

FLIGHT ATTENDANT PREFERENTIAL BIDDING SYSTEM

10JAN19



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RECORD OF REVISIONS

Version 10JAN19			
DATE	SECTION	PAGE(S)	REVISION HIGHLIGHTS
10JAN19	Basic PBS Concepts	9	<i>Maximize & Allow</i> : added section <i>Pairing Accumulation and Award</i> : added example (second paragraph)
	Days Off Tab	23	<i>Waive Minimum Days Off</i> : Added further explanation, proration chart and added use of waiver (last two bullet points)
	Pairing Tab	40-41	<i>Co-Terminal/Satellite Airport</i> property: added chart and note
	Line Tab	57	<i>Accumulation of TCR</i> : updated description of skipped layer logic
		59	<i>Maximize International Credit</i> : added further explanation (first paragraph)
		61	<i>Pairing Mix in a Work Block</i> : added explanation (first paragraph, second sentence) <i>Allow Double-Up on Date</i> : added further explanation (first sentence)
		64	<i>Waive Minimum Domicile Rest</i> : added chart
		68	<i>Buddy With</i> : added Example 7 – Vacation Low for Buddy Bidders
		69	<i>Buddy With-Important information for buddy bid followers</i> : added explanation (second to last bullet point)
		70	<i>Persistent Line Properties</i> : added further explanation (third paragraph)
		72-73	<i>Reserve Scheduling Patterns</i> : added further detail (#1, second bullet point) and added/edited (#2, all bullet points)
	Reserve Tab	80	<i>Reserve Awards</i> : edited explanation (second paragraph) and changed chart
	Award Tab	99	<i>Reason Report Descriptions</i> : updated list
	Special Qualifications	106-107	<i>Speaker</i> : added new timeline information (third paragraph, third sentence) <i>Speaker Bidding</i> : edited example (second & third paragraph)
	PBS Related Vacation Information	108	<i>Vacation Extension (VEX) Days</i> : edited/updated section

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INTRODUCTION

The Preferential Bidding System (PBS) allows you to express preferences for constructing your monthly schedule. PBS awards your schedule based on various preferences listed in a series of layers (a form of ranking), in seniority order. Additionally, PBS utilizes an optimization process to maximize satisfaction throughout the workgroup.

As you learn how to use PBS, it is important to understand that **the sole purpose of PBS is to build your monthly schedule**. The result of your PBS award will either be a line of flying or a line of reserve days.

The purpose of this document is to:

- Provide a basic understanding of how to navigate and bid in PBS
- Provide definitions of terms and bid types
- Provide tips and general strategies
- Provide explanations of the award process

DISCLAIMER

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. Updates will be communicated via CCI messages and/or the Flight Service website.



The screenshots in this document are representational; some of the data may change as necessary for requested enhancements.

PBS SUPPORT

Flight Attendant Bidding Resource Center (FABRC): 1-888-376-5375, 0800-2000 DFW

LIVE BIDDING INFORMATION

The PBS bid opens every month on the **10th at 1200 DFW** and closes on the **15th at 1200 DFW**. The award will be published in PBS on the 18th at 1200 DFW and it will be final and viewable in Crew Portal by the 20th at 1200 DFW.

Once the award has been published, if you believe you have received a mis-award, contact the FABRC **no later than 1200 DFW on the 24th of the month**.

ACCESS

PBS is a web-based program which requires internet access and a supported device. All base crew rooms have PBS accessible computers.

Components	PC	MAC
OS (Operating System)	Windows 7 & above	OS X 10.8 Mountain Lion & above
Browser	Google Chrome Internet Explorer 11 & above	Google Chrome



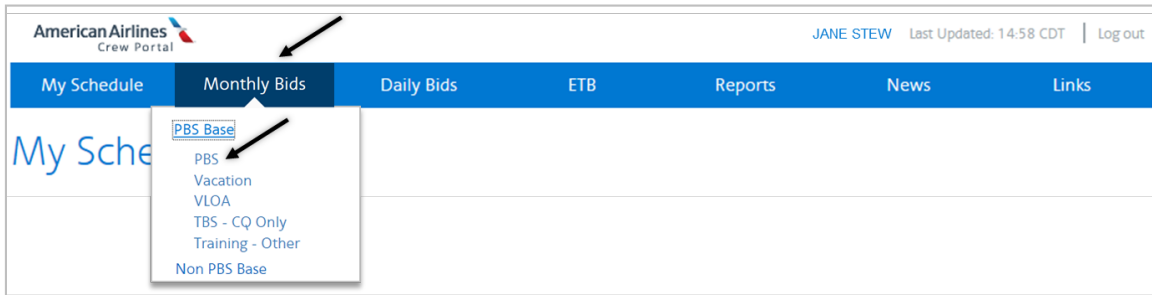
*Google Chrome is the recommended browser for PBS. If using Internet Explorer 11 you must **turn off** compatibility view. It is highly recommended to clear your internet browser cache (browsing data) prior to each bid period. Instructions can be found in Comply365 on your FA Tablet.*

If you need further assistance, call the IT Help Desk at 1-866-523-5333.

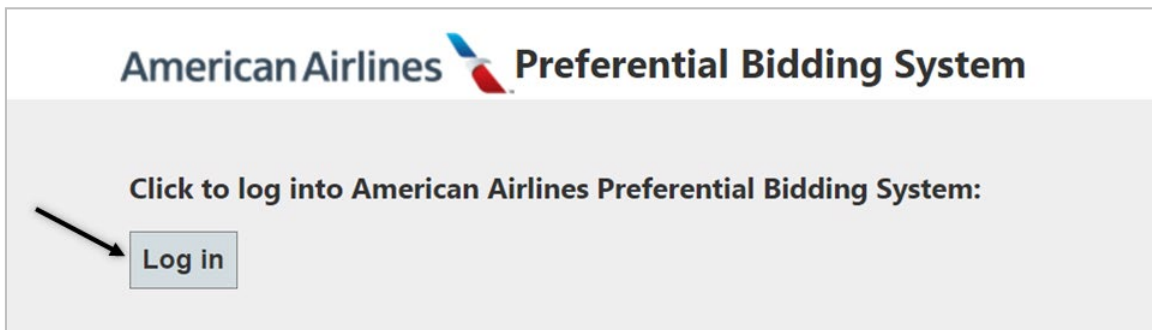
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You must access PBS through Crew Portal (faportal.aa.com). Once in Crew Portal, follow these steps:

1. Click on the [Monthly Bids](#) tab
2. Click [PBS](#)



3. A new window will open; click **Log in**



KEY DEFINITIONS

Bubble Bidder

Anyone with reserve status in PBS who creates both a reserve and lineholder monthly bid based on the potential of being moved to lineholder status during the PBS award process (see pg. 73, for more information).

Buffer

The minimum amount of time required between two pairings in addition to rest (contractual or FAR). Double-ups only require a buffer, not rest.

Cadence

Sequence of pairings that originate on the same day of the week throughout the bid month.

Calendar Day

A 24-hour period starting at 00:00 and ending at 23:59 home base time (HBT).

Carry-Over Credit

A portion of the time from a transition pairing (originates in the current bid month and terminates in the next bid month). In PBS, both lineholders and reserves are able to designate whether or not to apply carry-over time as pay no credit. The PBS default considers carry-over time as pay and credit.

Charter

An off-line or on-line flight that is not a regularly scheduled flight.

Clear Bids

Eliminates accumulation of pairings and all preferences from previous layers, (with the exception of Waive Carry-Over Credit, see pg. 65) allowing you to start over at the current layer with bid preferences.

Contractual Month

A period of 30 or 31 calendar days used for bidding purposes, also referred to as bid month.

Co-Terminal

An airport in the same metropolitan area as your base, from which pairings may originate and/or terminate. In PBS, co-terminal pairings are included in the default pairing pool however, you may bid to exclude them. Co-terminal pairings may be assigned if you fail to bid, or bid insufficiently.

Credit Ratio

Time away from base (TAFB) divided by pairing credit.

Current Bid

Properties and preferences selected from the Days Off, Pairing, Line and Reserve tabs used to award your schedule for a particular bid month. Also referred to as *Monthly Bid*.

Day Off

A calendar day (00:00 to 23:59 HBT) free from duty.

Deadhead

Time spent in air or during surface travel between two points for the purpose of protecting a sequence, returning to base or otherwise positioning you for duty.

Default Bid

A bid pre-determined by the company and the union, used to award a line of flying when a monthly bid is not entered and a standing bid does not exist. Only applies to those with lineholder status during the PBS award process. There is no default bid for reserve lines.

Double-Up

Two pairings within the same duty day with a minimum of 30 minutes between release of the first pairing until report of the second pairing. Double-ups have a maximum duty day of 14 hours.



PBS does not allow double-ups that combine pairings with training or SA days. (Post-PBS award you may use other scheduling applications to do so, if desired.)

Duty Period

A period of time spent working that includes all flight segments, ground time between flight segments, deadhead segments and/or training. A duty period is calculated from report time to release time and can overlap more than one calendar day.

Existing Credit

The total amount of credit associated with all known planned absences. For example:

- Carry-over pairings (unless waived, see pg. 65)
- Special assignment
- Vacation
- Various paid and credited absences

FABRC

Acronym for Flight Attendant Bidding Resource Center. The FABRC is a team of highly skilled flight attendants who can assist you with using PBS and other scheduling systems. The FABRC should be your first point of contact for questions about your PBS award.

Flex Month

The company may flex the default maximum line value (90 hours) by an annual amount of 25 hours, but in no case more than 5 hours during any given bid month.

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Generic Bid

Describes a preference for a set of pairings or general period of workdays/days off.

Home Domicile

The location designated where your pairings normally begin/end, also known as your base.

Home Base Time [HBT]

Actual time in the base to which you are assigned.



Redeye classification and mid-pairing report/release time preferences are based on HBT.

Home Base Rest

The period of time at your base between two pairings/assignments, also referred to as contractual domicile rest.

IPD

Acronym for International Premium Destination; any operating or deadheading flight to/from Europe, Asia and destinations in Deep South America that have a premium level of service. (Other destinations could also be considered IPD if the routes include a premium level of service.)

Layer(s)

Levels used to prioritize your bid preferences. Your layers include all properties, preferences, pairings and days off you've selected, which PBS uses to build your line.

Legal Line

A monthly unit of credited time or reserve availability that meets all contractual and FAR requirements for flight, duty, days off and rest limitations within the bid month.

Line Average

The average credit hours projected for lines of flying in a particular bid month. This value is determined by manpower planning for each base and is set base in PBS prior to the bid run. It is displayed on the message board of your dashboard tab.

Line Constraint

A limitation generated as a result of your bid preferences, contractual parameters, staffing requirements, and/or global constraints.

Line Properties

Parameters used to express how you would like PBS to arrange pairings on your line of flying.

Line Value

Total monthly credit of pairings, including any existing credit. For carry-over pairings, only the credit within the actual bid month is included.

Lineholder Standing Bid

A set of generic preferences you select (not containing pairing numbers or date-specific entries) to be stored by PBS from month-to-month. This bid is used to award a line of flying when a monthly lineholder bid is not entered.

Multiple Pairings

Two pairings that release and report on the same calendar day, separated by contractual domicile rest or, if waived FAR minimum rest plus each applicable buffer.



PBS does not allow multiple pairings that combine pairings with training or SA days. (Post-PBS award you may use other scheduling applications to do so, if desired.)

NIPD

Acronym for Non-International Premium Destination; international flying that does not meet the definition of IPD; such as destinations in Hawaii, Mexico and the Caribbean.

ODAN

ODAN is an acronym for On-Duty All Night. ODAN pairings have a single duty period with on-duty hours that touch 0100 and 0500 HBT. An ODAN duty period has no more than two scheduled flight segments and often times encompasses two calendar days of flying.

Optimizer

The computer program that awards schedules according to FARs and contractual provisions while considering:

- Bid properties/preferences
- Company parameters
- Known planned absences and carry-over pairings
- Status seniority

Pairing

A series of flight segments within FAR and contractual limits and encompass one or more calendar days. Pairing is a synonym for trip or sequence. PBS does not create pairings.

Pairing Length

Number of calendar days a pairing touches.

Pairing Pool(s)

A group of pairings that satisfy selected properties and preferences; also referred to as *Pairing Set*.



The PBS default pairing pool includes all pairings except ODANs, RedEyes and satellite pairings. If desired, these pairing types must knowingly be added to your pairing pool.

Pairing Properties

Characteristics that describe a pairing and can be used to filter the bid package.

Pay-Purpose-Only [PPO]

The status of a flight attendant who is active, but has at least 28 consecutive days within their planned absence at the time of the data pull for PBS. If the planned absence is considered duty (e.g. special assignment) the appropriate rest and legalities are required for the month-to-month transition, however if the planned absence is considered off-duty (e.g. vacation) then you are considered "OFF" and available for the first day following, if that day falls into the new bid period.

Planned Absences

All known absences or planned activities that are identified before the bid period closes.

These include, but are not limited to:

- Special assignment [SA]
- Jury duty [JD]
- APFA leave of absence [AP]
- CQ training [TI]
- Other training [TA, TO, TR, TQ]
- Vacation [VC]
- Vacation extension day [VEX]
- Voluntary leave of absence [VL]

Position

An area of responsibility in which you work on an aircraft identified numerically: 01, 02, 03, etc.

Prefer Off

A day off preference used when bidding a reserve line.

Preference

A bidding option within a property used to define your bidding choice(s). For example, ORD is a preference within the property Layover at City.

Premium Transcon

A pairing that contains at least one flight segment with 3-class transcontinental service and requires a purser; such as flights between LAX/JFK or SFO/JFK.

Property

Days off, line, or pairing attributes that define characteristics needed to create your bid. Some properties also require a preference within the property to further define the bidding choice(s).

Purser

A flight attendant with a special qualification trained to be the lead/position 1 on an IPD, rocket or premium transcon flight.

Reason Report

A list of explanations (by layer) for why pairings and/or days off were not awarded to you during the award process.

RedEye

Any domestic pairing with a duty period scheduled to touch 0100-0101 HBT. RedEye duty periods have no more than two scheduled flight segments and no more than one scheduled aircraft change.

Regular

Any domestic pairing scheduled to operate within the 48 contiguous United States, Canada, or Alaska; excluding the following pairing types:

- Charter
- International Premium Destination (IPD)
- Non-International Premium Destination (NIPD)
- On-Duty All Night (ODAN)
- Premium Transcon
- Redeye
- Rocket
- Shuttle

Reserve Standing Bid

A set of generic preferences you select (not containing date-specific entries) to be stored by PBS from month-to-month. This bid is used to award a reserve line when a monthly reserve bid is not entered.

Rocket

A high value pairing designated to allow shorter contractual layover rest; such as DFW/EZE, MIA/CNF and JFK/GRU.

Satellite

An airport attached to but outside the metropolitan area of your base, from which pairings must originate and terminate. In PBS you may bid for satellite pairings however, PBS will never assign satellite pairings if you fail to bid, or bid insufficiently.

Shuttle

A pairing that contains flight segments between BOS/DCA, BOS/LGA, DCA/LGA, or ORD/LGA.

Speaker

A foreign language qualified flight attendant required on designated pairings based upon the language used at the point of destination/origin.

Specific Bid

An exact pairing identified by a pairing number or a particular date off.

Station Time

The local time at each point of departure or arrival. In PBS, all times are displayed in station time.

Status Seniority

Relative position in the total number of bidders within your status: lineholder or reserve.

System Default

The preset value used by PBS if you fail to enter a specified preference or your preference cannot be awarded. There is a system default setting, according to the JCBA, for several properties in PBS.

For example, the target credit range system default is 70-90 hours.

Target Credit Range [TCR]

PBS allows you to bid for a line built within a specific credit range, referred to as Target Credit Range (TCR). The default range is 70-90 hours; however, you may request a value anywhere between 40-110 hours in your bid.

Targeted Line

The estimated number of lineholders for your base in a bid month; calculated from the line average determined by manpower planning.

Targeted Reserve

The estimated number of reserves for your base in a bid month, determined by manpower planning.

Vacation Credit

Credit applied to your line value for vacation blocks in a bid month. Seven or more consecutive days is paid and credited 4.0 hours per day and less than seven days is paid and credited 3.5 hours per day.

Vacation Extension [VEX]

Up to four days off (unpaid, no credit) you may elect to place before, after, or split on either side of a block of seven or more vacation days.

Waiver

An option used to waive a contractual default; FAR limitations cannot be waived.

Weekend Day

A calendar day that includes either Saturday or Sunday.

Work Block

A series of back-to-back work days which may consist of one or more pairings, training or SA days. A calendar day off at your base ends a work block. The default work block in PBS is a minimum one day to a maximum six days.

BASIC PBS CONCEPTS

PBS vs. Pairing Construction

PBS builds lines of flying using pairings built by the company which get loaded into the system each month. PBS does not create the pairings, nor does it have the ability to split pairings. PBS simply constructs monthly schedules.

PBS vs. Traditional Line Bidding

PBS offers flexibility that is not an option with traditional line bidding. With PBS you can mix the types of flying to suit your individual desires (e.g., avoid a specific city, layover in a city or fly a particular position). Special days off and/or large blocks of days off can be constructed in your line when and where you want them.

For example, maybe you want weekends off and Thanksgiving off, with traditional line bidding this type of line may not exist. However, a line like this is easy to build in PBS. PBS allows you to tailor your schedule based on your seniority and the pairings available in the bid package.

Expressing Preferences in PBS

When you bid for a regular line, you can bid for:

- Pairings: specific pairing IDs or generic pairing preferences
- Days off: specific dates off or generic days off preferences
- Line parameters: structure of how your line is assembled

When you bid for a reserve line, you can bid for:

- Specific dates or days of the week off in order of importance

Layer Concept

PBS provides seven layers for you to express the order of your status (lineholder or reserve) preferences. Layers are used to prioritize your preferences as a first choice, second choice and so on. Multiple preferences may be entered in a single layer; however, preferences in the same layer are equal to each other.

When bidding for a regular line, you build a pairing pool (pairing set) for each layer based on properties you have selected. Each layer should be unique, creating distinctly different pairing pools that increase in size in lower layers. Because PBS is cumulative, bids should typically be designed so the first layer is the most specific, the second layer is less specific, the third layer is even less specific, and the fourth and remaining layers are more general. The same concept applies when bidding for reserve days off.

Understanding Pairing Pools

When bidding in PBS, it is important to understand the pairing pools created from your selected properties and preferences. Pairings are added to your pool by generic preferences you select (such as report time or layover city), or by specific pairing numbers you enter. Requesting specific days off will also shape your pairing pools.

Some properties will add pairings to each pairing pool, while other properties will reduce the pairings in your pool.

For example, if you only bid 4-day pairings, all 4-day pairings will appear in your pairing pool for that layer. If you decide to bid 3-day pairings as well, all 3-day pairings will be **added** to the pairing pool for that layer. If a Report Between range of 07:00 to 11:00 is also added to the layer, the number of 3-day and 4-day pairings will be **reduced** to meet the Report Between preference. PBS will consider all of these pairings equally important because they are in the same pairing pool/layer. There is no way to prioritize pairings within a layer.

Prefer vs. Avoid

In PBS, there are several properties labeled Prefer or Avoid, which can be used to designate a preference. It is important to understand how these properties work.

When bidding a pairing property labeled Prefer, you are making your bid more restrictive than bidding an Avoid property. Properties using prefer indicate you **only** want pairings which include that preference (the exception is Prefer Aircraft Type). While bidding avoid indicates you want all pairings **except** those with that preference.



Maximize & Allow

You will come across properties in PBS labeled Maximize or Allow, which can also be used to designate a preference.

When bidding a property labeled Maximize, you are telling the system to give you as much of that property as possible, but it **does not** guarantee a result. Similarly, when bidding a property labeled Allow, you are giving the system permission to use a preference, but it **does not** guarantee a result.

Pairing Properties vs. Line Properties

- Pairing properties determine the pairings and positions available in each pairing pool
- Line properties and days off properties, set line constraints and shape how your line is built

When building your bid, your pairing pools may contain a large number of pairings; yet certain line properties may prevent those pairings from being awarded to you.

For example, if you bid 4-day pairings in the same layer as Work Block Size – 3. You may show 2000+ pairings in your pairing pool for that layer. But because you told the system you *only* want to work up to three days in a row (by using the Work Block Size property), during the award process you would not be awarded *any* of those 2000+ pairings!

Although line properties and days off properties will constrain your options during the award process, they **do not affect the size of your pairing pools**. It is very important to understand line properties and the affect they may have on your award. (Refer to *Line Tab* pg. 54, for more information on how line properties work.)

Pairing Accumulation and Award

PBS attempts to award pairings from your layer 1 pairing pool and line properties. If your line is not complete after layer 1, PBS will move to layer 2 to see if your line properties have relaxed enough to award any pairings from layer 1, and then layer 2.

For example, you decide to relax your line properties by adding a waiver to layer 5. At this point, PBS can award you pairings from your layer 1 pairing pool, in layer 5, because of the added waiver. It is important to understand how PBS accumulates your pairings while advancing through your layers until a complete line can be built.

If the system cannot complete your award by layer 7, it will shuffle your pairing pools and/or award additional pairings to build your line up to a legal value. (Refer to *Pairing Shuffle* pg. 102, for more information.) This typically occurs with one of the following situations:

- Your bids conflict with planned absences or pairings awarded in earlier layers
- You asked for pairings that do not fit your line properties
- Your bids cannot meet your requested Target Credit Range or the minimum/maximum line value specified at your seniority
- Your days off cannot be granted because of required coverage
- Senior flight attendants have been awarded your desired pairings

BID TYPES

There are five bid types in PBS:

- Lineholder monthly bid, also referred to in PBS as current bid
- Lineholder standing bid
- Lineholder default bid
- Reserve monthly bid
- Reserve standing bid

PBS will **never** use a combination of bid types. **Only one bid type will be used per bid month.**

Lineholder Monthly Bid [7 layers]

Once the bid period opens, the lineholder monthly bid is viewed and edited from the layer tab. It may contain generic pairing, line and days off properties, as well as specific pairings and specific days off. There are seven layers for you to use exclusively for this type of bid. During the bid period, the following three tabs can be used to build your monthly lineholder bid:

- Days Off
- Pairing
- Line

**Lineholder Standing Bid [7 layers]**

A lineholder standing bid is designed to act as a backup if you are unable to, or have not entered a lineholder monthly bid for a particular bid month. It may contain generic days off, pairing and line properties.

The lineholder standing bid has its own set of seven layers to use exclusively for this type of bid. Standing bid properties may be entered or changed anytime. Keeping a standing bid is strongly encouraged; see *Standing Bid Tab* pg. 103, for more information.

**Lineholder Default Bid**

The lineholder default bid is a predetermined bid created by the union and the company. This bid type cannot be viewed or edited in PBS; it is applied during the award process to those with lineholder status **only** if:

1. A monthly bid was not entered, and
2. A standing bid does not exist

When applied, PBS will award you a line of flying with pairings available at your status seniority level using properties and preferences in the following order:

- **Layer 1** – Pairing Length 1, Maximize Credit, Target Credit Range 75-85
- **Layer 2** – Pairing Length 2, Maximize Credit, Target Credit Range 75-85
- **Layer 3** – Pairing Length 3, Maximize Credit, Target Credit Range 75-85
- **Layer 4** – Pairing Length 4, Maximize Credit, Target Credit Range 75-85
- **Layer 5** – Target Credit Range 75-85
- **Layer 6** – Target Credit Range 75-85



The default bid is subject to change at the discretion of the union. If a change is made, updates will be communicated prior to the bid period.

Reserve Monthly Bid [7 layers]

Once the bid period opens, the reserve monthly bid is viewed and edited from the reserve tab. It allows you to select preferences for days off and for carry-over credit. The reserve monthly bid has its own set of seven layers to use exclusively for this type of bid.



Reserve Standing Bid [7 layers]

A reserve standing bid is designed to act as a backup if you are unable to, or have not entered a reserve monthly bid for a particular bid month. It may contain generic days off, a desired work block size and/or the waiver for carry-over credit. The reserve standing bid has its own set of seven layers to use exclusively for this type of bid. Standing bid properties may be entered or changed anytime. Keeping a standing bid is recommended; see *Standing Bid Tab* pg. 103, for more information.



There is no reserve default bid. In a reserve month, if you do not have a monthly or standing reserve bid, you will be awarded a legal reserve line according to staffing and coverage requirements.

DASHBOARD TAB

The dashboard tab is the homepage in PBS. It is also your personalized cover page to the bid package every month. The dashboard tab contains three boxes with important information you should always review before you begin your bid.

American Airlines
100000, Jane Stew, 30.1% (646 of 2132) Seniority

log out

Dashboard Days Off Pairing Line Reserve Layer Award Standing Bid

March 2018

2 5 12 19 26 31

1 2 3 4 5 6 7

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 26 27 28 29 30 31

1 2 3 4 5 6

BID PACKAGE INFORMATION (DFW TIME)

BID START SAT FEB 10 2018 12:00 PM
BID END FRI FEB 16 2018 12:00 PM 5 DAYS 10 HRS 32 MINS REMAINING

TARGETED LINE 2132 TARGETED RESERVE 335 TOTAL BIDDER 2467

USER INFORMATION

BASE LAX FLEET 320, 737, 757, 767, 777, 787, S80 POSITION FA

SENIORITY 646 OF 2132 30.1% STATUS LINEHOLDER PURSER SPEAKER LANGUAGE FRENCH SPANISH

EXISTING CREDIT 12:25 TRAINING MONTH JUNE

LAST LOGIN: FRI FEB 9 2018 2:25 PM

MESSAGE BOARD

BASE LINE AVERAGE : 78:16

FLEET SUB-FLEET

190 04.

320(319) 91, 92, 67.

320(320) 29, 73.

320(321S) 76, 75.

320(321L) 77.

320(321T) 80.

330(200) 43.

330(300) 98.

737(737) CE. B9.

737(MAX) 25, 45

757 B0, 62, 47, 38, 49, BA, 39.

767 D0, D7.

777(200) 83, AE, AF.

777(300) 82.

787(8) 78.

787(9) 96.

S80 22.

Bid Package Information

- **BID START / BID END** – dates and times are displayed according to DFW time
- **CLOCK ICON (🕒)** – displays the bid period status as closed or the DAYS/HRS/MINS remaining until the bid closes
- **TARGETED LINE / TARGETED RESERVE / TOTAL BIDDER** – these categories display the number of active bidders in your base for each status: lineholder or reserve; followed by the total number of active bidders in your base for the month

BID PACKAGE INFORMATION (DFW TIME)

BID START SAT FEB 10 2018 12:00 PM
BID END FRI FEB 16 2018 12:00 PM 5 DAYS 10 HRS 32 MINS REMAINING

TARGETED LINE 2132 TARGETED RESERVE 335 TOTAL BIDDER 2467

User Information

- **BASE** – shows your main base for the bid period
- **FLEET** – displays your aircraft qualifications (320 includes all 319/320/321 aircraft)
- **POSITION** – this will always display “FA” for flight attendant
- **SENIORITY** – displays your **status seniority for the bid month**: lineholder or reserve. Pay close attention to this number each month, as it may fluctuate based on reserve rotations
- **STATUS** – this will display lineholder or reserve depending on your status for the month (if your status is lineholder, PBS will *never* award you a reserve line). This field will also display purser and/or speaker if you are qualified and it will show Pay-Purpose-Only, if applicable
- **LANGUAGE** – displays up to two language qualifications, listed in the priority order as designated in FOS
- **EXISTING CREDIT** – may include carry-over pairings, vacation, SA days, etc.
- **TRAINING MONTH** – refers to your CQ base month
- **LAST LOGIN** – date and time (DFW) stamp for the last time you were in the system

USER INFORMATION		
BASE LAX	FLEET 320, 737, 757, 767 777, 787, S80	POSITION FA
SENIORITY 646 OF 2132 30.1%	STATUS LINEHOLDER PURSER SPEAKER	LANGUAGE FRENCH SPANISH
EXISTING CREDIT 12:25	TRAINING MONTH JUNE	
LAST LOGIN: FRI FEB 9 2018 2:25 PM		

Message Board

Every bid period, the message board will display the line average for your base that month; as well as any other relevant information from the PBS Administrator such as when the company implements a flex month. You will also find the fleet and sub-fleet list on the message board. This is useful information when viewing pairing details in PBS.

MESSAGE BOARD	
BASE LINE AVERAGE : 78:16	
FLEET	SUB-FLEET
190	04.
320(319)	91, 92, 67.
320(320)	29, 73.
320(321S)	76, 75.
320(321L)	77.
320(321T)	80.
330(200)	43.
330(300)	98.
737(737)	CE, B9.
737(MAX)	25, 45
757	B0, 62, 47, 38, 49, BA, 39.
767	D0, D7.
777(200)	83, AE, AF.
777(300)	82.
787(8)	78.
787(9)	96.
S80	22.

BASIC SYSTEM OVERVIEW

Navigating and Bidding in PBS

The example below is a display of the layer tab; however each of the tabs in PBS has similar functions and features:

- **FA Info** – The upper left header displays your information: employee number, name and status seniority within your base for the bid month
- **Tags** – PBS is divided into 8 tabs; each tab has a different purpose. The tabs are used to navigate through the system. When bidding, it's important to know what is within each tab and how to use it
- **Auto-Save** – PBS auto-saves bids immediately after each preference is entered. This can be momentarily seen at the top of the screen. There is no required "save" button in PBS



If the top of your screen shows "Saving" for an extended period of time, the system may have locked. Refresh your screen and make sure any changes have been saved.

- **Icons** – Across the top right of the screen are four options; log out and the print icon are active; the print icon also allows you to save a PDF by changing the print destination. The settings and help icons may become active in a future enhancement
- **Hide/Expand** – Clicking on an arrow (▼) will hide the details of that section; clicking the arrow again will expand it
- **Workspace** – Your days off, pairing and line bids are all combined here in the layer tab, making it easy to edit your bids and pairing pools by clicking on and off the layers
- **Delete** – Clicking on (X) will remove the property or pairing from your bid

FA Info

March 2018

100000, Jane Stew, 19.4% (350 of 1800) Seniority

View Pairing Set

TOTAL PAIRINGS	PAIRINGS BY LAYER
1 58	58
2 1169	1111
3 2610	1441
4 2935	325
5 4181	1246
6 4360	179
7 10746	

PAIRINGS

PRIORITY	BID	LAYERS
Pairing ID on Date X	M00765 on Sunday, March 25	1 2 3 4 5 6 7
Pairing ID on Date X	M00765 on Monday, March 26	1 2 3 4 5 6 7
Pairing ID on Date X	M00768 on Thursday, March 8	1 2 3 4 5 6 7
Pairing ID on Date X	M00802 on Monday, March 12	1 2 3 4 5 6 7
Pairing ID on Date X	M00802 on Wednesday, March 14	1 2 3 4 5 6 7
Pairing ID on Date X	M03492 on Monday, March 19	1 2 3 4 5 6 7
Pairing ID on Date X	M03623 on Monday, March 19	1 2 3 4 5 6 7
Pairing ID on Date X	M16578 on Tuesday, March 20	1 2 3 4 5 6 7

PROPERTIES

PRIORITY	BID	LAYERS
Prefer Pairing Length X	3	1 2 3 4 5 6 7
Prefer Duty Period X	2	1 2 3 4 5 6 7
Prefer Pairing Type X	ODAN	1 2 3 4 5 6 7
Prefer Pairing Type X	IPD	1 2 3 4 5 6 7

Workspace

Other Properties +

Within the bid tabs, you can begin making selections by clicking on the small plus (+) sign next to OTHER PROPERTIES; this will expand the list of available properties within that tab. Clicking on the minus (-) sign will hide the list of properties.

After the list has been expanded, begin adding desired properties and preferences to your bid by clicking on the plus (+) sign to the right of the property name. From there, follow these steps:

The screenshot shows the American Airlines pairing system interface. At the top, there's a header with the American Airlines logo, user information (100000, Jane Stew, 19.4% (350 of 1800) Seniority), and a 'log out' button. Below the header is a navigation bar with tabs: Dashboard, Days Off, Pairing (selected), Line, Reserve, Layer, Award, and Standing Bid.

The main content area is divided into two sections. On the left is a calendar for March 2018, showing a grid of dates from 1 to 31. Below the calendar is a 'LAYER 1' dropdown menu. On the right is the 'ADD PAIRING PROPERTIES' section, which lists various properties and preferences that can be added to a bid. These include:

- FAVORITES(0)
- OTHER PROPERTIES(31) -
- Prefer Pairing Length: 3 (selected)
- Prefer Pairing Length on Date: +
- Prefer Duty Period: 2 (selected)
- Report Between: Between 10:30 and 21:00 (selected)
- Report Between on Date: +
- Release Between: +
- Release Between on Date: +
- Mid-Pairing Report After: +
- Mid-Pairing Release Before: +
- Prefer Pairing Type: RedEye (selected)
- Maximum TAFB-credit ratio: +
- Minimum Avg Credit per Duty: +
- Maximum Duty Time per Duty: +

Three blue callout boxes provide instructions:

1. Select a property and desired preference
2. Choose a layer(s)
3. Add to your bid

A note in the third callout box states: "NOTE: You only need to click Add This Bid once if multiple properties are open".

After selecting Add This Bid, all of the properties that were chosen will appear at the top of the pairing tab. Then, you should view your layer tab to see the pairing pools that were created based on your selections. You may need to edit your layer selections, relax the properties, or you can continue adding more properties to your bid.

The screenshot shows the American Airlines pairing system interface, specifically the 'Pairing' tab. The navigation bar at the top includes Dashboard, Days Off, Pairing (selected), Line, Reserve, Layer, Award, and Standing Bid.

