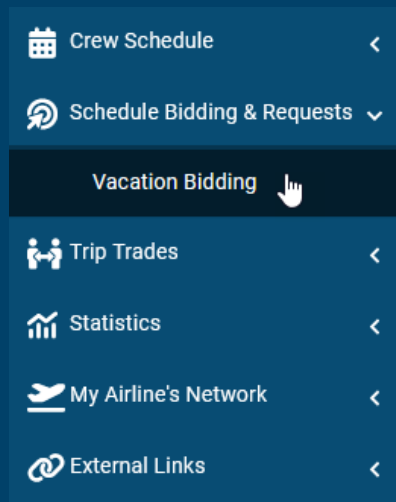


eCrew Vacation Bidding

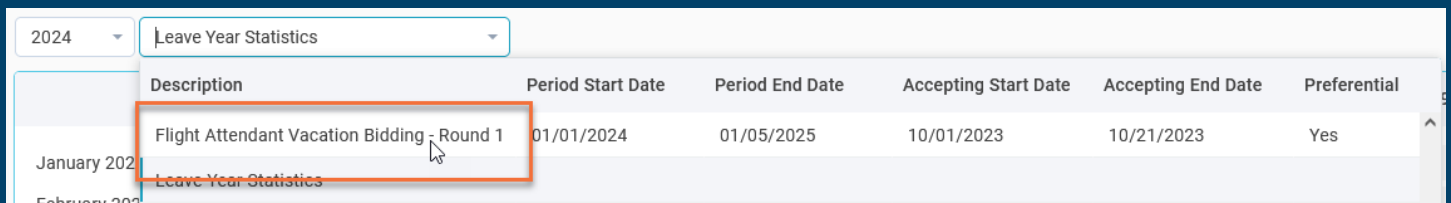
Where do I go?

- Log into eCrew
- From the eCrew navigation menu, click on Schedule Bidding & Requests. A drop down will appear. Select Vacation Bidding:



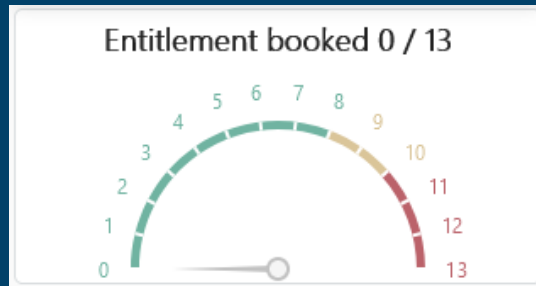
Let's get started!

- Select the bid period by choosing the active Bidding Period from the drop-down menu:

A screenshot of the eCrew interface showing a table of bidding periods. The table has columns for Description, Period Start Date, Period End Date, Accepting Start Date, Accepting End Date, and Preferential. The row for 'Flight Attendant Vacation Bidding - Round 1' is highlighted with an orange box. A mouse cursor is pointing at the 'Round 1' text. The 'Leave Year Statistics' dropdown menu is open, showing '2024' and 'Leave Year Statistics'.

How much vacation can I bid?

- On the left side of the screen you will see an Entitlement gauge – the right side of the gauge shows the number of weeks that you are eligible to bid for. The gauge needle indicates how many weeks are currently booked. Example: the FA below has 13 available weeks and has 0 weeks booked.



Next step – How many weeks do I bid for?

- Each round you can bid as many or as little weeks of vacation that you'd like – it's up to you! Just below the calendar is where you indicate how many weeks of vacation that you'd like to be awarded (for the current Round):

Home > Vacation Bidding

Clear Bid

Priority

Weeks

Leave Code

Start Date

Anywhere in period

Weeks bidding for 0

NOTE: If you do not change this from the default of 0, you will NOT BE AWARDED ANY VACATION. This number must be the same for all bid entries.

- Using the up and down arrows, enter how many weeks you want to bid for (less than or equal to the [Vacation Weeks Remaining](#) in your Entitlement).
- NEW in 2023: Round 1 this number should be how many weeks you want to be awarded in Round 1. For Round 2 this number should be the total number of weeks you want awarded for 2024.

No corrections will be made after bids close due to an incorrect number of weeks being entered in this section. Make sure to

enter the **TOTAL** amount of weeks you want to bid for this round on each bid that you submit.

