INTRODUCTION

Preferential Bidding is an electronic based system that awards monthly schedules of flying for Regular lines, Build-up lines, and Reserve lines. These awards are built based on preferences from each user. The system attempts to “satisfy” the bid preferences that each user selects while awarding pairings or 000 coverage for that bid period.

The system that Compass Flight Attendants use is developed by New Jersey-based Advanced Optimization Systems (AOS). AOS’ Preferential Bidding System (PBS) permits users to define preferences for desirable pairings and line characteristics to construct a schedule based on their seniority.

This document is intended to serve as an instructional guide for new hires on how to use the AOS PBS system for Reserve. A more in-depth version of using PBS is available as a reference for all users to aid in constructing an effective bid. For the purpose of Reserve, this document will:

• Outline the bidding process
• Explain all RESEVE bidding parameters
• Give examples of the most common Reserve bid strategies
• Answer frequently asked questions

While this document will outline some of the most common scenarios, there are dozens of possible ways to bid. If you ever have any questions, please email the Scheduling Committee at scheduling@afacompass.org or call the PBS Hotline at 703-269-8286.

AGAIN, if you have any questions about any part of the bidding process, please email the Scheduling Committee at scheduling@afacompass.org or call the PBS Hotline at 703-269-8286.

WHY LEARN HOW TO BID?

Better bidding practices could mean a better monthly schedule!

Learning how to bid allows users more input into the quality of their schedule for the month without having to depend on trading Reserve days. Some of the biggest advantages to learning how to bid are:

• Your best chance at getting a specific day off on Reserve
• How best to avoid Reserve

CAUTION: While some users believe PBS is a system in which they can input their desired preferences and receive a schedule that reflects those preferences, this is not always possible. What PBS does is attempt to respect a user’s preferences, but it is important to know that there are many factors that may work against your bidding preferences such as: insufficient seniority, FARs, contractual rest/duty limitations, any pre-assigned credit, etc. Understanding the function of all bidding preferences is critical to ensuring a successful bid. The more requests a user places on the system, the more unlikely it is for the schedule to be awarded! In other words: KEEP IT SIMPLE!
TIMELINE FOR BIDDING

The bid window opens at 1200 central time on the 10th of the month and closes at 1200 central time on the 15th of the month. In unusual circumstances the opening and closing date of the bid window can change but the contract specifies that no less than a 5-day window will be open for bidding. NO LATE BIDS WILL BE ACCEPTED.

REMEMBER!
BIDDING OPENS: 1200 CST on the 10th
BIDDING CLOSES: 1200 CST on the 15th

BE AWARE! THE PBS SERVER IS LOCATED IN MSP, AND ALL TIMES ASSOCIATED WITH PBS ARE IN CENTRAL TIME.

GETTING STARTED

Let’s get bidding!

To log on to the PBS system:

- Go to www.compassairline.com
- Click on Employee portal using the link located on the upper right hand of the page:
• Log in with your Corporate Intranet user ID and password

• Click ‘Departments’ on the top task bar:

• Select ‘Inflight’ from the drop-down menu

• Click ‘PBS website’ under the ‘Quick Links’ section on the left-hand task bar:
NOTE: An Internet connection must be maintained while bidding. The system has built-in timeout values if no communication occurs periodically, so be sure to keep the session active with regular ‘clicks’ or the system may require a new log-in and you may lose some information.

On the main page check your base, seniority, qualification (FA), and bid package details for accuracy.

<table>
<thead>
<tr>
<th>CPZ</th>
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<tbody>
<tr>
<td>Base</td>
<td>LAX</td>
</tr>
<tr>
<td>Fleet</td>
<td>E75</td>
</tr>
<tr>
<td>Seniority</td>
<td>157</td>
</tr>
<tr>
<td>Seniority In Bid Package</td>
<td>47 of 398 (11.8%)</td>
</tr>
<tr>
<td>Qualification</td>
<td>FA</td>
</tr>
<tr>
<td>Attribute</td>
<td></td>
</tr>
</tbody>
</table>

**Current Bid Package**

*Name:* Mar 2018 LAX ALL FA (cpz_630)

*BP Number:* 12

*Description:* Inflight

*Package Bidding Time:*

Saturday, February 10, 2018, 12:00 PM ~ Thursday, February 15, 2018, 12:00 PM

*Targeted Line Holders:* 302

Click on the ‘Preassigned’ link on to check for known scheduled absences like: vacation, military leave, training days (CQ), carry-ins (the last 7 days of your previous month) and any other known leaves of absence.