The main content area is titled 'EXISTING PAIRING PROPERTIES' and lists the properties that have been added to the bid:

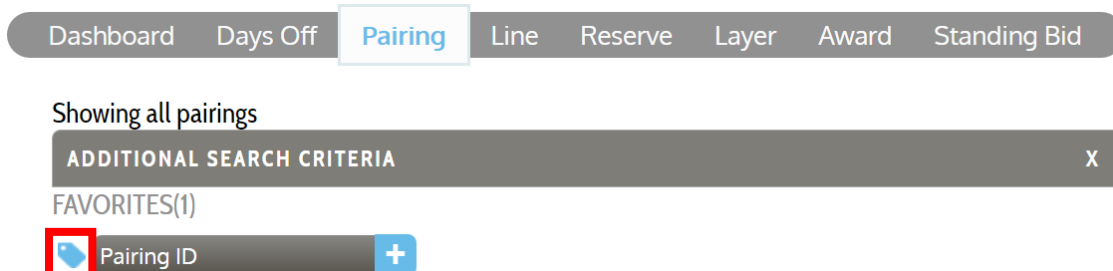
- Prefer Pairing Length: 3 (selected)
- Prefer Duty Period: 2 (selected)
- Report Between: Between 10:30 and 21:00 (selected)
- Prefer Pairing Type: RedEye (selected)

At the bottom of the list are two buttons: 'Add More Properties' and 'Search Pairings'.

Designating Favorites

PBS has the option to designate your most frequently used properties as "favorites". You can select any of the days off, pairing or line properties as a favorite.

You may also designate favorites in the search criteria. If you plan on bidding specific pairings every month, you may want to make Pairing ID one of your favorites. To do so, click on the small tag (🔖) symbol to the left of the property name.



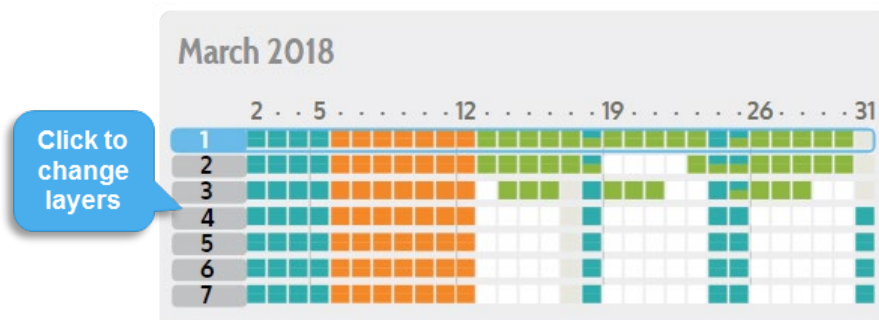
The tag will turn blue to indicate it is selected as a favorite. The next time you search for specific pairings, Pairing ID will be easily accessible at the top of the page under FAVORITES. If you no longer want a property designated as a favorite, unclick the blue tag and it will return to the list of OTHER PROPERTIES.



Designating a favorite only brings the property to the top of the list; it does not create a bid.

Layer Overview Calendar

The layer overview calendar is an abbreviated summary of the bid month. It displays bids for specific pairings, specific days off and planned absences throughout the seven lineholder layers. The active bidding layer is outlined in blue on the layer overview calendar. You may select a different layer by clicking on the layer numbers on the left.



Each of these items is identified by color as follows:



Specific pairing



Planned absence



Day off



Weekend



Specific pairing on day off
(selected to override the day off bid)

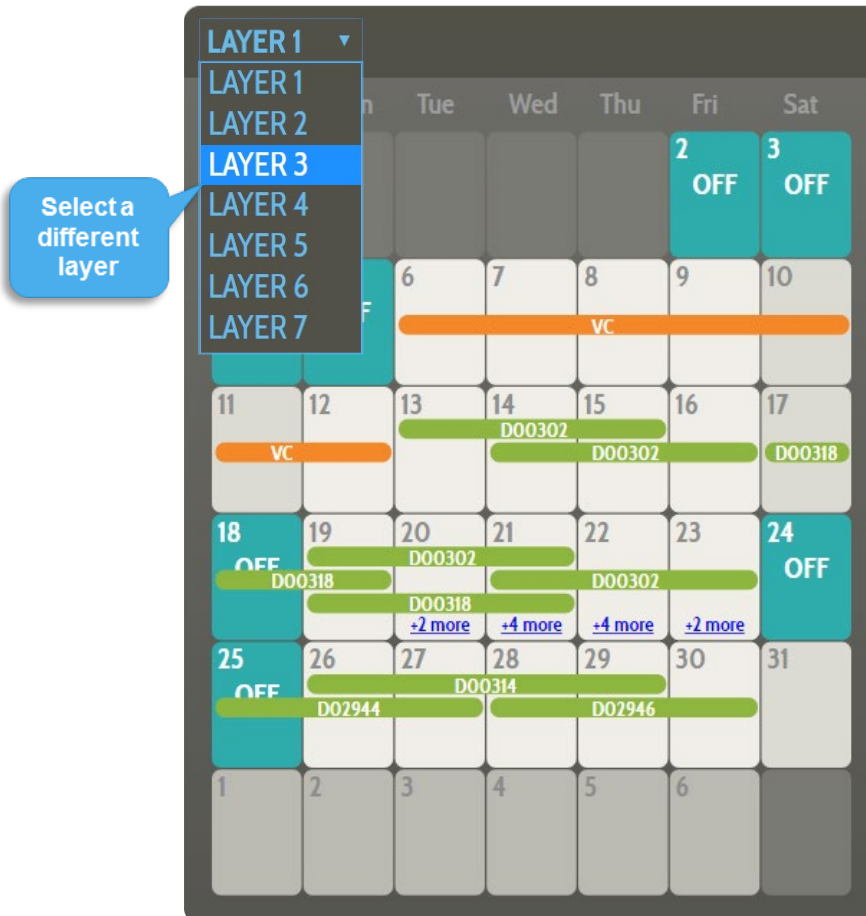


No specific pairing or day off selected

Lineholder Monthly Calendar

The monthly calendar shows you the same information as the layer overview calendar, except in more detail. When the bid period is open, the calendar is interactive and allows you to bid for days off. Click directly on a day off or pairing to add/edit/delete a particular bid.

The calendar defaults to a view of layer 1. If you select the down arrow, a dropdown list will appear and you may select a different layer to view.



Selecting Days Off

Bidding specific days off is accomplished by clicking directly on the monthly calendar. Selecting days off will affect the number of pairings in your pairing pools; therefore it is a good starting point when creating your monthly bid.

Your strategy for bidding days off should always be based on a combination of your seniority and your objectives. Request the days off you would like and use the layers to indicate which are most important to you. Gradually remove days off that are less important in later layers.

It is important to understand how day off requests remove generic pairings from your layer. If you relax your days off in later layers, you may want to repeat your generic pairing preferences from your earlier layers.

For example, let's say you bid IPD pairings in layer 1 with Mondays off. This means any IPD pairing that touches a Monday will *not* be included in your layer 1 pairing pool. By layer 3, you no longer bid Mondays off, so you decide to bid IPD pairings again. This will capture the remaining IPD pairings that were removed from layer 1 because they touched a Monday (which may increase your chances of being awarded that type of pairing).

If your days off are your main concern, bid them off in all of your layers. However, be mindful of

possible required coverage dates at your seniority and make sure your other bid constraints are very relaxed. You want to give the system the most opportunities to build a line while retaining your most important days off. If you request the same day(s) off the entire month and have an insufficient number of pairings in your pools, you will be awarded pairings from outside of your pairing pools. This may include **any type of pairing on your requested days off** (see *LN Award Process* pg. 102).

Select days off by clicking on a **specific date**, or by clicking on a **day-of-week** header at the top of the calendar. After making a selection you will see a pop-up window. Choose the layer(s) you want your day off request in and click ADD BID. The days off will be added to your calendar, highlighted in teal. Repeat this process, until all days off have been selected for each layer.



Clicking a day-of-week at the top of the calendar, for example "Sat" is a quick way to create a bid for every Saturday off.

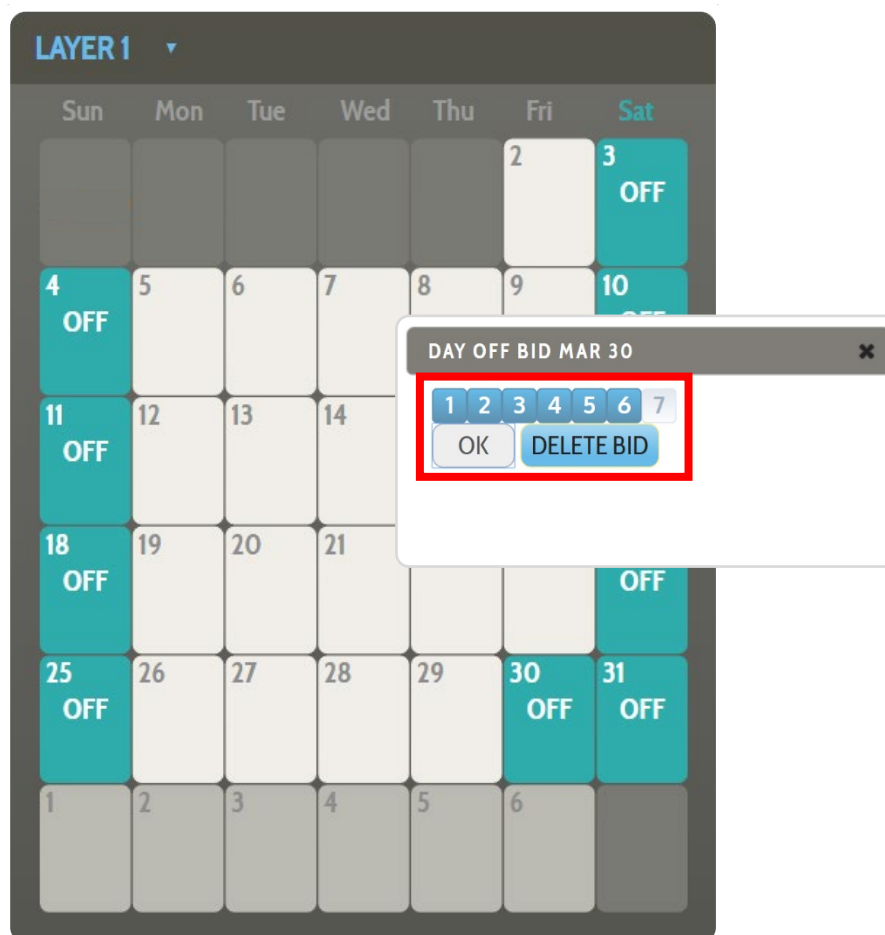
The screenshot shows a bidding interface for March 2018. At the top, a calendar grid shows days off for layers 1-7. Below this, a detailed calendar for 'LAYER 1' is shown, with days of the week (Sun-Sat) as headers. Days off are marked with teal boxes and numbers (e.g., 3 OFF, 4 OFF, 11 OFF, 18 OFF, 25 OFF, 30 OFF, 31 OFF). A pop-up window titled 'DAY OFF BID MAR 30' is open, displaying a grid of layers 1-7. The 'ADD BID' button is highlighted with a red box. A callout bubble points to the date 30, saying 'Click on the desired date'.

In the example above, every Sunday is requested off in layers 1-3, every Saturday in layers 1-5 and the specific date March 30th is requested off in layers 1-6. There are no bids for days off in layer 7.

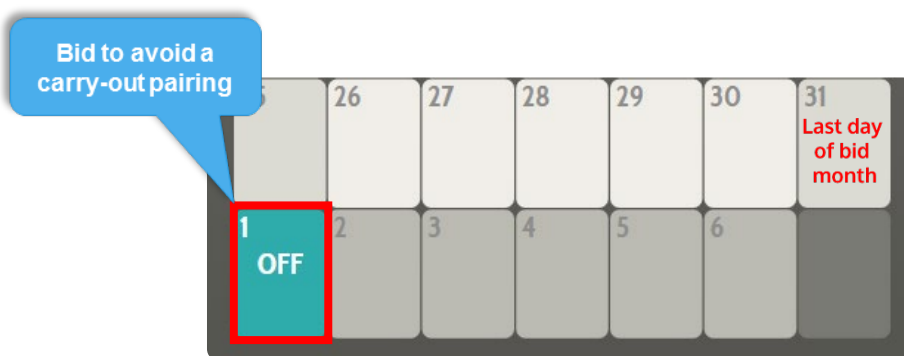


When bidding days off, your requests will be added to the layer you are in and every layer above it, unless you unselect the layers you don't want to include.

To undo a requested day off, click on the specific date or day-of-week header on the calendar. Then click DELETE BID; the bid will be deleted from all layers. You may also edit the selected layers of a day off bid by clicking or un-clicking the layers. Click OK, and the edited bid will be saved.



The monthly calendar extends past the current bid month. This allows you to select a day off in the next month to avoid being awarded a carry-out pairing. This strategy creates a placeholder and excludes all pairings that touch the following bid month from your pairing pool(s).



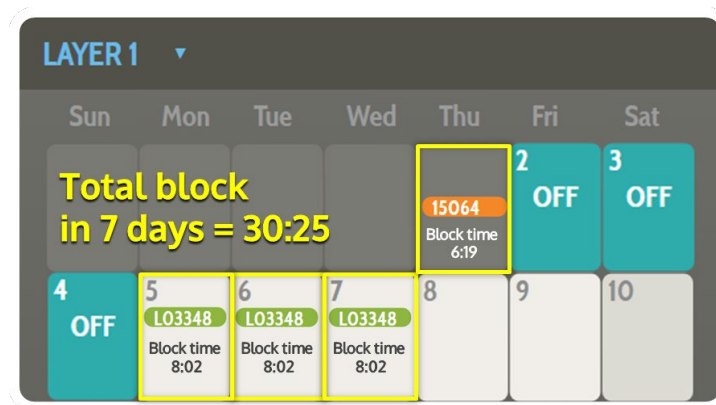
Six Day Lookback

During the award process, PBS must look at the last six days of your current month's schedule to determine the pairings you are legal for. Your award may be affected by your on/off days leading into the new bid month due to legalities in the current month.

When used (or not used), the following properties may impact your award due to the six day lookback:

- Prefer Cadence on Day-of-Week
- Waive 24 hrs rest in Domicile
- Waive 30 hrs in 7 Days
- Waive Minimum Domicile Rest

For example, you bid three specific 1-day trips toward the beginning of the month with a block time of 8:02 each. However, you have a 1-day trip at the end of the current month with a block time of 6:19. This adds up to a total block time of 30:25 in a rolling seven day period. If you do not include Waive 30 hrs in 7 Days in your bid, the system could not award you all three of the 1-day trips you bid for.



You must pay close attention to your month-to-month transition when setting line parameters or selecting pairings at the beginning of the month that may require the use of a waiver.



Deadhead block time does not count toward the 30 hours in seven days limitation.

DAYS OFF TAB

The days off tab contains properties for a lineholder to set preferences for how their schedule is built. Desired days off should be bid on the monthly calendar in an early layer, before bidding any generic days off properties. However, unlike bidding specific days off on the monthly calendar, the generic days off properties in this section will **not** affect the size of your pairing pools, rather how the pairings are placed on your monthly schedule.

Dashboard
Days Off
Pairing
Line
Reserve
Layer
Award
Standing Bid

ADD DAYS OFF PROPERTIES

FAVORITES(0)

OTHER PROPERTIES(7) -

Minimum Days Off between Work Blocks +

Maximize Weekend Days Off +

Maximize Total Days Off +

Maximize Block of Days Off +

String of Days Off Starting on Date +

String of Days Off Ending on Date +

Waive Minimum Days Off +

Minimum Days Off Between Work Blocks

This property allows you to request up to 12 days off between work blocks (number of working days in a row, *not* length of trip). The system default is a minimum of one day off between work blocks if you do not use this property.

When used, your preference cannot be made more restrictive than what was used in a previous layer, without using the Clear Bids property (see pg. 62). This is very important to remember, because if you do not use this property in layer 1 PBS will use the default setting of one day off.

For example, if you select a minimum of two days off between work blocks in layer 1, followed by a minimum of three days off between work blocks in layer 2, PBS will be unable to honor the request because it is more restrictive. When using this property your later layers must be equal to or less restrictive than the original value.

Here are some important things to remember when using this property:

- The last six days of your current schedule: lineholder or reserve
- Duty planned absences (including training days and SA days) are counted toward your work block
- Pairing length(s) you are bidding for
- Your desired Target Credit Range (TCR). Be realistic – asking for too many days off between

work blocks and a high TCR, may force PBS to go outside of your layers if your parameters cannot be met

- Be sure your minimum/maximum work block size is possible with your day off requests
- It may be useful to bid this property with the line property Work Block Size (see pg. 59).

Maximize Weekend Days Off

This property allows you to bid for the greatest number of weekend (Saturday or Sunday) days off. When this property is used in a layer, the award process chooses pairings from your pairing pool(s) that will allow the maximum number of weekend days off (**not necessarily full weekends**). PBS will not continue to your next layer to satisfy this property.

This property does not allow you to specify a number of weekend days off, or in what order. It will simply prioritize the total number of weekend days off.

For example, PBS considers three individual Saturdays off better than a full weekend off (three weekend days vs. two weekend days).



This property does not work well with other "Maximize" properties. It is best not to mix maximize properties in your bid.

Maximize Total Days Off

This property indicates a preference for a line with as many days off as possible. When this property is used in a layer, the award process chooses pairings from your pairing pool(s) that will allow the maximum number of days off. This property does not allow you to specify a number of days off, the order the days off are distributed, or where in the month the days off are placed.



This property does not work well with other "Maximize" properties. It is best not to mix maximize properties in your bid.

Maximize Block of Days Off

This property helps you bid for the greatest number of days off in a row. When this property is used in a layer, the award process chooses pairings from your pairing pool(s) that will allow the largest block of days off. This property does not allow you to specify a number of days off, the order the days off are distributed, or where in the month the block of days off is placed.



This property does not work well with other "Maximize" properties. It is best not to mix maximize properties in your bid.

String of Days Off Starting on Date

This property allows you to bid for the greatest number of consecutive days off beginning on a specific date. PBS will award as many days off as possible. Selecting this property will display a calendar from which to choose a start date. You are not able to select the number of days off you are bidding, simply the start date. Avoid bidding specific days off in the same layer as this property.



Never use String of Days Off Starting on Date and String of Days Off Ending on Date in the same layer.

String of Days Off Ending on Date

This property allows you to bid for the greatest number of consecutive days off ending on a specific date. PBS will award as many days off as possible. Selecting this property will display a calendar from which to choose an end date. You are not able to select the number of days off you are bidding, simply the end date. Avoid bidding specific days off in the same layer as this property.



Never use String of Days Off Starting on Date and String of Days Off Ending on Date in the same layer.

Waive Minimum Days Off

When bidding for a regular line, this waiver allows you to be awarded *less than* the contractual 11 calendar days off (or less than the prorated amount of days off, as shown below). Proration is **not** applicable for **6 or less days of vacation** in a bid month.

30 Day Month		31 Day Month	
Available Days	Prorated Days Off	Available Days	Prorated Days Off
27-30	11	28-31	11
24-26	10	25-27	10
22-23	9	22-24	9
19-21	8	20-21	8
17-18	7	17-19	7
15-16	6	13-16	5
10-14	4	10-12	4
7-9	3	8-9	3
5-6	2	5-7	2
2-4	1	2-4	1
1	0	1	0

You may want to use this waiver if any of the following apply:

- You want to be awarded high time
- You want to bid for ODANs, RedEyes or low credit pairings that contain 24+ hour layovers
- You have training scheduled (training days are pay, no credit; but they count as working days)
- You are bidding for less than a full bid period (due to leave of absence, etc.)
- You have 7 or more days of vacation

Once you waive this, it applies to *every layer* thereafter, unless Clear Bids (see pg. 62) is used.

Incompatible Days Off Properties

The following days off properties are incompatible and should **not** be used together in the same layer.

- Maximize Weekend Days Off
- Maximize Total Days Off
- Maximize Block of Days Off
- String of Days Off Starting on Date
- String of Days Off Ending on Date

For example, if you were to select Maximize Weekend Days Off in the same layer as Maximize Block of Days Off, you would create a bid conflict; the system would not know which property was more important when building your line – weekends off or a block of days off.

Single Use Days Off Properties

Each of the following days off properties can only be used **one time per layer**. When these properties are used more than once in the same layer, it creates conflicting bid criteria, which will impact your award.

- Minimum Days Off Between Work Blocks
- String of Days Off Starting on Date
- String of Days Off Ending on Date

Persistent Days Off Property

When a persistent property is used in a layer, it will remain active throughout the remainder of your bid, unless Clear Bids is used. The following days off property is persistent:

- Waive Minimum Days Off

Restrictive Days Off Property

PBS is a cumulative system. The following property cannot be made more restrictive than what was used in a previous layer, unless Clear Bids is used.

- Minimum Days Off Between Work Blocks (system default is one day)

For example, if you select a minimum of three days off in layers 1-3 and then in layer 4 you select a minimum of four days off, you will have made the preference more restrictive. When using a restrictive property your later layers must be equal to or less restrictive than the original value.

Dashboard
Days Off
Pairing
Line
Reserve
Layer
Award
Standing Bid

EXISTING DAYS OFF PROPERTIES

Minimum Days Off between Work Blocks	X	3	1	2	3	4	5	6	7
Minimum Days Off between Work Blocks	X	4	1	2	3	4	5	6	7

X

PAIRING TAB

The pairing tab contains properties for the types of pairings you would like to bid. It is also where to find the electronic bid package. From the pairing tab, you can easily do the following:

- Search and view pairings in the bid package
- Bid specific pairing IDs
- Bid generic pairing properties

How to Read a Pairing

Before you search and view pairings in PBS, it is important that you know how to read the pairing details. Each pairing has a unique pairing identification number. The pairing ID consists of a base identifier letter followed by a number. (This number is clickable; refer to *Pairing ID for the Entire Month* pg. 33, for more information.) After the pairing ID, come the following fields:

- **BASE** – refers to the airport where the pairing originates; this field will display the co-terminal or satellite airport, if applicable
- **REPORT** – the required report time for the first duty period of the pairing

Pairing ID

D11620 + **BASE: DFW REPORT: 1730**

DAY	DH	FLTN	DPS	ARS	DEP	ARR	BLKT	GRNT	EQP
1		2490	DFW	BDL	1830	2257	0327	3103	B9
D-END: 2312 REPT: 0500 TBLK: 327 TCRD: 0 TPAY: 327 DUTY: 442 LAYO: 2948									
DAY	DH	FLTN	DPS	ARS	DEP	ARR	BLKT	GRNT	EQP
3		2307	BDL	MIA	0600	0918	0318	0142	B9
3	DH	2455	MIA	DFW	1100	1321	0000		D7
D-END: 1336 TBLK: 318 TCRD: 551 TPAY: 909 DUTY: 936 LAYO: 0									
TOTALS BLOCK: 0645 DHD: 321 LDGS: 2 CREDIT: 1236 TAFB: 4406 PREMIUM: 0									

The following column headings display for each duty period in a pairing:

- **DAY** – indicates the number of calendar days in the pairing and on what day the duty period occurs. This example shows a 3-day pairing with duty periods on day one and day three only.
- **DH** – if the pairing contains a deadhead segment, you will see the letters "DH" in front of the applicable flight number(s). Notice in this example there is a deadhead segment at the end of the second duty period
- **FLTN** – this is an abbreviation for flight number
- **DPS / ARS** – displays the airport code for the departure station and the arrival station of each flight segment
- **DEP / ARR** – indicates the flight departure and arrival times (displayed in station time)
- **BLKT** – abbreviation for block time; displays the scheduled block time for each flight segment in the pairing (does not apply to deadhead segments)
- **GRNT** – abbreviation for ground time; displays the amount of time between flight segments within a duty period (not layover time)
- **EQP** – will display a two character equipment sub-fleet code for each flight segment (refer to your dashboard or the chart on pg. 46, for the sub-fleet to aircraft type conversion)

D11620 + **BASE: DFW REPORT: 1730**

DAY	DH	FLTN	DPS	ARS	DEP	ARR	BLKT	GRNT	EQP
1		2490	DFW	BDL	1830	2257	0327	3103	B9
D-END: 2312 REPT: 0500 TBLK: 327 TCRD: 0 TPAY: 327 DUTY: 442 LAYO: 2948									
DAY	DH	FLTN	DPS	ARS	DEP	ARR	BLKT	GRNT	EQP
3		2307	BDL	MIA	0600	0918	0318	0142	B9
3	DH	2455	MIA	DFW	1100	1321	0000		D7
D-END: 1336 TBLK: 318 TCRD: 551 TPAY: 909 DUTY: 936 LAYO: 0									
TOTALS BLOCK: 0645 DHD: 321 LDGS: 2 CREDIT: 1236 TAFB: 4406 PREMIUM: 0									

Next, there is a summary for each duty period containing the following categories:

- **D-END** – is short for duty end, which displays your release time for that particular duty period
- **REPT** – displays your report time for your next duty period within that pairing, if applicable
- **TBLK** – abbreviation for total block; displays the total scheduled block time for that particular duty period (does not include deadhead segments)
- **TCRD** – displays the amount of credit per duty period associated with soft time and deadhead segments (duty rigs, trip rigs and minimums), if applicable
- **TPAY** – indicates the total pay associated with the duty period
- **DUTY** – time spent working calculated from report time to release time; includes flight segments, ground time between flight segments and/or deadhead segments
- **LAYO** – scheduled layover time calculated from release time to report time of the next duty period

D11620 + BASE: DFW REPORT: 1730										
DAY	DH	FLTN	DPS	ARS	DEP	ARR	BLKT	GRNT	EQP	
1		2490	DFW	BDL	1830	2257	0327	3103	B9	
D-END: 2312 REPT: 0500 TBLK: 327 TCRD: 0 TPAY: 327 DUTY: 442 LAYO: 2948										
DAY	DH	FLTN	DPS	ARS	DEP	ARR	BLKT	GRNT	EQP	
3		2307	BDL	MIA	0600	0918	0318	0142	B9	
3	DH	2455	MIA	DFW	1100	1321	0000		D7	
D-END: 1336 TBLK: 318 TCRD: 551 TPAY: 909 DUTY: 936 LAYO: 0										
TOTALS BLOCK: 0645 DHD: 321 LDGS: 2 CREDIT: 1236 TAFB: 4406 PREMIUM: 0										

Finally, at the very bottom of the pairing details you will find the cumulative totals for the entire pairing. This includes:

- **BLOCK** – total block time for the entire pairing
- **DHD** – total amount of deadhead flight time, if applicable
- **LDGS** – total number of landings or flight segments in the pairing, not including deadhead segments
- **CREDIT** – total credit for the pairing
- **TAFB** – acronym for time away from base, total time from report of the first duty period through release of the last duty period
- **PREMIUM** – total amount of international (IPD or NIPD) premium pay for the entire pairing

D11620 + BASE: DFW REPORT: 1730										
DAY	DH	FLTN	DPS	ARS	DEP	ARR	BLKT	GRNT	EQP	
1		2490	DFW	BDL	1830	2257	0327	3103	B9	
D-END: 2312 REPT: 0500 TBLK: 327 TCRD: 0 TPAY: 327 DUTY: 442 LAYO: 2948										
DAY	DH	FLTN	DPS	ARS	DEP	ARR	BLKT	GRNT	EQP	
3		2307	BDL	MIA	0600	0918	0318	0142	B9	
3	DH	2455	MIA	DFW	1100	1321	0000		D7	
D-END: 1336 TBLK: 318 TCRD: 551 TPAY: 909 DUTY: 936 LAYO: 0										
TOTALS BLOCK: 0645 DHD: 321 LDGS: 2 CREDIT: 1236 TAFB: 4406 PREMIUM: 0										

After clicking the pairing tab, there are two initial options: the [Add More Properties](#) button and the [Search Pairings](#) button. Both options contain the same list of pairing properties you may use to bid or search with; the only exception is the [Pairing ID](#) property, which is only available when using the [Search Pairings](#) button.

Dashboard
Days Off
Pairing
Line
Reserve
Layer
Award
Standing Bid

Add More Properties
Search Pairings

ADD PAIRING PROPERTIES
X

FAVORITES(0)

OTHER PROPERTIES(32) -

Prefer Pairing Length +	Minimum Avg Credit per Duty +	Minimum Layover Time +
Prefer Pairing Length on Date +	Maximum Duty Time per Duty +	Maximum Layover Time +
Prefer Duty Period +	Maximum Block per Duty +	Prefer Landing at City +
Report Between +	Minimum Connection Time +	Avoid Landing at City +
Report Between on Date +	Maximum Connection Time +	Prefer One Landing on First Duty +
Release Between +	Prefer Deadheads +	Prefer One Landing on Last Duty +
Release Between on Date +	Avoid Deadheads +	Maximum Landing per Duty +
Mid-Pairing Report After +	Co-Terminal/Satellite Airport +	Prefer Aircraft +
Mid-Pairing Release Before +	Layover at City +	Avoid Aircraft +
Prefer Pairing Type +	Layover at City on Date +	Prefer Positions Order +

Take Note If your base does not have co-terminal or satellite flying, your pairing tab will contain one less property than those shown above.

1. Add More Properties

This button allows you to begin bidding your pairing preferences. When selecting generic pairing properties, you are filtering the bid package to shape your pairing pools.

The pairing properties and preferences displayed in PBS are dependent on the monthly bid data for your base. Certain properties and/or preferences, such as layovers in particular cities, co-terminals or pairings of a certain length, are only selections if they exist in the monthly bid package.

For example, if pairings with a FCO layover do not operate out of your base, FCO will not be an option to select as a layover city. The pairing properties and preferences you see in PBS can vary month to month based upon the flying at your base throughout the year.

2. Search Pairings

This button takes you to the **entire electronic bid package** for your base that bid month, as shown below. This example indicates 2165 unique pairing IDs for the bid month – they are organized in numerical order. It also shows there are 4819 total results – this number is calculated by multiplying each pairing ID by the number of times it operates in the bid month.

Each pairing ID displays a mini-calendar next to the pairing details so you know what days it originates throughout the month. There are 722 pages of pairings in this example. Click Next on the right side of the header or footer to advance through the pages, or click directly on a page number.

The screenshot shows the PBS Search Pairings interface. At the top is a navigation bar with tabs: Dashboard, Daily Off, **Pairing**, Line, Reserve, Layer, Award, and Standing Bid. Below the navigation bar, the text "Showing all pairings" is displayed, followed by a button "Add more search criteria" and the summary "2165 pairing IDs, 4819 total results". A "Total pages" callout points to the page range "1 2 11 362 ... 721 722" and a "Next" link. A "Find desired pairings" callout points to the "Pairing" tab. A "Mini-calendar" callout points to the calendar for pairing D00301. A "Pairing ID" callout points to the ID "D00302". A "Pairing details" callout points to the details for pairing D00302. A "Go to page #" callout points to the page range "1 2 11 362 ... 721 722". A "Advance pages" callout points to the "Next" link. The interface displays three pairing entries:

D00301 + BASE: DFW REPORT: 0810

DAY	DH	FLT	N	DPS	ARS	DEP	ARR	BLKT	GRNT	EQP
1	123	DFW	HNL	0910	1354	0844			83	
D-END: 1424 REPT: 1750 TBLK: 844 TCRD: 0 TPAY: 844 DUTY: 1014 LAYO: 2726										
2	8	HNL	DFW	1850	0603	0713			83	
D-END: 0633 TBLK: 713 TCRD: 0 TPAY: 713 DUTY: 843 LAYO: 0										
TOTALS BLOCK: 1557 DHD: 0 LDGS: 2 CREDIT: 1557 TAFB: 4623 PREMIUM: 1557										

D00302 + BASE: DFW REPORT: 0810

DAY	DH	FLT	N	DPS	ARS	DEP	ARR	BLKT	GRNT	EQP
1	123	DFW	HNL	0910	1254	0844			83	
D-END: 1424 REPT: 1645 TBLK: 844 TCRD: 0 TPAY: 844 DUTY: 1014 LAYO: 2721										
2	8	HNL	DFW	1745	0603	0718			83	
D-END: 0633 TBLK: 718 TCRD: 0 TPAY: 718 DUTY: 848 LAYO: 0										
TOTALS BLOCK: 1602 DHD: 0 LDGS: 2 CREDIT: 1602 TAFB: 4623 PREMIUM: 1602										

D00303 + BASE: DFW REPORT: 0850

DAY	DH	FLT	N	DPS	ARS	DEP	ARR	BLKT	GRNT	EQP
1	7	DFW	OGG	0950	1415	0825			83	
D-END: 1445 REPT: 1930 TBLK: 825 TCRD: 0 TPAY: 825 DUTY: 955 LAYO: 2845										
2	116	OGG	DFW	2030	0832	0702			83	
D-END: 0902 TBLK: 702 TCRD: 0 TPAY: 702 DUTY: 832 LAYO: 0										
TOTALS BLOCK: 1527 DHD: 0 LDGS: 2 CREDIT: 1527 TAFB: 4712 PREMIUM: 1527										

The search engine in PBS allows you to easily find pairings in the monthly bid package based on the criteria you select (e.g., 1-day pairings, layover city, deadhead segments, etc.). Begin by selecting the Add more search criteria button at the top of the page.

After that, click on the small plus (+) sign next to OTHER PROPERTIES; this will expand the list of

available search preferences. After the list has been expanded, begin adding desired properties and preferences to the search criteria by clicking on the plus (+) sign to the right of the property name.

Continue adding pairing properties to narrow down your search results; click [Add to Search Criteria](#) to see the results. Your search results will specify how many pairings were found and how often they operate. Each pairing will display pairing details with a mini-calendar to indicate the date(s) in the month the pairing originates. From there, you may decide to bid for individual pairings or the generic preferences.

Bid These Properties

After entering desired search criteria, if you like all of the pairings from the search results you can select the [Bid these properties](#) button. Doing so, converts the search criteria listed into actual bids. After clicking this button, a pop-up window will appear for you to select a layer.

