

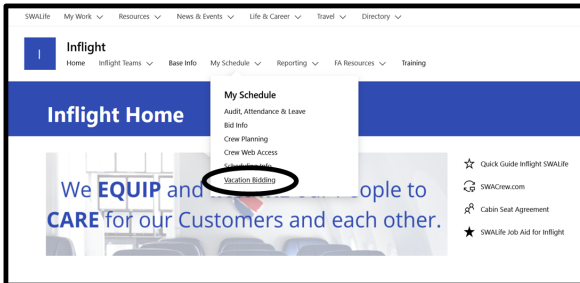
Basics of Vacation Bidding

During the first week of July of each year, the list of available vacation slots for the following calendar year will be posted and a schedule for four rounds of Vacation Bidding will be announced. Vacation slots will be in 7-day, 14-day, 21-day, and 28-day increments and awarded based on seniority.

“How do I bid for Vacation?”

Vacation Bidding can be done via SWALife or the Crew Bid & Award app on your IEFB.

SWALife > My Work > Inflight > My Schedule > Vacation Bidding > Launch Vacation Bidding



BIDDING TIP:

You should receive a confirmation receipt to your wnco email address when you successfully submit a Vacation Bid.



“It says that I bid for 14 days in Round One. Does that mean I have to bid a 14-day block?”

While you have the option of bidding for 14 consecutive days of Vacation, you are not required to! In Round One, we bid for two choices. You can elect to bid for a consecutive block (14-, 21-, 28-days) or two 7-day slots.

With the new Vacation Bidding system, you no longer have to toggle between choices for Round One! You can place all available slots in your preferred order (and duration), and you will be awarded both choices based on your seniority.

KEEP IN MIND: If you are awarded a 14-day, 21-day, or 28-day slot, you cannot break it up into 7-day slots when trading with Vacation Open Time or another Flight Attendant. You can only trade with slots of the same duration.



IMPORTANT TO REMEMBER



There are restrictions to voluntarily changing domiciles and retaining awarded Vacation slots over Thanksgiving and the last two weeks of December. Refer to Article 14.6.D for more information.

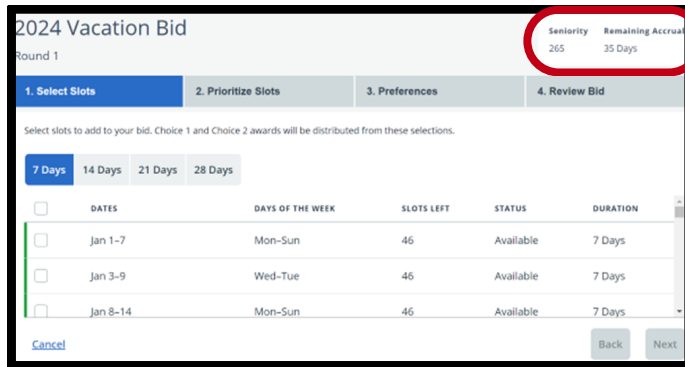
Basics of Vacation Bidding

"I'm out on a Medical Leave. Should I still submit a Vacation Bid?"

YES! All Flight Attendants, on active or inactive status, should bid for Vacation.

"How do I know how many days of Vacation to bid for?"

On the Bidding screen, you will see the number of days you have available to bid for in the upper right hand corner. This number can also be found on the Seniority List.



2024 Vacation Bid
Round 1

Seniority: 265 Remaining Accrual: 35 Days

1. Select Slots 2. Prioritize Slots 3. Preferences 4. Review Bid

Select slots to add to your bid. Choice 1 and Choice 2 awards will be distributed from these selections.

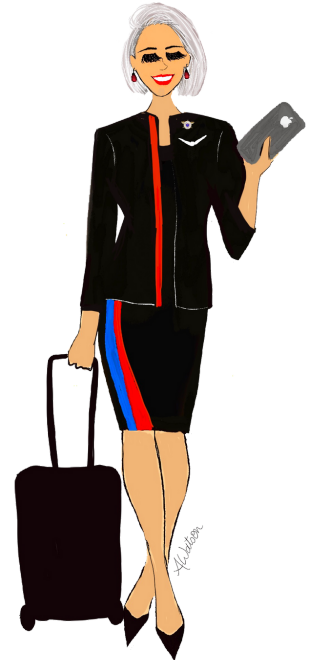
7 Days 14 Days 21 Days 28 Days

DATES	DAYS OF THE WEEK	SLOTS LEFT	STATUS	DURATION
☐ Jan 1-7	Mon-Sun	46	Available	7 Days
☐ Jan 3-9	Wed-Tue	46	Available	7 Days
☐ Jan 8-14	Mon-Sun	46	Available	7 Days

Cancel Back Next

Remaining Accrual
35 Days

You have 35 days (or 5 weeks) of Vacation to bid for this year! YAHOO! This means that you will bid in all four rounds.



DON'T FORGET!

Step #3 of Round One Vacation Bidding asks you to set your preferences. You have the choice of agreeing to -or- prohibiting being awarded two slots in the same month (i.e., June 1-7 and June 14-20) - and/or- slots in back-to-back months (i.e., June 1-7 and July 1-7)!



"I forgot to bid for Round One! Will I just get assigned a Vacation week?"

Not necessarily. You will continue bidding for weeks throughout the rounds. If at the end of Round Four you still have remaining days, you will be assigned a week.

"I was awarded a Vacation slot because I forgot to bid for all of my accrued days. Am I just stuck with that slot?"

NOPE! When Vacation Open Time and Trading begins, you can trade that awarded Vacation slot with any available Open Time slots or another Flight Attendant.

KEEP IN MIND: You can trade your Vacation slot up until Noon CT the 1st of the month prior to the slot. For example, with a June Vacation slot, you would have until May 1 at Noon CT to trade.

Vacation Bidding Resource Guide:

SWALife > My Work > Inflight > My Schedule > Vacation Bidding > Vacation Bidding Guide