© Created by AFA Compass March 14, 2018 - Author: Heather Harris - LECP 84 and Scheduling Committee Chair
Caution: A user’s availability for these pre-assignments have a direct result on a user’s award. It is in the user’s best interest to ensure the accuracy of these preassigned days or your next bid month’s schedule will be affected. If a base or pre-assignment is incorrect, it is imperative to contact Crew Planning prior to bid closure to have the base or absence corrected (compasscrewplanning@compassairline.com)

Reserve

To bid for Reserve days off click on the Reserve link.

Functions:

- A calendar with M (must) and P (prefer).
- ‘New Reserve Off Day Bid’ below the calendar. Your Reserve off day bids will be listed here.
- ‘Clear Calendar’.
- ‘Preferred Reserve Type’ with drop-down bar to select H (high/first in silo) or L (low/last in silo) - CBA 7.F.3.c.
- ‘Waive One-Span Of 4 Days Off’.
- ‘Create New Bid’
- ‘Clear Reserve Off Day Bids’.
HOW TO BID: Using the calendar select your days off by choosing the 'M' links to allow a user to select "Must OFF" dates or select the ‘P’ links to select “Prefer OFF” dates. After selecting off days and Reserve properties, click on the Create New Bid button to create the Reserve bid. This bid will be listed below the calendar under the 'New Reserve Off Day Bid' section. Once you have bid, you will need to assign the Reserve Day Off bid a layer. You can do this by using the ‘Prioritize Layer’ section or by clicking on the bid below the calendar under the ‘New Reserve Off Day Bid’ section. This will display a new window where you can prioritize the bid into a layer. See ‘Prioritize Layers’ section below for more information on how to use this function.

TIPS & TRICKS: We recommend to use your first layer using all 'must' days (your 'dream' layer) and in descending order, change the ‘must’ days to ‘prefer’ in your subsequent layers to end your last layer with all dates set to ‘prefer’ days. See more information in the 'Reserve Bidding Strategies' section of this guide.

NOTE: You can bid for a regular line and also bid for a Reserve line. The regular line must be bid for in higher layers with a ‘back up’ Reserve bid in later layers. If you want to bid Reserve only, simply bid ‘Reserve’ with no regular line bids (any off day, pairings, pairing properties, or line properties).

RESERVE BID STRATEGIES

When a user selects Off Days (Must or Prefer) for a Reserve schedule, their Reserve line MUST adhere to the following restrictions:

1. All Reserve work block sizes must consist of 2 to 6 days of availability.

2. You must allow for two days off between work blocks*. Single days off are only allowed if it touches the first or last days of the bid month.

3. There must be one span of 4 days off (unless waived) *.

4. There can only be one work block of 6 consecutive days of Reserve in a bid month*.

*These restrictions only apply to PBS bidding and not to trading. See CBA 7.C for trading restrictions.

CAUTION: Reserve Day Off requests must meet ALL the above requirements for a legal Reserve schedule or that bid will FAIL!

TIPS AND TRICKS: To ensure the highest probability of getting specific days off and if a user doesn’t need 4 days off in a row, a user should also consider selecting the ‘Waive One-Span Of 4 Days Off’ parameter within their Reserve bid. This option could dramatically increase availability and therefore the probability that a user will be awarded their specific day off requests.

CAUTION: Do NOT choose more than 11 days off in a layer.

NOTE: A “Prefer OFF” bid will attempt to maximize the days off selected but will not cause that layer to fail. All “Prefer” days are scored equally.

CAUTION: If the system cannot award ALL ‘M’ or ‘MUST’ days off on a Reserve bid, the layer will fail, and the system will move to the next layer.
Example of an **Illegal** Reserve bid:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
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<tbody>
<tr>
<td>April, 2018</td>
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<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>31</td>
<td>4/1</td>
<td>5/1</td>
<td></td>
</tr>
</tbody>
</table>

- **All reserve work block sizes must consist of 2 to 5 days of availability.**
- **You must allow for two days off between work blocks.**
- **This bid has more than 11 days off!!!**

Example of a **Legal** Reserve bid:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
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<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>3/31</td>
<td>4/1</td>
</tr>
</tbody>
</table>

