



Monthly Bidding

AFA-CWA Spirit Airlines
Scheduling Committee

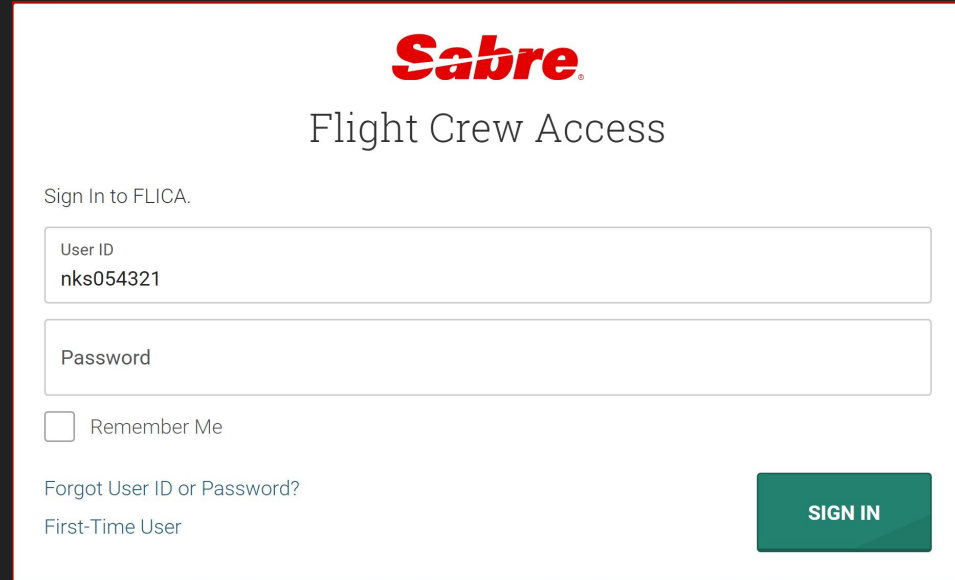
In this presentation, we'll review:

- What “Additional Bid Options” are
- How to sort and filter your lines
- How to submit your bid sheet
- How to send yourself a copy of your “Final Bid Submission”
- What a “misbid” or “short bid” is and how to avoid doing it
- What the difference is between a hard line, a relief line, and a reserve line
- How to buddy bid

Bidding

Step 1: Log into FLiCA

1. Go to www.flica.net
2. Enter User ID: “nks0xxxxx”
 - a. xxxxx refers to your employee number
3. Enter Password
 - a. For first time users, you must register your account by clicking on “First Time User”. Your activation code is your birthday in either mmddyyyy or mm/dd/yyyy format. If one format doesn’t work, try the other.
4. Click on “Sign In”



Sabre.
Flight Crew Access

Sign In to FLiCA.

User ID
nks054321

Password

Remember Me

[Forgot User ID or Password?](#)

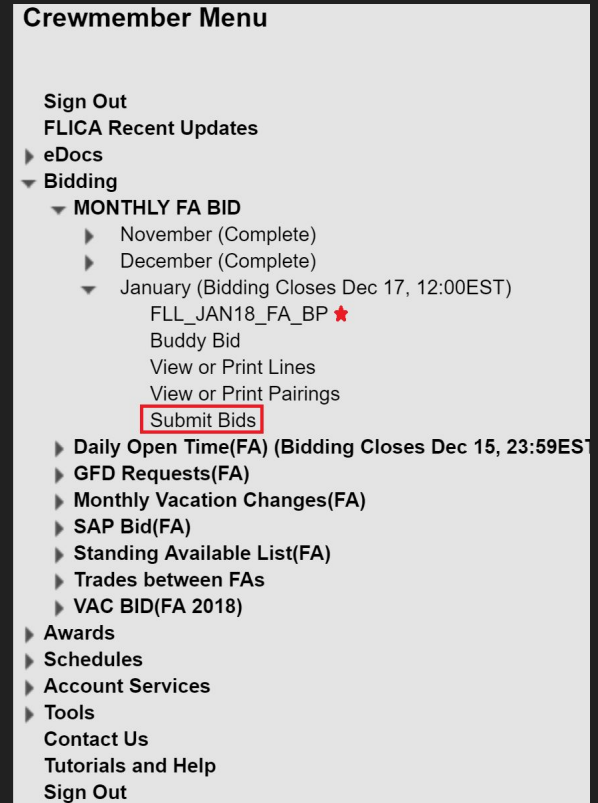
[First-Time User](#)

