

Vacation Bidding Basics

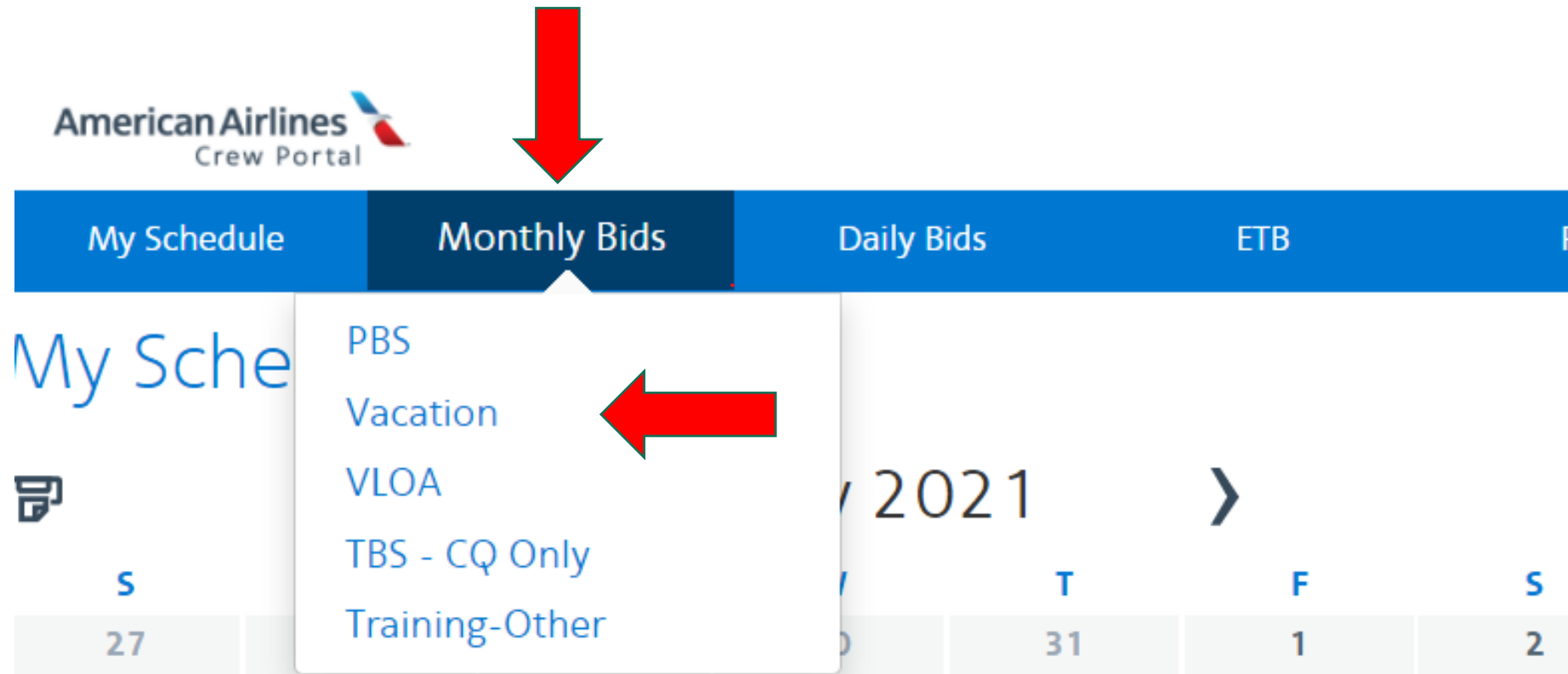
2021- 2022

Vacation Period



How to get started:

- Log into the Crew Portal
 - * Select Monthly Bids
 - * Select Vacation



VACATION HOME PAGE

Annual Monthly

Vacation Management

* Required

Original accrual :	12	Filler Days :	0	Annual Buyback :	0
Unscheduled balance :	0	Carry forward balance :	0		