- **There can only be one work block of 5 consecutive days of Reserve in a bid month.**
- **There must be one span of 4 days off (unless waived).**
The user will select the desired days off by either selecting ‘MUST’ or ‘PREFER’ (M/P) days off. It is recommended that a user on Reserve build a minimum of 2 Reserve layers:

- The first Reserve layer with the most ‘MUST’ days off (‘dream’ layer).
- Descending layers should have only the highest priority days off set as ‘MUST’, and the remaining days set as ‘PREFER’.
- It is recommended to bid your final layer with all your day off requests set as ‘PREFER’. This will cause the user to have a much higher probability of having the days off that they need due to the extra flexibility given to the system by changing ‘MUST’ days and setting them as ‘PREFER’ days.

Example of a legal Reserve bid using 4 layers:
In the examples above the user bid for:

**Layer 1:** The user has chosen ‘MUST’ days off for the first 3 days of the month off, the last 2 days of the month off, and most weekends off. Because there is not a single span of 4 days off available in this bid, the user has to select ‘waive one-span of 4 days off’ for the bid to be legal.

**Layer 2:** In this layer the user needs to examine their priorities. Would they prefer the first of the month off, the last of the month off, or weekends off? In this scenario, the user assumes they can’t hold most of the weekends off at their seniority so they change their ‘MUST’ weekend days to ‘PREFER’ to allow the system to try to award as many weekend days as possible while still honoring their ‘MUST’ days at the beginning and end of the month. Because there is not a single span of 4 days off available in this bid, the user has to select ‘waive one-span of 4 days off’ for the bid to be legal.

**Layer 3:** In this layer the user expands his chances of having his days off at the beginning of the month off by changing the last 2 days of the month from ‘MUST’ to ‘PREFER’. They also chose to continue to ‘Waive One-Span of 4 Days Off’ to ensure the highest probability of getting specific days off since selecting this option could dramatically increase availability and therefore the probability that a user will be awarded their specific day off requests.

**Layer 4:** As a final bid, the user makes all their requests ‘PREFER’ days off. They also chose to continue to ‘Waive One-Span of 4 Days Off’ to ensure the highest probability of getting specific days off since selecting this option could dramatically increase availability and therefore the probability that a user will be awarded their specific day off requests.

**TIPS & TRICKS:** Single days off are allowed if it touches the first or last days of the bid month. If a Reserve user has been awarded a single day off at the end of the bid period, they are guaranteed the first day of the next bid period off.

**TIPS & TRICKS:** Each new Reserve bid is inclusive, so properties do not carry over from layer to layer (i.e. waive span of 4-days off does not carry over from one bid to another). **UNLESS** you click on the ‘circle’ of your last Reserve bid, then click the ‘circle’ of ‘New Reserve Off Day Bid’:

- Reserve Off Days
- New Reserve Off Day Bid

This will copy your last bid into the calendar and any other properties from the previous bid. Once you are finished you can ‘Create New Bid’ without it modifying the bid you chose to copy.

**TIPS & TRICKS:** You don’t have to leave the ‘Reserve’ screen to prioritize your layers. Just click on the words (not the circle) of your ‘Reserve Off Days’ bid and a new window will appear that enables you to prioritize your layers or delete the bid.
PRIORITIZE LAYERS:

The Prioritize Layers page is the essential final component of the bidding process. On this page, the user will arrange their Reserve bids into layers.

The Preferential Bidding System allows for up to 7 layers in a bid. These layers allow the user to bid 6 ‘backup’ plans in case their first layer cannot be honored.

If the system is not able to build a Reserve line in any given layer, that layer ‘fails’. If a layer ‘fails’ and a user has entered additional layers the system will go to the next layer in order to complete a legal schedule.

If all layers ‘fail’ or no layers are specified in a user’s bid, the system will select Reserve days to be added to your schedule based on needed coverage for the month.