Dashboard
Days Off
Pairing
Line
Reserve
Layer
Award
Standing Bid

SEARCH CRITERIA

Add search criteria to your bid

Prefer Pairing Type X NIPD
Minimum Layover Time X 1800

Bid these properties Add more search criteria

59 pairing IDs, 225 total results

Previous
1 2 3 12 ... 19 20
Next

Su M T W Th F Sa

11
18
25

D00304 + BASE: DFW REPORT: 0850
DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP
1 7 DFW OGG 0950 1315 0825 83
D-END: 1345 REPT: 1650 TBLK: 825 TCRD: 0 TPAY: 825 DUTY: 955 LAYO: 2735
DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP
2 DH 6 OGG DFW 1750 0549 0000 83
D-END: 0604 TBLK: 0 TCRD: 0 TPAY: 0 DUTY: 0 LAYO: 0
TOTALS BLOCK: 0

Su M T W Th F Sa

15 16 17
22 23 24
29 30

D00305 + BASE: DFW REPORT: 0850
DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP
1 7 DFW OGG 0950 1315 0825 83
D-END: 1345 REPT: 1650 TBLK: 825 TCRD: 0 TPAY: 825 DUTY: 955 LAYO: 2735
DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP
2 DH 6 OGG DFW 1750 0549 0000 83
D-END: 0604 TBLK: 0 TCRD: 0 TPAY: 0 DUTY: 0 LAYO: 0
TOTALS BLOCK: 0

Su M T W Th F Sa


3
4 5 6 7 8

D00320 + BASE: DFW REPORT: 0955
DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP
1 5 DFW HNL 1055 1537 0842 83
D-END: 1607 REPT: 2008 TBLK: 842 TCRD: 0 TPAY: 842 DUTY: 1012 LAYO: 2801
DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP
2 102 HNL DFW 2108 0829 0721 83
D-END: 0859 TBLK: 721 TCRD: 0 TPAY: 721 DUTY: 851 LAYO: 0
TOTALS BLOCK: 1603 DHD: 0 LDGS: 2 CREDIT: 1603 TAFB: 4704 PREMIUM: 1603

Previous
1 2 3 12 ... 19 20
Next

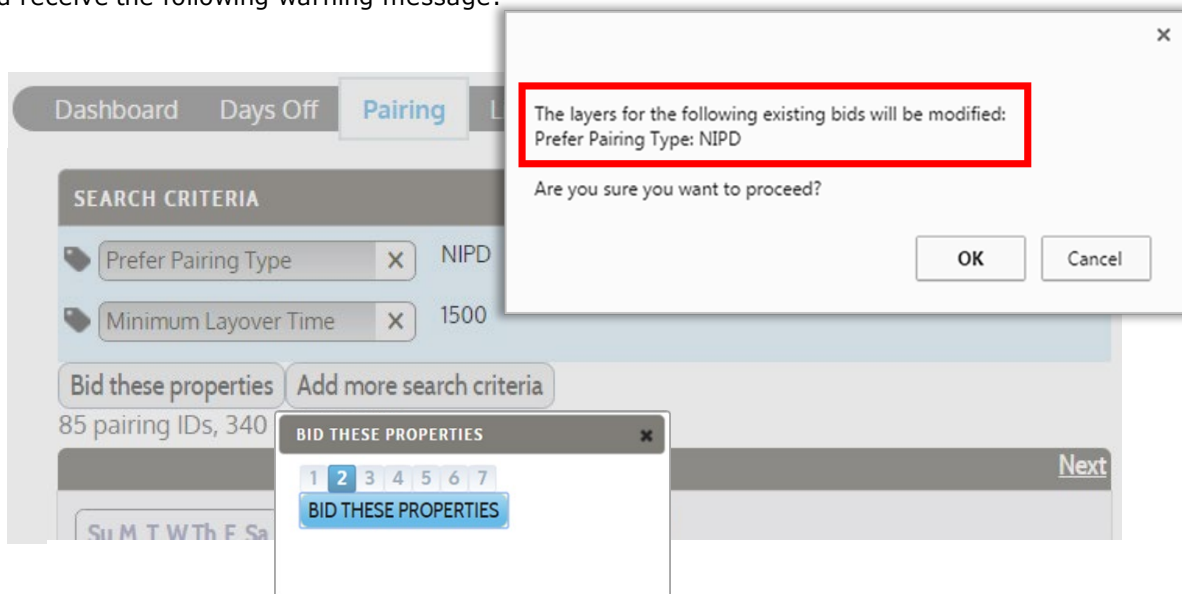
1 2 3 4 5 6 7

BID THESE PROPERTIES

 Use the layer tab to review your selected preferences and ensure they are in the desired layer(s).

Be cautious when using Bid these properties; if a preference in your search criteria is already selected in other layers, it will be removed from those layers.

For example, you bid pairing type NIPD with a minimum layover time of 18 hours in layer 1. Next, you decide to *search* and view additional NIPD pairings but with a minimum layover time of 15 hours as the search criteria. Upon viewing the search results you decide to use the Bid these properties button to add the properties to layer 2. Because the preference NIPD is already bid in another layer, you would receive the following warning message:



If you click, "OK" the system will automatically **remove** NIPD from layer 1 while adding it to layer 2 (as shown below). However, the minimum layover time preference would not be removed from layer 1 because it has a different value than what was selected for layer 2.

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

View Pairing Set

	TOTAL PAIRINGS	PAIRINGS BY LAYER	
1	3822	3822	<div><div></div></div>
2	4579	757	<div><div></div></div>
3	7541	2962	<div><div></div></div>
4	7541	0	<div><div></div></div>
5	7541	0	<div><div></div></div>
6	7541	0	<div><div></div></div>
7	7541	0	<div><div></div></div>

8477 in package

PAIRINGS ►

PROPERTIES ▼

PRIORITY	BID	LAYERS
Prefer Pairing Type X	NIPD	<div><div>1 2 3 4 5 6 7</div></div>
Minimum Layover Time X	1500	<div><div>1 2 3 4 5 6 7</div></div>
Minimum Layover Time X	1800	<div><div>1 2 3 4 5 6 7</div></div>



Always view the layer tab to make sure your preferences/properties are in the desired layer(s). You may also verify the pairings in each layer, by clicking on View Pairing Set.

Pairing ID

This property is used to search and/or bid for a specific pairing ID. This property is exclusive to the search pairings page. To use this property you must follow these steps:

1. From the pairing tab, click [Search Pairings](#)
2. Then select [Add more search criteria](#)
3. Expand the list of properties by clicking on the small plus (+) sign next to OTHER PROPERTIES
4. Pairing ID is the first option in the list
5. Enter the pairing number you would like to search for – you must enter your base identifier letter before the pairing number (use your main base identifier for co-terminal and satellite pairings)



The system will alert you upon entering an invalid pairing number; check that you've included the correct base identifier.

Base Identifiers						
BOS – B	CLT – C	DCA – N	DFW – D	LAX – X	LGA – L	MIA – M
ORD – R	PHL – H	PHX – P	RDU – Q	SFO – G	SLT – S	UDC – N

6. Click [Add to Search Criteria](#)

Dashboard
Days Off
Pairing
Line
Reserve
Layer
Award
Standing Bid

Showing all pairings

ADDITIONAL SEARCH CRITERIA
FAVORITES(0)
OTHER PROPERTIES(32) -

Pairing ID
X
D00304
Add to Search Criteria

After entering the full Pairing ID, this button will appear

The pairing details will appear; in the example below it shows 1 pairing ID, 3 total results. Remember, these numbers indicate the pairing ID multiplied by the number of times it operates in the bid month – not the number of positions. If you look at the mini-calendar there are three dates highlighted in grey. These are the specific dates this pairing ID originates during the month, for a total of three results.

SEARCH CRITERIA
Pairing ID
X
D00304

Bid these properties
Add more search criteria

1 pairing IDs, 3 total results

1

Su M T W Th F Sa
D00304 + BASE: DFW REPORT: 0850

DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP
1 7 DFW OGG 0950 1315 0825 83
D-END: 1345 REPT: 1650 TBLK: 825 TCRD: 0 TPAY: 825 DUTY: 955 LAYO: 2735
DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP
2 DH 6 OGG DFW 1750 0549 0000 83
D-END: 0604 TBLK: 0 TCRD: 659 TPAY: 659 DUTY: 759 LAYO: 0
TOTALS BLOCK: 0825 DHD: 659 LDGS: 1 CREDIT: 1524 TAFB: 4529 PREMIUM: 1524

1

Remember, **the only way to bid for a specific pairing is to search for it first** – by selecting Search Pairings. (If you do not know the specific pairing number, use generic pairing properties to search instead.) Once you have found the specific pairing you want to bid, there are two ways to go about it: on a specific date or for the entire month (everyday it operates).

Take Note If you find two different pairing numbers that operate on the exact same flight number and date, you will need to review the bid sheet for your base to see which positions work on each pairing. From there, ensure you bid the pairing(s) and the corresponding position(s) that you want to work.

Pairing ID on a Specific Date

If you would like to bid a specific pairing on a particular date, simply select one of the dates it operates from the mini-calendar next to the pairing details. A pop-up window will appear for you to select the layer you want to add the pairing to, click ADD BID. The selected date will highlight blue.

The most desired pairings should be bid in your first layer. There is no need to bid for the same pairing in more than one layer unless you change your position preference request. PBS will accumulate all pairings from each previous layer. However, PBS **does not** prioritize specific pairings within your pairing pools.

To delete (or edit) your selection click again on the highlighted date and a pop-up will appear; you may change the layer choice or select DELETE BID.

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

SEARCH CRITERIA

Pairing ID X D00304

Bid these properties Add more search criteria

1 pairing IDs, 3 total results

PAIRING ID D00304 ON DATE: MAR 11 X

1 2 3 4 5 6 7

ADD BID

Su M T W Th F Sa

D00304 + BASE: DFW

DAY DH FLTN DPS ARS

1 7 DFW OGG

D-END: 1345 REPT: 1650

DAY DH FLTN DPS ARS

2 DH 6 OGG DFW 1750 0549 0000 85

D-END: 0604 TBLK: 0 TCRD: 659 TPAY: 659 DUTY: 759 LAYO: 0

TOTALS BLOCK: 0825 DHD: 659 LDGS: 1 CREDIT: 1524 TAFB: 4529 PREMIUM: 1524

1

Take Note Do not use the Bid these properties function when bidding specific pairing IDs on specific dates.

It is important to note that bidding a specific pairing ID, on a specific date, will **override any day off bids** the pairing touches. This is the only type of bid that will override your selected days off.

Bidding a specific pairing ID on a specific date, overrides a day off bid

6 7 8 9 10

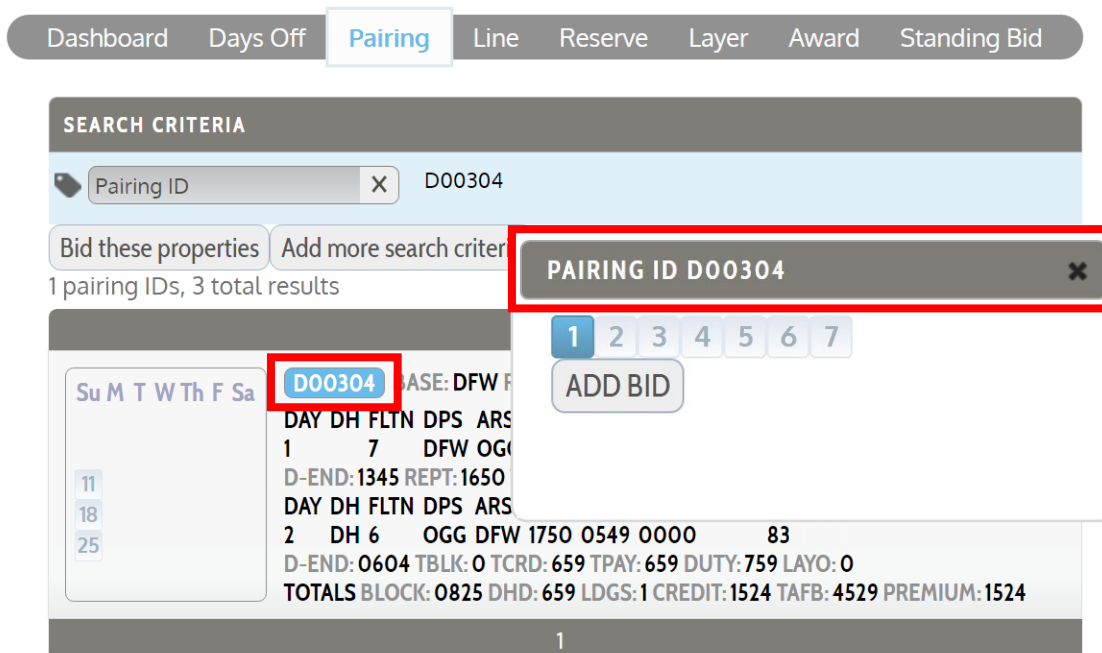
11 OFF 12 D00304 13 14 15 16 17

Pairing ID for the Entire Month

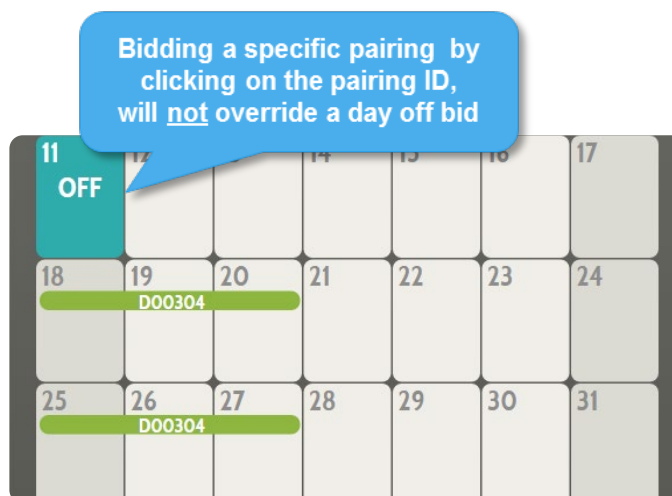
Another option when bidding a specific pairing is to click on the actual pairing ID in the pairing details. This will create a bid for *every date* the pairing operates throughout the bid month, **except** if it overlaps a day off request. After clicking on the pairing ID, a pop-up window will appear, select the layer you want to add the pairing to and click ADD BID. The pairing ID will highlight blue.

You may also click the Bid these properties button to achieve the same result: a bid for every date the pairing operates throughout the bid month. Bidding for specific pairings either of these ways will preserve your day off requests.

To delete (or edit) your selection click on the highlighted pairing ID and a pop-up will appear; you may change the layer choice or select DELETE BID.



The pairing in this example operates on March 11th, 18th and 25th; however March 11th is a requested day off. Therefore, when clicking on the pairing ID or the Bid these properties button to create the bid, it will exclude the occurrence on March 11th. Using either of these options to bid a specific pairing ID will **not** override your day off requests.



For greater satisfaction, specific pairings and generic pairing properties should not be bid in the same layer. The exception is bidding specific pairings in the same layer as Prefer Positions Order.

10JAN19

Pairing ID vs. Planned Absences

If you have a planned absence on your schedule, the system prevents you from bidding a pairing that touches it. If a desired pairing overlaps any part of the planned absence, the dates on the mini-calendar highlight in orange, and you are unable to click on those dates (no conflict bidding).

For example, this flight attendant has vacation starting on the 16th of the month. The second pairing shown below operates every day from the 12th through the 22nd. However, only two of the dates are selectable – the 12th and the 13th.

The screenshot shows a calendar view for 'LAYER 1' with dates from Sunday to Saturday. Dates 16 through 24 are marked with an orange bar and 'VC' (Vacation). To the right, a pairing details window is open for pairing ID D00336. It shows flight details for DFW to FRA on 1555 and 0830, with a duty period from 0900 to 0935. Below this, another pairing ID D00337 is shown, with flight details for FRA to DFW on 1015 and 1520, with a duty period from 1105 to 1235. The dates 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, and 22 are highlighted in orange in the calendar, indicating they are unavailable for bidding due to the vacation period.



Similarly, when bidding generic pairing preferences, any pairings that touch a planned absence are automatically removed from your pairing pools.


View Pairing ID

Once you add specific pairings to your bid, they will appear on the monthly calendar in green. You have the ability to view pairing details, edit the layers, or delete a pairing from your bid. Click directly on the pairing from the monthly calendar to make the changes you want.

The screenshot shows the American Airlines pairing system interface. At the top, there's a navigation bar with 'Dashboard', 'Days Off', 'Pairing' (selected), 'Line', 'Reserve', 'Layer', 'Award', and 'Standing Bid'. Below the navigation bar, there's a 'March 2018' calendar view. A pairing ID D00304 is highlighted in green on the calendar. A callout box says 'Click on a pairing to view, edit or delete'. To the right, a 'PAIRING ON DATE BID' window is open for pairing ID D00304 on March 11. It shows flight details for DFW to OGG on Sunday, March 11, and OGG to DFW on Monday, March 12. A callout box says 'Delete the pairing' pointing to the pairing ID. Another callout box says 'Edit layer choices' pointing to the layer selection buttons (1, 2, 3, 4, 5, 6, 7).

Prefer Pairing Length

This property allows you to request a desired pairing length (in calendar days). You may use this property more than once in the same layer, however; bidding different pairing lengths in the same layer are considered of equal importance.

 *This property does not specify the number of duty periods within a pairing. For example, selecting 3-day pairings may result in a pairing pool with 2- and 3-duty period, 3-days.*

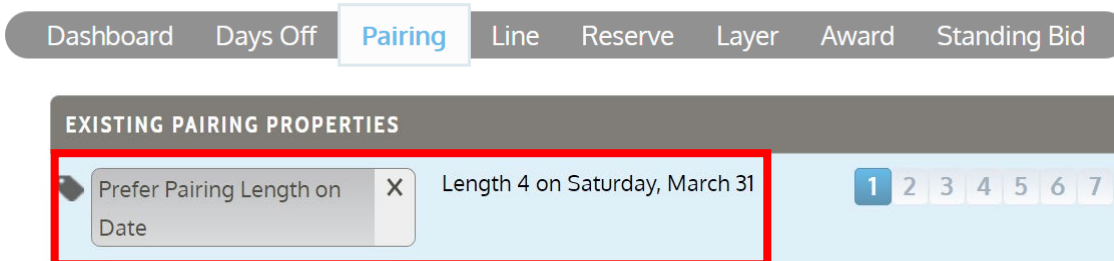
Prefer Pairing Length on Date


This property enables you to bid for a desired pairing length (in calendar days) which reports on a specific date. (*Excluding* ODAN, RedEye and satellite pairings; PBS is unable to award these pairing types when bidding an "on Date" preference.)

Selecting this property will display a drop down to choose the pairing length, as well as a calendar to select a date.

This property can be used as part of your bidding strategy. For instance, if the month after next is your reserve month and you have a desired reserve pattern in mind, you may need a particular length carry-over trip. You could select:

1. Prefer Pairing Length – 4, on March 31



 *Prefer Pairing Length on Date only works with other "on Date" properties and specific pairing IDs. It should not be used in the same layer as generic pairing properties.*

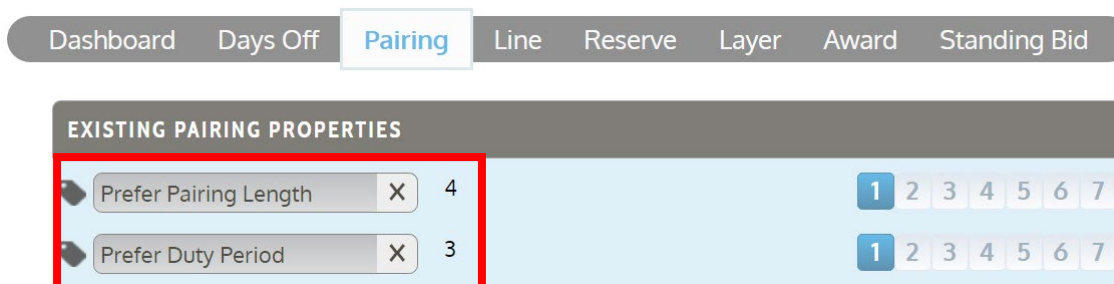
Prefer Duty Period

This property allows you to bid for a desired number of working periods within a pairing. A duty period is calculated from **report** to **release** time and can overlap more than one calendar day.

You may combine Prefer Pairing Length with Prefer Duty Period to refine your pairing pools to include, or exclude a mix of pairing length/duty choices.

For example, to bid 4-day pairings that have long layovers you could select:

1. Prefer Pairing Length – 4
2. Prefer Duty Period – 3



These two selections would narrow down the pairing pool for that layer to only include 4-day pairings in length with only 3 working days (duty periods).

Report Between

This property allows you to specify a window of time to report for the origination of a pairing. Selecting this property will display two fields from which times may be chosen according to the 24-hour clock. It is recommended to select the most desired report between times in layer 1 and expand the range in subsequent layers.

You may bid this property more than once in the same layer as long as the times do not overlap. For example, if you wanted to avoid morning rush hour traffic from 7am-10am, add the following to the same layer:

1. Report Between – 05:00 and 07:00
2. Report Between – 10:00 and 13:00

The screenshot shows the 'Pairing' tab selected in a navigation bar. Below the navigation bar is a section titled 'EXISTING PAIRING PROPERTIES'. It contains two entries, each with a 'Report Between' label, a close button (X), a time range, and a 7-day selection grid. The first entry is 'Between 05: 00 and 07: 00' with the first day (1) selected. The second entry is 'Between 10: 00 and 13: 00' with the first day (1) selected. A red box highlights both entries.

These preferences would create a pairing pool of pairings that report between 05:00-07:00 *and* pairings that report between 10:00-13:00. PBS would consider all of the pairings equally and would not prioritize either of the report between times.

Report Between on Date

This property enables you to bid a range of report times, on a specific date. (*Excluding* ODAN, RedEye and satellite pairings; PBS is unable to award these pairing types when bidding an “on Date” preference.)

Selecting this property will display two fields from which times may be chosen according to the 24-hour clock, as well as a calendar to select a date. Selected times only apply to the origination of the pairing.

You may want to use this property as part of your bidding strategy in months with holiday coverage needs. For example, if you know you can’t hold Christmas off, but want to avoid an early report time you could select:

1. Report Between – 18:30 and 23:30, on December 25

The screenshot shows the 'Pairing' tab selected in a navigation bar. Below the navigation bar is a section titled 'EXISTING PAIRING PROPERTIES'. It contains one entry with a 'Report Between on Date' label, a close button (X), a time range, and a date. The entry is 'Between 18: 30 and 23: 30 on Tuesday, December 25' with the first day (1) selected in the grid. A red box highlights the entry.

These preferences would create a pairing pool with your ideal report times on the holiday. All other trips that report earlier on the 25th or originate on any other date would be excluded from that layer.



Report Between on Date only works with other “on Date” properties and specific pairing IDs. It should not be used in the same layer as generic pairing properties.

Release Between

This property allows you to specify a window of time to be released on the last duty period of the pairing. Selecting this property will display two fields from which times may be chosen according to the 24-hour clock. It is recommended to select the most desired release between times in layer 1 and expand the range in subsequent layers.

It is possible to bid more than one set of release between time ranges in the same layer as long as the times do not overlap. For example, if you wanted to avoid evening rush hour traffic from 3:00pm-6:30pm, add the following to the same layer:

1. Release Between – 09:30 and 15:00
2. Release Between – 18:30 and 23:00

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

EXISTING PAIRING PROPERTIES

Release Between	X	Between 09:30 and 15:00	1 2 3 4 5 6 7
Release Between	X	Between 18:30 and 23:00	1 2 3 4 5 6 7

These preferences would create a pairing pool of pairings that release between 09:00-15:00 and between 18:30-23:00. PBS would consider all of the pairings equally and would not prioritize either of the release between times.

Release Between on Date

This property enables you to bid a range of release times, on a specific date. (*Excluding* ODAN, RedEye and satellite pairings; PBS is unable to award these pairing types when bidding an "on Date" preference.)

Selecting this property will display two fields from which times may be chosen according to the 24-hour clock, as well as a calendar to select a date. Selected times only apply to the last duty period of the pairing. See the [Report Between on Date](#) example given above.



Release Between on Date only works with other "on Date" properties and specific pairing IDs. It should not be used with generic pairing properties.

Mid-Pairing Report After

Bidding this property allows you to select the *earliest* possible report time for all duty periods within a pairing, excluding the first duty. Selecting this property will display a field from which a time should be chosen according to the 24-hour clock. Time preferences must be expressed as **HBT**.

For example, if you don't like early morning report times during your trip, you could select:

1. Mid-Pairing Report After – 10:00 (HBT)

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

EXISTING PAIRING PROPERTIES

Mid-Pairing Report After	X	10:00	1 2 3 4 5 6 7
--------------------------	---	-------	---------------



*Keep in mind, **every duty period** within the pairing must match your selection (e.g., a 4-day trip must have report times no earlier than 10:00 HBT on day two, three and four).*

Mid-Pairing Release Before

Bidding this property allows you to select the *latest* possible release time for all duty periods within a pairing, excluding the last duty. Selecting this property will display a field from which a time should be chosen according to the 24-hour clock. Time preferences must be expressed as **HB**T.

Prefer Pairing Type

This property allows you to bid for pairings based on contractual definitions. Selecting this property will display a drop down from which a pairing type can be chosen. Only pairings that operate within your base for the bid month will be displayed in the list:

- RedEye
- IPD
- Prem Transcon
- NIPD
- Rocket
- Regular
- Shuttle
- Charter
- ODAN

If a pairing fits more than one pairing type, it will be included in your pairing pool or displayed in your search according to each applicable pairing type (e.g., if a pairing is considered Prem Transcon and a RedEye you may select *either* pairing type to bid for it).



The exception is regular; regular pairings are considered all pairings that do not fit under any other pairing type.

Keep in mind, if you do not use this property the system default *excludes* ODAN and RedEye pairings. If ODAN and/or RedEye pairings are desired in addition to any of the default pairing types, **all desired types must be added to the layer(s) individually**. For instance, if you wanted to increase your chances of being awarded a particular weekend or holiday off, it may be recommended to include *all* pairing types in your bid (especially in later layers).

The example below indicates only the system default pairing types are bid in layers 1-4, but all pairing types are bid in layers 5-7.

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

EXISTING PAIRING PROPERTIES

Prefer Pairing Type	X	RedEye	1	2	3	4	5	6	7
Prefer Pairing Type	X	IPD	1	2	3	4	5	6	7
Prefer Pairing Type	X	Prem Transcon	1	2	3	4	5	6	7
Prefer Pairing Type	X	NIPD	1	2	3	4	5	6	7
Prefer Pairing Type	X	Rocket	1	2	3	4	5	6	7
Prefer Pairing Type	X	Regular	1	2	3	4	5	6	7
Prefer Pairing Type	X	Shuttle	1	2	3	4	5	6	7
Prefer Pairing Type	X	Charter	1	2	3	4	5	6	7
Prefer Pairing Type	X	ODAN	1	2	3	4	5	6	7

Maximum Duty Time per Duty

This property allows you to specify a maximum amount of time per duty period, for *all* duty periods. When used, PBS only considers pairings with the specified time (or less) for each duty period within a pairing.

Maximum Block per Duty

This property allows you to set a maximum amount of flight time for each duty period. Deadhead time is not included.

For example, if you select a maximum block of 6:00 hours, you could be awarded a pairing that has a DFW to JFK deadhead segment and a JFK to SAN flight segment. The deadhead segment is not considered in the total block time.

Minimum Connection Time

This property enables you to specify a minimum amount of time on the ground between flight segments. This applies to all flight segments within each duty period of a pairing. The selected preference *does not* apply to layover time or an ODAN rest break.

Maximum Connection Time

This property enables you to specify a maximum amount of time on the ground between flight segments. This applies to all flight segments within each duty period of a pairing. The selected preference *does not* apply to layover time or an ODAN rest break.

Prefer Deadheads

This property allows you to bid for all pairings that contain *at least one* deadhead segment. When selected, the system will not prioritize pairings with deadheads; it removes all pairings from the pairing pool that **do not** have a deadhead. The system default is no preference.



Never use Prefer Deadheads and Avoid Deadheads in the same layer.

Avoid Deadheads

This property is used to exclude all pairings with a deadhead segment. When selected, the system will remove all pairings from the pairing pool that have any deadhead segments. The system default is no preference.



Never use Prefer Deadheads and Avoid Deadheads in the same layer.

Co-Terminal/Satellite Airport

If your base includes co-terminal and/or satellite airports, this property allows you to search and bid for pairings that report at the desired co-terminal or satellite airport(s). **PBS includes co-terminal pairings in the default pairing pool.** However, the system default automatically **excludes satellite pairings** from your pairing pools.

Base	Co-Terminal		Satellite
DCA/UDC	BWI	IAD	
LAX	SNA	ONT	SAN
LGA	JFK	EWR	
MIA	FLL	PBI	ATL
ORD			MSP
PHL			PIT
SFO	SJC	OAK	SMF

By selecting a desired co-terminal or satellite base, you can easily search for or filter your pairing pool to show only those pairings.



It is important to note that satellite pairings cannot be filtered using other pairing types.

For example, if you select satellite airport – ATL you cannot further filter the ATL pairings by selecting RedEye. This is a preventative measure to keep satellite pairings completely separate from all other pairings and avoid inadvertent bids.

If you would like to view the available SNA co-terminal pairings for the month, select the preference as search criteria. Doing so, as shown in the example below, will exclusively display all SNA pairings.

Dashboard
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SEARCH CRITERIA

Co-Terminal/Satellite
Airport

X
SNA

Bid these properties
Add more search criteria

90 pairing IDs, 168 total results

1
2
11
16
...
29
30

Next

All SNA co-terminal pairings

29
1

X14389+
BASE: SNA
REPORT: 0545

DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP
1 1040 SNA DFW 0645 1151 0306 0234 CE
1 1119 DFW SNA 1425 1542 0317 CE
D-END:1557 TBLK:623 TCRD:0 TPAY:623 DUTY:1012 LAYO:0
TOTALS BLOCK:0623 DHD:0 LDGS:2 CREDIT:0623 TAFB:1012 PREMIUM:0

Su M T W Th F Sa

9 10
15

X14404+
BASE: SNA
REPORT: 0705

DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP
1 1095 SNA ORD 0805 1409 0404 0307 CE
1 1208 ORD SNA 1716 1936 0420 CE
D-END:1951 TBLK:824 TCRD:0 TPAY:824 DUTY:1246 LAYO:0
TOTALS BLOCK:0824 DHD:0 LDGS:2 CREDIT:0824 TAFB:1246 PREMIUM:0

Su M T W Th F Sa

7 8 9 10 11
4

X14406+
BASE: SNA
REPORT: 0710

DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP
1 2211 SNA DFW 0810 1310 0300 0140 CE
1 1513 DFW COS 1450 1546 0156 1414 B9
D-END:1601 REPT:0500 TBLK:456 TCRD:0 TPAY:456 DUTY:751 LAYO:1259
DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP
2 2579 COS DFW 0600 0851 0151 0149 B9
2 1278 DFW SNA 1040 1156 0316 CE
D-END:1211 TBLK:507 TCRD:0 TPAY:507 DUTY:811 LAYO:0
TOTALS BLOCK:1003 DHD:0 LDGS:4 CREDIT:1003 TAFB:2901 PREMIUM:0

1
2
11
16
...
29
30

Next

If no preference is selected, PBS will use your main base pairings *and* all co-terminal pairings (excluding satellite pairings). If you do not desire co-terminal pairings, **YOU MUST USE THIS PROPERTY TO EXCLUDE CO-TERMINAL PAIRINGS FROM YOUR PAIRING POOLS.**

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For example, if you are based at LAX and do not want to bid for co-terminal pairings **you must use this property** and select *only* LAX.

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

ADD PAIRING PROPERTIES X

FAVORITES(1)

Co-Terminal/Satellite Airport X **LAX** Please select at least one layer. Field 1 must be specified.

OTHER PROPERTIES(31) +

ONT
SAN
SNA

Doing this will exclude all co-terminal pairings from your pairing pool.

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

EXISTING PAIRING PROPERTIES

Co-Terminal/Satellite Airport X **LAX**

Add More Properties Search Pairings



DO NOT use this property when bidding specific pairings. This property is only necessary when using generic properties in a layer.

Keep in mind, you can be assigned co-terminal pairings when there are insufficient pairings in your pool or you have required coverage dates. On the other hand, the system will *never* award you satellite pairings unless requested.

You may use this property more than once in the same layer, however bidding different co-terminal or satellite airports in the same layer will be considered of equal importance.

If specific combinations of co-terminal and/or main-base pairings are desired, each preference must be added to the layer(s) individually.

For instance, you are based in LGA and would only like desired pairings that originate from LGA or JFK, you would select both airports in your layer(s) because you consider a pairing that reports in LGA or JFK **equal**.

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

ADD PAIRING PROPERTIES X

FAVORITES(1)

Co-Terminal/Satellite Airport X **JFK** Please select at least one layer. Field 1 must be specified.

OTHER PROPERTIES(31) +

EWR
JFK
LGA

Furthermore, by selecting only JFK and LGA you **exclude** EWR pairings from your pairing pools.

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EXISTING PAIRING PROPERTIES

Co-Terminal/Satellite Airport

X

JFK

1234567

Co-Terminal/Satellite Airport

X

LGA

1234567



Depending on your bid strategy, you may want to include the line property Allow Co-Terminal Mix in a Work Block, see pg. 62.

Layover at City

This property allows you to bid for pairings that have at least one layover in the desired city. You may use this property more than once in the same layer, however bidding different layover cities in the same layer will be considered of equal importance.

For example, if you like LAX and SAN layovers equally you could select both in layer 1. When you specify different layover cities, the pairings in that layer will contain *at least one* layover in *one* of the specified cities. If there are pairings that have layovers in both cities, they are considered equal to pairings with only one of the layover cities.

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

EXISTING PAIRING PROPERTIES

<input type="checkbox"/> Layover at City X	LAX	1 2 3 4 5 6 7
<input type="checkbox"/> Layover at City X	SAN	1 2 3 4 5 6 7

Based on the layover preferences LAX and SAN, here is a sample of a few of the pairings generated.