SIGN IN

Step 2: Open your Bid Sheet

1. Under “MONTHLY FA BID”, click on “Submit Bids” for the corresponding bid period.

If you’d like to see the paper bid package, click on the “FA_BP” link below the bid period.

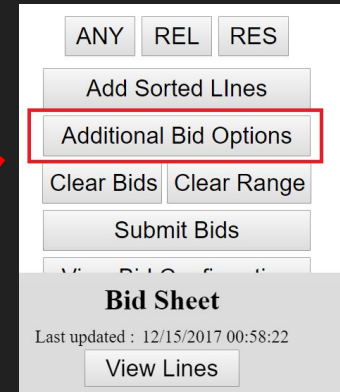


Crewmember Menu

- Sign Out
- FLICA Recent Updates
- eDocs
- Bidding
 - MONTHLY FA BID
 - November (Complete)
 - December (Complete)
 - January (Bidding Closes Dec 17, 12:00EST)
 - FLL_JAN18_FA_BP ★
 - Buddy Bid
 - View or Print Lines
 - View or Print Pairings
 - Submit Bids**
 - Daily Open Time(FA) (Bidding Closes Dec 15, 23:59EST)
 - GFD Requests(FA)
 - Monthly Vacation Changes(FA)
 - SAP Bid(FA)
 - Standing Available List(FA)
 - Trades between FAs
 - VAC BID(FA 2018)
- Awards
- Schedules
- Account Services
- Tools
- Contact Us
- Tutorials and Help
- Sign Out

Step 3: Enter your Additional Bid Options

1. Click on “Additional Bid Options”, a pop-up window will show up
2. Click on each option to select your choice.
3. Options *must* be selected before final bid sheet can be submitted.
 - a. (i.e. fill this out *first*)



ANY REL RES

Add Sorted Lines

Additional Bid Options

Clear Bids Clear Range

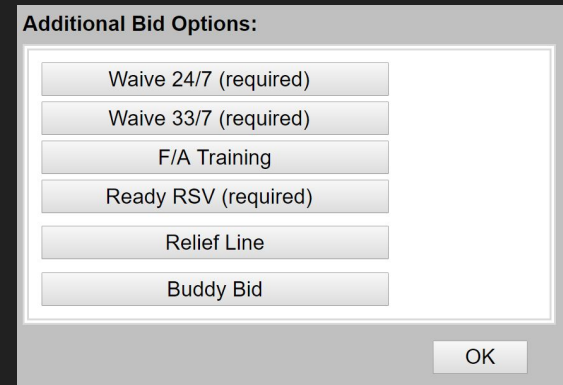
Submit Bids

Bid Sheet

Last updated : 12/15/2017 00:58:22

View Lines

Meaning of each option on the NEXT slides.



Additional Bid Options:

Waive 24/7 (required)

Waive 33/7 (required)

F/A Training

Ready RSV (required)

Relief Line

Buddy Bid

OK

Step 3: Enter your Additional Bid Options (cont.)

