTAL PAIRINGS	PAIRINGS BY LAYER
1	160	160
2	249	89
3	713	464
4	1377	664
5	1687	310
6	1976	289
7	2870	894
- PAIRINGS PROPERTIES:** A section for Layer 1 with the following settings:
 - Prefer Pairing Length: 1 (Layers 1-7)
 - Prefer Pairing Length: 2 (Layers 1-7)
 - Prefer Pairing Length: 3 (Layers 1-7)
 - Minimum Avg Credit per Duty: 06:00 (Layers 1-7)
- LINE PROPERTIES:** A section for the Line with the following settings:
 - Target Credit Range: Min 80 Max 100 (Layers 1-7)
 - Target Credit Range: Min 91 Max 100 (Layers 1-7)
 - Waive 35 hrs in 7 Days (Layers 1-7)

This bid is designed to have PBS award the desired TCR and day off requests, if possible. It becomes less restrictive in the later layers just in case the bidding patterns play a role in the award. By allowing 1 and 2-day trips on Saturdays and also adding 3-day trips in later layers, the system has additional back-up options to use, if necessary. But 3-day trips may not be needed in a regular month.

Example 1 Bid Summary

Layer 1

Most desired bid choices:
weekday, high credit 1-days

Layer 2

Add high credit 2-days

Layer 3

Remove the preference for
high credit trips; bid the
remaining weekday 1-days

Layer 4

Remove the preference for
high credit trips; bid the
remaining weekday 2-days

Layer 5

Bid 1 and 2-days, but give
up Saturdays off (see the
Layer Overview Calendar)

Layer 6

Add Saturdays off back into
the bid, and bid high credit
3-days

Layer 7

Remove the preference for
high credit trips; bid the
remaining weekday 3-
days and lower the TCR

Example 2 – MID-SENIORITY

Let's say you typically hold weekends off, but you are unsure whether or not you can hold the holidays off. When building your December bid, you will most likely need to adjust your strategy because this year Christmas and New Year's both fall on the weekend. Requesting weekends off in all layers is not recommended, in case your seniority cannot hold them off during a holiday month.

Bidding days off over the holiday weekends should be done in the first few layers and relaxed in lower layers. If your seniority is going to be forced into coverage over the holiday, relaxing your lower layers can allow PBS to award a more desirable trip versus awarding a leftover trip that you do not want. In the example shown below, every Saturday and Sunday are bid as days off in layers 1-3. Some generic preferences are also bid and relaxed in those first three layers.



log out

Dashboard Days Off Pairing Line Reserve **Layer** Award Standing Bid

December 2016

LAYER 1

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					2	3 OFF
4 OFF	5	6	7	8	9	10 OFF
11 OFF	12	13	14	15	16	17 OFF
18 OFF	19	20	21	22	23	24 OFF
25 OFF	26	27	28	29	30	31 OFF

View Pairing Set

TOTAL PAIRINGS	PAIRINGS BY LAYER
1 1385	1385
2 2052	667
3 2994	942
4 3729	735
5 3844	115
6 3857	13
7 4531	674

8647 in package

PAIRINGS

PROPERTIES

PRIORITY	BID	LAYERS
Report Between on Date <input checked="" type="checkbox"/>	Between 17:00 and 23:30 on Sunday, December 25	1 2 3 4 5 6 7
Release Between on Date <input checked="" type="checkbox"/>	Between 00:00 and 15:00 on Saturday, December 24	1 2 3 4 5 6 7
Layover at City on Date <input checked="" type="checkbox"/>	City LAS on Saturday, December 31	1 2 3 4 5 6 7
Minimum Layover Time <input checked="" type="checkbox"/>	1200	1 2 3 4 5 6 7
Prefer One Landing on Last Duty <input checked="" type="checkbox"/>		1 2 3 4 5 6 7
Prefer Positions Order <input checked="" type="checkbox"/>	FB,FK,FC,FD,FA	1 2 3 4 5 6 7

LINE

PRIORITY	BID	LAYERS
Target Credit Range <input checked="" type="checkbox"/>	Min 70 Max 80	1 2 3 4 5 6 7

Next, in layer 4 you bid your original pairing properties again, but give up two weekends earlier in the month. This gives the system some additional options to complete the line. In layer 5, you would give

up bidding Saturday the 24th off, but add a preference to include any pairing that releases before 3pm on the 24th.