Let's choose some dates – I'm ready to go!

- Priorities – each preference is your way of saying, “if this option is available, this is what I want.”
 - MUST be made in multiples of weeks.
 - Start date MUST be a Monday
 - Priority number indicates the order of importance with respect to your other bids
 - No limit to the number of bids
 - Enough bids should be selected to accommodate all bid weeks requested

Entering the Bids:

The screenshot shows a web form titled "Vacation Bidding" with a breadcrumb "Home > Vacation Bidding". The form contains several fields and buttons, each with a numbered callout:

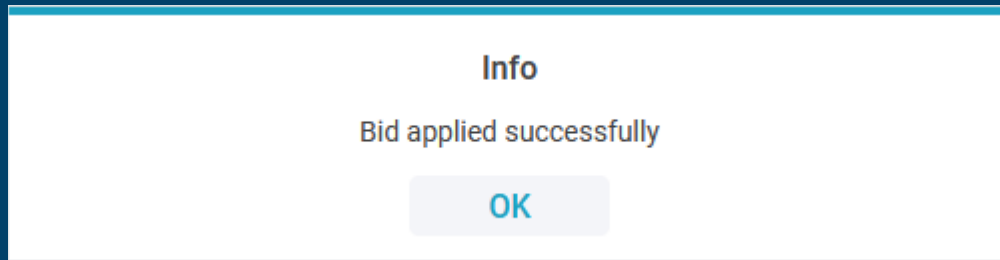
- 1**: A dropdown menu for "Priority".
- 2**: A dropdown menu for "Weeks".
- 3**: A dropdown menu for "Leave Code".
- 4**: A checkbox labeled "Anywhere in period" with an empty text input field below it.
- 5**: A text input field for "Weeks bidding for".
- 6**: A green "Bid" button.

Other visible elements include a "Clear" button, a "Start Date" field with a calendar icon, and a "Weeks" dropdown menu at the bottom right.


- 1 – Choose the priority number of the bid you will be entering.
- 2 – Choose how many weeks you would like to request for this bid.
- 3 – Select VA – Bid Vacation.
- 4 – Choose the type of bid:
 - Specific – By entering a date where it says “Start Date” the request is for the bid to start on that specific date.
 - Anywhere – By checking the “Anywhere in period” box and then entering a date range in the field below the box, the request is for the bidding amount of weeks to occur anytime between the start date and the end date of the date range.

5 – Make sure the Weeks bidding for is set to how many weeks you would like to bid total.

6 – Once bid information is complete, click Bid. This will place your bid in the Summary of Bids below. The following message will display:



Editing a Bid:

Entitlement Analysis				Summary of bids					
Priority	From	Till	Leave Code	Weeks	Type	Requested by	Requested on	Status	
1	03/25/2024	04/07/2024	VA-Bid Vacation	2	Specific (Consecutive)	Requested by me	09/19/2023	Pending	


1 – Click on the bid you'd like to change.

2 – Make edits to the bid in the bidding box.

3 – Click Update.

NOTE: To enter a new bid after editing a bid, you will then need to click the Clear button. Clicking the Clear button will clear all fields, including "Weeks Bidding for" – make sure this number is restored to the weeks desired based on the current round.

Bids:

Entitlement Analysis				Summary of bids					
Priority	From	Till	Leave Code	Weeks	Type	Requested by	Requested on	Status	
1	03/25/2024	04/07/2024	VA-Bid Vacation	2	Specific (Consecutive)	Requested by me	09/19/2023	Pending	

a – The Priority number is the order in which eCrew will attempt to assign your vacation requests. Priority 1 will be attempted 1st, and if not available, will move to Priority 2. If Priority 2 is not available, it will move to Priority 3, and so on.

b – Dates. This is the Monday start date of the respective preference.

c – Weeks. How many weeks the bid has been made for.

d – Type. *Specific* indicates you want those days consecutively and specifically. Choosing *Anywhere* allows you to enter a range of dates and a total number of days you would like during that date range. This type of bid will display as *Non-Specific*.

e – Status. The status for all bids will show as *Pending* until after the vacation bids have been awarded.

