

# Frequently Asked Vacation Questions

## Vacation Bidding Rules

Flight Attendants will have an allocation of days available, by base, for viewing in CCS once the first round of bidding opens on October 23. Once the first round opens, Flight Attendants will be allowed to choose preferences regarding:

1. The number of days they want in each vacation period.
2. The option to “date slide” the vacation, up to three days in either direction of the start/end dates to ensure they receive the maximum number of days utilizing their initial bids
3. Accept fewer days for the vacation period by specifying the number of days by which the vacation is to be reduced.
4. The start date for each vacation period.

Keep in mind, start dates are not pre-set. The vacation bid process will allow you to bid for any start date for a vacation period, if it fits within the month being bid, or complies with the rules for “crossing months.” It’s important to become familiar with the following vacation rules:

Flight Attendants may opt to split their vacation accrual into periods of not less than six days each. A Flight Attendant may have a maximum of five vacation periods. (Section 12.F.4.)

- A Flight Attendant who has 11 or fewer days of accrued vacation, must bid their entire accrual in a single block. (Section 12.F.4.)
- A partial day of vacation accrual will be rounded up to a full day for the purpose of vacation bidding, but shall be paid as a partial day. A partial day is always the last of the vacation period in which it is awarded. All hours must be bid in the same round. (Section 12.F.5)
- When a Flight Attendant has a partial day vacation, she/he will be relieved of all duty for that entire day, including any trip assignment or Reserve duty. However, compensation for a partial vacation day will be paid on a pro-rata basis. For example, a 12-hour partial day will pay 50% of the 3:15 value of the vacation day
- A Flight Attendant may not bid more than 50% of their accrued vacation days, unless they have 11 or fewer days of accrued vacation. When a Flight Attendant has accrued an odd number of vacation days, the odd day may be added to the 50% maximum for the first round. For example, a Flight Attendant with 19 days of vacation may bid a maximum of 10 days in the first round. (Section 12.F.6.)

## What Happens if I Don't Bid for Vacation? – Section 12.F.8

If a Flight Attendant does not submit a vacation bid in the first round of bidding, they will be considered a **No Bid. No vacation will be assigned during the first round of vacation bidding.** You will, however, be required to bid all of your accrued days in the second vacation bid round. If a Flight Attendant does not submit a vacation bid in the second round of bidding, she/he will automatically be assigned a vacation. Keep in mind, the vacation you are assigned will be after the second-round vacation awards have been completed for all Flight Attendants submitting a bid. The assigned vacation will be made in seniority order from December backward through January, with the largest block of days being assigned first.

## What if My Bid is considered an Insufficient Bid? – Section 12.F.9

When a Flight Attendant submits a vacation bid and is unable to hold any of her/his selections, she/he is considered an *Insufficient Bid*. In this instance, vacation is assigned in seniority order from December backward through January after that round of vacation has been awarded to all bidders. The assignment shall be based on the number of days in your bid with the largest block of days assigned first.

## Unpaid Flex Vacation While on Reserve Status

Reserve Flight Attendants who opted to elect Unpaid Flex as part of their Vacation should be aware that any Reserve (R) days that fall within the unpaid Flex vacation period will *reduce* your Reserve line guarantee.

### ***For example:***

A Reserve Flight Attendant having opted for a 7-day Unpaid Flex Vacation is awarded a Reserve line in a 30-day schedule month having the contractual 12 days off. Three days of availability are included in the awarded vacation period. Each of these Reserve days is valued at 4:20. Once vacation is applied to the Reserve line, the three days of Reserve availability are dropped by vacation. The value of the Reserve line will be reduced by the value of the Reserve days dropped with vacation. In this case,  $3 \times 4:20 = 13$  hours. The 78-hour Reserve minimum guarantee is reduced by 13 hours and will result in the Reserve's new Reserve minimum being 65 hours ( $78 - 13 = 65$  hours.)

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This reduction in guarantee occurs only in those instances where the Reserve opted for the *Unpaid Flex* option during the Vacation Election.

## Partial Vacation Days – Section 12.F.5

A partial day of vacation accrual is rounded up to full day for the purpose of vacation bidding and scheduling but will be paid as a partial day. The partial day is ***always*** the last day of the vacation period in which it is awarded.

## Crossing Bid Months – Section 12.F.7

A Flight Attendant may bid for a vacation period overlapping two bid months. A Flight Attendant may not however bid for a vacation period overlapping two scheduled vacation years: Flight Attendants may not bid a vacation that overlaps from December 2025 into January 2026.

The minimum vacation bid to cross from one month to the next is fourteen (14) full days. In order to cross months using **14, 15 or 16 days** must meet the following rules:

- There must be a minimum of four (4) full days in both months
- Partial Vacation days cannot be counted as a full day.

To cross months using **seventeen (17) days or more**, the following rules must be met:

- Both months must have a minimum of seven (7) full days in both months.
- Partial Vacation days cannot be counted as a full day.

## Date Slide – Section 12.F.3

Flight Attendants have the option to 'slide' the vacation period up to three (3) days in either direction from the start date of the vacation period.

The vacation award will be based on the ability of the vacation award logic to award the vacation by sliding in the following sequence: original bid start date +1, -1, +2, -2, +3, -3.

- If the bid slides into another month, the system will only process the slide that is valid. It will avoid that day that will leave less than four (4) days in one month on the 14, 15, 16-day vacation bid or less than seven (7) days in the 17 days or more bid. After the slide, the vacation must meet the cross-bid month rules.