Waive 24/7

Yes: I wish to waive my contractual right to a calendar day off, in base during SAP

No: Should there be a calendar day off conflict, I wish for my pairing to be removed during SAP

Waive 33/7

Yes: I wish to waive my contractual right to no more than 33 block hours in a 7 day period during SAP

No: Should there be a 33-in-7 conflict, I wish for my pairing to be removed during SAP

FA Training

Yes: I wish to waive rest requirements to attend required training (e.g. recurrent)

No: Should there be a rest conflict with my training, I wish for my pairing to be removed during SAP

Ready Reserve

Yes: I wish to be assigned RDY *before* Flight Attendants who selected “No”.

No: I wish to be RDY exempt if I am in the top 20% of the list of Reserve Flight Attendants

Note: ACY only exempts the top 10%.

Note: waiving your 24/7 or 33/7 in “Additional Bid Options” does **not** mean you waive it for the entire month.

Step 3: Enter your Additional Bid Options (cont.)

Relief Line

Yes: If I get a Reserve line, and there are enough open pairings available to build me a line, I want a Relief line

No: If I get a Reserve line, I wish to keep my Reserve line

Buddy Bid

If you are buddy bidding, the most senior FA will select the Flight Attendants he/she is buddy bidding with.

What is SAP?

In short, the Schedule Adjustment Period consists of 2 parts.

Part 1: The Transition Period is when Crew Planning (CP) removes any conflicts between the current bid period and the following bid period.

Part 2: The Recovery Period is when Flight Attendants that lost hours during the Transition Period bid to recover those hours.

Your Additional Bid Options tells CP, among other things, what you'd like them to do if there is a contractual conflict on your awarded schedule.

Step 4: Sorting & Filtering your Lines


Before placing line numbers on your bid sheet, you have the option to sort and/or filter the lines based on your chosen preferences. Some examples include, but are not limited to:

- Day turns only
- Redeyes only
- Specific Days Off
- Specific Days On
- Total Days Off
- Reserve A vs Reserve B vs Reserve C
- AM Check-In Times
- PM Check-In Times
- Length of Pairings
- Layover Cities & Times
- Block and Credit

Note: The types of lines (i.e. reserve line, relief line, and hard line) and their differences are discussed toward the end of this presentation. Or click [HERE](#) to be redirected to it.

Step 4: Sorting & Filtering your Lines (cont.)

To sort and/or filter the lines, click on “Sort” and a pop-up window will open. We recommend setting it to “Advanced” mode.

 Display <<< << < ↻ > >> >>> Line #: <input type="text"/>					
#	1	2	3	4	5
Sort	001	002	003	004	005
FR	2	F4604:FLL			
SA	3	F4604:FLL	F4606:FLL		
SU	4	F4604:FLL	F4606:FLL		F4608:FLL
MO	5		F4604:FLL	F4606:FLL	F4608:FLL
TL	6	F4604:FLL	F4606:FLL	F4608:FLL	F4608:FLL

Line Sort Preferences (Advanced Mode): Saved Preferences: [?]
(none) ▼

Switch to Basic Mode
Days: ▼
Pairings: ▼
Lines: ▼

Priority	Preference	Sort Order	Matches
Choose your sort preferences from the pulldown lists above, then select Display Options by clicking on the link below.			
Display Options (click to modify)			
None			

Save As...
Clear Data
Cancel
Apply

Line Sort Preferences (Basic Mode): Switch to Advanced Mode [?]

Please choose one of the following sort options:

Consecutive Days Off
 Days Off
 Days On
 Guaranteed Days Off
 Partial Weekends Off
 Saturdays Off

To be more specific or to use more than one sort option, click the "Switch to Advanced Mode" button.

Step 4: Sorting & Filtering your Lines (cont.)

Here we'll give you some examples of how to sort and filter the lines. There are multiple preferences you can choose from and countless combinations.

Let's start off by requesting specific days off... so, we'll tell FLiCA, "I want to see lines that have the 23rd and 27th off."

