



Vacation Save Reserve Day Off (*pm-CAL*)

United MEC Reserve Committee

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In December, the Joint Implementation Team (JIT) announced changes to the Adjustment Request screen in CCS. The One United article ("*pm-CO Vacation Slide Update*" 12/12/17) was focused on the new method to access the Adjustment Request screen, and the steps Flight Attendants should follow to submit Vacation Slide requests.

When Flight Attendants began to interact with the updated screen, however, we learned that there were some additional changes to the screens that may not have been fully understood based on the initial communication. Not communicated was the fact that the new screen has been divided into two sections:

- **Adjustments** – the upper section of the screen is used to make schedule adjustments that correct end-of-month conflicts created by overlap trips. It also is where *Save Reserve Day Off* requests are submitted.
- **Vacation Slides** – the lower section of the screen is used specifically to submit Vacation Slide requests.

Significantly, where prior to these changes the original screen had one "save" and one "reset" button that controlled the submission of any requests made on the entire screen, the new divided screen has "save" and "reset" buttons which control the submission of requests made in each specific section of the new screen:

- **"Save Adjustment Selections"** and **"Reset Adjustment Selections"** control the submission of any requests made in the Adjustments section, including *Save Reserve Day Off* requests.
- **"Save Vacation Slide Selections"** and **"Reset Vacation Slide Selections"** control only the submission of Vacation Slide requests.

Flight Attendants should verify they are using the buttons that correctly correspond to their requests in order to ensure the selections are saved and submitted.

Save Reserve Day Off vs. Vacation Slide

We have also heard from some Flight Attendants that there may be a misunderstanding that *Save Reserve Day Off* and Vacation Slides are used in combination when, in fact, they are two separate and distinct requests. Both serve as a means for Flight Attendants to minimize the number of days off lost due to the way their vacation falls relative to the line they are awarded, however, they are requested and awarded in different manners, *at different times*, with Vacation Slides processed first.

When a Reserve submits a *Save Reserve Day Off* request, she/he is indicating a desire for the vacation to fall on as many scheduled days of availability as possible, thus "saving" or retaining scheduled days off in their awarded line. *When making a Save Reserve Day Off request, it is not necessary to indicate specific days off in the Adjustment section, or a specific slide direction in the Vacation Slide section.* The scheduling representatives that process *Save Reserve Day Off* requests will automatically move the vacation in such a way as to "save" or retain as many Reserve days off as possible, and do not require direction to do so.



Submitting a Save Reserve Day Off Request

Flight Attendants may submit a request to *Save Reserve Days Off* at any time prior to line awards being loaded into CCS.

1. Select Bidding tab.
2. Select "Adjustment Request."
3. Within the Adjustments section (upper section), select the correct Bid Period (schedule month) from the dropdown menu (A).
4. Select "Yes" from the Save Reserve Day Off dropdown menu (B).
5. Click "Save Adjustment Selections" (C). **This will save only the information in the upper Adjustments section.**
6. Confirmation screen will appear.

Adjustments

Bid Period: Feb 18 (A)

Employee Name: [Empty]

You do not have any selections saved for selected bid period.
Defaults are denoted by an *.
If your request matches the default it is not necessary to make a selection.

RA Days for adjustment: Use [Empty]

Desired Pairing Length: [Empty]

Request Specific Days Off

Selection 1: [Empty] Selection 2: [Empty] Selection 3: [Empty] Selection 4: [Empty] Selection 5: [Empty]

Requested Pairings For Adjustment

Pairing Number	Pairing Date
[Empty]	[Empty]
[Empty]	[Empty]
[Empty]	[Empty]
[Empty]	[Empty]
[Empty]	[Empty]

Save Reserve Day Off: Yes* (B)

Save Adjustment Selections (C) Reset Adjustment Selections

Vacation Slides

Vacation Slide Option

Do Not Slide* Slide Earlier One Day Slide Earlier Two Days Slide Earlier Three Days Slide Later One Day Slide Later Two Days Slide Later Three Days

Select the Vacation Period to Slide

Effective Dates	Days
<input type="checkbox"/> 07/02 - 07/04/2018	3
<input type="checkbox"/> 10/01 - 10/08/2018	8
<input type="checkbox"/> 10/31 - 11/05/2018	6
<input type="checkbox"/> 11/25 - 11/29/2018	5
<input type="checkbox"/> 12/22 - 12/28/2018	7

Save Vacation Slide Selections Reset Vacation Slide Selections

This form will only create your vacation slide request. Your request will be processed and if granted updated prior to the affected bid period of the vacation.

The last submitted request prior to the close of request window will be the request considered for that bid period.