Available Actions:

Monthly Buyback	VEX	Filler	Monthly Rebid
N/A	03/02/2021 - 05/01/2021	N/A	N/A

Vacation Calendar | Vacation Actions | Monthly Rebid | Filler | Accrual | Monthly Buyback | Links

Vacation Year: 2020 - 2021 Vacation Year: 2019 - 2020 Vacation Year: 2021 - 2022

January 2021							February 2021							March 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2	31		2	3	4	5	6	28	1	2	3	4	5	6

Click the
'ANNUAL' tab

Click the button for
2021-2022

ANNUAL TAB: There are 4 options

- **SUMMARY:** this tells you the days you accrued and have available for filler days for the current vacation year, the last vacation year and what you have available for the next vacation year
- **BIDDING BALLOTS:** click here when you are ready to begin inputting your vacation bid
- **VACATION MATRIX:** this tab leads to a calendar which shows the days that are available for bidding
- **USER GUIDE:** this is the guide for everything about vacations – it can be downloaded and saved as a .pdf

SUMMARY:

Annual Monthly

AVBA Summary

Vacation Year: 2021 - 2022 • Accrual: 14 • Max Filler: 3

Annual Vacation Matrix

Annual Buyback

	📄 Bid	📄 Open Date	📄 Close Date	
Annual Buyback is Awarded	0	01/08/2021 12:00 CT	01/15/2021 12:00 CT	Add / edit yearly buyback
Awards: N/A				

Annual Bidding - Primary

	📄 Ballots	📄 Total Bids	📄 Open Date	📄 Close Date
Net Accrual: 14				
Primary is Not Open	-	-	02/01/2021 12:00 CT	03/03/2021 12:00 CT
Primary awards : N/A				

Annual Bidding - Secondary

Remaining Accrual: 14 • Remaining Max Filler: 3				
Secondary is Not Open	-	-	03/09/2021 12:00 CT	03/16/2021 12:00 CT
Secondary + Assignment : N/A				

This section shows your accrual and days available for FILLER DAYS
*Filler days are part of your accrual – not in addition to your days. In this example, the FA has 14 total days and could designate 3 days to be filler days. They would then be bidding 11 days of vacation.

This section shows vacation buyback

These sections show the dates that PRIMARY and SECONDARY vacation bidding opens and closes, and how many days you have available to bid

BIDDING BALLOTS



Home > My Account > Bidding

Last updated: 13:36 CST | [Log out](#)

Annual

Monthly

Bidding Ballots

Remaining Accrual : 14

Remaining Max Filler : 3

Viewing Round

Primary

Secondary

Add ballot

[Return to summary](#)

Export as PDF

Print




When bidding is open, click the 'ADD BALLOT' box to add your vacation bids


Adding a vacation date range ballot:

×

Add bid to ballot

Bid Type * :

Start Date * : 

End Date * : 

Max Days * :

Min Days * :

A few bidding reminders:

You are bidding based on the calendar month – not the bid month

Bids may be from earliest days to latest ex: March 1-31

- OR -

Bids may be from latest days to earliest ex: March 31-1

Make sure you specify the number of days you want to fall within the range you select

DATE RANGE BIDDING EXAMPLE:

- You would like to have 7 days of vacation from May 16 – May 22
- Your first choice is May 16 – May 22
- Your second choice may be to expand the range of days to May 12 thru May 26, to ensure that you receive the most days of vacation during that period
- You would specify that you want 7 days within the May 12 – May 26 period
- Then, you might enter a third choice of May 30 – May 1, with 7 days in that range. This way you would get the first available 7-day block starting at the end of the month going to the beginning, since the days you want are towards the second half of the month
- If you aren't senior enough for all 7 days during that time, you can also reduce the number of days in the range in order to get as many desired days in your vacation as possible