Line Sort Preferences (Advanced Mode): Saved Preferences: (none)

Switch to Basic Mode

Days: Pairs: Lines:

Del	Priority	Preference	Sort Order	Matches
1	27	All of the selected days off: 23, 27	Most to Least	

Display Options (click to modify)
None

Save As... Clear Data Cancel **Apply**

#	1	2	3	4	5
Sorted	003	019	028	033	036
▼ Spec Off	2	2	2	2	2
FR 2		F4645:EWR			F4618:LGA
SA 3	F4606:FLL	-		F4639:ACY	FLL
SU 4	F4606:FLL	F4645:EWR		MCO	
MO 5	F4606:FLL	-		FLL	F4658:MCO
TU 6		FLL	F4649:MYR	F4615:BWJ	LGA
WE 7		MCO		FLL	-
TH 8					FLL
FR 9			FLL		
SA 10	F4606:FLL	F4646:EWR		F4613:FLL	
SU 11	F4606:FLL	-		F4626:BWJ	
MO 12	F4606:FLL	F4647:EWR		FLL	F4603:FLL
TU 13			F4653:MYR		
WE 14		FLL	MCO		F4654:MYR
TH 15				F4630:-	MCO
FR 16			FLL	FLL	ATL
SA 17	F4606:FLL				FLL
SU 18	F4606:FLL	F4647:EWR			F4603:FLL
MO 19	F4606:FLL	-	F4656:MYR		
TU 20		F4647:EWR	MCO	F4640:ACY	
WE 21		-	MCO	FWJ	
TH 22		FLL	FLL	FLL	
FR 23					
SA 24	F4606:FLL				F4626:BWJ
SU 25	F4606:FLL			F4626:BWJ	FLL
MO 26	F4606:FLL			FLL	
TU 27					
WE 28			F4652:MYR		
TH 29			MCO	F4626:BWJ	F4630:-
FR 30	F4606:FLL		MCO	FLL	FLL
SA 31	F4606:FLL		FLL		F4617:BWJ

Line Sort Preferences (Advanced Mode): Saved Preferences: (none)

Switch to Basic Mode

Days: Pairs: Lines:

Preference	Sort Order	Matches
activities on Specific Days		
Consecutive Days Off		
Days Off		
Days On		
Guaranteed Days Off		
Maximize Planned Absence		
Partial Days Off		
Partial Weekends Off		
Pattern Bid		
Saturdays Off		
Specific Days Off		
Specific Days On		
Sundays Off		

Display Options (click to modify)
None

Clear Data Cancel **Apply**

March 2018

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Week 1						<input type="checkbox"/> 02	<input type="checkbox"/> 03
Week 2	<input type="checkbox"/> 04	<input type="checkbox"/> 05	<input type="checkbox"/> 06	<input type="checkbox"/> 07	<input type="checkbox"/> 08	<input type="checkbox"/> 09	<input type="checkbox"/> 10
Week 3	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17
Week 4	<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input type="checkbox"/> 20	<input type="checkbox"/> 21	<input type="checkbox"/> 22	<input checked="" type="checkbox"/> 23	<input type="checkbox"/> 24
Week 5	<input type="checkbox"/> 25	<input type="checkbox"/> 26	<input checked="" type="checkbox"/> 27	<input type="checkbox"/> 28	<input type="checkbox"/> 29	<input type="checkbox"/> 30	<input type="checkbox"/> 31

You can select whole rows or columns by clicking on the appropriate row or column label (ex: "Week 2" or "Tue").

Clear Data Cancel **Apply**

Step 4: Sorting & Filtering your Lines (cont.)

Now let's tell it, "Only show me lines with only 3-day pairings."

Preference: Length of Pairing: "lines with 3-day pairings"

Pairing length: Only 3 day(s)

Filter Option: "only 3-day pairings"

All, no exceptions

All, with up to 1 Exception(s)

At Least 1 Time(s)

None

No More Than 1 Time(s)

No filter, just sort

"Only show me..."