In layer 6, two more days off are given up: Sunday the 25th and Saturday the 31st. Yet the most desirable preferences for pairings that touch the two dates are added. This is telling the system, if you are required to cover the 25th, you would like to be assigned a pairing that does not report before 5pm. And, if you are required to cover the 31st, you would like to be assigned a trip with a LAS layover on New Year's Eve.

In layer 7, your original pairing properties can be included once again. This tells the system that if you can't hold pairings that meet your most desirable preferences from layers 5 and 6, and you are required to cover the 24th, 25th and/or 31st, you would like your original pairing properties to be considered for any pairings that touch those three dates. Relaxing days off over the holiday in the later layers and adding in preferable pairings will protect you if you can hold the more desirable pairings.

NOTE: Depending on your bidding strategy and seniority, you may want to include all pairing types and/or waivers in the layer(s) prior to giving up desired days off.

Example 2 Bid Summary

<p><u>Layer 1</u> Most desired bid choices: weekends and holidays off</p>	<p><u>Layer 2</u> Give up one landing on last duty</p>	<p><u>Layer 3</u> Give up minimum layover time</p>	<p><u>Layer 4</u> Bid original preferences again; but give up additional weekend days earlier in the month</p>
<p><u>Layer 5</u> Give up December 24th off; but only bid trips that release early on the 24th</p>	<p><u>Layer 6</u> Give up December 25th and 31st off; but only bid trips that report late on the 25th and those with a LAS layover on the 31st</p>	<p><u>Layer 7</u> Bid original preferences again; no requests for holidays off</p>	

Example 3 – MID-SENIORITY to JUNIOR

You are not sure if your seniority can hold December 25th off, but having that day off is most important to you. You may choose a strategy similar to this next example.

Select December 25th off in layer 1. If having a particular day off is the most important thing to you, **bid nothing else** in layer 1. This tells the system that having the 25th off is more important than the type of pairings you work and when you work them. You will notice this creates a huge pairing pool for layer 1, which will maximize your chances of holding the 25th off.

Then in layer 2, continue to bid for the 25th off, but you include the remaining pairing types: red eyes and ODANS; also include any waivers you want applied.

In layer 3, you still bid the 25th off but now you include some highly desirable specific pairings that touch the 25th. You would do this in case the 25th is a required coverage date at your seniority. By including pairings that overlap your request for the holiday off, you are giving PBS as many options as possible to build a legal line before you give up the day off request. At this point you will have bid nearly all pairings available.

Layer 4 will be your last attempt to try to hold the 25th off; by bidding a reserve line. In your reserve layer, bid the 25th as your only must off.

If the system cannot complete your award by layer 4, it is because you simply can't hold the 25th off. You tried every way possible. So your layer 5 bid begins with Clear Bids. This will delete all of your previous bids from layers 1-4. You now have layers 5-7 to bid how you might bid in a normal month. You would no longer request the 25th off because there was no way for your seniority to hold it off.



log out

Dashboard Days Off Pairing Line Reserve **Layer** Award Standing Bid

December 2016

LAYER 1

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25 OFF	26	27	28	29	30	31
1	2	3	4	5	6	