On the ‘Prioritize Layers’ screen, not all of the information you see will be for Reserves. Some of the information presented here will not apply to a Reserve lineholder:

Functions:
- A ‘Delete User Bids’ option.
- Your seniority ratio.
- A bar graph showing the ratio of parings available based on your bid preferences / out of ALL the parings available in your base (excluding any carry-ins or pre-assignments). For Reserve Lines, any Reserve bid in a layer will be blank. This is completely normal.
- Any pre-assignments or carry-in’s.
- A ‘Check/Clear All’, ‘Invert Layer Checkboxes’, & ‘Copy From Previous Layer’ function for all layers (1-7)
- Any Off Day, Paring/Pairing Properties, Line Properties, or Reserve Bids with individual checkmark boxes for layer assignments (1-7).
- A ‘Save Layers’ button. ***THIS MUST BE USED TO SUBMIT YOUR BID!!!***
HOW TO USE:

**Step 1:** Click on the **Prioritize Layers** link to set the priority of the defined preferences for the bid by organizing the preferences into layers. The most effective Reserve bidding technique is to assign Layer 1 as being your most important (your ‘dream layer’) and descend to Layer 7 as your least important Layer. In other words, Layer 1 should end up being the most restrictive layer that includes more specific ‘MUST’ days off and Layer 7 being the least restrictive to include only ‘PREFER’ days off.

**Step 2:** Click on **Save layers** to record the bid. ***THIS STEP SUBMITS THE BID*** The system will display the “Saved at date and time (Central Time)” next to the **Save layers** button. This indicates that the bid has been saved. Please remember that bidding closes at 1200 Central Time on the 15th.

**Step 3:** Click on **Quit** or close the browser to exit the system after the preferences have been prioritized into layers and saved.

**TIPS & TRICKS:** You can assign a Reserve Bid to a layer by using the ‘Prioritize Layers’ page or by clicking on the words of the selected ‘Reserve Off Days’ bid found in the Reserve section under the bid calendar.

**NOTE:** A bid can be saved or changed as many times as a user desires until bidding closes. The most recently saved bid is the current bid.

**CAUTION:** If you leave the ‘Prioritize layers’ page without saving, your layers will NOT be saved. There is no ‘undo’ option to return to a previously saved bid.
What do the colors mean?

There are 4 colors on the layer bar graph:

**Green:** This means there are pairings available that match your bid preferences in this layer. *It does not mean that you will be awarded this layer!*

**Yellow:** This means there are the same number of pairings available in your pairing pool as in your last layer. Most often this means you have bid the *exact* same thing from the previous layer and it’s basically no different from your previous bid. If this is the case, a user will want to change their bid in this layer to allow for more pairings to be added to their pairing pool for that layer to be effective and not wasted. In some cases, this can also mean that the number of available pairings has stayed the same, but your ‘Line Preferences’ have changed. This is acceptable if your ‘Line Preference’ has changed to make your bid **less** restrictive. Example: You’ve changed your ‘Target Credit Line Range’ from your previous layer at 75-80 to 75-90.

**Red:** This means that there are less available pairings that match your bid preferences (a more restrictive bid) from your previous layers. This can often happen when you use the ‘Clear Award/Partial Lines’ preference (see image below). *It does not mean that a user will not be awarded this layer!* However, if you have not used this option on purpose, this is a good indicator that something might be wrong with your bid. Remember, you want to progressively make your bid **less** restrictive in subsequent layers.

**Blue:** This means that there no user preferences have been entered in this layer. This will also show that you may have skipped a layer. If that is the case, there will also be a warning message below the chart to alert you that a layer has been skipped.

**Blank:** This means that a Reserve bid has been entered in this layer and no pairings are available.
HOW TO AVOID RESERVE

First, check the bid package to make sure that holding a line at your seniority is even remotely possible. You can do this by checking the ‘Targeted Line Holders’ in the Bid Package on Comply365 or on the main page in PBS under ‘Current Bid Package:

NOTE: This number is a ‘TARGET’ and includes any possible build up lines (lines with a mix of parings and Reserve days). The number of Regular lines created can increase or decrease slightly based on user bids and targeted number of Reserves needed in a specific base.

TIPS & TRICKS: Depending on your base, the best rule of thumb is to bid ‘Avoid Reserve’ if you are 10-20 positions above or below the number of ‘Targeted Line Holders’. Example: With the ‘Targeted Line Holders’ at 302 and your bidding seniority is between 282-322 you may want to consider bidding ‘Avoid Reserve’.

HOW TO BID: If a possibility of being awarded a Regular line exists, then select: ‘Line Properties’ using the left-hand task bar.

Once you are in the ‘Line Properties’ screen you’ll see a calendar and a list of line preferences. Bid ‘Avoid Reserve’. This bid will automatically be set to Layer: 1.
CAUTION: The Avoid Reserve parameter prompts the system to ignore ALL other preferences entered in an effort to award a line before processing any Reserve bids. Use this bid only if a user is trying to have a regular line awarded at all costs. If a user must have a specific day off, then do NOT use this parameter.