Hide Lines That Don't Match

Sort Option:

Most to Least Least to Most No sort

All lines with all 3-Day pairings (Hide)

Cancel Apply

Line Sort Preferences (Advanced Mode): Saved Preferences: (none)

Switch to Basic Mode

Days: Pairings: Lines:

	Priority	Preference	Sort Order	Matches
Del	1	All of the selected days off: 23, 27	Most to Least	45
Del	2	All lines with all 3-Day pairings (Hide)	None	86

Add Lines Lines that match all preferences: 10

Display Options (click to modify)

None

Save As... Clear Data Cancel Apply

Switch to Basic Mode (none)

Days: Pairings: Lines:

	Priority	Prefer	Sort Order	Matches
Del	1	All of the select 27	Most to Least	45

match all preferences: 45

Display Options (click to modify)

None

Save As... Apply

Length of Pairing

In this example, notice that we didn't delete the "23rd and 27th off" preference. So, it now shows us lines with the 23rd and 27th off AND 3-day long pairings ONLY.

#	6	7	8	9	10
Sorted	161	185	191	197	307
▼ Spec Off	2	2	2	2	2
Pair Len	5	6	6	6	6
FR 2				F3117:IAH	
SA 3	F3118:JAH			ATL	F3223:LAX
SU 4	ATL	F3319:PHL	F3310:SEA	FLL	ORD
MO 5	FLL	MCO	DFW	F3125:BDL	FLL
TU 6		FLL	FLL	SAN	F3167:DTW
WE 7		F3315:MCO	F3385:TPA	FLL	ACY
TH 8		MCO	LAX		FLL
FR 9		FLL	FLL		
SA 10	F3204:BDL				F3143:MCO
SU 11	DTW				MCO
MO 12	FLL			F3191:MCO	FLL
TU 13				MCO	F3219:ORD
WE 14				FLL	ORD
TH 15				FLL	FLL
FR 16		F3362:LAS	F3395:MSP		
SA 17	F3165:CLE	PHL	DTW		
SU 18	MCO	FLL	FLL	F3294:TPA	F3137:CAK
MO 19	FLL	F3179:CMH	F3308:CLE	LAX	PIT
TU 20		CMH	BWI	FLL	FLL
WE 21		FLL	FLL		
TH 22					
FR 23					
SA 24	F3246:MSY			F3164:PHL	
SU 25	ACY			TPA	
MO 26	FLL			FLL	
TU 27					
WE 28		F3288:PHL	F3220:ORD		
TH 29		TPA	ORD		
FR 30		FLL	FLL	F3202:DTW	F3221:ORD
SA 31	F3191:MCO	F3151:MCO	F3105:PHL	MYR	ATL

Step 4: Sorting & Filtering your Lines (cont.)

FLiCA offers a variety of preferences to choose from. Too many to list in this presentation without boring you.

We highly recommend playing around with the preferences so you become comfortable with them.

Experiment and see what you come up with!

Try completing the worksheet on the next slide to practice using the sorting and filtering options.

Step 4: Sorting & Filtering Worksheet

Filtering

1. Tell FLiCA to only show you lines that:
 - a. Have *all* weekends off for the month
2. Tell FLiCA to only show your lines that:
 - a. Have *no* pairings with flights that operate between 0200-0500 LT
3. Tell FLiCA to only show you lines that:
 - a. Has *no* pairings that fly through ATL

Sorting

1. Tell FLiCA to sort the lines by:
 - a. Most to Least credit hours
2. Tell FLiCA to sort the lines by:
 - a. Least to Most block hours
3. Tell FLiCA to sort the lines by:
 - a. The most to least amount of pairings with layovers in MCO that are longer than 18 hours

Filtering & Sorting

1. Tell FLiCA to:
 - a. Filter the lines with the 5-8th off, and sort it by the most to least of those days off, and
 - b. Second, sort the results of a. by the most to least credit hours

Step 5: Enter your Line Selections

In the following slides, we'll review how to modify your bid sheet.