View Pairing Set

	TOTAL PAIRINGS	PAIRINGS BY LAYER
1	7779	7779
2	8498	719
3	8518	20
4	0	0
5	4729	-3789
6	5093	364
7	9339	4246

9741 in package

PAIRINGS

PRIORITY	BID	LAYERS
Pairing ID on Date <input checked="" type="checkbox"/>	P05067 on Sunday, December 25	1 2 3 4 5 6 7
Pairing ID on Date <input checked="" type="checkbox"/>	P24286 on Thursday, December 22	1 2 3 4 5 6 7
Pairing ID on Date <input checked="" type="checkbox"/>	P24343 on Thursday, December 22	1 2 3 4 5 6 7
Pairing ID on Date <input checked="" type="checkbox"/>	P46229 on Sunday, December 25	1 2 3 4 5 6 7
Pairing ID on Date <input checked="" type="checkbox"/>	P46400 on Sunday, December 25	1 2 3 4 5 6 7
Pairing ID on Date <input checked="" type="checkbox"/>	P46441 on Saturday, December 24	1 2 3 4 5 6 7
Pairing ID on Date <input checked="" type="checkbox"/>	P46491 on Saturday, December 24	1 2 3 4 5 6 7
Pairing ID on Date <input checked="" type="checkbox"/>	P46628 on Thursday, December 22	1 2 3 4 5 6 7

PROPERTIES

PRIORITY	BID	LAYERS
Prefer Pairing Length <input checked="" type="checkbox"/>	3	1 2 3 4 5 6 7
Prefer Pairing Type <input checked="" type="checkbox"/>	Shuttle	1 2 3 4 5 6 7
Prefer Pairing Type <input checked="" type="checkbox"/>	Charter	1 2 3 4 5 6 7
Prefer Pairing Type <input checked="" type="checkbox"/>	Non-Transoceanic International	1 2 3 4 5 6 7
Prefer Pairing Type <input checked="" type="checkbox"/>	Transoceanic International	1 2 3 4 5 6 7
Prefer Pairing Type <input checked="" type="checkbox"/>	Regular	1 2 3 4 5 6 7
Prefer Pairing Type <input checked="" type="checkbox"/>	ODAN	1 2 3 4 5 6 7
Prefer Pairing Type <input checked="" type="checkbox"/>	Red Eye	1 2 3 4 5 6 7

LINE

PRIORITY	BID	LAYERS
Minimum Days Off between Work Blocks <input checked="" type="checkbox"/>	2	1 2 3 4 5 6 7
Target Credit Range <input checked="" type="checkbox"/>	Min 60 Max 85	1 2 3 4 5 6 7
Allow Multiple Pairings <input checked="" type="checkbox"/>		1 2 3 4 5 6 7
Clear Bids <input checked="" type="checkbox"/>		1 2 3 4 5 6 7
Waive 24 hrs rest in Domicile <input checked="" type="checkbox"/>		1 2 3 4 5 6 7
Waive 35 hrs in 7 Days <input checked="" type="checkbox"/>		1 2 3 4 5 6 7
Waive Minimum Domicile Rest <input checked="" type="checkbox"/>		1 2 3 4 5 6 7

Example 3 Bid Summary

Layer 1

Most desired bid choice: December 25th off

Layer 2

Add red eyes and ODANs; also include waivers

Layer 3

Add highly desirable pairings that touch the 25th

Layer 4

Bid reserve layer; 25th is the only must-off

Layer 5

Use Clear Bids: add 3-day pairings with desired line properties

Layer 6

Add 3-day, red eyes and ODANs with desired line properties

Layer 7

Leave all pairing preferences open and relax line properties

Example 4 – MID-SENIORITY to JUNIOR

In this example, let's say you realize that your relative seniority will require you to work quite a bit in the busy second half of December. However, you still want to visit your relatives during the month, so you bid to have a large block of days off awarded during the first part of the month in order to do so.

In layers 1-4 you bid for a block of days off at the beginning of the month, along with some of your favorite pairing preferences. In layers 5 and 6 you relax a few of your day off requests (*see the Layer Overview Calendar*), as well as pairing properties. Finally in layer 7, you give up all day off requests, but use the days off property – *Maximize Block of Days Off*.