TIPS & TRICKS: Bidding ‘Avoid Reserve’ by itself does not waive any system defaults for min/max work block (default work block size is 2-6 days) or days off between work blocks (default off days between work blocks is set to a minimum of 2 days off). We recommend including the following line preferences that will waive these defaults to ensure your best chance at avoiding a Reserve line: ‘Waive Default Maximum Work Block’ & ‘Waive Default Minimum Work Block’ & ‘Min Days Off Between Work Blocks: 1’ along with ‘Avoid Reserve’ (see example bid below). An Avoid Reserve bid can cause a junior bidder who waived these requirements to receive a line that a senior bidder could have held if they had also waived the same requirements instead of just bidding for ‘Avoid Reserve’ by itself.

NOTE: Remember, Reserve line off day bids are found in a separate bidding section. If a possibility of being awarded a Reserve line exists, at least one of the PBS layers in a user’s bid SHOULD CONTAIN A RESERVE BID!
Example of an ‘Avoid Reserve’ bid with Reserve layers:

Layer 1: The user has bid for ‘Waive Default Maximum Work Block’ & ‘Waive Default Minimum Work Block’ & ‘Min Days Off Between Work Blocks: 1’ along with ‘Avoid Reserve’ to ensure the best chance of receiving a Regular line.

Layer 2: Next the user has chosen to bid ‘backup’ Reserve layers in case they do not get a Regular or Build-Up line. They have chosen ‘MUST’ days off for the first 3 days of the month off, the last 2 days of the month off, and most weekends off. Because there is not a single span of 4 days off available in this bid, the user has to select ‘waive one-span of 4 days off’ for the bid to be legal.

Layer 3: In this layer the user needs to examine their priorities. Would they prefer the first of the month off, the last of the month off, or weekends off? In this scenario, the user assumes they can’t hold most of the weekends off at their seniority so they change their ‘MUST’ weekend days to ‘PREFER’ to allow the system to try to award as many weekend days as possible while still honoring their ‘MUST’ days at the beginning and end of the month. Because there is not a single span of 4 days off available in this bid, the user has to select ‘waive one-span of 4 days off’ for the bid to be legal.

Layer 4: In this layer the user expands his chances of having his days off at the beginning of the month off by changing the last 2 days of the month from ‘MUST’ to ‘PREFER’. They also chose to continue to ‘Waive...
One-Span of 4 Days Off” to ensure the highest probability of getting specific days off since selecting this option could dramatically increase availability and therefore the probability that a user will be awarded their specific day off requests.

Layer 5: As a final bid, the user makes all their requests ‘PREFER’ days off. They also chose to continue to ‘Waive One-Span of 4 Days Off’ to ensure the highest probability of getting specific days off since selecting this option could dramatically increase availability and therefore the probability that a user will be awarded their specific day off requests.

FREQUENTLY ASKED QUESTIONS

• Does Preferential Bidding benefit senior Flight Attendants more than junior Flight Attendants?

  While seniority does have its privileges, the system strives to ensure that it is able to award as much flying as possible for the month.

  One key difference with the AOS system from other PBS systems is that AOS looks at all requests to the most junior Flight Attendant before awarding ANY pairings. AOS can award a junior Flight Attendant a pairing that could have been awarded to a senior Flight Attendant if it is a better match for that junior Flight Attendant, and another pairing can be awarded to the senior Flight Attendant that still meets the senior Flight Attendant’s preferences. Junior Flight Attendants have a better chance of being awarded requested pairings than in other PBS systems, while still respecting seniority.

• Can I bid for a Regular line, and then a Reserve line?

  Yes. The bid below indicates the Flight Attendant is requesting:

  • Layer 1: Bid ‘Avoid Reserve’
  • Layers 2 - 7: if not able to hold a line, request Reserve days off

• Do days of training count towards work block size?

  Yes, days of training are counted towards a work block size, however training days are not subject to the minimum work block size of 2. You can be awarded a single day of training. This is allowed to avoid causing Flight Attendants to be forced to work Reserve schedules in months where they may not be able to hold a trip that touches training days in a way that will fall inside of the work block size requirements.

• My schedule has changed after the bids opened but before bids closed. Will that change be reflected on the bid award?