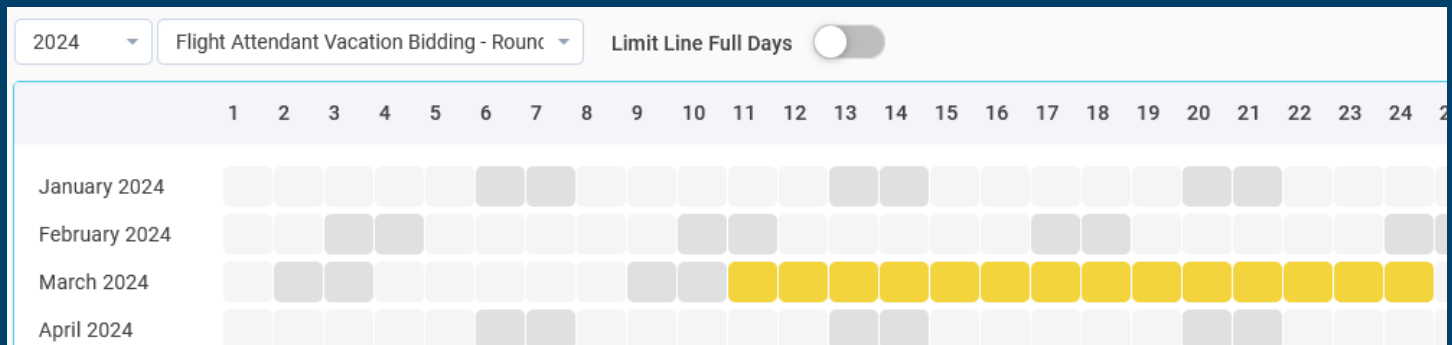
f – Delete. Click on the trash can if you would like to delete a bid from your bid list.

IMPORTANT NOTES:

- Placing a bid with a priority number that has already been used will result in the new bid taking priority and shifting all other bids accordingly.
 - Example: I already have Priorities 1, 2, and 3. I place a new bid with Priority 2. My new bid becomes Priority 2, the previous Priority 2 changes to Priority 3, and the previous Priority 3 changes to Priority 4.
- Once you click on a bid you've already made, you will notice the "Bid" button change to "Update." At this point you can update the selected bid. If you wish to enter a new bid, make sure to click on the "Clear" button so a previous bid isn't overwritten.
 - Once you click "Clear" it will wipe all fields, including the "Weeks bidding for" section. Make sure to fill all the fields before placing your next bid.
- Make sure "Weeks bidding for" has the correct number of weeks that you would like to be awarded for each bid entered.

Things to keep in mind for Round 2:

- Round 2 operates similarly to Round 1, just follow the steps above!
- When logging into Round 2 of Vacation, any Round 1 awarded vacation will be indicated by a yellow day in the calendar:



- "Weeks Bidding for" for Round 1 should be the total weeks wanting to be awarded in Round 1.
- "Weeks Bidding for" for Round 2 should be the total week wanting to be awarded for all of 2024.
 - Example: If you were awarded 2 weeks in Round 1, and you would like to be awarded an additional 2 weeks in Round 2, you will need to change the "Weeks bidding for" to 4 in Round 2.

Important things to remember...

- Round 1 is October 1 at 00:00 to October 21 at 17:00. Round 2 is November 1 at 00:00 to November 22 at 17:00.
- eCrew will try all of your bid Priorities until either all of them have been attempted, or you've been awarded the total amount of weeks you want to bid for, whichever is first.

- Always bid for what you want, not what you think you'll get.
- You may make as many bids as you would like.
- You may log in and make changes to your bid options as many times as you'd like during the Vacation Bid period.
- It can be helpful to go through your list of bid priorities and try a "what if" scenario for the weeks you've preferenced. E.g. "If I get Priority 1, do I still want Priority 2? If I get Priority 1 *and* 2, do I still want Priority 3?"
- Consecutive weeks must be entered as 2-week bids. If you enter 2 bids for weeks that are adjacent, one of them will not be awarded, even if both weeks are available.
 - If you want 10/7 – 10/20, enter the bid like this:

1	10/07/2024	10/20/2024	VA-Bid Vacation	2	Specific (Consecutive)	Requested by me	09/19/2023	Pending
---	------------	------------	-----------------	---	------------------------	-----------------	------------	---------

- Do NOT enter the weeks like this:

1	10/07/2024	10/13/2024	VA-Bid Vacation	1	Specific (Consecutive)	Requested by me	09/19/2023	Pending
2	10/14/2024	10/20/2024	VA-Bid Vacation	1	Specific (Consecutive)	Requested by me	09/19/2023	Pending

Need help?