American Airlines 

log out   

Dashboard Days Off Pairing Line Reserve **Layer** Award Standing Bid

December 2016
2 - 5 - - - - 12 - - - - 19 - - - - 26 - - - - 31

View Pairing Set	TOTAL PAIRINGS	PAIRINGS BY LAYER
1	275	275
2	532	257
3	897	365
4	1157	260
5	2061	904
6	4598	2537
7	6447	1849

9746 in package

LAYER 1

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					2	3
4 OFF	5 OFF	6 OFF	7 OFF	8 OFF	9 OFF	10 OFF
11 OFF	12 OFF	13 OFF	14 OFF	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	

PAIRINGS

PROPERTIES

PRIORITY	BID	LAYERS
Prefer Pairing Length	3	1 2 3 4 5 6 7
Release Between	Between 07:00 and 15:00	1 2 3 4 5 6 7
Layover at City	FLL	1 2 3 4 5 6 7
Layover at City	MIA	1 2 3 4 5 6 7
Maximum Landing per Duty	2	1 2 3 4 5 6 7
Maximum Landing per Duty	3	1 2 3 4 5 6 7
Prefer Positions Order	FC,FK,FB,FA	1 2 3 4 5 6 7

LINE

PRIORITY	BID	LAYERS
Maximize Block of Days Off	Off	1 2 3 4 5 6 7
Waive 35 hrs in 7 Days		1 2 3 4 5 6 7

Example 4 Bid Summary

Layer 1

Block of 11 days off bid, and any pairing that has a FLL or MIA layover

Layer 2

11 days off, 3-day pairings, release between and maximum landings selected

Layer 3

Relax maximum landings from 2 to 3.

Layer 4

Change maximum landings back to 2, but give up release between time

Layer 5

Increase maximum landings from 2 to 3, no release between time, and give up 4 day off requests

Layer 6

Give up 3-day pairings

Layer 7

Leave almost all pairing preferences open and give up all day off requests; add line property – *Maximize Block of Days Off*

Example 5 – MID-SENIORITY to JUNIOR

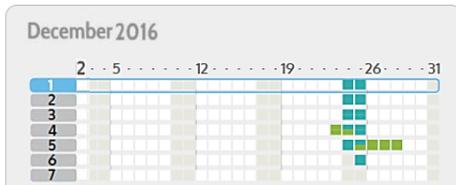
If your seniority cannot hold a holiday off, there are bidding strategies to help you get a pairing of your choosing instead of being forced into a pairing that is outside your bid parameters.

For instance, you could bid December 24th and 25th off in layers 1-3. Then, in layer 4 bid some highly desirable specific pairings that touch December 24th and layer 5 would include some highly desirable pairings that touch December 25th. Then, in layer 6 you might give up the day off request for the 24th, if the 25th is more important. Finally in layer 7, bid the type of pairings you like to fly but omit the final day off request – the 25th. This is your back-up, in the event you were unable to hold the holiday off.



log out

Dashboard Days Off Pairing Line Reserve **Layer** Award Standing Bid



View Pairing Set

TOTAL PAIRINGS	PAIRINGS BY LAYER
1 486	486
2 588	102
3 2489	1901
4 3054	565
5 4069	1015
6 4199	130
7 5049	850

9746 in package

PAIRINGS

PRIORITY	BID	LAYERS
Pairing ID on Date <input checked="" type="checkbox"/>	C11314 on Friday, December 23	1 2 3 4 5 6 7
Pairing ID on Date <input checked="" type="checkbox"/>	C11379 on Friday, December 23	1 2 3 4 5 6 7
Pairing ID on Date <input checked="" type="checkbox"/>	C11454 on Friday, December 23	1 2 3 4 5 6 7
Pairing ID on Date <input checked="" type="checkbox"/>	C11455 on Friday, December 23	1 2 3 4 5 6 7
Pairing ID on Date <input checked="" type="checkbox"/>	C11457 on Friday, December 23	1 2 3 4 5 6 7
Pairing ID on Date <input checked="" type="checkbox"/>	C12568 on Sunday, December 25	1 2 3 4 5 6 7
Pairing ID on Date <input checked="" type="checkbox"/>	C12643 on Sunday, December 25	1 2 3 4 5 6 7
Pairing ID on Date <input checked="" type="checkbox"/>	C12667 on Sunday, December 25	1 2 3 4 5 6 7
Pairing ID on Date <input checked="" type="checkbox"/>	C12768 on Sunday, December 25	1 2 3 4 5 6 7
Pairing ID on Date <input checked="" type="checkbox"/>	C15612 on Sunday, December 25	1 2 3 4 5 6 7
Pairing ID on Date <input checked="" type="checkbox"/>	C73030 on Sunday, December 25	1 2 3 4 5 6 7