Bidding Filler Days

- Change the Bid Type to Filler Days
- Notice that the Start Date and End Date are now gray, and you can't enter dates in those areas
- The Max Days now shows the maximum number of days you can designate as Filler Days
- With Filler Days, you are bidding to have a maximum number of days selected only
- These are the days that will be set aside to be bid for specific days later
- Click 'add to ballot'

Add bid to ballot

Bid Type * : Filler Days

Start Date * : MM/DD/YYYY

End Date * : MM/DD/YYYY

Max Days * : 3

Min Days * :

Add to ballot

FILLER DAYS

- Filler days are part of your accrued days that may be set aside and placed later in a monthly filler day bid process
- You don't have to designate filler days – it's your option
- Filler days will not be bid with the calendar date range– you just need to decide how many filler days you might like to set aside and bid later
- Why would I want to have filler days? A good example of why you would designate filler days is you know there is a special event next year, but you're not sure exactly when it will be. By choosing filler days, you can bid to place them once you know when your event date has been determined rather than relying on holding those days off in PBS

VACATION MATRIX:

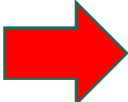
Annual Vacation Matrix

* Required Field

Year * Base * Round * Primary [Get matrix](#) [Return to summary](#)


Select the vacation year


Select your base

Click here for the rest of the month 

May	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	...	Month Totals
Days Available	154	155	158	155	155	156	138	172	165	159	160	159	158	174	153	154	...	
June	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	...	Month Totals
Days Available	98	84	98	94	93	94	97	96	95	97	105	105	105	98	96	96	...	2809
July	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	...	Month Totals
Days Available	75	75	74	86	71	86	86	86	84	84	71	86	86	86	86	83	...	2441
August	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	...	Month Totals
Days Available	90	96	100	110	112	106	102	102	102	106	106	107	107	102	102	102	...	3043
September	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	...	Month Totals
Days Available	147	147	153	153	148	146	139	139	153	153	154	148	150	150	153	153	...	4567

The numbers under the date are the number of days available to bid.

The Vacation Matrix is very helpful when bidding in the SECONDARY round and when bidding Monthly Rebids

BUDDY BIDDING

- Buddy Bidding for Vacation is allowed
- A Vacation Buddy Bid is processed at the JUNIOR Flight Attendant's seniority
- You may only buddy bid with one Flight Attendant
- The buddy bid ballots must be identical
- Both buddy bidders must have the other employee's number on their ballots – the system will not recognize the buddy bid without it

Annual Monthly

Bidding Ballots

Remaining Accrual : 14

Remaining Max Filler : 3

Viewing Round Primary Secondary

Add ballot

Return to summary

Export as PDF



Print

Ballot 1

Add bid to ballot

Delete ballot

Buddy AAID:

Bid	Type	Bid Start	Bid End	Max Days	Min Days	Edit / Delete bid
Primary	Dete Range	03/29/2022	04/04/2022	7	7	 
1 Alt	Dete Range	03/06/2022	04/16/2022	7	7	 
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PRO TIPS:

- If you have an anniversary pay increase, you could bid your vacation AFTER your anniversary to increase your vacation pay
- 7 or more consecutive days pay 4.0 hours per day; 6 or less days pay 3.5 hours per day
- You may have as many splits of your vacation as you want – however, you may only choose to have one split that is 3 or less days. The other splits must be 4 or more days
- You may bid all your days in one vacation, but any vacation of 28 days or more in one bid month will not leave you enough hours to bid a trip to receive premium pay
- If you rotate onto reserve, remember that a vacation of 7 or more days in your RSV month will cause your days off to be pro-rated
- VEX days are only added to a vacation of 7 days or more

...and finally:

- Vacation information may be found in JCBA Section 8
- This year, you may want to bid more vacation options than you have in the past as vacation buyback was limited.
- The vacation guide is a great resource for any information on bidding, or any other vacation topic.
- Any questions about bidding or accrual should be sent to:

FA.vacations@aa.com