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

Layer 1 ▾ [Return to Layer Overview](#)

314 total pairings

		1 2 11 ... 20 21	Next
X19271	Tu, Jul 26	PHX → ONT → PHX → CLT	View Details Remove
	We, Jul 27	CLT → MSP → PHX → LAX	
	Th, Jul 28	LAX → CLT	
	Fr, Jul 29	CLT → LAS → PHX	
BLOCK: 2444, CREDIT: 2444			
X19303	Mo, Jul 25	PHX → LAX	View Details Remove
	Tu, Jul 26	LAX → CLT → SAN	
	We, Jul 27	SAN → DFW → PHX → SEA	
	Th, Jul 28	SEA → PHX	
BLOCK: 1943, CREDIT: 2236			
X19382	Su, Jul 24	PHX → CLT → MCO	View Details Remove
	Mo, Jul 25	MCO → CLT → DEN	
	Tu, Jul 26	DEN → CLT → SAN	
	We, Jul 27	SAN → PHX	
BLOCK: 2044, CREDIT: 2044			

Of these pairings, one has a LAX layover, one has *both* LAX and SAN layovers and one has a SAN layover. All of these pairings would be considered **equal** in priority during the award process.



Selecting this property with ODANs will result in any ODAN with a rest break in that city.

Avoid Layover at City

This property allows you to bid for pairings that exclude all layovers in a specified city. (If you are trying to avoid a specific city entirely, use the [Avoid Landing at City](#) property instead.)



Selecting this property with ODANs will result in any ODAN that excludes a rest break in the specified city.

Layover at City on Date

This property is used to search or bid for pairings that have a layover in the desired city, on a specific date. Selecting this property will display a dropdown list from which a city may be chosen, as well as a calendar to select a date.

For example, in December you feel you should back yourself up because you are unsure if the 24th or 25th will be coverage dates for your seniority. You commute from ATL, therefore you could select:

1. Layover at City on Date – ATL on December 24
2. Layover at City on Date – ATL on December 25

Dashboard Days Off Pairing Line Reserve Layer Award Standing Bid

EXISTING PAIRING PROPERTIES

<div style="border: 1px solid #ccc; padding: 2px;"> Layover at City on Date X </div>	City ATL on Monday, December 24	<div style="display: flex; justify-content: space-between; font-size: 0.8em;"> 1234567 </div>
<div style="border: 1px solid #ccc; padding: 2px;"> Layover at City on Date X </div>	City ATL on Tuesday, December 25	<div style="display: flex; justify-content: space-between; font-size: 0.8em;"> 1234567 </div>

Layover at City on Date only works with other "on Date" properties and specific pairing IDs. It should not be used in the same layer as generic pairing properties.

Minimum Layover Time

This property allows you to bid for pairings with a specified minimum length of time for each layover. Use caution when bidding this property; it applies to *all* layovers within each pairing.

Maximum Layover Time

This property allows you to bid for pairings with a specified maximum length of time for each layover. This preference applies to *all* layovers within each pairing.

Prefer Landing at City

This property allows you to bid for pairings with a flight or deadhead segment to a specified city. Using this property will result in bidding *only* for pairings that land in that city. Remember that landing is not the same as layover, and does not guarantee a layover in the specified city.

Selecting this property with ODANs will result in any ODAN with a rest break in that city.

Avoid Landing at City

This property enables you to bid for pairings that exclude all flight or deadhead segments to a specified city. When used, your pairing pool will not include pairings that land *or* layover in the specified city.

Selecting this property with ODANs will result in any ODAN that excludes a rest break in the specified city.

Prefer One Landing on First Duty

This property allows you to bid for pairings that contain only one segment (flight or deadhead) on the first duty period of the pairing.

Prefer One Landing on Last Duty

This property allows you to bid for pairings that contain only one segment (flight or deadhead) on the last duty period of the pairing.

Maximum Landing per Duty

This property allows you to bid for pairings with a specified maximum number of segments (flight or deadhead) per duty period. This preference applies to all flight or deadhead segments within each duty period of a pairing.

Prefer Aircraft

This property enables you to bid or search for pairings that operate on a specified aircraft type, as described in the chart below. Selecting this property will display a dropdown list from which an aircraft may be chosen; only aircraft specific to your base will be displayed. If this property is not used, all aircraft will be considered.

Aircraft (fleet)		Equipment Codes (sub-fleet)
190	= E190	04
320	= 319	91, 92, 67
	= 320	29, 73
	= 321S	76, 75
	= 321L = 321T	77 80
330	= 200	43
	= 300	98
737	= 737	CE, B9
	= MAX	25, 45
757	= 757	B0, 62, 47, 38, 49, BA, 39
767	= 767	D0, D7
777	= 200	83, AE, AF
	= 300	82
787	= 800	78
	= 900	96
S80	= S80	22



Sub-fleet codes may change as aircraft are added and/or retired. Check the message board on your dashboard tab each month for any updates.

When used, all pairings with **at least one** flight segment on the specified aircraft will be considered. For example, if you select Prefer Aircraft – 757 the results will include pairings that have multiple aircraft throughout the trip as long as at least one segment is on a 757.

Dashboard
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Pairing
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Standing Bid

SEARCH CRITERIA

Prefer Aircraft X 757

Bid these properties Add more search criteria

73 pairing IDs, 208 total results

Previous 1 ... 13 15 24 25

Su M T W Th F Sa

L03404+ BASE: JFK REPORT: 1125

DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP

1 1422 JFK BOS 1225 1334 0109 0121 80

1 1540 BOS PHL 1455 1639 0144 0105 B9

1 1529 PHL SJU 1744 2146 0402 1739 B9

D-END: 2216 REPT: 1425 TBLK: 655 TCRD: 0 TPAY: 655 DUTY: 1051 LAYO: 1609

DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP

2 2496 SJU PHL 1525 1934 0409 1841 B9

D-END: 2004 REPT: 1315 TBLK: 409 TCRD: 0 TPAY: 409 DUTY: 539 LAYO: 1711

DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP

3 1478 PHL MIA 1415 1713 0258 0057 BA

3 1551 MIA JFK 1810 2119 0309 BA

D-END: 2149 TBLK: 607 TCRD: 0 TPAY: 607 DUTY: 834 LAYO: 0

TOTALS BLOCK: 1711 DHD: 0 LDGS: 6 CREDIT: 1711 TAFB: 5824 PREMIUM: 811

Previous 1 ... 13 15 24 25

You may use this property more than once in the same layer, however; bidding different aircraft in the same layer will be considered of **equal** importance.

For example, if you like the 737 and 757 aircraft equally you can select both preferences in layer 1. Keep in mind, the pairings in that layer may also contain flight segments on other aircraft types that were not selected (e.g. the 321).

If you would like to restrict your bid to **only the 737 and 757** aircraft, you could select:

1. Prefer Aircraft – 737
2. Prefer Aircraft – 757
3. Avoid Aircraft – S80 (if applicable)
4. Avoid Aircraft – 320 (includes 319/320/321 aircraft)

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Pairing
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Reserve
Layer
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EXISTING PAIRING PROPERTIES

Prefer Aircraft X 737

Prefer Aircraft X 757

Avoid Aircraft X S80

Avoid Aircraft X 320

Add More Properties Search Pairings

10JAN19

The result would be a pairing pool of pure 737 pairings, pure 757 pairings and mixed 737/757 pairings only. All of these pairings would be considered equal.

If there is only one aircraft type you do not want to fly, selecting the Avoid Aircraft property is more efficient than listing each preferred aircraft individually.



DO NOT use this property with specific pairing bids, as it will add any pairing that operates that aircraft into your pairing pool as well as your specific pairings bid in that layer.

Avoid Aircraft

This property excludes pairings that operate (flight or deadhead segments) on the specified aircraft. When used, any pairing with at least one flight segment on the specified aircraft will not be considered. If this property is not used, all aircraft will be considered.

It is possible to select one or more aircraft types to avoid in the same layer.



DO NOT use this property with specific pairing bids as it will add any pairing that does not operate on that aircraft into your pairing pool as well as your specific pairings bid in that layer.

Prefer Positions Order

This property allows you to bid for specific positions in priority order. Additionally, you may exclude an undesirable position by entering only the preferred positions. If this property is not used, all eligible positions will be considered and awarded in numerical order.

To bid for a specific order, type the number (single digits must include a leading zero) followed by a comma (e.g., 01,02,04,03,05,06). PBS only recognizes numerical positions; it will not allow any alpha characters to be entered. Fortunately, the system will not allow you to enter positions in an incorrect format. You will receive an error message stating the entry is "not valid."

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

EXISTING PAIRING PROPERTIES

✖ Prefer Positions Order X 2,4 1 2 3 4 5 6 7

Position 2 not valid.
Position 4 not valid. **X**

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

EXISTING PAIRING PROPERTIES

✖ Prefer Positions Order X 02,04 1 2 3 4 5 6 7

Add This Bid **✓**



*The system will **not** alert you of an error if you enter the same position more than once in a layer (e.g., 02,01,**02**,04). Make sure you do not enter the same position multiple times within the same layer for greatest satisfaction.*

The system will allow you to use this property more than once in the same layer. However, only one position order request per layer will be considered during the award process. For a correct award, input only one position order request per layer.

Dashboard
Days Off
Pairing
Line
Reserve
Layer
Award
Standing Bid

EXISTING PAIRING PROPERTIES

Prefer Positions Order
X

02,01

1
2
3
4
5
6
7

Prefer Positions Order
X

04

1
2
3
4
5
6
7

OR

EXISTING PAIRING PROPERTIES

Prefer Positions Order
X

04,02,01

1
2
3
4
5
6
7

EXISTING PAIRING PROPERTIES

Prefer Positions Order
X

02,01

1
2
3
4
5
6
7

Prefer Positions Order
X

04

1
2
3
4
5
6
7

Take Note If this property is used more than once in the same layer, there will be no clear indication of an error in your bid position order. Always review your layer tab to ensure you have not selected preferences that may result in a bid conflict.

This property does not dictate which pairing will be awarded first. The system will find the pairings that are open at your seniority in your pairing pool, and then look at the position order you have included in your bid. If your preferred order is 04,02,01 the system will consider **all pairings equally** with any of those positions still available. It does not try to award all of the pairings in position 04 first. The system will award based on all of your pairing and line properties combined, to achieve the greatest satisfaction.

However, if a pairing is available with more than one of your desired positions the system will award the highest priority position possible. In other words, PBS will never award the same pairing to you and someone junior to you with the junior flight attendant working a position you desired more. (The only exception to this is if a junior flight attendant is awarded a position on a wide-body aircraft as a required speaker.)

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If you would like the system to award as many pairings in position 04 first, you need to bid using a different strategy. For example, maybe you want any HNL pairing in position 04 *first*; you would bid these properties in layer 1. But you'd be happy with any HNL pairing in positions 02, 01, or 03 as your *second choice*; you would bid this preference in layer 2.

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

EXISTING PAIRING PROPERTIES

Layover at City	X	HNL	1	2	3	4	5	6	7
Prefer Positions Order	X	02,01,03	1	2	3	4	5	6	7
Prefer Positions Order	X	04	1	2	3	4	5	6	7

Separate your most desired position to prioritize it

Separating your desired positions, as shown in the example above, is the **only** way to prioritize a specific position. When using this property and bidding for specific pairings IDs, verify the pairings conform to your preferred position order bid. After a bid is entered always verify the pairings in each pairing pool, by going to the layer tab and clicking on the [View Pairing Set](#) button.



There may be times a variable manning position exists with its own unique pairing ID; refer to the bid sheet for position details.

Multi Use Pairing Properties

The following pairing properties can be used more than once in the same layer, with different values.

- Prefer Pairing Length
- Prefer Duty Period
- Report Between
- Release Between
- Prefer Pairing Type
- Co-Terminal/Satellite Airport
- Layover at City
- Avoid Layover at City
- Prefer Landing at City
- Avoid Landing at City
- Prefer Aircraft
- Avoid Aircraft

When any of these properties are selected more than once in the same layer, PBS will use the **OR** logic and consider all pairings that match the selected preferences.

Single Use Pairing Properties

Each of the following pairing properties can only be used **one time per layer**. When these properties are used more than once in the same layer, it creates conflicting bid criteria, which can negatively impact your award.

- Mid-Pairing Report After
- Mid-Pairing Release Before
- Maximum TAFB-credit ratio
- Minimum Avg Credit per Duty

- Maximum Duty Time per Duty
- Maximum Block per Duty
- Minimum Connection Time
- Maximum Connection Time
- Minimum Layover Time
- Maximum Layover Time
- Maximum Landing per Duty
- Prefer Positions Order

For example, if you select Minimum Layover Time – 15:00 combined with Minimum Layover Time – 13:00 in the same layer, you would be creating a bid conflict because the system would not know which preference was more important when awarding pairings.

AND/OR Bidding Logic for Pairing Properties

When using multiple pairing properties in the same layer, it is important to understand how the properties interact with each other.

When different *properties* are used together, the logic is **AND**.

For example, selecting 4-day pairings with SAN layovers in the same layer is a bid that uses two different *properties*.

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

EXISTING PAIRING PROPERTIES

Prefer Pairing Length X 4

Layover at City X SAN

AND

Therefore, the **AND** logic would apply. All of the pairings in that layer would include both of the choices: 4-day pairings **AND** a layover in SAN.

When different *preferences* from the same property are used together, the logic is **OR**.

For example, selecting layovers in SAN/SFO in the same layer is a bid that uses two different *preferences*. In this example, the **OR** logic would apply. All of the pairings in that layer would include a SAN layover **OR** SFO layover.

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

EXISTING PAIRING PROPERTIES

Layover at City X SAN

Layover at City X SFO

OR

PBS interprets this as a bid for pairings that layover in SAN **OR** SFO (not necessarily both). Neither preference is prioritized; they are considered equal.

When different *preferences* (from the same property) are used in the same layer as different *properties* the logic is **AND/OR**.

For example, selecting 3-day pairings, 4-day pairings and SAN layovers in the same layer would create a pairing pool using the **AND/OR** logic.

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

EXISTING PAIRING PROPERTIES

Prefer Pairing Length	X	3	OR / AND	1	2	3	4	5	6	7
Prefer Pairing Length	X	4		1	2	3	4	5	6	7
Layover at City	X	SAN		1	2	3	4	5	6	7

All of the pairings in that layer would be a 3-day **OR** a 4-day **AND** have at least one layover in SAN. There are exceptions to the AND/OR logic when mixing certain properties within a layer. In each of these instances the system uses **OR** logic:

- ODANs with Prefer Pairing Length
- 1-day pairings with Layover at City
- 1-day pairings with Avoid Layover at City
- 1-day pairings with Minimum Layover Time
- 1-day pairings with Maximum Layover Time

Be very careful if you mix these preferences together and always remember to **review your pairing pools** by clicking the View Pairing Set button on the layer tab.

Generic Bidding and Specific Bidding

Generic properties may be bid in a single layer. Specific pairings may be bid in a single layer. For greater satisfaction, it is **not recommended to combine both in a single layer**.

Consider the following preferences bid together in the same layer:

- Prefer Pairing Length – 3
- Prefer Pairing Length – 4
- Minimum Avg Credit per Duty – 6:00
- Report Between – 12:00 and 23:00
- Avoid Aircraft – 757

Although this bid has five different preferences, it is considered a **generic bid**. PBS will place all pairings that meet these criteria in the pairing pool for that layer.

Combining specific pairings with generic preferences is **not recommended** as this could cause PBS to award any combination of preferences. Consider the following bid together in the same layer:

- Pairing ID on Date – C51165 (specific bid)
- Pairing ID – C19682 (specific bid)
- Avoid Aircraft – 757 (**generic bid**)

PBS will place all pairings that meet these criteria in the pairing pool for that layer (the specific pairings, along with *every pairing* that does not operate on the 757). PBS **does not** give a higher priority to specific pairings in the same layer as generic properties. The system assumes you would be equally satisfied with the specific pairing *or* a pairing that met the generic preference – in this case a pairing on any aircraft except the 757. All pairings within a layer are considered equal.



After a bid is entered **always** verify the pairings in each pairing pool, by going to the layer tab and clicking on the View Pairing Set button.

Maximum Bids

PBS allows a maximum of 300 bids per month, this includes both lineholder and reserve bids but excludes your standing bids. A bid is any selection with a unique value regardless of layer(s) selected.

For example, if you selected the following preferences, in the following layers, you would have a total **six bids**:

1. Pairing ID on Date – D00324 on Friday, May 11
2. Pairing ID – D00317
3. Remove Pairing ID on Date – D00320 on Thursday, May 24
4. Prefer Pairing Length – 2
5. Prefer Pairing Length – 3
6. Prefer Positions Order – 01,02

PAIRINGS ▼		
PRIORITY	BID	LAYERS
Pairing ID on Date X	D00324 on Friday, May 11	1 2 3 4 5 6 7
Pairing ID X	D00317	1 2 3 4 5 6 7
Remove Pairing ID on Date X	D00320 on Thursday, May 24	1 2 3 4 5 6 7

PROPERTIES ▼		
PRIORITY	BID	LAYERS
Prefer Pairing Length X	2	1 2 3 4 5 6 7
Prefer Pairing Length X	3	1 2 3 4 5 6 7
Prefer Positions Order X	01,02	1 2 3 4 5 6 7



Selecting a day-of-week header on the **lineholder** monthly calendar does not count as a single bid; it counts the amount of applicable days that month (e.g. five Sundays equals five bids).

However, all reserve bids are compressed into a single bid per layer. This means you can bid 7 reserve layers, and 293 lineholder bids each month.

While entering bids, if you exceed the system limits an error message will appear, "Maximum number of bids reached. Cannot add any more bids." You must eliminate pairings or properties to continue bidding.

This typically happens when several hundred specific pairing IDs are bid; if you are overbidding the Pairing ID property, you should evaluate what the commonalities are in the pairings you have entered and use generic pairing properties to accomplish the same result.

For example, instead of bidding every specific pairing ID for 2-day pairings with a morning report, this could easily be achieved by selecting the generic properties Prefer Pairing Length and Report Between.

LINE TAB

The line tab contains properties which allow you to preference how pairings will be placed on your line. These properties allow you to specify:

- Preferred line value (credit)
- How pairings are grouped (work block, cadence, etc.)
- Efficiency (double-ups, waivers, etc.)

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

ADD LINE PROPERTIES

FAVORITES(0)

OTHER PROPERTIES(18) -

Target Credit Range +	Allow Multiple Pairings on Date +
Maximize Credit +	Allow Co-Terminal Mix in Work Block +
Maximize International Credit +	Clear Bids +
Work Block Size +	Waive 24 hrs rest in Domicile +
Prefer Cadence on Day-of-Week +	Waive 30 hrs in 7 Days +
Commutable Work Block +	Waive Minimum Domicile Rest +
Pairing Mix in a Work Block +	Waive Carry-Over Credit +
Allow Double-Up on Date +	Avoid Person +
Allow Multiple Pairings +	Buddy With +



If your base does not have co-terminal or satellite flying, your line tab will contain one less property than those shown above.

Line properties **do not** directly affect the size of your pairing pools. However, certain line properties can reduce the number of pairings the system will consider during the award process. Therefore, it is very important to understand these properties and the affect they may have on your award.

When building your bid, your pairing pools may contain a large number of pairings, but your line properties may prevent those pairings from being awarded to you.

For example, let's say you bid the following in the same layer:

1. Prefer Pairing Length – 2, 3, and 4 (pairing property)
2. Pairing Mix in a Work Block – 3, 2 (line property)

Your pairing pool for that layer would include 2-day, 3-day and 4-day pairings, yet the system would **not** consider any of the 4-day pairings during the award because the line property Pairing Mix in a Work Block was used and the preference did not include a 4-day mix. You may not realize you created a bid conflict because the effects of line properties **are not visible from the layer tab** (or anywhere in PBS).

On the other hand, a similar combination may work well for your bidding strategy. You could select:

1. Prefer Pairing Type – NIPD (pairing property)
2. Pairing Mix in a Work Block – 3, 2 (line property)

Your pairing pool would include all NIPD trips, yet during the award process the system would *only* consider an NIPD 3-day grouped with an NIPD 2-day. This would save the time spent sorting through the bid package to find specific NIPD pairings, in a specific length on certain dates to create your specific mix and work block size.



Avoid choosing line preferences that are too restrictive and cannot be met using the pairings from your pairing pools; you should always relax line properties in later layers.

Target Credit Range (TCR)

This property allows you to bid for a line built within a specific credit range. Use this property if you would like a TCR different from the default range of 70-90 hours. PBS will *never* award you a line outside of the default range unless it is requested in your bid. (The only exception is a flex month – the company may flex the maximum line value by an annual amount of 25 hours, but never more than 5 hours in a bid month.)

In PBS, the minimum credit you may bid for is 40 hours and the maximum is 110 hours. You must select a minimum and maximum value with a range of **no less than 5 hours**. Here is a breakdown of the three different bid ranges:

- Low time – 40-69
- Normal (default) – 70-90
- High time – 91-110



*Be cautious, the system allows any TCR entry and does not alert you if you bid outside of the contractual range. **PBS will only recognize a range within 40-110 hours**; if you fail to bid within this range, during the award process the system will automatically adjust your bid to a legal range.*

Bidding TCR Effectively

It is very important to have enough pairings in your pairing pools to achieve your TCR, as well as a large enough range based upon the type of pairings you want. If your range is too narrow, and PBS cannot complete your line, you may end up with an award in the default range of 70-90 hours.

When entering TCR bids, ensure your requested range is not overly restrictive. **Do the math** and add up the possible pairing combinations you are bidding to determine the range you should bid.

A basic example is if you bid a TCR of 80-85 hours in all layers and only bid 3-day pairings worth 15 hours each, here's the math:

15 hours X 4 trips <hr/> 60:00	15 hours X 5 trips <hr/> 75:00	15 hours X 6 trips <hr/> 90:00
---	---	---

Using this example, you can see it is impossible to achieve a TCR of 80-85 hours. If your TCR is too restrictive and cannot be met using the pairings from your pairing pools, PBS will be forced to go outside of your layers to complete your line. At this point, your pairing and line properties may no longer be considered.

On the other hand, if your TCR is very relaxed, you are allowing an award anywhere within the selected range. For instance, if you bid a TCR of 70-100 hours, your awarded line value could potentially be 70 hours. Once your TCR is achieved, PBS will **not** continue to another layer to award additional pairings.

How to Calculate Carry-Over Pairings

If you bid for a carry-over pairing it is important to know that only the credit earned in the month the pairing originates should be used when determining your TCR bid. Carry-over pairing details show the total credit for the entire trip, therefore, you need to do the math and determine the amount of credit that will be applied to that bid month.

All credit for time flown before midnight (based on station time at the last point of departure) is applied to the current bid month. Any credit extending past midnight will be carried over to the following bid month.

Accumulation of TCR

When bidding a TCR it is important to understand it is cumulative – **not** layer specific. Therefore, the lowest or highest TCR value selected in any layer will be maintained throughout all subsequent layers. The exception is, if during the award process your seniority has a minimum/maximum required line value, that value automatically becomes the floor or the ceiling of your TCR.

PBS will accumulate any TCR bid from previous layer(s), unless you use Clear Bids or if you stop bidding a TCR in a particular layer. In other words, if you bid 40-50 hours in layer 1 and then 50-60 hours in layer 2, your layer 2 bid is actually 40-60 hours.

In the example below, the TCR bids are accumulated from all previous layers, this means by layer 6 the *actual* TCR bid is 40-85 hours. However, because there is no TCR bid in layer 7, PBS stops accumulating and the TCR for layer 7 is 70-90 hours. PBS will assume the default range of 70-90 hours anytime a TCR is not bid.

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

EXISTING LINE PROPERTIES

Target Credit Range	X	Min 40 Max 50	1 2 3 4 5 6 7 = 40-50
Target Credit Range	X	Min 50 Max 60	1 2 3 4 5 6 7 = 40-60
Target Credit Range	X	Min 60 Max 70	1 2 3 4 5 6 7 = 40-70
Target Credit Range	X	Min 70 Max 75	1 2 3 4 5 6 7 = 40-75
Target Credit Range	X	Min 70 Max 80	1 2 3 4 5 6 7 = 40-80
Target Credit Range	X	Min 70 Max 85	1 2 3 4 5 6 7 = 40-85
Target Credit Range	X	No Bid	= 70-90

The same applies when bidding a high TCR. The next example shows that by layer 6, the TCR bid is 80-110 hours. Again, **no TCR is bid in layer 7** therefore, the system stops accumulating. The high ceiling of 110 hours no longer exists and the TCR for layer 7 is 70-90 hours (default range).

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

EXISTING LINE PROPERTIES

Target Credit Range	X	Min 80 Max 110	1 2 3 4 5 6 7
Target Credit Range	X	Min 90 Max 110	1 2 3 4 5 6 7
Target Credit Range	X	Min 95 Max 110	1 2 3 4 5 6 7
Target Credit Range	X	Min 100 Max 110	1 2 3 4 5 6 7

The following example shows how to effectively bid the TCR in order to maintain the high ceiling of 110 hours, while gradually relaxing the floor down to 80 hours by layer 7. When bid this way, the TCR

accumulates from all previous layers, and by layer 7 the bid is 80-110 hours.

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

EXISTING LINE PROPERTIES

Target Credit Range	X	Min 80 Max 110	1 2 3 4 5 6 7
Target Credit Range	X	Min 90 Max 110	1 2 3 4 5 6 7
Target Credit Range	X	Min 95 Max 110	1 2 3 4 5 6 7
Target Credit Range	X	Min 100 Max 110	1 2 3 4 5 6 7

In the example below, when TCR is skipped in layer 1, PBS uses the default range of 70-90 and then starts to accumulate *after* the skipped layer.

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

EXISTING LINE PROPERTIES

Target Credit Range	X	No Bid	= 70-90
Target Credit Range	X	Min 40 Max 50	1 2 3 4 5 6 7 = 40-50
Target Credit Range	X	Min 60 Max 70	1 2 3 4 5 6 7 = 40-70
Target Credit Range	X	Min 70 Max 75	1 2 3 4 5 6 7 = 40-75
Target Credit Range	X	Min 75 Max 85	1 2 3 4 5 6 7 = 40-85
Target Credit Range	X	Min 75 Max 90	1 2 3 4 5 6 7 = 40-90
Target Credit Range	X	Min 80 Max 90	1 2 3 4 5 6 7 = 40-90

The last example skips a TCR halfway through the layers – layer 4. When TCR is skipped after layer 1 and before layer 7, PBS will apply the default TCR of 70-90 hours **to that layer**. If a TCR is bid again after the skipped layer, it will continue to accumulate the earlier layers, along with the future layers.

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

EXISTING LINE PROPERTIES

Target Credit Range	X	Min 50 Max 60	1 2 3 4 5 6 7 = 50-60
Target Credit Range	X	Min 40 Max 50	1 2 3 4 5 6 7 = 40-60
Target Credit Range	X	Min 60 Max 70	1 2 3 4 5 6 7 = 40-70
Target Credit Range	X	No Bid	= 70-90
Target Credit Range	X	Min 75 Max 85	1 2 3 4 5 6 7 = 40-85
Target Credit Range	X	Min 75 Max 90	1 2 3 4 5 6 7 = 40-90
Target Credit Range	X	Min 80 Max 90	1 2 3 4 5 6 7 = 40-90

If you do not enter a TCR after entering one in a previous layer, your effective TCR at that layer will always be the default range of 70-90 hours.



If you are awarded an LN award, the TCR used will either be the accumulated TCR from your layer 7, or the system default of 70-90 hours (see LN Award Process pg. 102, for further explanation).

Required Minimum/Allowed Maximum Line Values

During the award process, PBS evaluates all of the bids and feasible lines. Based on the target line average for your base and the total number of high time bidders compared to the number of low time bidders, PBS determines if it can honor all desired bids and leave no more than 3% open time, while ensuring the actual line average for your base is as close to the targeted line average as possible. This process may cause a restriction on the minimum or maximum number of hours your line may be built to.

For that reason, low/high time is not a guaranteed award and is generally seniority driven. The TCR bid by lineholders senior to you may result in a minimum or maximum required line value for the month (see *System Line Constraints* pg. 101, for more information).

TCR and Required Minimum/Allowed Maximum Line Values

During the award process if your TCR bid is outside of what your seniority can hold and/or the system line constraints, PBS will automatically adjust your TCR and/or the default range as follows:

Your seniority has a required minimum line value and you bid a TCR *lower* than the required minimum in all seven layers. First, the system will attempt to complete your award with the lowest credit possible by using an adjusted range of the required minimum value plus 5 hours. After that, the required minimum value up to 90 hours will be used.

Example 1 – Minimum Line Value/Low Time

You bid a TCR of 50-70 hours in all seven layers and during the award process your seniority has a required minimum of 73 hours. PBS will try to complete your award using an adjusted range of 73-78 hours (required minimum value plus 5 hours). If unsuccessful, an adjusted default range of 73-90 hours (required minimum value up to the default maximum value) will be used.

Your seniority has an allowed maximum line value and you bid a TCR *higher* than the allowed maximum in all seven layers. First, the system will attempt to complete your award using an adjusted range of 70-75 hours (default minimum value plus 5 hours). After that, 70 hours up to the allowed maximum value will be used.

Example 2 – Maximum Line Value

You bid a TCR of 80-90 hours in all seven layers and during the award process your seniority has an allowed maximum of 78 hours. PBS will try to complete your award using an adjusted range of 70-75 hours (default minimum value plus 5 hours). If unsuccessful, an adjusted default range of 70-78 hours (default minimum value up to the allowed maximum value) will be used.

On the other hand, your seniority is unable to hold high time but you bid a high TCR in all seven layers. First, the system will attempt to complete your award with the highest credit possible by using an adjusted range of 85-90 hours (default maximum value minus 5 hours). After that, simply the default range will be used.

Example 3 – High Time

You bid a TCR of 90-100 hours in all seven layers and during the award process your seniority is unable to hold high time. PBS will try to complete your award using an adjusted range of 85-90 hours (default maximum value minus 5 hours). If unsuccessful, the default range of 70-90 hours will be used.




In these examples, it is possible that pairings from an earlier layer may not be awarded, and pairings from a later layer could be awarded, therefore bid a TCR realistic to your seniority, the global constraints of your base and always relax it in later layers.

Maximize Credit

This property requests the system to award you a line with the highest credit value possible at that layer. When this property is used, the award process chooses pairings that will maximize your **line value**. The system does not necessarily award the highest credit pairings from your pairing pool. Rather, it will find the combination of pairings that provide you with the highest possible line value. Keep in mind, your awarded line can always be constrained by other pairing and/or line properties.

When used, the system will never award more than outside of the default range unless you bid a TCR greater than 90 hours. Once your TCR is achieved, PBS will **not** continue to another layer to award additional pairings.

 This property does not work well with other "Maximize" properties. It is best not to mix maximize properties in your bid.

Maximize International Credit

This property requests the system to award you a line with the most IPD or NIPD hours possible. If used, you are simply designating a preference. The award process chooses pairings that will maximize your **total international credit**, not necessarily the pairings from your pairing pool with the highest international credit. It is not recommended to mix domestic and IPD/NIPD pairings in the same layer when using this property. Keep in mind, your awarded line can be constrained by other pairing and/or line properties.

In PBS within the pairing details and on your award, the field labeled **PREMIUM** displays the total amount of international premium pay – it does *not* include any lead, purser, aft, galley or speaker premium pay.


Su M T W Th F Sa

10

L03437+ BASE: JFK REPORT: 1410

DAY	DH	FLT	N	DPS	ARS	DEP	ARR	BLKT	GRNT	EQP
1	1434	JFK	CUN	1510	1945	0435		B9		
D-END: 2015 REPT: 0659 TBLK: 435 TCRD: 0 TPAY: 435 DUTY: 605 LAYO: 1044										
2	1077	CUN	DFW	0759	1104	0305	0321	76		
2	2350	DFW	MEX	1425	1600	0235		B9		
D-END: 1630 REPT: 0400 TBLK: 540 TCRD: 0 TPAY: 540 DUTY: 1031 LAYO: 1130										
3	1066	MEX	DFW	0500	0845	0245	0140	B9		
3	1294	DFW	JFK	1025	1452	0327		B9		
D-END: 1522 TBLK: 612 TCRD: 0 TPAY: 612 DUTY: 922 LAYO: 0										
TOTALS BLOCK: 1627 DHD: 0 LDGS: 5 CREDIT: 1627 TAFB: 481										PREMIUM: 740

International pay

 This property does not work well with other "Maximize" properties. It is best not to mix maximize properties in your bid.

Work Block Size


This property allows you to bid a number of consecutive work days different from the default range of 1-6 days. A work block **does not** indicate a single trip or a desired pairing length, rather the number of working days in a row. Selecting this property will display two dropdown lists from which a minimum of 1 day and maximum of 12 days may be selected. Do not make your selections *more* restrictive than what is used in a previous layer unless you use Clear Bids (see pg. 62).

If you want to work **more than six days** in a row, you must use this property. When used, you may also need to bid the following applicable waivers:

- Waive 24 Hrs Rest in Domicile
- Waive Maximum 30 hrs in 7 Days

PBS will not award a work block size larger than six calendar days unless specified with this property (or if you select to Waive 24 Hrs Rest in Domicile, see pg. 64). Keep in mind, a work block is based solely on calendar days. A 24-hour break that does not encompass a full calendar day off is considered part of your work block.

Remember to always consider carry-over pairings and month-to-month transitions when using this property.

 If PBS awards pairings next to a planned absence (e.g., CQ training, SA days, etc.), it is included in the work block.

Prefer Cadence on Day-of-Week

This property allows you to select work blocks that begin on the same weekday throughout the bid month. When selected, a dropdown list will display from which a day of the week may be chosen (e.g., work blocks that begin every Monday). Cadence is an **all or nothing** line property; therefore, avoid bidding this property in your last layer. If PBS cannot build a legal line from a layer with this property, it will move to the next layer.

If you bid specific pairings that start on different days of the week in an earlier layer, or in the same layer as this property, it creates a bid conflict and cadence is compromised. Use this property only if bidding very general preferences.



Any planned absence (e.g., vacation, SA days, CQ training, etc.) could affect your desired cadence and cadence will not be honored adjacent to the activity. Therefore, it is not recommended to use this property if you have planned absences that could conflict with the cadence bid. Instead, consider bidding pairing ID on date and/or days off to set your desired cadence.

Commutable Work Block

This property requests PBS to award **two back-to-back pairings** (ranging from three to six days total) with a specified report time for the first pairing and a specified release time for the second pairing. Pairings used are drawn from your existing pairing pools, but this property will not directly affect the size of your pairing pools.