Please reach out to an Inflight Supervisor or AFA representative if you have any questions. Jamie Moore (AFA) can also review your bid to help you understand if you have achieved what you are trying to do.

You can also send an email request to Susanne Lindell (susanne.lindell@horizonair.com) or Jamie Moore (vacationbidding@afahorizon.org) for them to look at your bid. If requesting help, please include which weeks you are trying to get awarded - they can do a "read only" look and see if you have entered your preferences in the best way possible to achieve your goal.

Example Bid

FA Taylor has 13 weeks of vacation in their Entitlement, they would like to bid for 6 weeks. This is when they'd like to take vacation:

- 2 weeks at Christmas (the week before, and the week of Christmas)
- 1 week in April for their anniversary (April 19th)
- 3 weeks during summer while their kids are out of school (between June 15th and September 5th)

First, let's look at the Christmas options –

A screenshot of a bidding form. At the top are two buttons: "Clear" (blue outline) and "Bid" (green solid). Below are two dropdown menus with values "1" and "2". A dropdown menu shows "Bid Vacation" with a downward arrow. A date field contains "12/16/2024" with a calendar icon. Below is a checkbox labeled "Anywhere in period" which is unchecked. Another date field is empty with a calendar icon. At the bottom, the text "Weeks bidding for" is followed by a dropdown menu showing the value "6".

Taylor's 1st Priority will be the 2 weeks of Christmas. They will make sure Priority is marked as 1, weeks is marked as 2, Bid Vacation is selected, then the Monday start date of 12/16 is entered. Next they'll click Bid.

If both of those weeks are still available, Taylor will be awarded their 1st Priority. If either of those weeks are unavailable, eCrew will move to Taylor's 2nd Priority.

Taylor really wants to have some time off at Christmas, more so than the other times of the year, so the next step is to choose some other weeks for their 2nd Priority.

A screenshot of a bidding form. At the top are two buttons: "Clear" (blue outline) and "Bid" (green solid). Below are two dropdown menus with values "2" and "1". A dropdown menu shows "Bid Vacation" with a downward arrow. A date field contains "12/23/2024" with a calendar icon. Below is a checkbox labeled "Anywhere in period" which is unchecked. Another date field is empty with a calendar icon. At the bottom, the text "Weeks bidding for" is followed by a dropdown menu showing the value "6".

For their 2nd Priority, Taylor has chosen just the week of Christmas. Remember, for Priority 1 it was a specific ask for *both* weeks, so eCrew will not automatically give one of the two weeks unless there is a specific ask for a single week.

In the case that Christmas week has already been taken, neither Priority 1 or Priority 2 will be awarded, so for Priority 3, Taylor has decided to request the 2 weeks prior to Christmas.

A screenshot of a web form for bidding. At the top are two buttons: "Clear" (blue outline) and "Bid" (green solid). Below are several input fields: a dropdown menu with "3", another dropdown menu with "2", a dropdown menu with "Bid Vacation", a date field with "12/09/2024" and a calendar icon, a checkbox labeled "Anywhere in period" which is unchecked, an empty date field with a calendar icon, and a "Weeks bidding for" field with a dropdown menu showing "6".

Lastly, if one of those weeks are already taken, 1 week at that time would still be better than nothing, so Taylor will make a bid for each of those weeks individually as well.

The week before Christmas –

A screenshot of a web form for bidding. At the top are two buttons: "Clear" (blue outline) and "Bid" (green solid). Below are several input fields: a dropdown menu with "4", another dropdown menu with "1", a dropdown menu with "Bid Vacation", a date field with "12/16/2024" and a calendar icon, a checkbox labeled "Anywhere in period" which is unchecked, an empty date field with a calendar icon, and a "Weeks bidding for" field with a dropdown menu showing "6".