IMPORTANT: Remember, all your selections are ranked in the order you entered them. (e.g. Selection 1 will be considered before Selection 2.) Be sure to prioritize your selections in the order you prefer your lines to be awarded. (e.g. if you'd rather be Reserve A before Reserve B, then bid Reserve A lines first.)

1st choice
2nd choice
3rd choice

Bid Sheet				
View Lines				
	Line		GDO	
1	027	Del		--
2	022	Del		--
3	037	Del		--
4	078	Del		--
5	057	Del		--
6	095	Del		--

Step 5.1: Selecting Lines

- Click on a Line Number to enter it into the next open selection slot
- You can also manually type it into an open selection slot

Bid Sheet

	Line	GDO	
1	003	Del	
2		Del	
3		Del	

#	1	2	3	4	5
Sort	001	002	003	004	005
FR	2 F4604:FLL				
SA	3 F4604:FLL		F4606:FLL		
SU	4 F4604:FLL		F4606:FLL		F4608:FLL
MO	5	F4604:FLL	F4606:FLL		F4608:FLL
TU	6	F4604:FLL		F4606:FLL	F4608:FLL

Step 5.2: Entering GDOs

- All Reserve Lines have designated Days Off
- On the bid packet and while bidding, the Days Off are **not** displayed as Moveable Day Off (MDO) vs. Guaranteed Day Off (GDO), but in most cases you can deduce which Days Off will be which:
 - 2 Days Off in a row will be MDOs
 - 4 Days Off in a row could be either GDOs or MDOs
 - 6 Days Off in a row will be a combination of MDOs and GDOs
- In the 2nd and 3rd scenario above, you should enter which you prefer to be your GDOs in the GDO Column of the bid sheet
 - You can designate one set, the Company designates the other

#	404	
Sort	R404	
FR	2	R
SA	3	R
SU	4	R
MO	5	R
TU	6	R
WE	7	
TH	8	
FR	9	GDOs
SA	10	
SU	11	
MO	12	MDOs
TU	13	R
WE	14	R
TH	15	R
FR	16	R
SA	17	R
SU	18	
MO	19	
TU	20	
WE	21	
TH	22	R
FR	23	R
SA	24	R
SU	25	R
MO	26	R
TU	27	
WE	28	
TH	29	R
FR	30	R
SA	31	R

Bid Sheet				
View Lines				
Line		GDO		
1	RES404	Del	7-10	--
2		Del		--

Note: GDOs cannot be designated during “transition days” (i.e. the first 3 days of the bid period)

Step 5.3: Deleting Lines

- Click the “Del” button to delete an individual line selection
- You can also put your cursor on the bid sheet and use the “backspace” or “delete” key to delete an individual selection
- To delete *all* bid sheet selections, click on “Clear Bids”
- To delete a certain range (e.g. selections 3 through 27), click on “Clear Range” and enter the range

Bid Sheet
View Lines

	Line		GDO	
1	027	Del		--
2	022	Del		--
3	037	Del		--
4	078	Del		--
5	057	Del		--
6	095	Del		--

Bid Sheet
View Lines


	Line		GDO	
1	027	Del		--
2	022	Del		--
3	078	Del		--
4	057	Del		--
5	095	Del		--
6		Del		--

Step 5.4: Moving a Line

- To add a blank space in between selections, click on the selection number in which you'd like to add a space above
- To add multiple blank spaces, click on a selection number multiple times

Bid Sheet
View Lines

	Line	GDO		
1	027	Del		--
2	022	Del		--
3	078	Del		--
4	057	Del		--
5	095	Del		--
6		Del		--



Bid Sheet
View Lines

	Line	GDO		
1	027	Del		--
2	022	Del		--
3	078	Del		--
4		Del		--
5	057	Del		--
6	095	Del		--

Step 5.5: Adding ANY, REL, and RES

ANY - adding the ANY selection to your bid sheet will award you the lowest numerical available **hard** line.