PROPERTIES

PRIORITY	BID	LAYERS
Report Between <input checked="" type="checkbox"/>	Between 10:00 and 23:30	1 2 3 4 5 6 7
Release Between <input checked="" type="checkbox"/>	Between 05:00 and 15:00	1 2 3 4 5 6 7
Minimum Layover Time <input checked="" type="checkbox"/>	1200	1 2 3 4 5 6 7
Maximum Landing per Duty <input checked="" type="checkbox"/>	2	1 2 3 4 5 6 7
Maximum Landing per Duty <input checked="" type="checkbox"/>	3	1 2 3 4 5 6 7

LINE

PRIORITY	BID	LAYERS
Minimum Days Off between Work Blocks <input checked="" type="checkbox"/>	2	1 2 3 4 5 6 7
Work Block Size <input checked="" type="checkbox"/>	Min 1,4	1 2 3 4 5 6 7

Relaxing days off over the holiday in the later layers and adding in preferable pairings that touch the holiday will safeguard you.

For example, you may want to bid specific pairings on each of the holidays in your first layers. Throughout your remaining layers, you can build your bid as you would in a normal month.

This bid is an example of a realistic bid for someone who knows their seniority will be forced to cover several dates on, and around the various December holidays. If you know this, don't try to avoid it! Bid some general preferences for pairings and a line you will be satisfied with. You will achieve greater satisfaction from having bid for the pairings on your line vs. being assigned CN pairings.

NOTE: Use caution when bidding waivers in a holiday month. Your award may be satisfactory with waivers applied in a regular month; however the same waivers may result in an undesirable award when used in the unique month of December.

Example 7 Bid Summary

<u>Layer 1</u>	<u>Layer 2</u>	<u>Layer 3</u>	<u>Layer 4</u>
Most desired specific pairings over the holidays	Any TI pairing	Any 3-day pairing	Add red eye, 3-day pairings
<u>Layer 5</u>	<u>Layer 6</u>	<u>Layer 7</u>	
Any 2-day pairing	Add red eye, 2-day pairings	Leave all pairing preferences open (except position order). Relax line property – <u>Work Block Size</u>	

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 must off days that you would like to have, and use the layers to indicate which are most important to you. Do not bid must off days over a holiday in every layer, 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 reserve lines in a holiday month:

- Avoid bidding large groups of must off days when reserve coverage levels are higher than normal. View the reserve layer calendar to see the coverage requirements by day.
- 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.
- 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**.

Reserve Coverage Dates

Often times a holiday month will require multiple coverage dates due to bidding behavior; PBS does not consider a particular holiday different than the other days of the month and all required coverage dates are deemed equal.

PBS will attempt to make available each reserve required to cover, on as many coverage dates possible. However, days off awarded may not necessarily include every single required coverage date because the system has to honor all reserve patterns and legalities. In other words, the system may be required to assign a less senior reserve a day off on a holiday, in order to satisfy the most coverage dates, while upholding the contractual reserve patterns.

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 six factors which determine how reserve days off are awarded:

- Daily and total reserve staffing requirements
- Required coverage dates
- Contractual reserve patterns
- Planned absences
- Previous bid month schedule
- 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.

- **Example 1**

You are a mid-seniority reserve who bid for December 24th and 25th as your only must off days in layer 6. You also added both reserve waivers to your bid.

A reserve much junior to you in seniority, does not bid at all. The junior reserve is awarded the 24th and 25th off, but you are not.

