



**Local 4094 - Vancouver (YVR)**  
**Airline Division of CUPE**

*Division de Transport Aérien*  
*Canadian Union of Public Employees*  
*Syndicat Canadien de la Fonction Publique*

## ***NEW HIRE BULLETIN***

### ***Bidding with Vacation Tips and Info***

We the PBS committee request that you start your bids asap and send to us for verification that your bid lines are entered correctly, as bidding for a stretch of days off can be a time-consuming task, therefore, we may not be able to assist you with this in the last 6 days that bidding is open.

[Click Here](#)

Vacation Proration Table (block)

[Click Here](#)

Reserve Days Off

[Click Here](#)

Reserve Merged Block Worksheet

[Click Here](#)

Bidding for a Stretch of Days Off

[Click Here](#)

Block Months 2018

**November is a 32 Day 85 hour Block Month**  
**The blocking window will be 76-85 hours** (always 9 hours)

**Oct 31 - Dec 1**

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The above 4 documents are here to assist you with bidding around your vacation.

1. The **Vacation Proration Table** will show you how much credit your vacation days are worth. You will then take this credit away from the blocking window for November which is 76 - 85 hours. eg if you have 7 days of vacation you will see on the table that this equals 20:25 credit. Now minus this from 85 and you get 64:35 for your maximum credit and so your minimum credit would be 55:35 (our blocking window is always 9 hours).
2. The **Reserve Days Off Table** will show you how many days off you are entitled to with your reduced availability. So again if you have 7 days of vacation in the **32** Day Block Month of November and are, therefore, 'available for 25 days' then you will see on the table that you will have no less than 10 days off, 9

of which May be GDOs.

3. The **Reserve Merged Block Worksheet** is here to assist you in plotting out your Reserve Days Off/On. This will help you to see if you may be better off bidding Reserve in hopes of being awarded your time off requests. Plotting out your best case scenario for Reserve will also show you if you need to waive a blocking rule or not to allow for your Time Off requests to be legal/honoured. Also if you do need to waive a blocking rule the sheet will help you to determine which one. Once you know your best case scenario on Reserve you will then know what you are willing to settle for on a block. eg if you can hold 9 days off on Reserve then you may not want a block unless you can get 9 or maybe 8 days off. So you would add the Else Start Next Bid Group command to your bid line within your Pairings bid that requests the 8 or 9 days off. From here you would send PBS to your Reserve Bid in hopes of being awarded your Time Off.
4. The **Bidding for a Stretch of Days Off** document will show you your options for bidding for a stretch of days off. You may use the All or Nothing command (recommended) or you may use Set Condition (usually used when you do not care where your days off are).
5. I have included the Block Months to show you that our November block month goes from **Oct 31 to Dec 1**

**To Download your bid as a PDF** to send to us as one page that we can scroll through...simply go to the 'Print' icon on your actual bid page and in the 'Print Preview Page' in the lower left-hand corner, you should be given the option to download as a PDF. Then once you have downloaded the PDF simply attach that PDF to an email to us at [pbs@local4094.ca](mailto:pbs@local4094.ca). If this does not work you may need to google it. As last resort images work but are not ideal.

**Again, if you would like assistance from your PBS committee for your November bid please contact us as soon as possible so that we can assist you with entering your bid into your Default bid.**

**The PBS Direct Access Link is:**

<https://aca.classbid.com/webapp>

Help Desk: (First call your PBS committee @ 778-233-4349)  
1-866-274-5444 or 1-514-422-4357

**PBS Committee CONTACT INFO**

or email [pbs@local4094.ca](mailto:pbs@local4094.ca)

Website: [local4094.ca](http://local4094.ca)

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