Using this property can result in bid errors if you do not understand *exactly* what you are requesting; commutable work block:

- Consists of two, and *only two*, pairings back-to-back
- Creates a default **work block size of 3-6 days**
- Desired report time *only* applies to the first pairing
- Desired release time *only* applies to the second pairing
- May include double-ups and multiple pairings, if those waivers are selected

It is **not recommended** to bid Work Block Size, Prefer Pairing Length, Report Between, or Release Between in the same layer as this property. However, Pairing Mix in a Work Block may be used with this property to shape pairing length.

Bidding Commutable Work Block with Pairing Mix in a Work Block will utilize pairings in your pairing pools that satisfy the preferences of both properties.

For example, if you were to bid:

- Pairing Mix in a Work Block – 3, 1
- Commutable Work Block Report Time – after 12:00 and Release Time – before 17:00

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

EXISTING LINE PROPERTIES

Commutable Work Block	X	Report Time 12: 00 Release Time 17: 00	1 2 3 4 5 6 7
Pairing Mix in a Work Block	X	3 1	1 2 3 4 5 6 7

During the award process, PBS would only consider 3-day pairings that report after 12pm and 1-day pairings that release prior to 5pm, placed back-to-back to create a work block size of four days.



Do not make your commutable work block selections more restrictive than what is selected in a previous layer.

Pairing Mix in a Work Block

This property requests a schedule with work blocks consisting of two pairings of specified length, in a specified order. The pairing mix sum must be between 3 and 6 days. It can be used more than once in the same layer, with different values. **Do not** use this property in the same layer as Prefer Pairing Length.

When used, keep in mind the system is very literal; bidding a pairing mix of 3 and 1, will only look to award a 3-day pairing *followed by* a 1-day pairing. It will not award the reverse combination unless you ask for it. Therefore, if you do not have a preference be sure to include both versions of the pairing mix in the same layer.

For example you would select:

1. Pairing Mix in a Work Block – 1, 3
2. Pairing Mix in a Work Block – 3, 1

Dashboard Days Off Pairing Line Reserve Layer Award Standing Bid

EXISTING LINE PROPERTIES

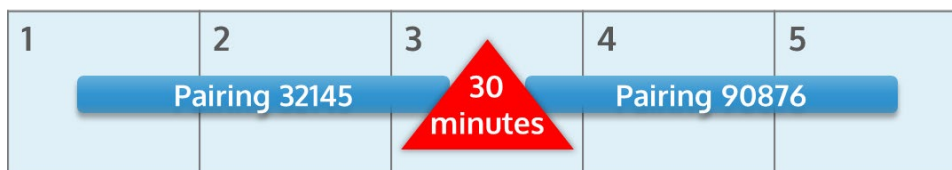
<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> Pairing Mix in a Work Block X </div> <div style="border: 1px solid #ccc; padding: 2px;"> Pairing Mix in a Work Block X </div>	<div>13</div> <div>31</div>	<div> 1 2 3 4 5 6 7 </div> <div> 1 2 3 4 5 6 7 </div>
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An advanced bidding strategy is to use this property with the Work Block Size property to try and force the system to award you multiple pairings. For example, you could bid pairing mix 3, 3 and a work block size of min 5, max 5.

Allow Double-Up on Date

This property is a waiver which allows PBS to award two pairings that release and report on **the same calendar day** with a minimum of thirty (00:30) minutes between **release** of the first pairing and **report** of the second pairing. All double-ups have a maximum duty day of 14 hours (this includes the combined duty periods and any sit time in between).



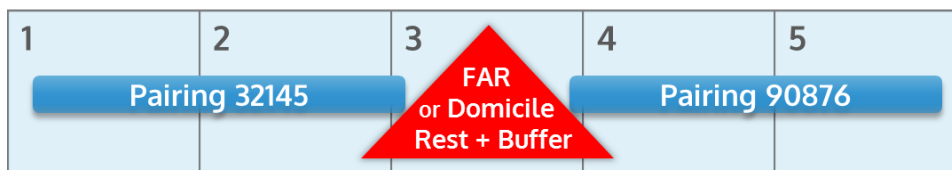
Unless selected, the system default will not award double-ups. However, using this waiver does not guarantee you will be awarded double-up pairings. If double-ups are desired, consider using Maximize Total Days Off, String of Days Off Starting on Date, or String of Days Off Ending on Date, which may help force them during the award process.



Double-ups between your main base and co-terminals are prohibited. However, double-ups within the same co-terminal are allowed. PBS does not allow double-ups that combine pairings with training or SA days.

Allow Multiple Pairings

This property is a waiver which allows PBS to award two pairings that release and report on **the same calendar day**, separated by contractual domicile rest plus forty-five (00:45) minutes. If this waiver is used in conjunction with the Waive Minimum Domicile Rest property, the required rest is shortened to the FAR minimum plus an hour and a half (01:30) buffer. Selecting this property allows same day pairings to occur multiple times throughout the bid month.



Unless selected, the system default will not award multiple pairings. However, using this waiver does not guarantee you will be awarded multiple pairings. If multiple pairings are desired, consider using Maximize Total Days Off, String of Days Off Starting on Date, or String of Days Off Ending on Date, which may help force them during the award process.



PBS does not allow multiple pairings that combine pairings with training or SA days.

Allow Multiple Pairings on Date

This property is a waiver which allows you bid for multiple pairings on a specific date. Selecting this property will display a calendar from which a date may be chosen.

When used, PBS can award two pairings that release and report on **the same calendar day**, separated by contractual rest plus forty-five (00:45) minutes. If this waiver is used in conjunction with the Waive Minimum Domicile Rest property, the required rest is shortened to the FAR minimum plus an hour and a half (01:30) buffer.

Unless selected, the system default will not award multiple pairings. However, using this waiver does not guarantee you will be awarded multiple pairings. If multiple pairings are desired, consider using Maximize Total Days Off, String of Days Off Starting on Date, or String of Days Off Ending on Date, which may help force them during the award process.



PBS does not allow multiple pairings that combine pairings with training or SA days.

Allow Co-Terminal Mix in a Work Block

This property allows pairings that originate in different airports within a co-terminal base to be awarded within the same work block. This property is considered a waiver and will be repeated in all subsequent layers (unless Clear Bids is used).

There must always be an intervening rest break between co-terminal pairings; in other words PBS will not award a double-up with co-terminal pairings. However, using this property with Allow Multiple Pairings permits pairings from co-terminal airports to be awarded on the same calendar day separated by contractual domicile rest plus a forty-five (00:45) minute buffer.



This waiver does not apply to satellite pairings; satellite pairings cannot be awarded in the same work block as your main base pairings or with co-terminal pairings.

Clear Bids

This property cancels all bids (except Waive Carry-Over Credit) from the previous layer(s) and starts over with new properties beginning in the layer selected.

The use of Clear bids is used as an advanced bidding strategy because it allows you to change your strategy in the middle of your bid. This will, however, reduce the accumulation of all previous layers.

During the award process if this property is used, the following steps may occur:

1. If PBS is unable to complete a line prior to the layer Clear Bids is used, a pairing shuffle will occur. Available pairings accumulated from all layers prior to the clear bid are shuffled in order to attempt line completion – while not relaxing line constraints, and honoring TCR from previous bids. After a shuffle, if the award is not complete, all awarded pairings and bid preferences (except Waive Carry-Over Credit) are removed.
2. Once PBS goes through all seven layers including the shuffle process and a complete line has not been awarded, the system will use the LN award process (see pg. 102).



*Within the LN award process, **all** waivers and line properties used prior to Clear Bids may be included in the awarded line. Keep in mind, **Clear Bids is a line property** and therefore may be relaxed during the LN award process.*

In the following example of a bid utilizing Clear Bids, a high TCR is bid in all seven layers. Layer 1 indicates a preference for Deep South: EZE, GIG or GRU pairings in the purser position; followed the same layover preferences in layer 2 but all other positions. If a pure line of Deep South cannot be awarded after layer 2, the system will shuffle all available pairings from layers 1 and 2 while honoring the high TCR of 90-110 hours (because Clear Bids is selected in layer 3). If the award cannot be completed after the shuffle, PBS will clear the pairings and move to the layer 3 bids.

Dashboard
Days Off
Pairing
Line
Reserve
Layer
Award
Standing Bid

View Pairing Set

	TOTAL PAIRINGS	PAIRINGS BY LAYER
1	87	87
2	957	870
3	29	-928
4	232	203
5	0	-232
6	0	0
7	347	347

10739 in package

PAIRINGS ▶

PROPERTIES ▼

PRIORITY	BID	LAYERS
Prefer Pairing Type X	IPD	1 2 3 4 5 6 7
Prefer Pairing Type X	Prem Transcon	1 2 3 4 5 6 7
Layover at City X	CDG	1 2 3 4 5 6 7
Layover at City X	EZE	1 2 3 4 5 6 7
Layover at City X	GIG	1 2 3 4 5 6 7
Layover at City X	GRU	1 2 3 4 5 6 7
Prefer Positions Order X	01	1 2 3 4 5 6 7

LINE ▼

PRIORITY	BID	LAYERS
Target Credit Range X	Min 90 Max 110	1 2 3 4 5 6 7
Clear Bids X		1 2 3 4 5 6 7
Waive 24 hrs rest in Domicile X		1 2 3 4 5 6 7
Waive 30 hrs in 7 Days X		1 2 3 4 5 6 7

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The system will continue the same process for layers 3 and 4. After layer 4, if a pure Paris line cannot be awarded, the system will attempt to shuffle available pairings from layers 3 and 4 *only* while honoring the high TCR of 90-110 hours – Clear Bids is selected again in layer 5. If the award cannot be completed after the shuffle, PBS will clear the pairings from layers 3 and 4 and continue to layers 5-7 where the bids become much more relaxed.

If using the Clear Bids property, always check your total pairings in each layer and view your pairing set. Seeing a zero or a negative number in your pairings by layer should not be alarming when Clear Bids is used. It may simply mean that the number of bids in the previous layer is the same or less than the total pairings in that layer. Because this property removes all accumulated pairings in the previous pool(s), extra care should be exercised when reviewing your bid.

Waive 24 hrs Rest in Domicile

This waiver allows the FAR required 24 hours rest (free from all duty) per seven day period to occur on a layover, as opposed to a calendar day in your home domicile. You cannot waive the FAR required 24 hour rest period entirely. Once used in a layer, it applies to every layer thereafter.

You should *only* use this waiver if you want a work block greater than six days. When used, the default maximum work block size of six calendar days will be removed; **no limit will exist**. Use the Work Block Size property to limit your work block size if necessary.



*This waiver does not apply to the last six days of the bid month when transitioning from a **lineholder month to a reserve month**. You must have a calendar day off, in domicile for PBS to adhere to the reserve scheduling pattern of no more than six consecutive days of duty. Keep this in mind if you would like a particular reserve pattern the following month.*

Waive Minimum Domicile Rest

This waiver enables you to reduce contractual home base rest down to FAR/required rest plus an hour and a half (01:30). Pay close attention to the last column of the chart below when using this waiver. Once used in a layer, it applies to every layer thereafter.

	Home Base Rest	Home Base Rest with Buffer	Home Base Rest Waived with Buffer
Domestic	11:00	11:45	9:30
NIPD 14:00 hours or less	12:00	12:45	9:30
NIPD Mid-Range over 14:00 hours	12:00	12:45	12:00
Hawaii over 6:00 block time	14:30	15:15	12:00
IPD Non Long-Range 14:00 hours or less	14:30	15:15	9:30
IPD Mid-Range 14:01-15:00 hours	14:30	15:15	12:00
IPD Long-Range 12:01-14:15 block time	36:00	36:45	12:00
IPD Extended Long-Range over 14:15 block time	48:00	48:45	25:30

Waive 30 hrs in 7 Days

This waiver allows you to exceed the contractual maximum of thirty (30:00) scheduled block hours in a rolling seven day period. Deadhead block time does not count when calculating 30 hours in seven days. In many instances, failure to include this waiver may limit the total credit and/or desired pairings the system is able to award to you. Once used in a layer, it applies to every layer thereafter.

If you include this waiver in your bid and PBS awards a combination of pairings that exceed 30 hours in seven days, the waiver is applied to the entire month outside of PBS (e.g., other scheduling applications, etc.). However, if you include this waiver in your bid and PBS does not award pairings that exceed 30 hours in seven days, the waiver is not applied to the entire month outside of PBS.



The system **AUTOMATICALLY APPLIES THIS WAIVER** to any HKG pairing (scheduled over 30 hours) and the surrounding seven day period it touches. It is not applied to your entire bid unless selected.

However, you **must** include this waiver if you bid any other pairings scheduled over 30 hours (e.g. 6-day Europe).

Waive Carry-Over Credit

This waiver allows you to designate carry-over pairings as pay no credit. For example, if you are a high time flyer and you have 10 hours of carry-over credit from the current month, you may select this waiver and the system will not include the 10 hours of credit in your PBS award. This means PBS could award you up to 110 hours on top of your carry-over credit for a total line value of 120 hours.

This option **must be selected in layer 1**, and applies to every layer thereafter. Upon doing so, it is a guaranteed option; there are no limiting factors during the award process.

The use of this waiver applies to the credit only; all other aspects of the carry-over pairing will be considered during the award process. Therefore, pay attention to your month-to month transition and select your line parameters and waivers accordingly (see *Six Day Lookback* pg. 20, for more information).

Keep in mind, when the PBS award is complete your carry-over credit is added on top of your awarded line value to determine your TTS max for the month.



Using Clear Bids will **not** remove this waiver from your bid.

Avoid Person

This property allows you to avoid being awarded specific pairings with another flight attendant(s). You will be prompted to enter the **six-digit** employee number of the flight attendant(s) you wish to avoid, separated by commas. (Include leading zeros if the number has less than six digits.) The system will not allow you to enter an invalid number or an incorrect format. You may enter up to four employee numbers separated by commas.

If you elect to avoid a flight attendant who is *junior* to you in status seniority, you waive your seniority and are placed immediately below their seniority during the award process. If you avoid a flight attendant who is senior to you, it will not affect your seniority. Once used in a layer, it applies to every layer thereafter. If used, you are unable to participate in a buddy bid group.

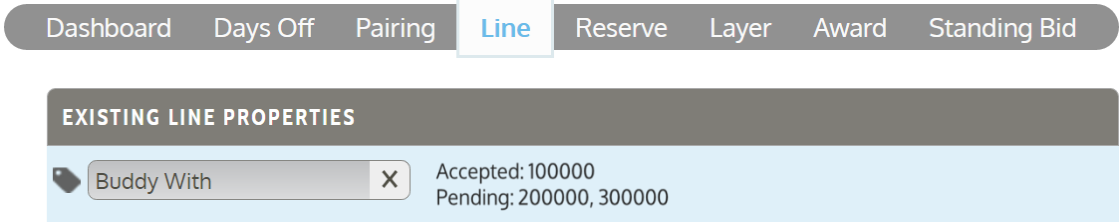
During the award process, this property removes any pairings from your pairing pool that the avoided person was awarded. However, it is important to understand that because some flights may have positions on different pairing numbers, (e.g. variable manning) those pairings are **not** removed from your pairing pools. This means you could potentially be awarded a pairing that has flight segments with the avoided person, and vice versa.

Buddy With

This property allows you to bid with up to four other flight attendants (assuming the pairings you select have enough positions for your group). The system places all people in the group at the status seniority level of the most junior person in the buddy bid. If you choose to be in a buddy group, you are unable to use the Avoid Person property. This property cannot be applied to reserve lines.

When initiating a buddy bid, you will be prompted to enter the **six-digit** employee number of the flight attendant(s) you wish to buddy with, separated by commas. (If your buddy has less than a six-digit number, include leading zeros.) The system will not allow you to enter an invalid number or an incorrect format. Once initiated, there are two statuses that will appear in the line tab: accepted and pending.

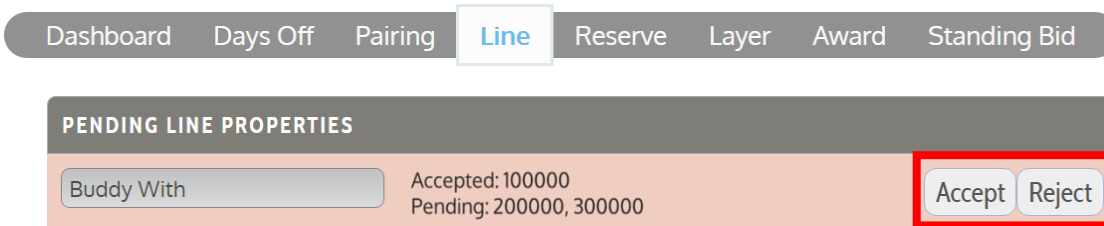
Initiating a buddy bid will appear in your line tab as follows:



The screenshot shows a navigation bar with tabs: Dashboard, Days Off, Pairing, Line (selected), Reserve, Layer, Award, and Standing Bid. Below the tabs is a section titled 'EXISTING LINE PROPERTIES'. It contains a 'Buddy With' property with a close button (X). To the right of the property, it lists 'Accepted: 100000' and 'Pending: 200000, 300000'. A yellow sticky note with a red pushpin icon and the text 'Take Note' is placed over the 'Buddy With' property.

It is recommended that the buddy with the least amount of planned absences, carry-over pairings, and/or existing credit be the initiator.

If you are invited to join a buddy bid, from the line tab you will see two options: accept or reject.



The screenshot shows the same navigation bar as before. Below the tabs is a section titled 'PENDING LINE PROPERTIES'. It contains a 'Buddy With' property. To the right of the property, it lists 'Accepted: 100000' and 'Pending: 200000, 300000'. At the bottom right of the section, there are two buttons: 'Accept' and 'Reject', which are highlighted with a red rectangular border.

Clicking the Accept button agrees to the buddy bid and your status will change from pending to accepted. If you fail to accept the request prior to the bid period closing, the system will not include you in the buddy group. Clicking the Reject button will deny the request. You can only be in one buddy bid group per bid month.

The Buddy With property can automatically add the following waivers and/or line properties to the **follower(s)** bid, in an effort to award the buddy group together:

- Waive 24 hrs Rest in Domicile
- Waive 30 hrs in 7 Days
- Waive Minimum Domicile Rest
- Waive Carry-Over Credit
- Waive Minimum [11] Days Off
- Allow Multiple Pairings
- Allow Double-Ups
- Work Block Size (the default of six days will be removed; no limit will exist)
- TCR of 40-90 (or the minimum required line value at your seniority within your base)

These waivers are used to ensure that if the buddy group has different carry-over, vacation, or other legalities they are still awarded the majority of their pairings together.

Example 1 – Accepting/Denying

Seniority #10, #20, and #30 wish to buddy bid in a group and elect #20 to be the initiator. Seniority #20 would add #10 and #30 to the buddy bid; #10 and #30 will receive a notification to accept or reject the request. Once both accept the buddy bid request, they will all be processed as a group at the seniority level of #30.

Example 2 – Position Order

Seniority #20 is the initiator and bids position order 02,01,04. The system will award seniority #20 the 02 position, seniority #10 as the 01, and seniority #30 as the 04. If seniority #20 bid position order 01,02,04, then #20 would be awarded 01, #10 02, and #30 04.



*If the initiator is a purser and buddy bids with a non-purser, it is recommended that the purser position (01) be bid as the **first** choice in the position order preference. However, if the initiator is a non-purser, the purser position (01) should be bid as the **last** choice in the position preference.*

Example 3 – Award Process

Seniority #10 is the group initiator and wishes to be in a group with seniority #20 and #30. The system will award pairings to the group using the seniority level of #30. It will use the bid that #10 creates as the group bid and will only select pairings with enough positions for the entire group.

It will try to award complete lines for everyone in the buddy group, but if the system runs out of group pairings from #10's bid, it will look for pairings with enough open positions from outside of #10's seven layers (PN pairings) to fill the remainder of their lines and keep the buddy group together.

Example 4 – Partial Line Together

In some cases a buddy group may only be awarded partial lines together. This can happen in the following instances:

- Not enough group pairings from the initiator's bid
- Not enough group PN pairings
- Planned absences don't match with other members of the group
- Group initiator bids a high TCR and the followers do not

After the system processes the buddy bid and buddies in the group are left with partial lines, the system will process each person's individual bids and complete their line outside of the buddy group.

Example 5 – Follower's Standing Bid

As a follower, if you have a lineholder standing bid, it will be applied if you bid nothing else except for the buddy bid in layer 1. Therefore, it is highly recommended to modify your lineholder standing bid to *exclude* bids in layer 1, so that it may be applied, but also not interfere with the buddy bid results. Layer 1 of your lineholder standing bid **must be blank** in order to be awarded as many pairings together as the buddy group can hold.

If you wish to prevent your standing bid from being applied, you should:

- Accept the buddy bid in layer 1 **and** bid a TCR in layer 1
OR
- Accept the buddy bid in layer 1 **and** place bids in layers 2-7 of your monthly lineholder bid
OR
- Accept the buddy bid in layer 1 **and** bid a TCR in layer 1 with bids in layers 2-7 of your monthly bid

Using any of these bid preference combinations, as a follower, will prevent your lineholder standing bid from being used.

Example 6 – Target Credit Range

When asking for a high TCR as the group initiator, the follower must also select the Target Credit Range property in their first layer to match the request of the initiator in order to be awarded more than 90 hours. The follower is not required to bid a TCR, but has the option to bid to raise the ceiling of their TCR above 90 hours, if desired.

On the other hand, if the initiator wants to bid a TCR above 90 hours but the follower does not, the follower should not bid this property at all, and will automatically fall within the buddy bid default credit range of 40-90 (higher in a company flex month).

For example:

- a) Initiator bids 75-85
Follower *does not* bid a TCR
Follower's TCR = 40-90
- b) Initiator bids 75-85
Follower bids 75-85 in layer 1
Follower's TCR = 40-90
- c) Initiator bids 91-110
Follower *does not* bid a TCR
Follower's TCR = 40-90
- d) Initiator bids 91-110
Follower bids 91-110 in layer 1
Follower's TCR = 40-110



All buddies will be held to the minimum/maximum required line value based on the seniority of the most junior buddy in the group, if applicable.

Example 7 – Vacation Low for Buddy Bidders

In general when buddy bidding, the system automatically sets the followers TCR as 40-90 hours, however if their seniority has a minimum required line value of 70 hours (or higher), the system will adjust the followers TCR to 70-90.

In other words, in this case the default TCR for followers of 40-90 hours will **not** apply. The initiator's bid for vacation low does not apply to the followers either.

However, the system **will** honor vacation low for followers if the follower(s) actually place a bid in their layer 1 for a TCR of 40-90 (or any range that includes a low time number in the bid; e.g., 50-75, 60-90, etc.)

When buddy bidding, remember the following:

- The initiator will bid for the buddy group utilizing all seven layers
- The fewer restrictions used, the greater chance of being awarded an entire line together
- Buddy bidding works best when all buddies have similar planned absences and/or existing credit (e.g., same vacation days, similar carry-over credit, etc.)
- The system cannot process a buddy bid if anyone in the group has PPO status
- The system cannot process reserve buddy bids
- If you are on the cusp of holding a line but go into PBS with reserve status, buddy bidding is **not recommended** – use extreme caution
- When the system awards positions to the buddy group, the initiator will always receive the first awarded position, after the initiator, the followers will be awarded in seniority order
- All buddies will automatically have the minimum/maximum required line value applied based on the seniority of the most junior buddy in the group

Important information for buddy bid followers:

- The follower(s) may also bid all seven layers:
 - The first layer should only contain the Buddy With property and a TCR bid (if desired)
 - The remaining layers can be used as a backup bid in case the buddy bid is unexpectedly broken, or if only a partial line is awarded from the buddy group (see Example 4)
- Your standing bid will be applied if you are a follower and *only* bid to accept a buddy bid
- If you would like your standing bid applied, ensure you adjust your standing bid to *exclude* bids in layer 1
- If the initiator bids a TCR above 90 hours and the follower would like the same, **the follower must include a TCR of 90+ hours in layer 1** in addition to the Buddy With property (see Example 6)
- If the initiator bids a TCR to be awarded vacation low and the follower would like the same, **the follower must include a TCR of 40-90 hours in their layer 1** in addition to the Buddy With property (see Example 7)
- Do **not** use the Clear Bids property if you are a follower

Multi Use Line Properties

The following line properties can be used more than once in the same layer, with different values.

- Pairing Mix in a Work Block
- Allow Double-Up on Date
- Allow Multiple Pairings on Date

When the properties above are selected more than once in the same layer, PBS will use the **OR** logic and consider all pairings that match the selected preferences.

Single Use Line Properties

Each of the following line properties can only be used **one time per layer**. When these properties are used more than once in the same layer, it creates conflicting bid criteria which will impact your award.

- Target Credit Range
- Work Block Size
- Prefer Cadence on Day-of-Week
- Commutable Work Block

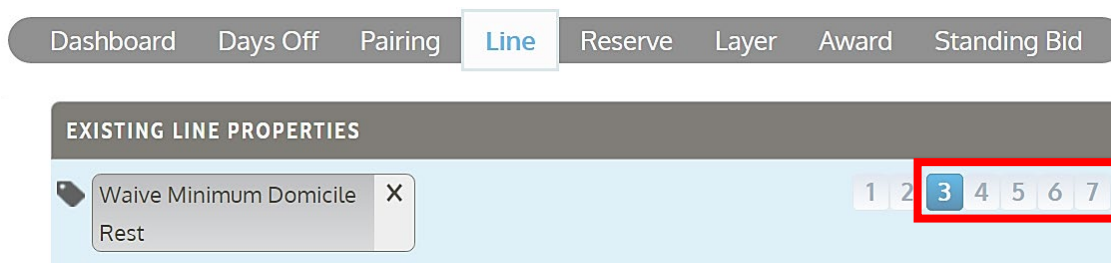
Persistent Line Properties

When a persistent property is used in a layer, it will remain active throughout the remainder of your bid (unless Clear Bids is used). The following properties are persistent properties:

- Maximize Credit
- Maximize International Credit
- Allow Double-Up on Date
- Allow Multiple Pairings
- Allow Multiple Pairings on Date
- Allow Co-Terminal Mix in a Work Block
- Waive 24 hrs Rest in Domicile
- Waive 30 hrs in 7 Days
- Waive Minimum Domicile Rest
- Waive Carry-Over Credit (remains persistent regardless of using Clear Bids)
- Avoid Person
- Buddy With

For example, if you select to Waive Minimum Domicile Rest in layer 3, the system automatically applies this waiver to layers 3-7.

Furthermore, by adding the waiver to layer 3 the system can now potentially award you pairings from your layer 1 and 2 pairing pools, in layer 3, because of the added waiver. It is important to understand how PBS accumulates your pairings while advancing through your layers until a complete line can be built.



The only way to remove a persistent property once it is bid in an earlier layer is by using the Clear Bids property (see pg. 62) to restart your bid from that layer.



*Within the LN award process, **all** waivers and line properties used may be included in the awarded line regardless of using Clear Bids.*

Restrictive Line Properties

PBS is a cumulative system. The following properties cannot be made more restrictive than what was used in a previous layer, without using the Clear Bids property:

- Work Block Size (default is one to six)
- Commutable Work Block

For example, if you select a work block size of 1-4 days in layer 1 but you do not select a work block size in layer 2; your layer 2 work block is the system default of 1-6 days. Then in layer 3, you select a work block size of 1-3 days. The actual work block size bid in layer 3 is 1-6 days, because it is the lowest minimum and highest maximum work block settings in all of your previous layers.

Remember, when using a restrictive property your later layers must be equal to or less restrictive than the original value.

Dashboard
Days Off
Pairing
Line
Reserve
Layer
Award
Standing Bid

EXISTING LINE PROPERTIES

Work Block Size	X	Min 1,4	1 2 3 4 5 6 7	= 1-4
Work Block Size	X	No Bid		= 1-6
Work Block Size	X	Min 1,3	1 2 3 4 5 6 7	= 1-6



*Line properties constrain your options during the award process, but they **do not affect the size of your pairing pools.***

RESERVE TAB

The reserve tab provides seven layers (in addition to the seven lineholder monthly bid layers) for you to create a reserve monthly bid. This tab is only active when the bid period is open.

To begin a reserve bid, click the reserve tab. You will notice the layer overview calendar changes to display your seven reserve layers and the monthly calendar changes to reflect the daily numbers of targeted reserves for the bid month. The numbers estimate how many reserves will be required to work each day. Use these numbers as a reference when entering your day off requests.

In the example below, you can see the first day of the bid month requires an estimated 279 reserves. Keep in mind, those awarded this day off may receive it solely based on legalities, not seniority.

March 2018

279

7 layers for reserve bids

Required reserves



If you are a speaker reserve, the numbers displayed on the calendar will reflect the estimated number of required reserves for the primary language you designated (the first language listed on your dashboard tab).

Reserve Scheduling Patterns

Reserve lines are required to follow very specific scheduling patterns:

1. You must be available for a **minimum of three** days and a **maximum of six** consecutive days
 - If you are working the last three days of the current bid month (e.g., RSV availability, SA, training, a trip, etc.), there cannot be more than three days of reserve availability at the beginning of the next bid month. If necessary, PBS will force a group of days off to prevent more than six consecutive days of availability – *including* lineholder to reserve transitions
 - If you have a carry-over trip, the days of the trip in the new month count toward your reserve work block of 3-6 days

2. Each group of days off must have **no less than two** days off, and **no more than eight** days off in a row
 - o Vacation days are **not** considered days off within your reserve day off pattern
 - o Vacation extension (VEX) days **are** considered days off within your reserve day off pattern
 - o If you have a carry-over trip, and use Waive to Allow Carryover to be Days Off (pg. 78) the days in the new month count toward your reserve days off of 2-8 days
 - o Keep in mind, when bidding your reserve days off you should consider the legal placement of flex days

PBS will not award a reserve line outside of these patterns; therefore, it is important to create your bid accordingly.



If due to planned absences a legal line cannot be created, PBS will award a blank schedule with all days off which will be modified after base expansion by your base planner into a schedule that has the least number of reserve pattern violations.

Reserve Six Day Lookback

When PBS awards a reserve line, it must lookback at your last six days of the current month to determine what you are legal for in the new month. This applies to previous month transitions from **reserve to reserve** or **lineholder to reserve**.

- Your pattern could be affected based on your days working leading into a reserve month. This means:
 - o You could be forced into days off at the beginning of your reserve month due to legalities
 - o You could be forced into days of reserve availability at the beginning of the month due to the forced legalities of reserves junior to you
- PBS does not count a 24 hour break, in or out of domicile when calculating your possible reserve patterns. This means:
 - o You must have a calendar day off, in domicile for PBS to adhere to the reserve scheduling pattern of no more than six consecutive days of duty

Reserve Bidding Strategy

Keep in mind the following factors when bidding reserve:

- Use the layer concept when bidding reserve lines – the first layer should contain the most important day(s), then add days to each subsequent layer
- Reserve day off bids are cumulative through all seven layers; there is no need to repeat a day off that was bid in an earlier layer
- All requested days off will be expressed as “Prefer Off”
- All requested days off within a layer are considered of **equal importance**
- Days off expressed in layer 1 are considered the most desired day(s) and layer 7 the least important
- A maximum of 12 days off can be requested per layer
- Reserves are unable to buddy bid

Reserve Bubble Bidders

If your final status is reserve when the bid period opens, you will want to back yourself up and be a “bubble bidder” if either of the following applies:

- You selected lineholder as your preference (default preference if tentative) with the LRD tool, but were unsuccessful
- You are at the bottom of reserve status seniority for the bid month

During the award process if additional lineholders are needed to cover the remaining open time, reserves will be moved to lineholder status accordingly:

1. If lineholder was your preference with the LRD tool, you will be **awarded** in seniority order
2. If you did not select lineholder with the LRD tool, you will be **assigned** in *reverse* seniority order

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Because a bubble bidder has the potential to be moved to lineholder status, it is recommended to create both a reserve *and* a lineholder monthly bid (seven reserve layers and seven lineholder layers).

During the award process if your status changes to lineholder, PBS will *only* use your lineholder bids to award your line. Any reserve bids will be ignored. Similarly if your status changes to lineholder but you do not have a lineholder monthly bid, PBS will use your lineholder standing bid (if one exists).

Bidding Reserve Days Off

The most desired days off should be bid in your first layer. There is no need to bid for the same day off in more than one layer. PBS will accumulate day off bids from each previous layer.

Select desired days off by clicking a **specific date** on the calendar. After making a selection you will see a pop-up window, click ADD BID.

The screenshot shows the American Airlines PBS interface. At the top, the user is logged in as "100000, Jane Stew, 12.2% (55 of 450) Seniority". The navigation bar includes "Dashboard", "Days Off", "Pairing", "Line", "Reserve" (selected), "Layer", "Award", and "Standing Bid".

On the left, a calendar for March 2018 is displayed. The days of the week are listed at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The calendar shows dates from 1 to 31. A blue callout bubble points to the date "17" with the text "Click on the desired date".

On the right, a "Layer 1" dropdown menu is open, showing a "Waive to Allow Carryover to be Days Off" button and an "Add Bid" button.

A pop-up window titled "RESERVE BID MAR 17" is displayed in the center. It has a close button (X) in the top right corner and an "ADD BID" button in the center, which is highlighted with a red box.

You can also request every day of week off by clicking the **day-of-week header** at the top of the calendar. For example, clicking the header "Sat" is a quick way to create a bid for every Saturday off.

The screenshot shows the American Airlines PBS interface. At the top, the user is logged in as "100000, Jane Stew, 12.2% (55 of 450) Seniority". The navigation bar includes "Dashboard", "Days Off", "Pairing", "Line", "Reserve" (selected), "Layer", "Award", and "Standing Bid".

On the left, a calendar for March 2018 is displayed. The days of the week are listed at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The calendar shows dates from 1 to 31. A blue callout bubble points to the "Sat" header with the text "Click to bid every Saturday off".

A pop-up window titled "RESERVE BID FOR SATURDAY" is displayed in the center. It has a close button (X) in the top right corner and an "ADD BID" button in the center, which is highlighted with a red box.

