

## ***Open Time Trades by Seniority:***

**November 24 – 30<sup>th</sup>, 2017**

The first available vacation trade option will be a single round of seniority-based ***Open Time Trades by Seniority***. Trade requests may be submitted during the time period from November 24 through November 30<sup>th</sup>, 2017. Trading closes November 30, at 0800, local domicile time. Submitted trade requests will be awarded in seniority order.

*Note:* The seniority trade screen will not be available via CCS until the remaining vacation allocations have been posted.

Locating the Open Trade by Seniority window:

- Login to CCS
- Go to the Bidding tab
- Click on myVacation in the drop-down menu.
- Next, view the “Scheduled Vacation” section.
- Click on the dropdown arrow
- Click on the period you want to trade.
- Then, select “OT Trade by Sen” to begin the process. This will generate the “Open Time Trade by Seniority” page, where vacation trade preferences are entered. For details on how to enter your trade request, follow the step-by-step instructions in the [Flight Attendant Modification Guide \(pg 5-6\)](#).