This can happen when contractual reserve patterns and legalities, as well as reserve coverage dates take precedence. When a junior reserve **does not** bid either of the reserve waivers, sometimes the only option the system has to build a contractually legal reserve line, while covering as many coverage dates as possible, is to award a junior reserve particular days off that you may have bid for.

Remember, 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 2**

Your base seniority is 1900; your last reserve layer has a single must off day – December 31st. During the award process, the required coverage date at your seniority is December 25th. You were unable to hold the 31st off, even though it was your only request.

A fellow reserve who is seniority 2200 received a golden day on December 31st. This reserve had 4 more reserve coverage dates than you did. Due to reserve patterning, seniority 2200 was able to cover more of their coverage dates by having the 31st off.

HOLIDAY BIDDING Q&A

The following are some of the commonly asked questions related to holiday bidding, awards, and required coverage:

1. Is there a difference between required coverage, forced coverage, and coverage needed (CN)?

No. These terms are used interchangeably and represent trips assigned by the system that do not match your bid preferences. A CN pairing is assigned in order to meet the schedule obligation and is assigned to the most junior lineholder who is legal to fly that day. The CN code is used so you know that the pairing was assigned first based on required coverage and it may or may not fall within your bid preferences.

2. Which days in December will be required coverage days?

Required coverage days cannot be confirmed until after the award process is complete, because they are a result of the flight attendant bidding patterns in your base. However, it is safe to predict that holidays often become forced coverage dates.

Be realistic when determining whether or not your seniority may be required to cover a popular holiday and/or the dates surrounding it. If your seniority requires coverage on particular dates, you may be awarded a pairing based on legalities, parameters, and available pairings. PBS will first look to your bid for pairings that cover the dates. If your pairings will not cover all of the dates that you are required to, PBS will look for pairings that remain in open time to fill the gap.

3. Is PBS programmed to force coverage on certain days in the bid month?

The company does not determine or establish the forced coverage days. Rather, the system is programmed to recognize the duty periods which require coverage on each day of the bid month. The system then follows the contract to award, or assign, pairings to cover the schedule.

Forced coverage days are based on bidding behavior at your base. The system will honor as many bid preferences as possible, in seniority order, after considering legalities. December will typically have a significantly higher number of forced coverage days, as most bid to avoid flying during the last half of the month, yet this is where most of the flying is scheduled.

4. Why isn't forced coverage or CN mentioned in the contract?

The contract references global parameters for PBS. Under these parameters, the system must distribute all but 3% of the total pairing credit (flying) at each base. Any open time remaining must be distributed evenly throughout the month. As referenced above, forced coverage, in the form of CN pairings, occurs when not enough flight attendants bid to fly on certain days.

5. Why did the company change the system logic for December?

When the bid month contains unevenly distributed flying hours, new PBS logic has been added to improve the system's ability to build legal lines. December is one of the critical months in which there is more flying during the last 12 days of the month than there is in the first 18 days.

6. How will the logic change affect my award?

As awards are processed, the new logic will monitor the distribution of the remaining open time. Before each award, PBS validates that there will be enough flying to build full lines for all of the remaining line holders. If the system determines that the un-awarded trips cannot build legal lines for the remaining lineholders, then PBS will begin to limit the allocation of flying in the first half of the month.

7. Is the system logic over the holidays programmed to award reserves only two consecutive days off during the last two weeks of December?

No. There was no change to the reserve programming in PBS over the holidays. The minimum number of consecutive days off for a reserve is two days. Given the increased flying and the high coverage requirement for reserves over a holiday period, PBS will intuitively maximize the number of reserves available during this time frame. By doing so, days off are often reduced to the contractual two day minimum, in order to provide enough reserve coverage at the end of December.

8. If I bid pairings that "touch" the holidays in my last layer, will I automatically be awarded one of them because I bid for it, even if my seniority did not have any coverage dates?

As in any other month, PBS will complete your line at the earliest layer possible. In other words, if the system does not need to go to layer 7 to complete your award, those holiday pairings will never be considered. However, if your line is not complete before layer 7, any pairing within that layer may be used to complete your line.