Days off will be added to your calendar as prefer off days, highlighted in teal. Prefer off indicates a desired day off, but it is not guaranteed. The system will maximize the number of prefer off days you've requested, in priority order (layers). PBS does not prioritize days off within a single layer.

LAYER 7 ▾						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					2	3
					549	549
4	5	6 OFF Prefer	7 OFF Prefer	8 OFF Prefer	9 OFF Prefer	10 OFF Prefer
549	486	446	401	448	508	547
11	12	13	14	15 OFF Prefer	16 OFF Prefer	17 OFF Prefer
544	504	429	430	458	542	567
18 OFF Prefer	19	20	21	22	23 OFF Prefer	24 OFF Prefer
567	526	422	408	424	477	520
25 OFF Prefer	26	27	28	29	30	31
521	476	409	391	409	453	560
1	2	3	4	5	6	
0	0	0	0	0	0	

Change layers and repeat this process, until all desired days off have been selected for each layer. No more than 12 days off can be selected in a layer. To delete a day off bid, click on the day again and select DELETE BID.

Keep in mind VEX days (**not** vacation days) are part of your allotted reserve days off. Therefore, when you have VEX days on your schedule, you must count them in the applicable prorated amount (see chart on pg. 80) when bidding your desired pattern of reserve days off.



You cannot indicate a preference for a golden day or flex day in PBS. PBS does not award golden days or flex days. (Use the GD/FD application post-PBS award for these selections.)

Example 1 – Reserve Bid

In the following example, the reserve has a wedding to attend on March 17th, making it the most important date in the bid month. This reserve utilizes the layer concept, to bid for their days off.

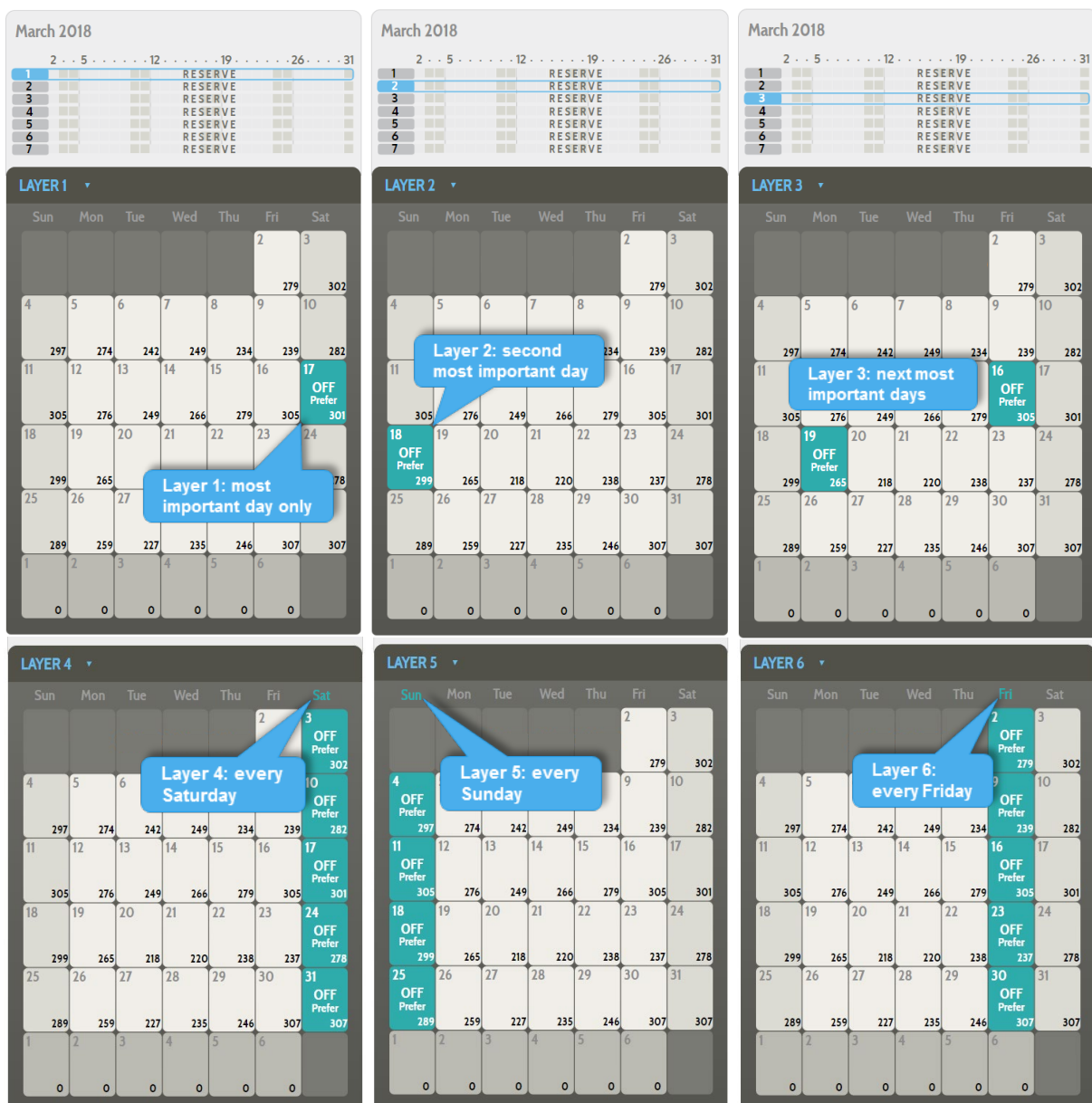
- Layer 1 contains *only* a bid for the 17th off. Every day off request in a layer is considered equal, which is why they decided to bid it alone in layer 1. During the award process, PBS will consider every possible legal pattern with the 17th off, and then continue to layer 2.
- Layer 2 only contains a bid for the 18th off, since that is the second most important date. From the patterns produced in layer 1, the system will filter out any of them that do not also have the 18th off and move to layer 3 with the ones that do.



Because PBS is cumulative, you do not need to bid the same date off in more than one layer.

- Layer 3 contains a bid for the Friday before *and* the Monday after the wedding weekend. These were bid in the same layer because they are of equal importance. The reserve would be satisfied having either one, or both of them off. PBS will continue filtering out possible patterns that do not have either of the days off.
- Layer 4 is more relaxed. At this point the reserve wants the system to award as many Saturdays as possible. PBS will consider any of the remaining patterns that have any Saturdays off in the month.
- Layer 5 is a bid for any Sunday. The system is cumulative, therefore after determining the patterns with the most Saturdays off, it will continue adding as many Sundays off from layer 5 and finally, as many Fridays off from layer 6 until only one legal pattern is left, (or all seven layers have been processed)
- No bids were placed in layer 7 because all of the important and preferred days off were bid in layers 1-6: the wedding weekend, Saturdays, Sundays and Fridays.

Keep in mind, the system will not remove days off from an earlier layer to award days off in a later layer. This is why it is so important to bid the most important days in your early layers.



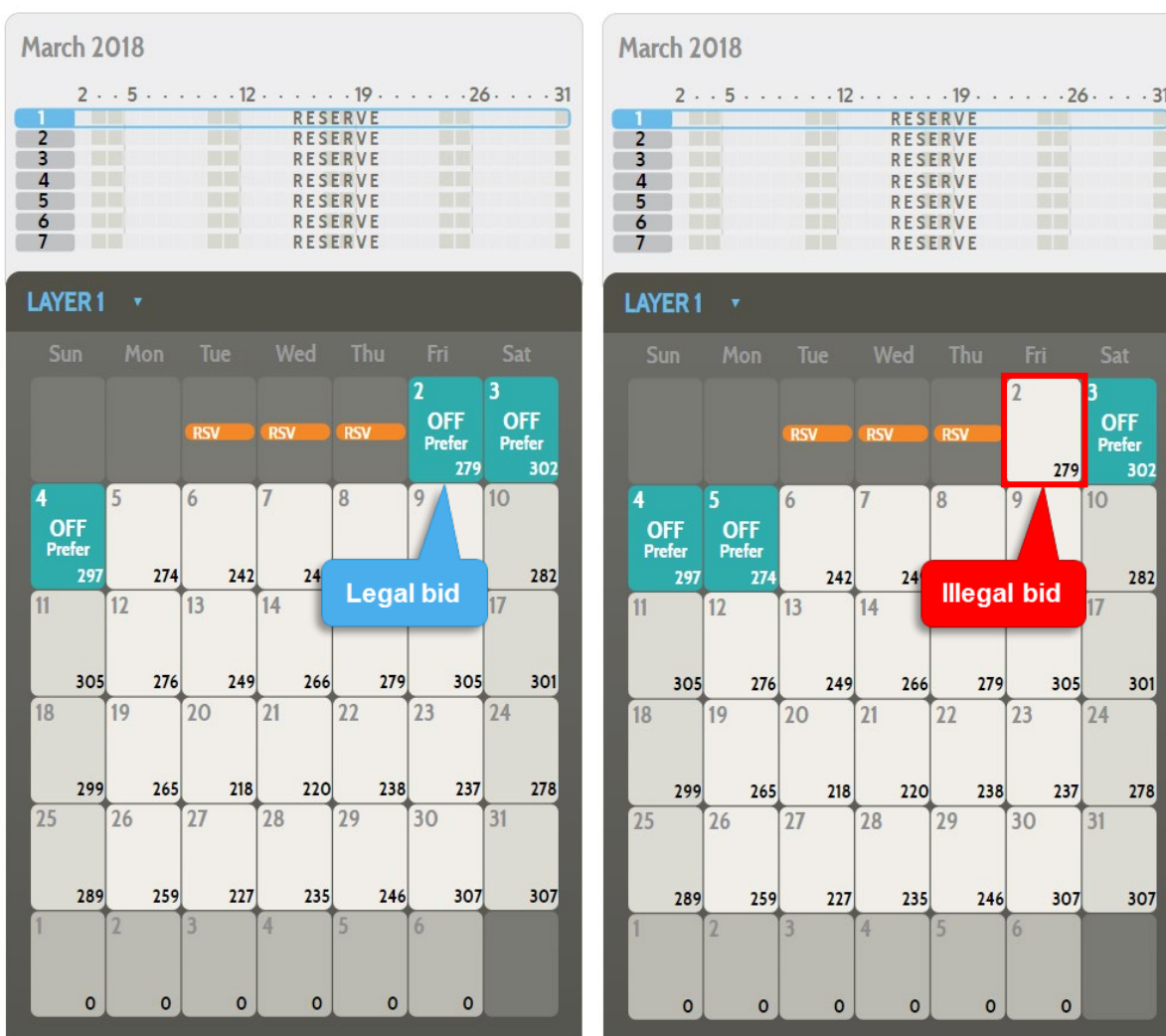
Example 2 – Reserve Bid

The following is an example of a legal reserve bid vs. an illegal reserve bid. Notice the month-to-month transition; there are three days of reserve availability at the end of the month. However, it is important to know the system *only* looks back at the previous month to potentially force days off due to legalities (e.g. six days of duty in a row).

The bid on the left shows the first three days of the new month requested off. This is a legal reserve pattern (each group of days off must have no less than two and no more than eight.)

The bid on the right is an illegal bid. It only allows a single reserve day at the start of the new bid month. Although there are three reserve days leading up to the new month, the system does not take those days into consideration when determining a reserve pattern for the new month. PBS will not allow **less than three days** on reserve at the beginning of the bid month. To adhere to the reserve scheduling patterns, you must be available for no less than three days and no more than six consecutive days.

Always consider reserve scheduling patterns when bidding days off.



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Waive to Allow Carryover to be Days Off

This reserve waiver allows you to designate carry-over pairings as **reserve days off** in the following bid month. If used, any carry-over trip will be paid above your reserve guarantee (pay no credit).

Unless selected, the days of the trip in the new month count toward your reserve work block and count towards your reserve guarantee (pay and credit).

This option applies to previous month transitions from reserve to reserve or lineholder to reserve. Selecting this option **guarantees** days off under your carry-over trip, it is *not* based on seniority. This option **must be selected in layer 1**, and applies to every layer thereafter.

To add the waiver to your bid, simply click Add Bid. Once selected, you can easily remove it by clicking Delete Bid.

In the following example, the flight attendant has a pairing in which three days carry-over to the new bid month. By selecting this waiver the flight attendant would ensure those three days were awarded as part of their allotted days off and the credit would be paid above their reserve guarantee for the month.

The screenshot shows the American Airlines bidding system interface. At the top, the user is logged in as '100000, Jane Stew, 12.2% (55 of 450) Seniority'. The navigation bar includes 'Dashboard', 'Days Off', 'Pairing', 'Line', 'Reserve' (selected), 'Layer', 'Award', and 'Standing Bid'. Below the navigation bar, the 'Layer 1' dropdown is open, showing the option 'Waive to Allow Carryover to be Days Off' with an 'Add Bid' button. To the left, a calendar for March 2018 is displayed, showing a pairing for the 4th, 5th, and 6th of the month. A blue callout box points to the calendar with the text: 'With this waiver, any day that touches a carry-over pairing will be awarded as a day off. You do not need to select the days off, as the waiver has already selected them for you.'



When used, the days off will count towards your allotted reserve days off for the month.

Reserve Award Process

PBS will generate an initial pool of legal patterns according to your planned absences, your previous months schedule and any required coverage days. It will compare those patterns against your day off bids in layer 1 to determine the patterns with the maximum number of prefer off days. It will remove any of the generated patterns that contain less than the maximum number of prefer off days.

In other words, the system will keep all legal patterns that satisfy the most prefer off combinations in that layer and continue to the next layer. The cumulative process will continue to eliminate patterns as it moves through each of the layers until only one pattern is left or all seven layers have been processed. A pattern previously removed from a layer will never be reintroduced.

Follow this example of the reserve award process:

Layer 1 bid – 3rd, 4th, 24th and 25th

- The maximum number of prefer off days the system is able to satisfy is two; for a total of three pools of legal patterns (variations of the desired days off)
 - **3rd, 4th**
 - **3rd, 24th**
 - **24th, 25th**
- All three patterns are considered *equal* and are moved to layer 2

Layer 2 bid – 17th and 18th

- The maximum number of additional prefer off days the system is able to find from this layer is two; for a total of two pools of legal patterns
 - 3rd, 4th, **17th, 18th** (*bold indicates days added*)
 - 3rd, 24th, **17th, 18th**
- Both patterns are considered *equal* and are moved to layer 3

Layer 3 bid – any Friday

- The maximum number of additional prefer off days the system is able to find from this layer is five; for a total of two pools of legal patterns
 - 3rd, 4th, 17th, 18th **plus five Fridays (2nd, 9th, 16th, 23rd, 30th)**
 - 3rd, 24th, 17th, 18th **plus five Fridays (2nd, 9th, 16th, 23rd, 30th)**
- Both patterns are considered *equal* and are moved to layer 4

Layer 4 bid – any Saturday

- The maximum number of additional prefer off days the system is able to find from this layer is one; for a total of two pools of legal patterns
 - 3rd, 4th, 17th, 18th, 2nd, 9th, 16th, 23rd, 30th, **31st**
 - 3rd, 24th, 17th, 18th, 2nd, 9th, 16th, 23rd, 30th, **31st**
- Both patterns are considered *equal* and are moved to layer 5

Layer 5 bid – any Sunday

- There are no additional prefer off days the system is able to award to create a legal pattern
- The two remaining pools of legal patterns are moved to layer 6

The cumulative process will continue processing each of your layers until only one pattern is left or all seven layers have been processed.

Layer 6 bid – any Thursday

- The maximum number of additional prefer off days the system is able to find from this layer is two; the system can award two Thursdays off which creates four legal patterns
 - 3rd, 4th, 17th, 18th, 2nd, 9th, 16th, 23rd, 30th, 31st, **8th, 22nd**
 - 3rd, 24th, 17th, 18th, 2nd, 9th, 16th, 23rd, 30th, 31st, **8th, 15th**
 - 3rd, 24th, 17th, 18th, 2nd, 9th, 16th, 23rd, 30th, 31st, **8th, 22nd**
 - 3rd, 24th, 17th, 18th, 2nd, 9th, 16th, 23rd, 30th, 31st, **8th, 29th**
- These four patterns are considered equal and moved to layer 7 to determine the final legal pattern (keep in mind, each of these patterns have a total of 12 days off)

Layer 7 bid – any Monday

- Because a pattern previously removed from a layer will never be reintroduced, the system is unable to satisfy any Monday off requests at this point
- The system will award one of the four patterns from layer 6, in no particular priority order
- All 12 of the awarded days off came from prefer off bids
- The award would be labeled as an L6 award

Reserve Awards

Your reserve award will be displayed in the award tab. A reserve line will be awarded with 12 days off per bid month; or the applicable prorated amount based on the number of days of availability. The remaining days in the month are reserve days.

In a partial reserve month or a reserve month with 7 or more vacation days, you will receive days off according to the following proration chart. The number of reserve days off in a vacation month is **in addition** to your vacation days. **If you have 6 or less vacation days in a bid month you will receive 12 days off** (the chart does not apply)

30 Day Month				31 Day Month			
Available Days	Prorated Days Off	# Flex	# Golden	Available Days	Prorated Days Off	# Flex	# Golden
29-30	12	4	8	30-31	12	4	8
27-28	11	4	7	28-29	11	4	7
24-26	10	3	7	25-27	10	3	7
22-23	9	3	6	22-24	9	3	6
19-21	8	3	5	20-21	8	3	5
17-18	7	2	5	17-19	7	2	5
15-16	6	2	4	13-16	5	2	3
10-14	4	1	3	10-12	4	1	3
7-9	3	1	2	8-9	3	1	2
5-6	2	1	1	5-7	2	1	1
2-4	1	1	0	2-4	1	1	0
1	0	0	0	1	0	0	0



PBS does not award flex or golden days; only "off" days. Refer to the GD/FD application in Crew Portal post-PBS award, to view/edit the placement of your flex and golden days.

When reviewing your reserve award, remember there are several factors which determine how reserve days off are awarded:

- Daily and total reserve staffing requirements
- Required coverage dates
- Contractual reserve patterns and/or legalities
- Planned absences
- Previous bid month schedule
- Seniority

As listed, reserve awards are not solely based on seniority. 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 legalities. This happens most frequently in the first part of a new bid month.

Example – Reserve Award

Here is an example of an award; reserve days are displayed in green and reserve off days in teal. Notice to the right of the calendar it shows the layer the award came from and total number of days off. You may click the [View Reason Report](#) button for additional award details, including coverage dates.

In the example below, pay close attention to the month-to-month transitions. If you look at the end of the awarded month, you see that there are six reserve days in a row. This means at a minimum, the first day in the next bid month would automatically be awarded as a day off – **even when going into a lineholder month**.

It becomes easy to see how reserve scheduling patterns and legalities can play a very large role in how your line is awarded each month.

The screenshot displays the American Airlines crew portal interface. At the top, the user is logged in as '100000, Jane Stew, 12.2% (55 of 450) Seniority'. The navigation bar includes 'Dashboard', 'Days Off', 'Pairing', 'Line', 'Reserve', 'Layer', 'Award' (highlighted with a red box), and 'Standing Bid'. Below the navigation bar, there is a 'View Reason Report' button and a status bar indicating 'Layer: L3 Off: 12'. The main content area shows a calendar for March 2018. The calendar grid displays days 1 through 31. Days 1 through 31 are shown, with reserve days in green and off days in teal. A red box highlights the first day of the month (day 1) which is a reserve day. To the right of the calendar are two large buttons labeled 'Reserve' and 'Off'.

Take Note PBS simply awards "off" days. Refer to the GD/FD application in Crew Portal post-PBS award to view and/or edit the placement of your golden days and flex days.

Reserve Coverage Date(s)

Required coverage is a term applied to date(s) in a bid month that occur when not enough reserves bid to work on those date(s). Reserve coverage dates are identified during the award process based on the number of targeted reserves, the number of reserves legal for availability and the awards of reserves senior to you.

When one or more coverage dates exist at your seniority, your line is constructed to cover the most coverage dates possible. Coverage dates are enforced in the following priority order:

1. Holidays – dates agreed upon by the union and company: up to four dates with equal weight per bid month
2. Carry-over days – includes the first three days of the bid month
3. Weekends – includes all Saturdays and Sundays in the bid month
4. Any additional coverage needed days

At your status seniority, PBS will attempt to award a line working all of the applicable coverage dates. In the event a legal reserve line cannot be built that covers all coverage dates, the above list is the priority order that PBS will attempt to enforce. **Designated holidays are the highest priority.** A junior reserve will only be awarded a day off on a designated holiday if their planned absences create an illegal reserve line (e.g. SA days and/or training the six days prior to the designated holiday).

Example – Reserve Coverage Date

In PBS, July 4th is a designated holiday for the bid month. At your seniority, your *only* coverage date is July 4th; you will be required to work that day. Once a coverage date has been applied to your line, all reserves junior to you will have the same or more coverage dates applied.

Therefore, a reserve junior to you also has the coverage date July 4th, along with additional coverage dates throughout the month. Because of the priority of importance the system will make sure all reserves junior to you who are legal to work the designated holiday receive a reserve day on the holiday.

To do so, the system may need to relax one of the additional coverage dates that were applied to the junior reserve. They may receive a day off on a coverage date that falls on a Tuesday in the middle of the month (item #4 in the list) in order to receive a schedule working on July 4th. The system will prioritize the holiday (item #1 in the list), as opposed to considering it equal to the other coverage dates that were applied to the junior reserve.



If coverage dates were required at your seniority, they will display at the top of your award reason report.

LAYER TAB

Selecting the layer tab allows you to view your *entire* lineholder monthly bid. The layer tab lists all of the specific pairings, pairing properties, and line properties you have bid in each layer. From here you also have the ability to **review your pairing pools**. When creating your monthly lineholder bid, the layer tab is the most important tab in PBS. The image below is what your layer tab looks like before you enter any of your monthly bid properties or days off.

American Airlines
100000, Jane Stew, 19.4% (350 of 1800) Seniority

log out

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

March 2018

2 . . 5 12 19 26 . . . 31

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

LAYER 1

View Pairing Set

	TOTAL PAIRINGS	PAIRINGS BY LAYER
1	21656	21656
2	21656	0
3	21656	0
4	21656	0
5	21656	0
6	21656	0
7	21656	0

21656 in package

PAIRINGS ▶

PROPERTIES ▶

LINE ▶



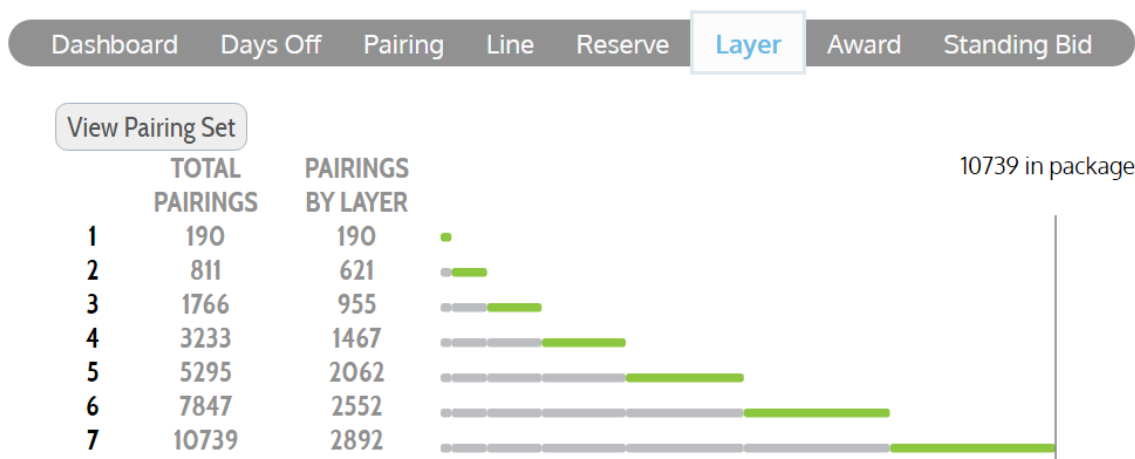
If you plan to export your standing bid to your monthly bid, first make sure your layer tab is empty, as shown above.

Pairings by Layer

The layer tab is the best place to check your work and review your pairing pools by layer (and your bid as a whole).

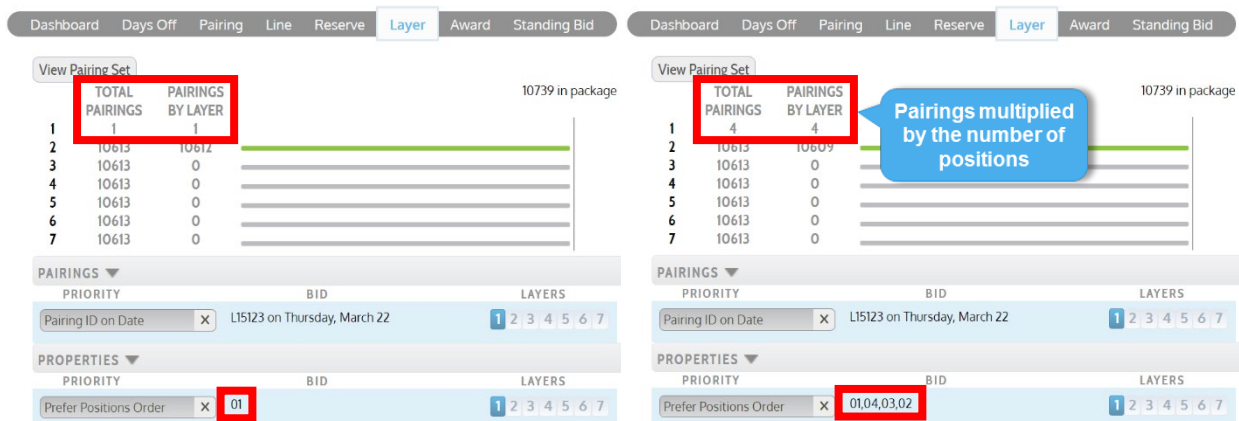
The following example of the layer concept depicts a desirable accumulation of pairing pools and includes the following information:

- Total available *positions* in the bid package for the bid month (10,739)
- A cumulative total of bids per layer, or TOTAL PAIRINGS
- Additional bids per layer, or PAIRINGS BY LAYER
- Bar graph displaying the amount of bids accumulated in each layer
 - **Green** bars are sized based on the amount of new bids per layer
 - **Grey** bars indicate the amount of cumulative bids from the previous layer(s)
- [View Pairing Set](#) button shows details for every pairing bid



The numbers displayed in the two columns indicate pairings multiplied by the number of positions bid.

For example, if you were to only bid one position on one pairing, the total pairings column would show "1". On the other hand, if you were to bid four positions on one pairing, the total pairings column would show "4".

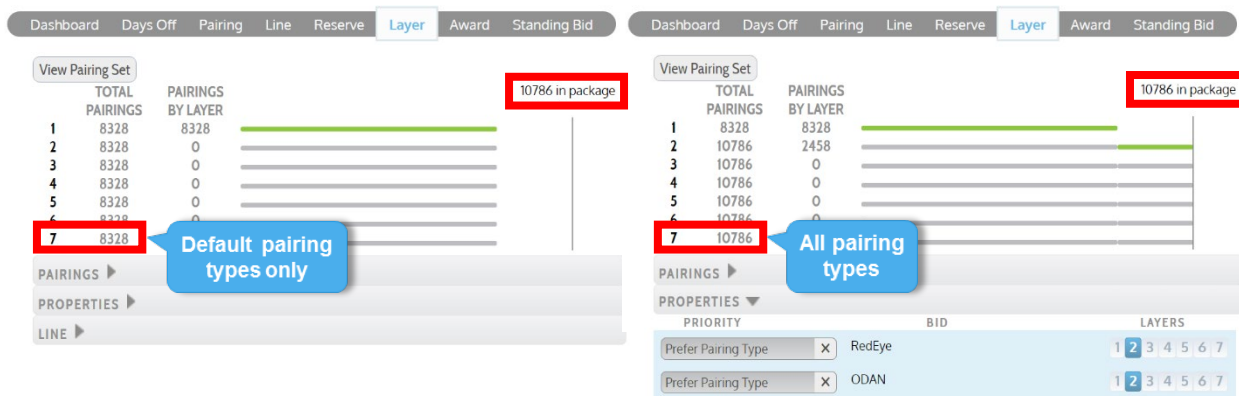


Always use the layer tab to carefully review any possible duplications or bid-errors. For example, having two different position orders in the same layer or two different TCR bids in the same layer. Some of these bid errors will not properly update the pairing pool.




Remember that line properties will never change the number of total pairings or pairings by layer. Line properties only affect the way your line is built during the award process; not your pairing pools.

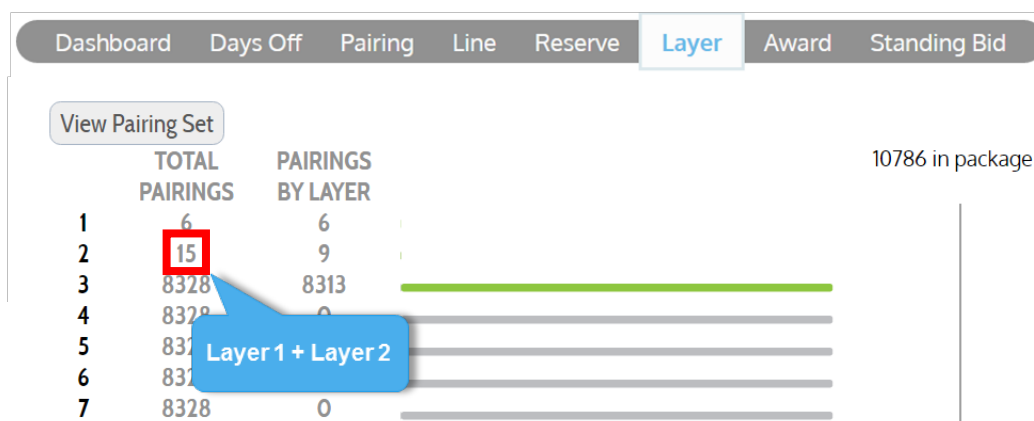
Another number on the layer tab that you need to understand is the total "in package". Notice the example below, when there are no bids in your layers, the total in package will be greater than the total pairings in your layers. **This is because PBS excludes ODANs and RedEyes from your pairing pool, you must add them if you would like them included in your bid.** Shown in the bid on the right, ODANs and RedEyes were added to layer 2 and now the total pairings is equal to the total in package.



The same applies if your base has satellite pairings. The system automatically excludes these pairings from your pairing pool; therefore you must specifically include them in your pairing pool if desired.

 *Planned absences such as vacation or training will also reduce the number of total pairings in your pairing pool; any pairing that touches a day with a planned absence will automatically be removed from your total pairing count.*

From the layer tab, you can easily view, edit, and adjust your entire bid. As the layers for each property are clicked on/off, the bar graph and pairing totals will update accordingly. The layers are cumulative; layer 2 includes pairings based on the properties selected in layer 2, as well as all pairings from layer 1.



If the numbers in your bar graph seem inaccurate, check your properties and layer selections in case you have entered something incorrectly. It is recommended to have more pairings in your bid instead of not enough. **If the system has to reach outside of your layers, it will no longer consider any properties or preferences you have entered.**

Layers with a Zero (0)

It is important to increase pairings in each layer or relax your pairing properties and preferences in order to avoid having a zero in your bar graph (depending on your bidding strategy). This would indicate your pairing pool for that layer is empty and there are no discernable differences in your pairings and/or preferences.

In the following example, only five out of seven layers are being utilized because two layers show a

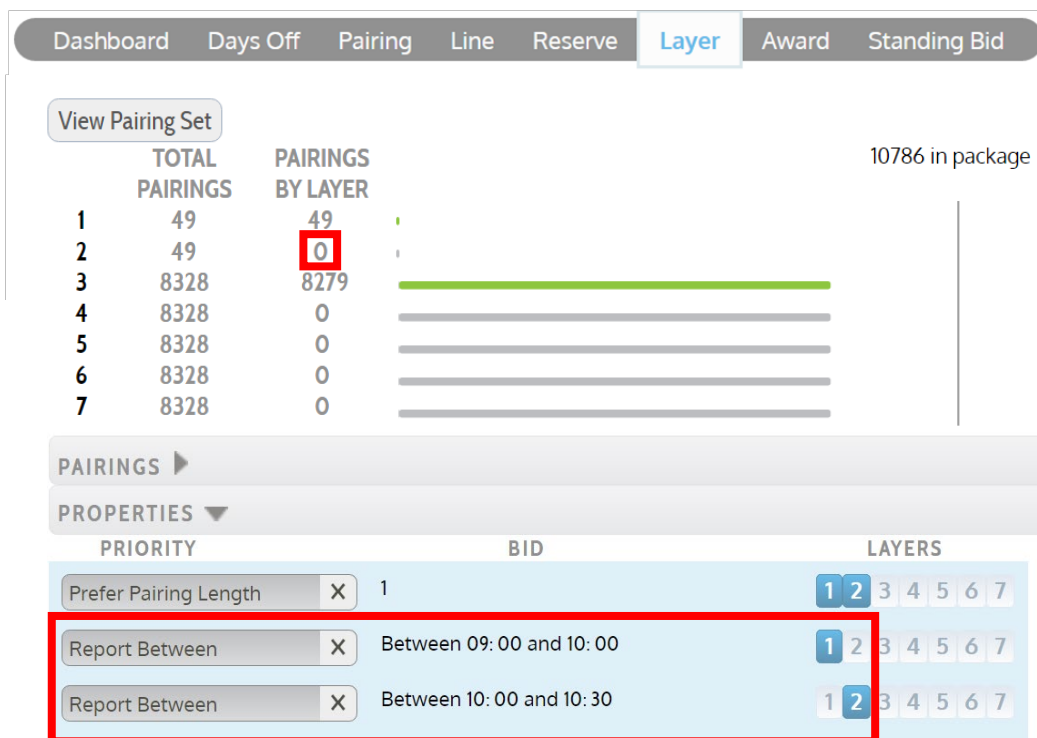
zero in the bar graph, indicating an empty layer. To correct this you would need to add pairings to layers 4 and 6 by adjusting the pairing properties throughout your bid.