REL - adding the REL selection to your bid sheet will award you the lowest numerical available **relief** line.

RES - adding the RES selection to your bid sheet will aware you the lowest numerical available **reserve** line.

They may be typed into the bid sheet or entered by pressing the buttons on the top right.



Step 6: Review & Submit your Bid Sheet

To review your current selections, click on “View Lines”. A pop-up window with your current selections, in priority order will open.

If you are satisfied with your selections, click on “Submit Bids”. A confirmation pop-up will open with your Final Bid Sheet.

Bid Sheet
Last updated : 02/12/2018 15:01:31

[View Lines](#)

Line	GDO			
1	027	Del		--
2	022	Del		--
3	078	Del		--
4	057	Del		--
5	095	Del		--
6	ANY	Del		--
7	REL	Del		--
8	RES	Del		--

Line # Page 1 of 2

#	1	2	3	4	5	6
	027	022	078	057	095	ANY
FR 2			F9184:BOS	F9049:CLE		
SA 3			-	MCO		
SU 4	F4649:MYR		BOS	FLL	F9089:CLE	
MO 5	MCO		FLL		MSP	
TU 6	-				MCO	
WE 7	FLL	F4645:FWR			FLL	
TH 8				F9055:MSP		
FR 9		F4646:FWR	F9093:IAH	MCO		
SA 10			MCI	FLL		
SU 11	F4652:MYR	FLL	PHL		F9095:IAH	
MO 12	MCO		FLL		IAH	
TU 13	MCO				-	
WE 14	FLL			F9056:DTW	FLL	
TH 15		F4647:FWR		CLE		
FR 16		-		FLL		
SA 17	F4647:FWR	F9058:MCI		F9172:MCO		
SU 18	F4655:MYR	-	DFW		TPA	
MO 19	MCO	FLL	FLL		-	
TU 20	BWI			F9080:LAS	F9043:	
WE 21	FLL			LAS	FLL	
TH 22				FLL		
FR 23		F4647:FWR	F9187:BOS			
SA 24		-	DTW		F9118:CLE	
SU 25		F4647:FWR	BOS		BWI	
MO 26		-	FLL	F9080:LAS	MSP	
TU 27	F4659:MCO	FLL		LAS	FLL	
WE 28	LGA			FLL		
TH 29	-					
FR 30	FLL		F9110:MYR			
SA 31	F4647:FWR					

ANY REL RES

Add Sorted Lines

Additional Bid Options

Clear Bids Clear Range

Submit Bids

View Bid Confirmation

Step 7: Send Yourself a Copy of Final Submission

Although extremely rare, there have been instances where the Company does not receive your bid submission. Having a copy of your Final Bid Submission (FBS) is sometimes the *only* way to prove you submitted a bid sheet and contest any erroneous awards.

- E-mail yourself a copy of your FBS, and/or
- Print a copy of your FBS, and/or
- Take a screenshot and save it

Make sure the ID code is included, as it may be necessary for verification with FLiCA.

Bid Confirmation ?

FLL ALL FA (# 401 of 1043)

MONTHLY FA BID Bid Sheet - Mar 2018 (Last updated: Feb 12, 2018 15:01:31 EST)

Bid : Line - GDO	Bid : Line - GDO	Bid : Line - GDO	Bid : Line - GDO
1 : 027	3 : 078	5 : 095	7 : REL
2 : 022	4 : 057	6 : ANY	8 : RES

Waive 24/7 : No

F/A Training : No

Relief Line : i want a relief Line

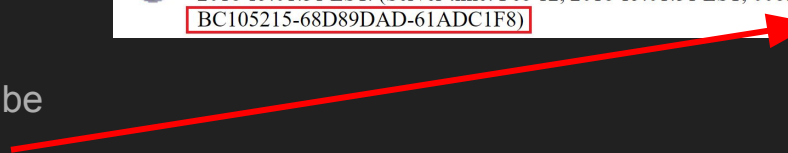
Buddy Bid : None

Waive 33/7 : No

Ready RSV : No

No Fly : None

This is the current set of bids and additional options received by the FLICA server as of Feb 12, 2018 15:01:31 EST. (Server time: Feb 12, 2018 15:01:31 EST; 008.127; ID: ED9BD9D7-BC105215-68D89DAD-61ADC1F8)



Step 8: Re-submit your Final Submission (optional)

You have the option to modify your bid sheet as many times as you wish.