9. What if someone junior to me is awarded what I bid for?

There are many reasons why a flight attendant junior to another may be awarded a particular schedule. Each case requires its own evaluation. For example, a junior flight attendant may be working more days over the holiday period and therefore, the system may be required to assign the junior flight attendant a particular pairing or 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.

10. Can I be forced to work more than 6 days straight in a holiday month because of forced coverage?

Contractually you cannot be forced to work more than 6 days straight in any month. The only way you could be awarded a large block of consecutive trips, is if you waive your contractual rights (e.g., Waive 24 hrs rest in Domicile, Waive 35 hrs in 7 days, Waive Minimum Domicile Rest, Allow Multiple Pairings, Avoid Reserve, etc.).

Remember the Waive 24 hrs rest in Domicile property automatically removes the system default of a 6-day work block size restriction from your bid.

NOTE: Use caution when bidding waivers in a holiday month. Your award may be satisfactory with waivers applied in a regular month; however the same waivers may result in an undesirable award when used in the unique month of December.

11. Is it a seniority violation if I get assigned a CN pairing over a holiday that I requested off, and someone junior to me is awarded that holiday off?

No, it is not necessarily a seniority violation, and can happen due to multiple coverage dates and legalities. Holiday months will require multiple coverage dates due to bidding behavior. The most junior lineholders will always have the most required coverage dates. The more senior lineholders may only have 1 or 2 coverage dates. In PBS, **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 contractual 24 hrs Rest in Domicile parameter and/or the 35 hrs in 7 Days legality.

12. Why are senior reserves sometimes assigned to cover a holiday when more junior reserves receive the holiday off?

Different day off patterns and duty period requirements, prior to or following the holiday, can create a variety of combinations resulting in a holiday off for a junior reserve. For example, if you are scheduled for a 6-day availability period that ends the day prior to the holiday, the contract requires you to have the 7th day off. The system must then assign the day to a flight attendant who is available to fly, even if that person has higher seniority.

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 waivers is another way holiday coverage is assigned.

13. If anyone junior to me holds a day off that I requested, is this considered a mis-award?

No. This outcome may happen for the very same reason as stated in the previous answer regarding a junior reserve. When meeting staffing requirements for a particular day, the system can only select from flight attendants who are legally eligible to work.

14. Why does my line from the previous month impact my reserve line for the next month?

PBS must refer to the previous month since legality requirements will not allow a reserve to be available for more than 6 consecutive days. For example, if you have a 6-day availability period at the end of the previous month, you will be required to have a minimum of two days off at the beginning of the next month to remain legal.

Conversely, should a reserve have days off at the end of the previous month, the system is allowed to award days of availability at the beginning of the next bid month.

BIDDING CHECKLIST

Prior to logging out of PBS, use this bidding checklist to ensure you have completed your bid.

✓ Check your LAYER TAB

- None of your layers display a zero (0) for the "Pairings by Layer" total
- If you bid specific pairings, only the total number of specific pairings and positions bid show up in that layer
- Click "View Pairing Set" if you want to see all the pairings you are bidding for in each layer
- Make sure you did not bid generic properties in the same layer as specific pairings (for greater award satisfaction)
- You bid the appropriate waivers for the pairings and line you want (always consider using *Waive 35 hrs in 7 Days* when bidding for specific pairings)
- Make sure the Target Credit Range you are bidding is:
 - o Realistic for your seniority
 - o High enough to cover your desired pairings
 - o Can be met with the days off you bid
 - o Covers the targeted average line value for your base, depending on seniority

✓ Check your CALENDAR

- Any days off you bid show up in each layer you bid them
- All of your TRN, COM, VAC, or carry-in pairings show up on the appropriate dates, if applicable
- Make sure your carry-in schedule does not conflict with what you are trying to bid for in the new bid month (pay close attention to your workblock size and any necessary waivers)

✓ Print from the LAYER TAB or take a screenshot of your bid**✓ Remember to LOGOUT**