Sometimes a zero in your bar graph will appear if the difference between your preferences is not significant enough to generate additional pairings.

In the following example, 1-day pairings that report between 9:00 and 10:00 are selected layer 1, which generates a total of 49 pairings.

In layer 2, 1-day pairings are selected again, but the time is expanded to report between 10:00 and 10:30. Even though a new preference was added to the bid, zero pairings were added to layer 2 because there are no 1-day pairings that report between those times. This is why it is so important to **check your layer tab and view your pairing set** as you create your monthly bid.



When adding a new preference, you may see a zero for that layer if the new preference does not generate new pairings.

A zero in your bar graph may also indicate a bid conflict; review your layer tab to ensure you have not selected preferences that contradict each other.

For example, if you were to bid Prefer Pairing Length – 2 in the same layer as Prefer Duty Period – 3, a zero would display for that layer because 2-day trips with 3 duty periods do not exist. The zero would alert you of the mistake (bid conflict) in your bid.

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

View Pairing Set

10786 in package

	TOTAL PAIRINGS	PAIRINGS BY LAYER
1	0	0
2	8328	8328
3	8328	0
4	8328	0
5	8328	0
6	8328	0
7	8328	0

PAIRINGS ►

PROPERTIES ▼

PRIORITY	BID	LAYERS
Prefer Pairing Length X	2	1 2 3 4 5 6 7
Prefer Duty Period X	3	1 2 3 4 5 6 7

Bid conflict

If you skip a layer all together, leaving it completely blank, PBS will create the pairing pool for the layer, by adding **all** of the available pairings (*excluding* ODAN, RedEye and satellite pairings). It will treat the skipped layer as if it was a bid layer, and it may complete your line at that point. Skipping a layer is different from having a zero in a layer.

In the example below, layer 2 does not contain any pairing properties or specific days off. During the award process, the system would stop at layer 2 and the award would be labeled L2, even though there are additional bids in layers 3, 4 and 5.

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

View Pairing Set

10786 in package

	TOTAL PAIRINGS	PAIRINGS BY LAYER
1	1374	1374
2	8328	6954
3	8328	0
4	8328	0
5	8328	0
6	8328	0
7	8328	0

PAIRINGS ►

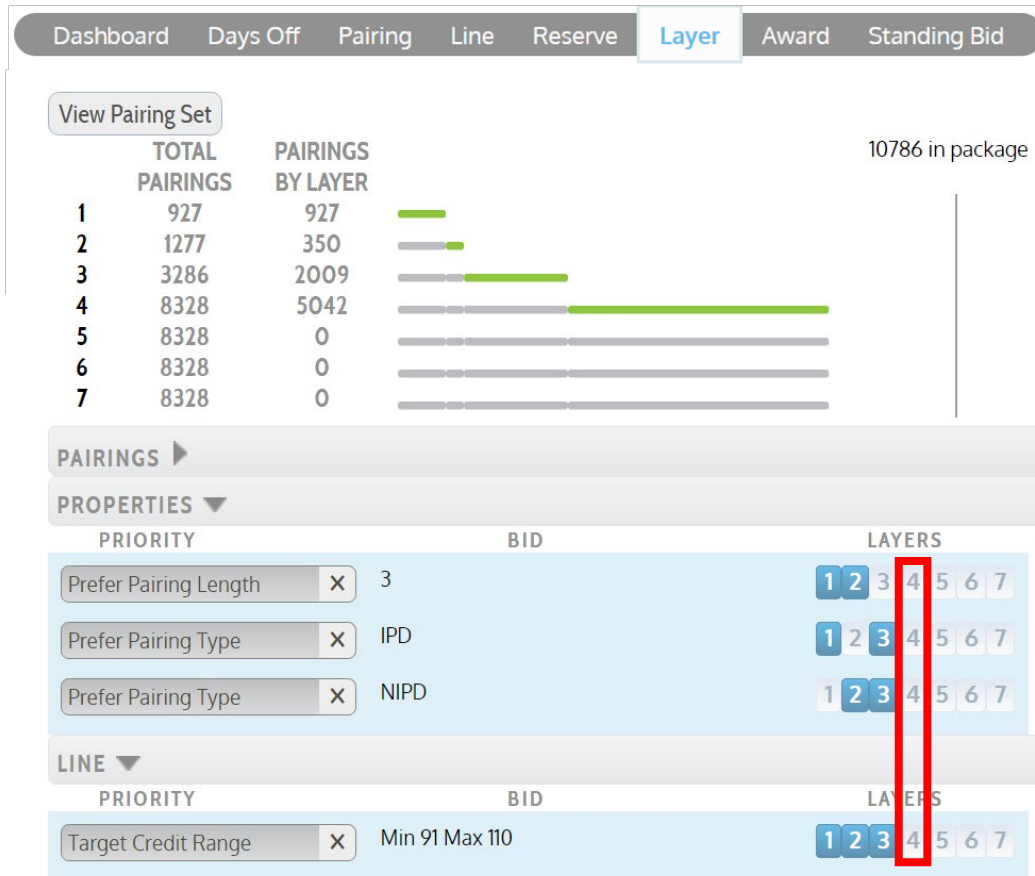
PROPERTIES ▼

PRIORITY	BID	LAYERS
Prefer Pairing Length X	1	1 2 3 4 5 6 7
Prefer Pairing Length X	2	1 2 3 4 5 6 7
Prefer Pairing Length X	3	1 2 3 4 5 6 7
Prefer Pairing Length X	4	1 2 3 4 5 6 7

10JAN19

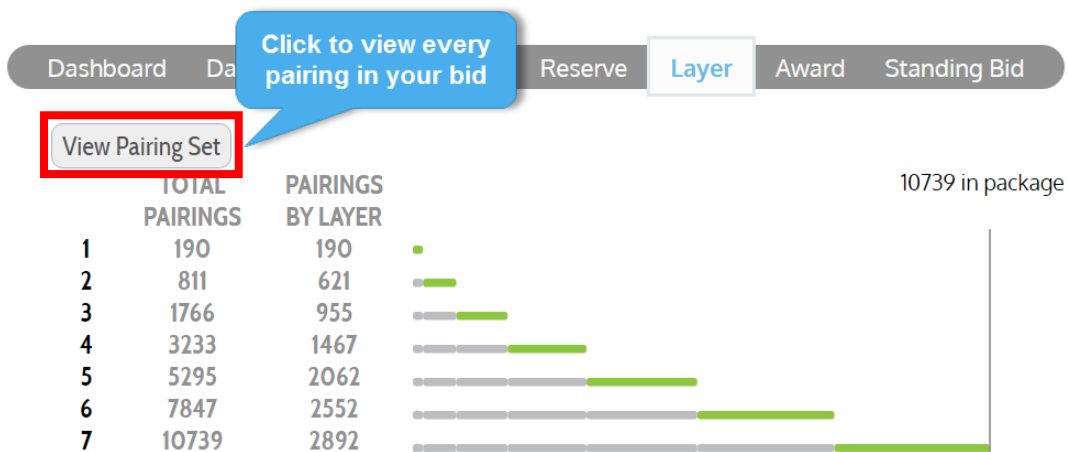
On the other hand, if you stop bidding all together and your line cannot be completed within the layers containing bids, your award will be considered an LN award (see *LN Award Process* pg. 102, for more information).

In the following example, layer 4 does not contain a bid for specific days off or any pairing, line, or days off properties. During the award process, if the system had to go to layer 4, the award would be labeled LN, and it is possible PN pairings would be awarded.



View Pairing Set

By clicking this button you can see **every single pairing** you are bidding for based upon the preferences you've selected in each layer. This is a great way to review your pairing pools, especially when bidding generic pairing properties.



The pairing set displayed defaults to a view of layer 1; select the down arrow and the dropdown list allows you to select a different layer to view. Pairings displayed are for that particular layer only, they are not cumulative.

The list is in numerical order by pairing ID and an overview of the pairing details is shown including: the date it begins/ends, total block time, total credit, and leg information. Clicking the [View Details](#) button will expand the full pairing information.

Callouts:

- Select a layer to view:** Points to the 'Layer 1' dropdown menu.
- Go back to the layer tab:** Points to the 'Layer' tab in the top navigation bar.
- Total pages:** Points to the '12 ... 9 10' pagination link.
- Return to Layer Overview:** Points to the 'Return to Layer Overview' button.
- Advance pages:** Points to the 'Next' button.
- Total pairings in the layer:** Points to the '139 total pairings' text.
- Pairing overview:** Points to the list of pairings.
- Go to page #:** Points to the '12 ... 9 10' pagination link.

Pairing ID	Date	Legs	View Details	Remove
BLOCK: 1747, CREDIT: 1747				
L03351	Su, Mar 4	JFK → MIA → SJO	View Details	Remove
	Mo, Mar 5	SJO → PHX		
	Tu, Mar 6	PHX → ORD → JFK		
BLOCK: 1747, CREDIT: 1747				
L03351	Tu, Mar 6	JFK → MIA → SJO	View Details	Remove
	We, Mar 7	SJO → PHX		
	Th, Mar 8	PHX → ORD → JFK		
BLOCK: 1747, CREDIT: 1747				
L03351	We, Mar 7	JFK → MIA → SJO	View Details	Remove
	Th, Mar 8	SJO → PHX		
	Fr, Mar 9	PHX → ORD → JFK		
BLOCK: 1747, CREDIT: 1747				
L03352	Su, Mar 11	JFK → MIA → SJO	View Details	Remove
	Mo, Mar 12	SJO → PHX		
	Tu, Mar 13	PHX → ORD → JFK		
BLOCK: 1747, CREDIT: 1747				
L03352	Tu, Mar 13	JFK → MIA → SJO	View Details	Remove
	We, Mar 14	SJO → PHX		
	Th, Mar 15	PHX → ORD → JFK		
BLOCK: 1747, CREDIT: 1747				
L03352	Fr, Mar 16	JFK → MIA → SJO	View Details	Remove
	Sa, Mar 17	SJO → PHX		
	Su, Mar 18	PHX → ORD → JFK		
BLOCK: 1747, CREDIT: 1747				

Upon reviewing your pairings, you have the option to remove any unwanted pairings. To remove a pairing from that layer, click [Remove](#) and a pop-window will appear. You will then have the option to remove the pairing from just that layer or from all layers.

Pop-up Window:

L03351 ON WEDNESDAY, MARCH 7

Remove from Layer 1 Remove from All Layers

Pairing ID	Date	Legs	View Details	Remove
L03351	Su, Mar 4	JFK → MIA → SJO	View Details	Remove
	Mo, Mar 5	SJO → PHX		
	Tu, Mar 6	PHX → ORD → JFK		
BLOCK: 1747, CREDIT: 1747				
L03351	Tu, Mar 6	JFK → MIA → SJO		
	We, Mar 7	SJO → PHX		
	Th, Mar 8	PHX → ORD → JFK		
BLOCK: 1747, CREDIT: 1747				
L03351	We, Mar 7	JFK → MIA → SJO	View Details	Remove
	Th, Mar 8	SJO → PHX		
	Fr, Mar 9	PHX → ORD → JFK		
BLOCK: 1747, CREDIT: 1747				

When you go back to the layer tab, you will see the removed pairing listed in the pairing category. You may edit the layer selections or click on the (X) to place the removed pairing back into your layer(s).

Dashboard
Days Off
Pairing
Line
Reserve
Layer
Award
Standing Bid

View Pairing Set

	TOTAL PAIRINGS	PAIRINGS BY LAYER
1	138	138
2	552	414
3	1303	751
4	2041	738
5	5552	3511
6	9053	3501
7	10609	1556

10739 in package

PAIRINGS

PRIORITY

BID

LAYERS

Remove Pairing ID on Date X L03351 on Wednesday, March 7

1 2 3 4 5 6 7

Strategy for Prioritizing Layers

When determining your bid strategy for the month, you should always prioritize your desires. Start by bidding any days off you need in the month, followed by the type of trips you want.

In this example, weekends off and high credit, short trips are desired most. The following bids create a limited pairing pool for layer 1:

- Fridays, Saturdays, and Sundays off
- High credit (minimum average credit of 8:00 per duty)
- 1-day & 2-day pairings

American Airlines
100000, Jane Stew, 19.4% (350 of 1800) Seniority

log out

Dashboard
Days Off
Pairing
Line
Reserve
Layer
Award
Standing Bid

View Pairing Set

	TOTAL PAIRINGS	PAIRINGS BY LAYER
1	388	388
2	10613	10225
3	10613	0
4	10613	0
5	10613	0
6	10613	0
7	10613	0

10739 in package

PAIRINGS

PROPERTIES

PRIORITY

BID

LAYERS

Prefer Pairing Length X 1

Prefer Pairing Length X 2

Minimum Avg Credit per Duty X 08:00

1 2 3 4 5 6 7

1 2 3 4 5 6 7

1 2 3 4 5 6 7

LINE

March 2018

LAYER 1

Sun Mon Tue Wed Thu Fri Sat

2 OFF 3 OFF

4 OFF 5 6 7 8 9 OFF 10 OFF

11 OFF 12 13 14 15 16 OFF 17 OFF

18 OFF 19 20 21 22 23 OFF 24 OFF

25 OFF 26 27 28 29 30 OFF 31 OFF

1 OFF 2 3 4 5 6 OFF

In layer 2, the pairing pool should be expanded by relaxing the preferences and/or introducing additional properties.

For example, two of the preferences from layer 1 are relaxed in layer 2:

- Gave up Fridays off
- Reduced minimum average credit to 7:00 per duty


This more than doubles the total pairings bid by layer 2. Although the preferences have been relaxed, high-credit, 1 and 2-day pairings on weekdays are still the priority. This bidder is telling the system that they would rather work trips worth slightly less credit in an effort to have Saturdays and Sundays off. Whereas another bidder may prefer the highest credit trips possible, regardless of them touching a weekend day. Always, determine what is **most important to you** (while realistic to your seniority) when building your bid.

The screenshot shows the American Airlines bidding system interface. At the top, it displays the user's name, seniority, and a navigation bar with tabs: Dashboard, Days Off, Pairing, Line, Reserve, Layer (selected), Award, and Standing Bid. Below the navigation bar, there's a 'View Pairing Set' section showing a table of pairings by layer. Layer 2 is highlighted with a red box, showing 824 pairings. To the left of the table is a calendar for March 2018, also with Layer 2 highlighted. Below the calendar, there's a 'PAIRINGS' section with 'PROPERTIES' and 'BID' tabs. The 'BID' tab shows preferences for pairing length, minimum average credit per duty, and layers. The 'LAYERS' section shows a grid of layers 1 through 7, with Layer 2 highlighted by a red box.

By layer 3, this bidder would have to decide what to add or give up in order to create another new pairing pool. Are weekends off most important? If so, they could add high credit, 3-day pairings to layer 3 before relaxing the bid for weekends off – if weekends off are most important.

On the other hand, maybe working 1 or 2-day pairings is more desirable than having weekends off. In which case, they would give up weekends off but still bid high credit 1 and 2-day pairings.

Depending on your strategy, they may also decide relax the bid for a Minimum Avg Credit per Duty.

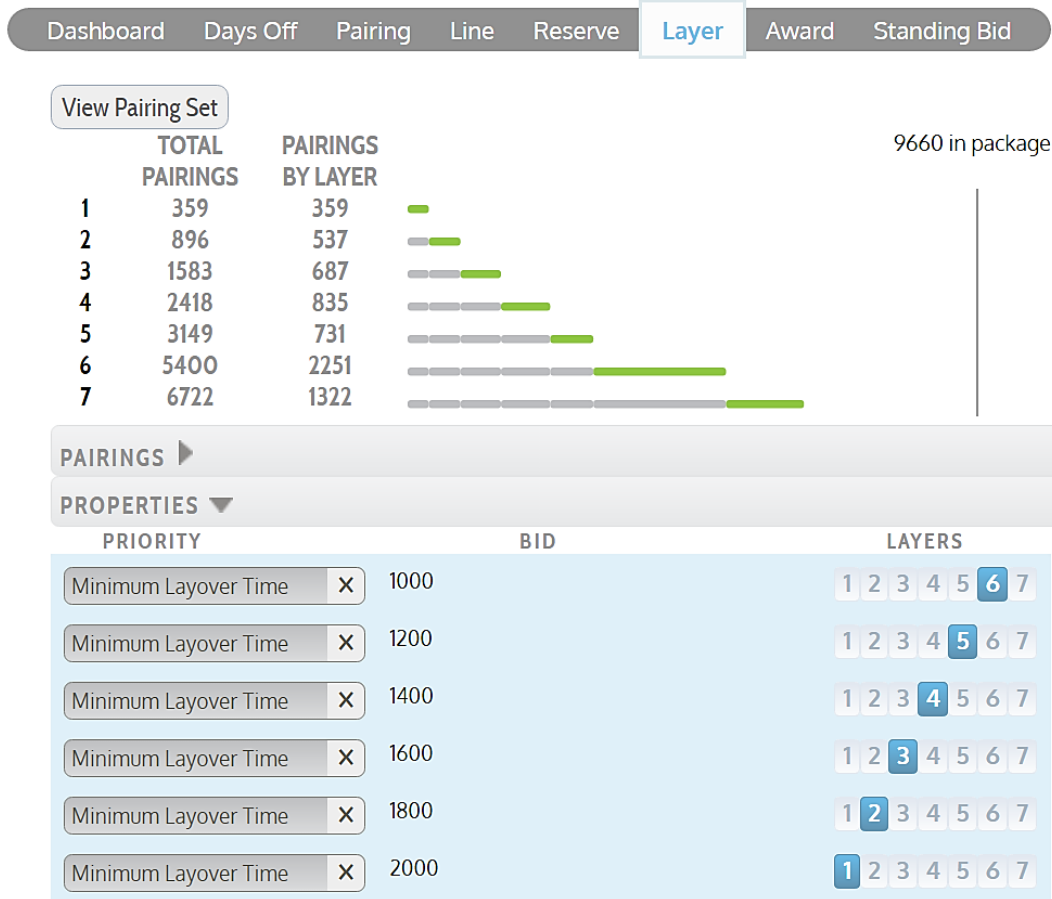
 The examples above depict a simplified version of a bid; always keep your status seniority in mind when creating your bid.

This process of relaxing properties, and thus expanding your pairing pools, should continue through your seventh layer. The strategy starts by asking PBS for the most desired bid, but then gives PBS more options in each layer. PBS awards the most desired bids from each layer, at your status seniority, until a complete line is built.

Property Stepping

Property stepping, also known as relaxing constraints, is another strategy used to prioritize your layers. As later layers are used, reduce the number of properties and/or constraints in your bid.

For example, if a minimum layover time of 20 hours is used for layer 1, layer 2 should be less than 20 hours; layer 3 should be less than layer 2, and so on. Using this property as described will increase the number of pairings in each layer and will create a stepped appearance.



In each example the selected property is gradually relaxed and therefore *less* restrictive. Another example of property stepping is shown below using the Report Between property.

PROPERTIES ▼		
PRIORITY	BID	LAYERS
Report Between X Between 08: 00 and 11: 00		1 2 3 4 5 6 7
Report Between X Between 08: 00 and 13: 00		1 2 3 4 5 6 7
Report Between X Between 08: 00 and 15: 00		1 2 3 4 5 6 7
Report Between X Between 08: 00 and 17: 00		1 2 3 4 5 6 7
Report Between X Between 08: 00 and 19: 00		1 2 3 4 5 6 7
Report Between X Between 08: 00 and 21: 00		1 2 3 4 5 6 7

When bidding a restrictive property, stepping or relaxing it, will add more pairings to each layer. Property stepping should be used as much as possible whenever a restrictive property is selected. You cannot bid more restrictively in later layers without using the Clear Bids property (see pg. 62).

Print and Log Out

After you have thoroughly reviewed your pairing pools and bid, you should print, or save a PDF of your monthly bid. Click the printer icon at the top of the page and confirm the print/save request.



Always remember to log out of PBS and close your browser. To do so, click **log out** at the top of the page; everything will be saved. Always log out – it closes your session, ensures no one can alter your bid, and saves all bids that have been entered.

AWARD TAB

The award tab allows you to view and if desired, print/save a copy of your bid award. Your monthly award will be posted in PBS on the 18th of every month by 1200 DFW. The following will outline how the award process works and how to understand your award. The best way to ensure your bidding strategy is working for you is to review your award information each month; this information will help you make adjustments in future bids for greater satisfaction.

Lineholder Award Process

The award process uses a set of data that includes:

- Pairings for the bid month
- Planned absences/activities
- Staffing requirements
- Published line building parameters (e.g., monthly line average, flex month, etc.)
- Flight attendant qualification status (e.g., speaker, purser, etc.)
- Fleet qualifications
- Flight attendant preferences

The factors that determine the final result of the award are:

- Legalities
- Status seniority
- System requirements, including minimum/maximum required line value, number of regular lines and open time limits
- Bid satisfaction based on flight attendant preferences

How to Read Your Award

Upon clicking the award tab, your awarded schedule will display. Pay attention to the headers at the top of your award and the top of the pairing details for the following information:

1. **Layer** – Displays the layer from which your award was completed: L1 = layer 1, L2 = layer 2, etc. However, **LN = layer none** which indicates your awarded line was completed outside of your seven layers
2. **Off** – Total number of calendar days off in the bid month
3. **Credit** – Total amount of credit for the bid month: awarded pairings plus any existing credit (unless waived)
4. **PRM** – Total international premium pay for the bid month – it does *not* include any senior, aft, galley, speaker or purser premium pay

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

View Reason Report

Layer: L6 Off: 14 Credit: 91:47 Premium: PRM 70:30

Su M T W Th F Sa

5

C05721 BASE: CLT REPORT: 0630 PRIORITY: P5 SEAT: 02

DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP

1 1993 CLT LAX 0730 1020 0550 77

D-END: 1035 REPT: 0500 TBLK: 550 TCRD: 0 TPAY: 550 DUTY: 705 LAYO: 1825

DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP

2 577 LAX CLT 0600 1347 0447 77

D-END: 1402 TBLK: 447 TCRD: 0 TPAY: 447 DUTY: 602 LAYO: 0

TOTALS BLOCK: 1037 DHD: 0 LDGS: 2 CREDIT: 1037 TAFB: 3132 PREMIUM: 0

Su M T W Th F Sa

7

C01415 BASE: CLT REPORT: 1715 PRIORITY: P4 SEAT: 04

DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP

1 730 CLT LHR 1815 0710 0755 98

D-END: 0740 REPT: 1230 TBLK: 755 TCRD: 0 TPAY: 755 DUTY: 925 LAYO: 2850

DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP

5. **Priority** – Indicates which pairing pool the awarded pairing came from: P1 = layer 1 pairing pool, P2 = layer 2 pairing pool, and so on. However, **PN = pairing pool none** which means the awarded pairing came from outside of your seven layers. Similarly, **CN = coverage needed**, which means the pairing was awarded due to required coverage and it came from outside of your seven layers.
6. **Seat** – Displays your awarded position on the pairing. If the same pairing is awarded more than once, the awarded seat/position will match the chronological order of the pairing origination dates.

For example, in the award shown below, pairing **C01422** was awarded on the 12th and 19th of March. This flight attendant will be working position 08 on the 12th and then position 09 on the 19th.

The screenshot displays the American Airlines PBS interface. On the left, a calendar for March 2018 shows awarded pairings as green bars. A callout box labeled "AWARD" points to the calendar. On the right, a "View Reason Report" for Layer L6 is shown. A callout box labeled "Pairing pool (layer) the pairing came from" points to the "C01422" entry in the report. Another callout box labeled "Awarded date(s)" points to the dates "12" and "19" in the report. A third callout box labeled "Awarded position" points to the positions "08" and "09" in the report.

March 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					2	3
	7333		7328			
4	5	6	7	8	9	10
	C05721		C01415			
11	12	13	14	15	16	17
	C01422					
18	19	20	21	22	23	24
	C01422		C05819			
25	26	27	28	29	30	31
			C01411			

AWARD

View Reason Report

Layer: L6 Off: 14 Credit: 91:47 Premium: PRM 70:30

C05721 BASE: CLT REPORT: 0630 PRIORITY: P5 SEAT: 02

DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP

1 1993 CLT LAX 0730 1020 0550 77

D-END: 1035 REPT: 0500 TBLK: 550 TCRD: 0 TPAY: 550 DUTY: 705 LAYO: 1825

DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP

2 577 LAX CLT 0600 1347 0447 77

D-END: 1402 TBLK: 447 TCRD: 0 TPAY: 447 DUTY: 602 LAYO: 0

TOTALS BLOCK: 1037 DHD: 0 LDGS: 2 CREDIT: 1037 TAFB: 3132 PREMIUM: 0

C01415 BASE: CLT REPORT: 0730 PRIORITY: P5 SEAT: 02

DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP

1 730 CLT LHR 1030 1230 0730 77

D-END: 0740 REPT: 1230 TBLK: 730 TCRD: 0 TPAY: 730 DUTY: 705 LAYO: 2850

DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP

3 731 LHR CLT 1330 1750 0730 98

D-END: 1820 TBLK: 920 TCRD: 0 TPAY: 920 DUTY: 1050 LAYO: 0

TOTALS BLOCK: 1715 DHD: 0 LDGS: 2 CREDIT: 1715 TAFB: 4905 PREMIUM: 1715

C01422 BASE: CLT REPORT: 2020 PRIORITY: P2 P2 SEAT: 08 09

DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP

1 732 CLT LHR 2120 0915 0755 98

D-END: 0945 REPT: 0845 TBLK: 755 TCRD: 0 TPAY: 755 DUTY: 705 LAYO: 2300

DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP

3 733 LHR CLT 0945 1510 0925 98

D-END: 1540 TBLK: 925 TCRD: 0 TPAY: 925 DUTY: 1050 LAYO: 0

TOTALS BLOCK: 1720 DHD: 0 LDGS: 2 CREDIT: 1720 TAFB: 4905 PREMIUM: 1720

C05819 BASE: CLT REPORT: 1910 PRIORITY: P5 SEAT: 02

DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP

1 1876 CLT LAX 2010 2257 0547 77

D-END: 2312 REPT: 1025 TBLK: 547 TCRD: 0 TPAY: 547 DUTY: 702 LAYO: 1113

DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP

2 444 LAX CLT 1125 1918 0453 77

D-END: 1933 TBLK: 453 TCRD: 0 TPAY: 453 DUTY: 608 LAYO: 0

TOTALS BLOCK: 1040 DHD: 0 LDGS: 2 CREDIT: 1040 TAFB: 2423 PREMIUM: 0

C01411 BASE: CLT REPORT: 1530 PRIORITY: P1 SEAT: 07

DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP

1 704 CLT FRA 1630 0720 0850 43

D-END: 0750 REPT: 0820 TBLK: 850 TCRD: 0 TPAY: 850 DUTY: 1020 LAYO: 2430

DAY DH FLTN DPS ARS DEP ARR BLKT GRNT EQP

3 705 FRA CLT 0920 1305 0945 43

D-END: 1335 TBLK: 945 TCRD: 0 TPAY: 945 DUTY: 1115 LAYO: 0

TOTALS BLOCK: 1835 DHD: 0 LDGS: 2 CREDIT: 1835 TAFB: 4605 PREMIUM: 1835

Understanding Your Award

It is important to remember that pairing properties bring pairings into your pairing pool, but *line properties* are what the system uses to build your award. As the system moves through your layers and your line properties become less restrictive, PBS may be able to award a line using pairings from an earlier layer.

In the example above, notice all of the *pairings* were awarded from pairing pools 1-5 (P1-P5), yet the *line* was not completed until the system got to layer 6 (L6). By viewing the reason report you would be able to identify the line constraint that made the system continue to layer 6 to complete the award when it had finished awarding pairings by layer 5.

View Reason Report

At the top of the award tab is a button labeled View Reason Report; this option allows you to view the pairings awarded from each layer and/or the reason a pairing was not awarded. The information in the reason report is useful to identify possible bid errors and to help you improve your bidding strategy. Click the reason report button to be taken to your layer 1 reasons, from there you may select to view other layers by clicking on the dropdown list.

Dashboard | **Award** | Standing Bid

Line Reserve Layer

Layer 1 ▼
Layer 1
Layer 2
Layer 3
Layer 4
Layer 5

Return to Award Overview

credit: 91:47 Existing Credit: 0:00
pairings checked in this layer : 12
line Range 80 - 100
411



Currently, the layer from which your line is completed will **not** have a reason report; if your entire line is awarded from layer 1, there will be no reason report at all.

Make sure you learn how to read the reason report to clearly understand the outcome of your award each month. Here is a breakdown of what is displayed:

1. At the very top of the reason report is a repeat of the information on the award tab header: layer, credit and existing credit. Here is also where you will see if you had a required minimum/allowed maximum line value or any coverage dates applied that month (see *System Line Constraints* pg. 101, for more information).
2. The next line displays the number of pairings checked in that particular layer. Followed by the TCR bid from that layer, if applicable.

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

Layer 1 ▼

Return to Award Overview

Layer: L6 Credit: 91:47 Existing Credit: 0:00
Number of pairings checked in this layer : 12
Bid Target Line Range 80 - 100

Below that you will see the pairing IDs that were checked in that layer; pairing IDs are read as follows:

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

Layer 1 ▼

Return to Award Overview

Layer: L6 Credit: 91:47 Existing Credit: 0:00
Number of pairings checked in this layer : 12
Bid Target Line Range 80 - 100
180328-01411

180328-01411-(3)

YY MM DD
Pairing origination
(this example shows March 28th, 2018)

Pairing
number

Pairing length
in calendar days
(only displays if relevant to the reason code)

The report indicates 12 pairings were checked in layer 1; the outcome of each of those pairings is listed below:

Dashboard
Days Off
Pairing
Line
Reserve
Layer
Award
Standing Bid

Layer 1
Return to Award Overview

Layer: L6 Credit: 91:47 Existing Credit: 0:00
Number of pairings checked in this layer : 12
Bid Target Line Range 80 - 100
180328-01411
The above pairings awarded to you
180326-01411 180327-01411
The above pairings conflict with already assigned pairings
180305 01413-(3) violated cadence bid
180306 01413-(3) violated cadence bid
180307 01413-(3) violated cadence bid
180312 01414-(3) violated cadence bid
180313 01414-(3) violated cadence bid
180314 01414-(3) violated cadence bid
180319 01414-(3) violated cadence bid
180320 01414-(3) violated cadence bid
180321 01414-(3) violated cadence bid

First, on the list is one pairing that was awarded to this flight attendant. The next two pairings conflicted with the pairing that was awarded; in other words they originate on the same date or touch a portion of the awarded pairing. The last nine pairings were not awarded because they violated this flight attendant's bid for Monday cadence.

This indicates a bid conflict because these pairings don't fit the line preference selected – cadence on Monday. Had this flight attendant reviewed their pairing pool, they could have adjusted their bid accordingly.

Next, review the layer 2 reason report; you will notice the system checked 24 pairings in this layer. The first six pairings were awarded senior; the next three were awarded to the flight attendant and the last 15 conflicted with the pairings that were awarded in this layer or layer 1.

Dashboard
Days Off
Pairing
Line
Reserve
Layer
Award
Standing Bid

Layer 2
Return to Award Overview

Layer: L6 Credit: 91:47 Existing Credit: 0:00
Number of pairings checked in this layer : 24
Bid Target Line Range 80 - 100
180305-01415 180306-01415 180305-01420 180306-01420 180307-01420 180321-01422
The above pairings awarded to seniors
180307-01415 180312-01422 180319-01422
The above pairings awarded to you
180326-01418 180327-01418 180328-01418 180312-01419 180313-01419 180314-01419
180319-01419 180320-01419 180321-01419 180313-01422 180314-01422 180320-01422
180326-01423 180327-01423 180328-01423
The above pairings conflict with already assigned pairings

10JAN19

The reason reports for layers 3-5 continue to display similar lists of pairings and corresponding reasons. The last two pairings came from layer 5, however, the award was completed as L6 (layer 6), because there is no reason report for the layer from which the award is completed, you would need to refer back to the layer tab to determine why this is labeled as an L6 award.

From the layer tab, look at the **line** properties that were used compared to the pairings awarded on the calendar. Now, it is clear to see why the award could not be completed *until* layer 6. This flight attendant bid two very restrictive line properties: Work Block Size and Prefer Cadence. Luckily, these properties were relaxed by layer 6, which allowed the system to award the pairings that were bid in earlier layers.

As the line properties became *less restrictive*, PBS was able to use pairings from the earlier, more desired pairing pools and complete the line.

American Airlines log out

100000, Jane Stew, 19.4% (350 of 1800) Seniority

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

View Pairing Set

	TOTAL PAIRINGS	PAIRINGS BY LAYER
1	108	108
2	351	243
3	775	424
4	1010	235
5	1522	512
6	2440	918
7	4272	1832

10786 in package

PAIRINGS

PROPERTIES

LINE

PRIORITY	BID	LAYERS
Target Credit Range	Min 80 Max 100	1 2 3 4 5 6 7
Work Block Size	Min 2,4	1 2 3 4 5 6 7
Prefer Cadence on Day-of-Week	Monday	1 2 3 4 5 6 7
Waive 30 hrs in 7 Days		1 2 3 4 5 6 7
Waive Minimum Domicile Rest		1 2 3 4 5 6 7

Had this flight attendant not relaxed the line properties in layers 6 and 7 and PBS was unable to find a legal combination of pairings that met the work block size and cadence preferences, the system may have been forced to go outside of their seven layers and award PN pairings (see *LN Award Process* pg. 102, for more information).

It is very important to prioritize what is most important to you when selecting your bid preferences, and equally important to understand line properties and the affect they can have on your award.