And the week before that week –

Clear
Bid

Anywhere in period

Weeks bidding for

Now, listed below, are the 5 different combinations of vacation weeks in December that Taylor wants to take:

Entitlement Analysis				Summary of bids					
Priority	From	Till	Leave Code	Weeks	Type	Requested by	Requested on	Status	
1	12/16/2024	12/29/2024	VA-Bid Vacation	2	Specific (Consecutive)	Requested by me	09/19/2023	Pending	⌵
2	12/23/2024	12/29/2024	VA-Bid Vacation	1	Specific (Consecutive)	Requested by me	09/19/2023	Pending	⌵
3	12/09/2024	12/22/2024	VA-Bid Vacation	2	Specific (Consecutive)	Requested by me	09/19/2023	Pending	⌵
4	12/16/2024	12/22/2024	VA-Bid Vacation	1	Specific (Consecutive)	Requested by me	09/19/2023	Pending	⌵
5	12/09/2024	12/15/2024	VA-Bid Vacation	1	Specific (Consecutive)	Requested by me	09/19/2023	Pending	⌵

Because these weeks all are overlapping or adjacent, the maximum amount of weeks that will be awarded for the first 5 Priorities is 2 weeks. Adjacent weeks in different preferences will not be awarded.

Alright, time for that week in April! Taylor has chosen the week of their anniversary as Priority 6.

6

1

Bid Vacation

04/15/2024

Anywhere in period

Weeks bidding for 6

If they can't get that week they've decided that they will not choose a different week, they will try to bid/trade out of flying for that date.

And finally, summer!

Taylor would like three consecutive weeks in summer, but doesn't mind when they are.

7

3

Bid Vacation

Start Date

Anywhere in period

06/24/2024 - 08/25/2024

Weeks bidding for 6

For Priority 7, Taylor has chosen 3 weeks in the date range that their kids are out of school (Monday – Sunday).

NOTE: If Taylor did not get any of the weeks for Priorities 1-6, they will still have all 6 weeks available. When selecting summer weeks Taylor needs to keep in mind that they need to make preferences based on the possibility of 6 weeks of vacation remaining.

Now, if they can't get 3 consecutive weeks, they'd like 2 weeks in one part of summer, and a week in another part of the summer. One option is to make an additional priorities 8 and 9 for a 2-week period

and a 1-week period using the Anywhere option. However, this could potentially result in a 21-day block, a 14-day block, and a 7-day block all in the summer months in the event that bids 1-6 are unavailable.

Taylor decides that if they can't get 3 consecutive weeks, they'll try for some different weeks in Round 2 of vacation and decides to stop after Preference 7.

At this point, Taylor's bids have been recorded for Round 1 of vacation. **Prior to exiting vacation bidding, Taylor double-checks that "Weeks bidding for" is still set to 6 to make sure they are awarded up to 6 weeks of vacation in Round 1.**

2024
Flight Attendant Vacation Bidding - Round
Limit Line Full Days

	1	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
January 2024																															
February 2024																															
March 2024																															
April 2024																															
May 2024																															
June 2024																															
July 2024																															
August 2024																															
September 2024																															
October 2024																															
November 2024																															
December 2024																															
January 2025																															

■ Past Leaves
■ Future Leaves
■ Weekend
! Flight Duties
* Ground Duties
■ Pending Bids(Specific)
■ Pending Bids(Non Specific)
■ Full Days

Entitlement Analysis				Summary of bids					
Priority	From	Till	Leave Code	Weeks	Type	Requested by	Requested on	Status	
1	12/16/2024	12/29/2024	VA-Bid Vacation	2	Specific (Consecutive)	Requested by me	09/19/2023	Pending	
2	12/23/2024	12/29/2024	VA-Bid Vacation	1	Specific (Consecutive)	Requested by me	09/19/2023	Pending	
3	12/09/2024	12/22/2024	VA-Bid Vacation	2	Specific (Consecutive)	Requested by me	09/19/2023	Pending	
4	12/16/2024	12/22/2024	VA-Bid Vacation	1	Specific (Consecutive)	Requested by me	09/19/2023	Pending	
5	12/09/2024	12/15/2024	VA-Bid Vacation	1	Specific (Consecutive)	Requested by me	09/19/2023	Pending	
6	04/15/2024	04/21/2024	VA-Bid Vacation	1	Specific (Consecutive)	Requested by me	09/19/2023	Pending	
7	06/24/2024	08/25/2024	VA-Bid Vacation	3	Non Specific (Consecutive)	Requested by me	09/19/2023	Pending	