  Yes, all pre-assignments are loaded into PBS when the bids open. They are then reloaded into the system after the bid closes but before solutions are run.

• Why did my award change so much from last month when I used the same bid?
This is a question the committee often receives, and it doesn’t have a simple answer. There are numerous factors that go into generating the pairings for each base for each bid period. A change in the distribution of those pairings (i.e. going from an equal number of 1,2,3,4, and 5-day trips to very few 1- and 2-day trips with mostly 3- and 4-day trips) and paring efficiency greatly affects the quality of everyone’s award due to PBS having different pieces to use to construct the schedules.

Another common reason why awards can change without changing your bid is that as a user gains seniority (or loses it), more and more of the available pairings become accessible (or unavailable) at your new seniority level. For example: High credit 1 and 2-day pairings are very valuable and often go to seniors. When your seniority moves up, the 1 and 2-day trips that were once not available as a junior user are now available for PBS to use to complete your schedule. Hence your generic ‘max total days off’ bid that once gave you high credit 3 and 4-day pairings are now giving you high credit 1 and 2-day pairings. This can be a big difference if you commute!!! On the opposite side, if you lose seniority your usual ‘max total days off’ bid that gave you high credit 1 and 2-day pairings may now give you less efficient 3 to 5-day pairings with less days off!

- **How do I bid to have a day off attached to vacation?**

To bid for a day off to be attached to vacation, the user MUST place the day off bid in Layer 1 of their bid. For example, the user has vacation from the 12th to the 19th of the bid period and would like to attach one of their days off to their vacation on the 11th. The user should bid for the 11th as an off day in the off days page and make sure that that day is selected in Layer 1 and any other subsequent layers if bidding for other preferences. Please remember this is not a guarantee that you’ll receive any day off due to factors such as seniority and coverage days. See ‘Your Best Chance To Get Specific Days Off’ section under ‘Bidding Strategies & Examples’ of this guide for more information.

- **Why do I have a coverage day on a day that I requested off when people junior to me have that day off?**

First, the important thing to understand is that those junior to you still have the day listed as a coverage day. They just have more coverage days than a senior user does. When the system awards coverage trips, it tries to honor as many Flight Attendant preferences as possible. What often happens is that a junior user has most of the days listed as coverage days, while a senior user might only have 1 or 2 coverage days. When the system goes to award the senior user, since there are only 1 or 2 coverage days, the system prioritizes the flying and assigns flying that covers those 1 or 2 days. Since no user can work every single day of the month, the system will try to cover as many coverage days as possible while creating a legal line for both the junior and senior users leading to the following scenario:

Let’s say that coverage days start to be placed at a seniority of 100 with the 14th & 15th set as coverage days. By the time system gets to the last line holder, the coverage days have increased from the 14th-15th to the 10th-30th. It just so happens that the user at a seniority of 100 has also requested the 14th and 15th off. This may mean that it will award the most junior user two 4-day coverage pairings covering the 10th-13th & 16th-19th leaving two days off between work blocks falling on the 14th & 15th. This allows the system to place 2 coverage pairings on the most junior line holder’s schedule to allow for more coverage, while placing a pairing covering the 14th & 15th on the senior user’s schedule who has unfortunately requested those days off and didn’t receive them off due to pairings already awarded and needed coverage.

Since coverage days are all weighted equally, the system will award the schedule that addresses as many coverage days as possible while still honoring the highest number of line preferences.
The fewer coverage days a user has, the more likely the system will be able to assign flying covering those days. Bottom line: coverage days suck.

- I have vacation, do I get 11 days off?

Days off are prorated. This means that if you are not available to work for the entire month due to any leaves (like vacation) your days off are adjusted based on availability. Only FA's who are available the majority of the month are entitled to 11 days off. The prorated chart is available in your CBA section 6.C.3.a.

If you are on RESERVE and your prorated days off are less than 11, do NOT bid more than your prorated days off. For example: You are on Reserve and you have 3 days’ vacation. Your prorated days off is now 10 days off. If you bid for 11 days off in any layer, those layers will FAIL.

If you are a line holder, please keep in mind that your total days off will include your prorated days off plus your vacation and NOT 11 days off plus your vacation. For example: You are a line holder and you have 10 days’ vacation. Your prorated days are now 7 days off and you'll receive a minimum of 17 days off (10 days’ vacation + 7 prorated days off) in your award. Please bid with this in mind!