Reason Report Descriptions

When researching your award if a pairing, preference or day off you bid for was not awarded, it is due to one or more of the following reasons:

Pairing Related Reasons

- Number of pairings checked in this layer
- The above pairings awarded to you
- The above pairings awarded to seniors (*report displays maximum 50 pairings per layer*)
- The above pairings conflict with already assigned pairings (*report displays maximum 50 pairings per layer*)
- No additional pairings in this layer
- Conflict with pre-assignment
- Pairing removed due to Shuffle
- Position withheld for Speaker
- Not Speaker position
- Not Purser position
- Required to Cover Purser Position
- Required to Cover Language Position

Days Off Related Reasons

- Not enough off days between work blocks
- Less than minimum off-days

Line Related Reasons

- 24 in 7 violation
- 30 in 7 violation
- Not enough rest
- Exceeded work blk size
- Mixed co-terminals in work blk
- Commutable work blk violation
- Trip-Mix violation
- Cadence bid violation
- Clear bids violation
- Double-Up violation
- Multiple pairings violation
- Buddy with follower

Line Value/TCR Reasons

- Bid Target Line Range ## - ##
- ALLOWED MAX. LINE VALUE
- REQUIRED MIN. LINE VALUE
- Exceeded allowed max_credit

Required Coverage Reasons

- Coverage dates: YYMMDD
- Not awarded in order to cover more coverage dates

Reserve Reasons

- Prefer off processed in this layer
- No prefer off processed in this layer
- RSV coverage dates: YYMMDD



If there are multiple reasons why something was not awarded, PBS will only display one reason.

Award Recap

If PBS cannot award a complete line in layer 1, it will move to layer 2, and so on. Every month pay attention to the layer each of your awarded pairings and line came from. Undesirable and/or LN awards are most commonly due to infeasible or conflicting line parameters. If you are not getting the results you want in PBS – *relax your line properties*.

1. Where did PBS finish your award?

L1-L7: Success! PBS was able to award enough pairings that you bid for, while also satisfying your line properties. Your bidding strategy effectively provided parameters, while allowing a legal line to be built.

LN: PBS was unable to satisfy your line properties by layer 7 and forced to go outside your seven layers.

PBS was unable to find a combination of your pairings to satisfy your line properties. There may have been enough *pairings* for PBS to award at your seniority in your pairing pools, but your line properties were too restrictive.

Also, anytime you are awarded a CN or PN pairing, your line will automatically be labeled as LN. Either way, you should refine your bidding strategy to prevent this in the future.



*If the system has to award LN, **all waivers** used in any of your layers can be applied, regardless of having used Clear Bids.*

2. Where did PBS select your pairings from?

P1-P7: Success! PBS was able to award your pairings from any of your seven pairing pools.

PN: Your pairing pools did not provide PBS enough pairings that could be held at your seniority to create a legal line. PBS had to go outside of your pairing pools to find additional pairings to complete your line with. Adjust your future bids to include more pairings.

CN: Your seniority required you to be awarded a pairing over certain days even though you requested those days off. If your day off requests were bid in all seven layers, or you did not bid for pairings you could hold touching those days, PBS will find **any** pairing touching the required coverage days to create a legal line. Like PN pairings, CN pairings do not come from any of your pairing pools. A CN pairing will be accompanied by a list of required coverage dates in your reason report.



*PN and CN pairings are a result of under bidding. There can be no entitlement to pairings you did not bid for. PBS selects PN or CN pairings from the **undesired** pairing pool available at your seniority; it does this to maximize global satisfaction.*

AWARD SYSTEM LOGIC

In order to understand your award, it is important to first understand the system logic. There are several variables the system considers while processing the award each bid period. These variables are referred to as global parameters, which include:

- Line Average (displayed in the message board of your dashboard each bid period)
 - The line average for each base is between 75-85 hours. In months the company flexes the maximum line value to 95 hours, the line average may not be set to more than 88 hours
- Daily coverage levels
- Maximum open time percentage (typically 3% total open time)
- Contractual and FAR legalities

Contractually, PBS is required to comply with the global parameters in order to meet the operational needs of the company. The system takes the global parameters into account (along with your preferences and planned absences) and goes to work processing the award. Starting with the most senior flight attendant, the system generates several potential lines for each bidder according to each flight attendant's pairing pools and line properties.

In seniority order, the system sets aside the highest satisfied line for you from the group of potential lines produced above. If several lines would equally satisfy you, the system will set aside the line that conflicts the least with junior lines, or one that best satisfies a coverage need. Coverage is evaluated on each calendar day and at every seniority level.

System Line Constraints

During the award process, there are system line constraints that may affect your award, they include:

- Allowed Maximum Line Value
- Required Minimum Line Value
- Coverage Date(s)

For example, if all senior flight attendants bid a high TCR, junior flight attendants would potentially have a system line constraint imposed that would limit their line value. Once a system line constraint has been applied to your line, all flight attendants junior to you will have the same or a more restrictive system line constraint applied. However, the effects on a junior flight attendant may be different due to vacation, training, previous months flying, legalities, etc.

When system line constraints are applied to your award, the details will display at the top of your award reason report.

The screenshot shows the PBS Award System interface. At the top is a navigation bar with tabs: Dashboard, Days Off, Pairing, Line, Reserve, Layer, **Award** (highlighted with a red box), and Standing Bid. Below the navigation bar is a dropdown menu for 'Layer 1' and a button for 'Return to Award Overview'. The main content area displays the following information: 'Layer: LN Credit: 78:00 Existing Credit: 0:00', 'Required Minimum Line Credit Value: 78:00', and 'Coverage Dates: 180408 180415 180422'. This information is enclosed in a red box, and a blue callout bubble labeled 'System line constraints' points to it.

Keep in mind, if your seniority has a minimum/maximum line value, the system will modify your TCR bid accordingly. For example, your line has a minimum required line value of 78 hours and you bid a TCR of 75-85 hours, your effective TCR would change to 78-85 hours.

Open Time Distribution

Contractually, open time must be evenly distributed throughout the bid month; PBS is able to account for different bid behavior or patterns, and award coverage accordingly. As awards are processed in a bid month with an unbalanced distribution of flying, the system logic monitors the remaining open time. An unbalanced distribution of flying is when the scheduled flying is heavier at the beginning or end of the month. PBS will attempt to balance open time by limiting the amount of flying in either half of the month.

Pairing Shuffle

PBS will try to provide you the greatest satisfaction possible. It will attempt to avoid awarding 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:

- If PBS cannot complete your award by 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 awarded. If the shuffle occurs, PBS will award a completed line from the earliest layer possible.



This process will also occur if PBS is unable to complete a line prior to a layer with Clear Bids.

LN Award Process

If your award cannot be completed from the pairing shuffle process, PBS will continue through the following steps:

1. PN pairings will be added to complete your award with the accumulated TCR from layer 7. Keep this in mind when bidding a high TCR. (This step may be skipped if the system has to award you CN pairings.)
2. If you do not have a complete line after step 1, PBS will continue the award process using the default range of 70-90 hours, *with or without* PN pairings. In addition, your line constraints and the system line constraints (including possible coverage dates) may be relaxed.



*This step may be independently used to only relax one or more line constraints, including but not limited to TCR. In other words, PBS could relax a line constraint, such as your TCR to the default range, in order to complete an award **without** a pairing shuffle or PN/CN pairing.*

Required Coverage Date(s)

Required coverage is a term applied to date(s) in a bid month that occur when not enough flight attendants bid to fly on those date(s). During the award process, PBS is continually looking forward to calculate the number of duty periods on each day that have not been awarded versus the remaining flight attendants who are *legal* to cover those positions. Once the open time limit has been reached, the day becomes a coverage date.

At the seniority where coverage begins and below, the coverage dates hold priority and pairings may not be awarded in order to cover more coverage dates. If by layer 7, your pairing pools do not include adequate pairings that touch a required coverage date, PBS will be forced to award from outside your layers and **award a pairing without regard for your pairing or line preferences**. It will use your most relaxed line preferences or the system default settings and award coverage pairings from the CN pairing pool available at your seniority.

During the award process, if a month requires multiple coverage dates, **all required coverage dates are considered equal**. Pairings awarded may not necessarily touch every single required coverage date because the system has to honor all legalities. PBS may not be able to award pairings you bid for around your required coverage dates if it cannot cover the largest possible number of coverage dates while maintaining legalities.

Example

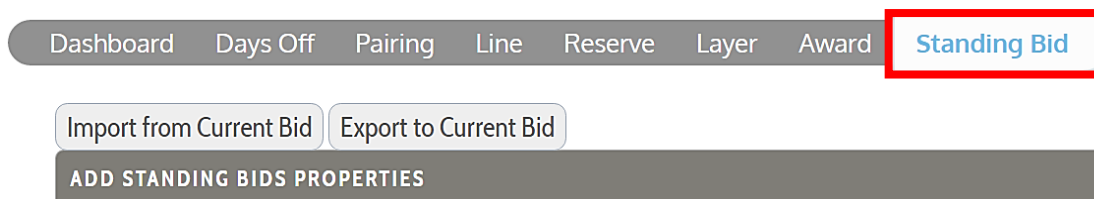
During the award process, PBS forecasts the open time limit to be exceeded on December 22nd – 26th and required coverage is triggered. At your seniority you can hold a 3-day pairing on the 19th from your layer 1 pairing pool, but because it does not touch any of your required coverage dates, PBS will not award the pairing. Instead, it awards a 4-day pairing originating on the 22nd from layer 6. This pairing touches four of the five required coverage dates and the system is satisfied. (The pairing on the 22nd would not have been legal if the layer 1 pairing on the 19th was awarded.)

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 senior flight attendants all bid away from a particular date, when the system reaches a certain seniority the remaining pairings have to be covered by the remaining lineholders. It's that simple. Therefore ask yourself, "If coverage is required on popular dates or holidays, would I rather work a trip that I actually bid for, or get assigned one?"

STANDING BID TAB

By selecting the standing bid tab, you have the option to create a lineholder standing bid *and* a reserve standing bid; you have seven layers to use for each type of standing bid. Treat your standing bids as something that can guide the system to create a schedule you would be satisfied with, if for some reason, you were unable to enter a monthly bid.

Keep in mind, your standing bids can be used for any month; therefore specific bids cannot be entered.



Lineholder Standing Bid Properties

You have seven layers to use when bidding lineholder standing bid properties. A list of generic days off, pairing and line properties can be found in the standing bid tab. Bidding for specific dates off, specific pairings or “on Date” properties are **not** options in your standing bid. The Avoid Person and Buddy With properties are not choices in your standing bid either.

- **Day of Week Off**

This is the only property exclusive to the lineholder standing bid properties; all others are described in the days off tab, pairing tab and line tab sections of this guide.

This property allows you to bid for a weekly day off in your line of flying. Selecting this property will display a dropdown list from which a day of week may be selected. You may use this property more than once in the same layer. This property is only applied to your standing bid and will **not** transfer over when using the Export to Current Bid option.



*Once you have entered any preferences (even one pairing or a single day off) into the days off, pairing, line or layer tabs, your lineholder standing bid, or any portion thereof, **will NOT be used** (except followers of a buddy bid; see Example 5 – Follower’s Standing Bid pg. 67, for more information).*

It is important to remember that when it comes to a standing bid, less is more. A good standing bid is realistic to your seniority and the type of flying in your base. Since pairings can differ from month to month, always make sure your standing bid is not overly restrictive or complicated. Update your standing bid regularly to account for schedule changes within your base, as well as changes to your status seniority.

Export and Import

Your standing bid may be updated at any time, even when the bid period is closed. When the bid period is open, the standing bid tab provides the following additional functionality for lineholder bids:

1. **Export to Current Bid**

Click this if you would like to begin your monthly bid by using your lineholder standing bid as a starting point. This can save time by allowing you to use your standing bid as the building blocks for your monthly lineholder bid.

Perhaps you would like to bid all of the existing properties from your standing bid, but it is a holiday month, so you would also like to bid for specific days off. You could use the Export to Current Bid feature to save time when creating your current bid for the holiday month.

When used, if you have any existing properties in your current bid (the layer tab), your

lineholder standing bid properties will be added to them. Therefore it is recommended that your layer tab is empty before you export your standing bid to avoid entering duplicate properties or creating a bid conflict.

If you use the Export to Current Bid feature, be aware that the Day of Week Off property selections and/or any reserve selections will **not carry over to your current bid**. Use the monthly calendar on the layer tab to bid for days of the week off (or specific dates off) and use the reserve tab to bid for monthly reserve selections.

Always verify the Export to Current Bid was completed by viewing the layer tab.

It is **not necessary** to Export to Current Bid if you simply want the system to use your standing bid, as is. PBS will automatically use your standing bid if no current lineholder bids are detected; however it's recommended to regularly export your standing bid to ensure it populates sufficient pairing pools relative to your seniority.

2. Import from Current Bid

This option allows you to create a lineholder standing bid from your current lineholder bids. Your standing bid tab should be clear of any lineholder properties before you import your current bid to avoid entering duplicate properties, or creating a bid conflict.

If you use the Import from Current Bid feature, be aware that specific pairings, specific days off, and "on Date" properties will **not** transfer over to your standing bid. Always verify the import was successfully completed by refreshing the standing bid tab.



*The import and export buttons **do not** apply to any reserve bids: monthly or standing.*

Reserve Standing Bid Properties

You have up to seven layers to use when creating a reserve standing bid. There are four options within the standing bid tab to build a reserve standing bid; they can be found at the very bottom of the list of properties.

- **Reserve Day of Week Off**

This property is exclusive to the standing bid tab and allows you to select a weekly day(s) off. Selecting this property will display a dropdown list from which a day of week may be selected. You may use this property more than once in the same layer. This property is only applied to your reserve standing bid layers and will **not** transfer over when using the Export to Current Bid option.

- **Reserve Work Block Size**

This property is exclusive to the standing bid tab and allows you to designate a minimum and maximum number of reserve days you would like in a row (**selection must be within 3 and 6 days** to adhere to the reserve scheduling patterns). If selecting this property, keep in mind your month-to-month transitions will vary based on your schedule each month, which may impact the system's ability to satisfy your preferences. When used:

- Do not make a selection that will conflict with your reserve day of week off selections (e.g., bidding Fridays, Saturdays and Sundays off with a reserve work block size of min 5, max 6 creates a bid conflict)
- Do not bid a reserve work block of min 6, max 6 as this will not allow PBS to award all of your days off thereby creating an infeasible reserve pattern



*Be cautious, the system allows any numerical range and does not alert you if you bid outside of the contractual reserve work block size. PBS will **only** recognize a range within 3-6 days.*

This property is only applied to your reserve standing bid layers and will **not** transfer over when using the Export to Current Bid option.

- **Waive to Allow Carryover to be Days Off**

This waiver allows you to designate carry-over pairings as **reserve days off** in the following bid month. If used, any carry-over trip will be paid above your reserve guarantee (pay no credit) and the days off will count towards your allotted days off for the month.

Unless selected, any days that touch your carry-over pairing will be awarded as reserve days and count towards your reserve guarantee (pay and credit).

This option applies to previous month transitions from reserve to reserve or lineholder to reserve. Selecting this option **guarantees** days off under your carry-over trip, it is *not* based on seniority.

When selected from the standing bid tab, this option only applies to your reserve standing bid layers and will **not** transfer over if the Export to Current Bid option is selected.



*Once you have entered any preferences (even a single prefer off day) into the reserve tab, your reserve standing bid, or any portion thereof, **will NOT be used.***

SPECIAL QUALIFICATIONS

There are two special qualifications relevant to bidding in PBS: purser and speaker. If you hold a special qualification, it will be displayed on your dashboard tab.

USER INFORMATION		
BASE DFW	STATUS PURSER SPEAKER	POSITION FA

Purser

PBS is programmed to distribute purser flying in seniority order based on your selected preferences. If you are purser qualified, you will use the same bidding strategy as any other bidder except that you may bid for the purser position. You still have the option to bid for and be awarded non-purser pairings/positions.

Below are some additional points to remember when bidding as a purser:

- PBS will award, in seniority order, all available purser positions within each domicile
- All purser positions are designated as position 01
- All purser flying must be covered
 - If not enough pursers bid to cover the purser designated pairings, PBS will award to junior pursers on the basis of seniority and the global constraints of the system. The system will not award from the bottom of the seniority list up. Any purser pairing not bid for will be awarded beginning at the seniority of the first purser required to cover the remaining purser pairings. In other words, the system will recognize the point where a purser and those junior to her/him must be awarded purser pairings.
- Only pursers may be awarded the purser/01 position on designated pairings

Speaker

PBS is designed to distribute the required speaker flying for each specific language in seniority order, based on your selected preferences. You may bid for multiple destinations within the same language(s). Speakers may bid any position on a speaker required pairing except the galley on wide-body aircraft. However, only speakers may be awarded the required speaker positions in the applicable language. A purser is not prohibited from serving in a required speaker position.



You may ultimately be awarded a galley position on a speaker-required pairing based on your general base seniority. In this case, you will receive speaker pay even though you were not awarded as the designated speaker.

PBS allows two foreign languages to be considered during the award process. If qualified in multiple languages, you may bid for and be awarded pairings in up to two different languages. You may change your PBS language preference and priority in FOS (type **HILANG**, then enter) by the 26th of the month prior to each bid period. PBS will display the languages in priority order on your dashboard.

The first preference will be used as a tie-breaker during the award process (assuming no other bid criteria have an impact). If needed for coverage purposes, you may be awarded your second priority language.

For example, you are qualified in Italian and Spanish. You could potentially be awarded *all* Spanish pairings even though you *only* bid Italian pairings.

However, if you are qualified in more than two languages PBS will *only* award you based on the two languages displayed on your PBS dashboard for that bid month.

There are speaker-only reserve lines awarded for each language at each base. Reserves with speaker

qualifications will be awarded a reserve line at their seniority amongst those with speaker reserve status in their qualified language for that bid month in their base using the target numbers set by manpower planning.

Speaker Bidding

As a speaker, you are processed at your seniority within your status. You may bid for pairings that are completely within your language(s), completely outside of your language(s), or a hybrid of both. You can be awarded non-speaker pairings/positions (including galley) provided substantially all speaker flying can be awarded within your designated language(s).

When bidding speaker required pairings/positions *only*, you may **not** be held to a line value or coverage dates for your status seniority. You will however, be held to a line value or coverage dates for your specific language(s), if applicable.

For example, if your seniority is unable to hold more than 90 hours (high time) as a non-speaker, you may be able to hold more than 90 hours as a speaker; depending on the bidding trends of other speakers in your base and specific language.



The minimum TCR bid PBS will recognize is 40 hours and the maximum is 110 hours.

Speakers should search or bid for pairings using the Layover at City or Prefer Landing at City properties. If you *only* want to bid for speaker required pairings/positions, do not bid anything in your layers except for speaker preferences.

For example, if you're a German speaker you might bid for layovers in MUC and FRA, with your desired position(s) *excluding* galley positions.

It is important to know what positions are speaker-eligible per aircraft type. If you select any non-speaker positions you are no longer bidding within the speaker-only line constraints. Also, if you bid generic pairing preferences and leave the position order blank, you will be considered bidding for speaker *and* non-speaker pairings.

If you choose to bid for non-speaker pairings/positions, or a hybrid of both, you will be subject to the system line constraints (i.e., minimum/maximum line value and/or coverage dates) set for non-speakers at your status seniority.

Being awarded non-speaker pairings/positions is dependent on:

1. Number of active speakers in your language(s)
2. Number of speaker required pairings/positions available
3. Speaker required pairings/positions held by speakers senior to you

Keep in mind, if there is insufficient speaker coverage in your language, you will be forced into covering speaker required pairings/positions.

If not enough speaker required pairings/positions remain to build a complete line, PBS will award as many speaker required pairings as possible and then complete your award with non-speaker pairings/positions consistent with your seniority.

If no speaker required pairings/positions remain at your seniority, non-speaker pairings/positions that are available will be awarded.

PBS RELATED VACATION INFORMATION

Vacation Extension (VEX) Days

If you have seven or more consecutive vacation days, you are able to request up to four VEX days. VEX days may be placed before, after, or split in any combination on either side of a vacation period. They may also carry into the next bid month. In addition, there are no limitations or blackout dates, and they are not seniority driven.



There is a limit of no more than four VEX days per bid month, even if there are two separate seven day vacation blocks in the bid month.

In PBS, vacation extension (VEX) days act as a planned absence or a placeholder for lineholders, but do not carry a value for pay or credit. VEX days count toward the prorated minimum amount of days off (see chart on pg. 23). Once the award is final, they become regular days off.

On a reserve line, VEX days count toward the prorated amount of reserve days off (see chart on pg. 80). They are placeholders in PBS and will convert to off days on your final reserve schedule, included in your total days off.



VEX days will be honored unless PBS cannot produce a solution (award).

VEX day requests may be submitted year round up until the last day of the calendar month two months prior to the bid month you would like the VEX days to be placed or two months prior to the bid month in which your vacation starts – **whichever is earlier**. It is your responsibility to understand the timelines and plan accordingly.

Keep in mind, VEX days are used as a placeholder to prevent PBS from assigning you a pairing or a reserve day. Therefore, they will **only** appear in VMS and PBS – not in Crew Portal, DECS, etc.

Premiums for Vacation

Contractually, you will receive each applicable pay premium for your vacation hours if all awarded credit hours are inclusive of any single premium(s), (e.g., 100% speaker award, 100% purser award, 100% aft lead award, etc.). Premiums for vacation include the following pay categories:

- Purser/Position 01/Lead (blends the rate if different pay rates apply)
- Aft Lead/Galley (blends the rate if different pay rates apply)
- Speaker (each pairing must contain at least one leg of speaker)
- International: IPD or NIPD (each pairing must contain at least one leg of international, blends the rate if different pay rates apply)
- CRAF

Example 1

You receive a PBS award of pure NIPD pairings worth a total of 65 credit hours, during the month you have a scheduled vacation period of seven days (28 credit hours). You will receive the international premium pay for your entire vacation period (28 credit hours).

Example 2

During the bid month with your seven day vacation period (28 credit hours); you receive a PBS award of 60 total credit hours in position 01/lead; 30 hours of which are on the A321 and 30 hours on the A319. You will receive premium pay for half of your vacation credit at the A321 lead rate (14 hours), and premium pay for the other half of your vacation credit at the A319 lead rate (14 hours).

Example 3

You have a scheduled vacation period of ten days (40 credit hours). You bid to have vacation low and the system awards you a single IPD pairing in a speaker position. You will receive international premium pay and speaker pay for *all* of your vacation (40 credit hours).

Vacation Low

If you have seven or more days of vacation within a single bid month (the days *do not* need to be a continuous block) you may bid for vacation low. To do so, you should bid a TCR anywhere within 40-69 hours. You will then be given priority for a low credit line over more senior flight attendants within your status who do not have seven or more vacation days in the bid month.

When bidding for vacation low, the following applies:

- The vacation low priority does not allow the award of specific pairings out of seniority order
- Bidding a TCR of 70 hours, or greater may **forfeit your vacation low priority**
- Not bidding a TCR at all, assuming the system default (70-90 hours), will also forfeit your vacation low priority
- Depending on your bidding strategy and seniority, you may want to include all pairing types and/or waivers in the layer prior to increasing your TCR above 69 hours. This will maximize your potential to receive a vacation low award.



*Vacation low awards are **not** a guarantee; they are dependent on the global parameters, targeted line average, status seniority and open time limits for each bid month.*

Example – Vacation Low Bid

Similar to a non-vacation month, days off and line properties mustn't be too restrictive and you should bid enough pairings for your seniority. The main difference in a vacation low bid is the TCR.

In this example, the flight attendant has seven days of vacation, worth 28 hours of credit. In layers 1-6 the TCR bid is 40-60 hours. Then, in layer 7 the day off bids and the TCR bid are relaxed as a backup in the event vacation low cannot be awarded.

100000, Jane Stew, 19.4% (350 of 1800) Seniority

log out

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

View Pairing Set

	TOTAL PAIRINGS	PAIRINGS BY LAYER
1	72	72
2	771	699
3	1120	349
4	4158	3038
5	5618	1460
6	7085	1467
7	8816	1731

21656 in package

March 2018

LAYER 1

Existing Credit 28:00

PAIRINGS

PRIORITY	BID	LAYERS
Pairing ID on Date	X D02948 on Friday, March 2	1 2 3 4 5 6 7
Pairing ID on Date	X D02948 on Saturday, March 3	1 2 3 4 5 6 7
Pairing ID on Date	X D03035 on Friday, March 2	1 2 3 4 5 6 7
Pairing ID	X D02946	1 2 3 4 5 6 7
Pairing ID	X D02947	1 2 3 4 5 6 7
Pairing ID	X D02953	1 2 3 4 5 6 7
Pairing ID	X D02955	1 2 3 4 5 6 7

PROPERTIES

PRIORITY	BID	LAYERS
Prefer Pairing Length	X 2	1 2 3 4 5 6 7
Prefer Pairing Length	X 3	1 2 3 4 5 6 7
Minimum Layover Time	X 1300	1 2 3 4 5 6 7

LINE

PRIORITY	BID	LAYERS
Target Credit Range	X Min 40 Max 60	1 2 3 4 5 6 7
Target Credit Range	X Min 60 Max 75	1 2 3 4 5 6 7
Waive 30 hrs in 7 Days	X	1 2 3 4 5 6 7

Example – No Award Desired

When starting the bid month with 40+ hours of vacation and/or other existing credit, you may bid to avoid receiving an award. To do this, you must select every single available day throughout the entire bid month OFF, in layer 1. You must also bid a low TCR that encompasses your existing credit in your layer 1.

In the following example, the flight attendant has 14 days of vacation, worth 56 hours of credit. In layer 1 the TCR bid is 50-56 hours and every open day is bid off. If this flight attendant is able to hold vacation low, they will not be awarded anything from PBS.

American Airlines
100000, Jane Stew, 19.4% (350 of 1800) Seniority

log out

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

March 2018

2 . . 5 12 19 26 31

1 2 3 4 5 6 7

LAYER 1

Sun Mon Tue Wed Thu Fri Sat

4 OFF 5 OFF 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

1 2 3 4 5 6

Existing Credit 56:00

View Pairing Set

	TOTAL PAIRINGS	PAIRINGS BY LAYER
1	0	0
2	4073	4073
3	4073	0
4	4073	0
5	4073	0
6	4073	0
7	4073	0

9556 in package

PAIRINGS

PROPERTIES

LINE

PRIORITY **BID** **LAYERS**

Target Credit Range X Min 50 Max 56 1 2 3 4 5 6 7

It is recommended to continue with a regular bid in the subsequent layers as a backup; in the event you are unable to hold vacation low due to the global parameters, targeted line average, status seniority, and/or open time limits for the bid month.



You must have at least seven vacation days (a minimum of 24:30 vacation credit) in the bid month to qualify for vacation low.

HOLIDAY BIDDING FOR LINEHOLDERS

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 is deemed non-conflict bidding because it does not allow you to bid for any trips that conflict with your planned absences.

With conflict bidding (line bidding), flight attendants with holiday vacation often times bid lines built with trips that touch the holidays knowing that the trips will be removed from their line. With PBS, those same flight attendants cannot bid for trips over their vacation because it is a planned absence, or conflict. This leaves a number of holiday trips open that must be covered during the award process.

For example, with conflict bidding if a senior flight attendant had vacation over Christmas, they may have bid a line built with pairings on, and around Christmas. Which meant lines built with Christmas *off*, could be awarded to someone junior. With PBS, bidding for pairings that conflict with vacation is not possible. The senior flight attendant still has vacation over Christmas, but any pairings on and around Christmas need to be awarded to a flight attendant who does not have a conflict or vacation. Therefore, those who previously held a particular holiday off may **not hold it off** with PBS.

For that reason, you may want to bid according to the possibility of holiday coverage dates. Your bidding strategy should always be based on a combination of your seniority and your objectives, yet in a holiday month you should be especially strategic due to not knowing if required coverage dates will be applied to your line.

Open Time Distribution

Contractually, open time must be evenly distributed throughout the bid month; PBS is able to account for different bid behavior, or patterns and award coverage accordingly. As awards are processed in an unbalanced holiday month the system logic monitors the remaining open time. PBS will attempt to balance open time by limiting the amount of flying in either half of the month.

For example, December is a month where flying is especially concentrated at the end of the month. There is more flying the last 12 days of the month than there is the first 18 days. On the other hand, January is a month where flying is more concentrated at the beginning of the month. Before each award, PBS will validate there is 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, it will begin to limit the allocation of flying to coincide with where the schedule demands the flying to be placed.



There are numerous factors which make each award unique. Planned absences, the previous bid month, legalities, application of contract waivers and available pairings are some of the many things that affect overall award results.

Bidding Holidays Off

If having particular days off is important to you, the less restrictive properties you bid, the better! You may want to use the layer concept to indicate the priority of your day off requests. 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.

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 bid insufficiently, you will be awarded pairings from outside of your pairing pools. This may include **any type of pairing** on your requested days off.

If there is a chance your seniority will have required coverage dates over the holidays, relaxing your day off bids will safeguard you by allowing PBS to award a more desirable trip that adheres to your pairing preferences versus awarding a leftover trip that does not.

Required Coverage

Required 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 process with the amount of pairings that remain in open time. PBS does not consider holidays any different than 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 the required coverage date(s), PBS will be forced to award from outside of your layers and award a pairing without regard for your pairing or line preferences. It will use your most relaxed line preferences or the system default settings and award coverage pairings.

Coverage pairings, labeled on your award as "CN", are a result of *under bidding*. PBS will select CN pairings from the undesired trips available at your seniority; it does this to maximize global satisfaction. With that in mind, comes the question... "Should I bid for trips that touch the holiday as a backup?"

Multiple Coverage Dates

Often times, holiday months have multiple coverage dates imposed due to bidding behavior however, **all required coverage dates are considered equal**. PBS will attempt to use each flight attendant required to cover 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 award a less senior flight attendant a day off on a holiday in order to satisfy the most coverage dates while upholding the contractual and FAR limitations.

Example 1

Your status seniority is 600 out of 1200 targeted lineholders. During the award process, the required coverage dates at your seniority are December 25th and 26th. You bid December 24th, 25th, and 26th as days off in all seven layers. You did not bid any specific pairings to touch any of those dates as a backup.

Because the 25th and 26th are required coverage dates for you, the system will select from the CN pairing pool and may 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 (even though your only coverage dates were the 25th and 26th).

Example 2

Your status seniority is 1150 out of 1200 targeted lineholders. During the award process, the required coverage dates at your seniority are December 24th, 25th, 26th, 27th and 28th. You are awarded 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.

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

In a holiday month, it is crucial to understand your seniority 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 unpleasant surprises.

Holiday Bid Strategy – Example

Although coverage dates cannot be confirmed until after the award process is complete, holidays and weekends commonly become required 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.

For example, if you are unsure if your seniority can hold July 4th off, plan your bid accordingly. You may choose to use a strategy similar to the bid shown below. Bid the date off in layers 1-4, along with your regular bid preferences for pairings you know you can hold. Layers 3 and 4 should be very relaxed because those are your last layers before removing the July 4th bid.

In the event you are required to cover July 4th, omit the day off request in layer 5 and select the property Release Between on Date. This allows you to bid for all pairings that release before a certain time on July 4th (excluding ODAN, RedEye and satellite pairings). This gives the system options to satisfy the coverage date and award you a trip that will allow you to be home in time to enjoy the festivities.

In layer 6, bid highly preferred specific pairings that also touch July 4th. Perhaps you have friends or family you would enjoy spending the holiday with who live in a layover city. Look for pairings that layover in those cities on the 4th and bid for them specifically.

Finally in layer 7, bid specific or generic pairings you normally like to fly. This is your backup, if you are unable to hold July 4th off or any of the specific pairings in layers 5 and 6. This gives the system some basic parameters for the type of trip you want, instead of having what is leftover awarded to you as a CN pairing.

100000, Jane Stew, 19.4% (350 of 1800) Seniority

log out

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

July 2018

2 5 12 19 26 31

1						
2						
3						
4						
5						
6						
7						

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	26	27	28	29	30	31
1	2	3	4	5	6	

View Pairing Set

	TOTAL PAIRINGS	PAIRINGS BY LAYER
1	515	515
2	5289	4774
3	8726	3437
4	9661	935
5	9893	232
6	9935	42
7	10465	530

21656 in package

PAIRINGS

PRIORITY	BID	LAYERS
Pairing ID on Date	D00342 on Friday, July 2	1 2 3 4 5 6 7
Pairing ID on Date	D00345 on Friday, July 2	1 2 3 4 5 6 7
Pairing ID on Date	D11567 on Friday, July 2	1 2 3 4 5 6 7
Pairing ID on Date	D11574 on Friday, July 2	1 2 3 4 5 6 7
Pairing ID on Date	D11640 on Saturday, July 3	1 2 3 4 5 6 7
Pairing ID on Date	D11643 on Saturday, July 3	1 2 3 4 5 6 7
Pairing ID on Date	D26629 on Sunday, July 4	1 2 3 4 5 6 7

PROPERTIES

PRIORITY	BID	LAYERS
Prefer Pairing Length	2	1 2 3 4 5 6 7
Prefer Pairing Length	3	1 2 3 4 5 6 7
Report Between	Between 11: 00 and 23: 00	1 2 3 4 5 6 7
Release Between on Date	Between 00: 00 and 14: 00 on Sunday, July 4	1 2 3 4 5 6 7
Prefer Pairing Type	RedEye	1 2 3 4 5 6 7
Prefer Pairing Type	ODAN	1 2 3 4 5 6 7
Layover at City on Date	City DEN on Sunday, July 4	1 2 3 4 5 6 7
Layover at City on Date	City SAN on Sunday, July 4	1 2 3 4 5 6 7

HOLIDAY BIDDING FOR RESERVES

During a holiday bid month, to ensure you have the best chance of receiving a desired holiday off, it is important to remember that all day off bids in a layer are considered **equal**. Therefore, only the most desired day off should be in your first layer. If PBS can award you the day off, it will.

Keep in mind, if you request two days off in a layer and the system can only award one or the other, you may not be awarded the holiday off in order to be awarded the other requested day off. PBS does not prioritize days off within a layer.

Multiple Reserve Coverage Dates

Often times, holiday months have multiple coverage dates imposed due to required staffing and bidding behavior. PBS will attempt to award a line working all of the applicable coverage dates. In the event a legal reserve line cannot be built that covers all coverage dates, **designated holidays are the highest priority**. A junior reserve will only be awarded a day off on a designated holiday if their planned absences create an illegal reserve line (e.g. SA days and/or training the six days prior to the designated holiday).

For detailed information on reserve bidding and coverage dates, refer to *Reserve Tab* pg. 72.