All modifications must be made **and submitted** by “bid close”. The bid opening and closing dates and times are listed on the cover page of your bid packet, as well as on the “FA MONTHLY BID” menu on FLiCA.

IMPORTANT: Be sure to repeat Step 7 any time a new FBS is created.

FLIGHT ATTENDANT MARCH 2018

Bid Sequence and Timing

Bids Open	1200 ET	FEBRUARY 12, 2018
Bid Ends	1200 ET	FEBRUARY 17, 2018
Bid Awards	1800 ET	FEBRUARY 17, 2018
Bid Contest Close	1800 ET	FEBRUARY 18, 2018
SAP Begins	1000 ET	FEBRUARY 21 2018
SAP Ends	1000 ET	FEBRUARY 23, 2018
Final SAP Awards	1000 ET	FEBRUARY 25, 2018
Relief Awards	1000 ET	FEBRUARY 26, 2018
D.O.T. Opens	1400 ET	FEBRUARY 26, 2018

▼ Bidding

▼ MONTHLY FA BID

- ▶ January (Complete)
- ▶ February (Complete)
- ▼ March (Bidding Closes Feb 17, 12:00EST)
 - FLL_MAR_18_FA_BP
 - Buddy Bid
 - View or Print Lines
 - View or Print Pairings
 - Submit Bids

Misbid or Short Bid

Definitions and Consequences

- A “misbid” is any time a Flight Attendant’s bid is invalid. Examples:
 - Forgetting to bid, or
 - Not entering any lines, or
 - Not submitting your Final Bid Sheet
- A “short bid” is any time a Flight Attendant submits a bid sheet but submits insufficient selections. Example:
 - You only submit line #37 in your bid sheet. The lines is awarded to 3 Flight Attendants more senior to you. Because you cannot be awarded #37 and do not have any other selections, you will be considered a “short bid”.

If a Flight Attendant misbids or short bids, their seniority (for monthly bid purposes) will be junior to everyone that did not misbid or short bid.

A misbid or short bid Flight Attendant will be assigned the lowest numerical available line. (e.g. line 3 will be assigned before line 5)

In almost *all* cases, misbid and short bid Flight Attendants will be assigned a Reserve Line.

A short bid Reserve Flight Attendant that selected “No” in the RDY Additional Bid Option will be awarded RDY Exemption subject to seniority and availability.

How to Avoid Misbids and Shortbids

- Set a reminder on your phone of the bid open and close dates and times.
- On bid opening day, fill out all of your additional bid options and submit a bid sheet with ANY, REL, and RES. You can always go back later before bid close and add specific lines.
 - If you bid specific lines, add ANY after all your hard line choices, add REL after all your relief line choices, and add RES after all your reserve line choices.

Bid Sheet				
Last updated : 02/12/2018 15:14:15				
View Lines				
	Line	GDO		
1	037	Del		--
2	048	Del		--
3	065	Del		--
4	124	Del		--
5	ANY	Del		--
6	REL317	Del		--
7	REL318	Del		--
8	REL319	Del		--
9	REL	Del		--
10	RES328	Del		--
11	RES330	Del		--
12	RES334	Del		--
13	RES	Del		--

Types of Lines

Reserve Lines

- There are 3 types of Reserve Lines
- All Reserve Lines include two types of days:
 - Days Off
 - Days On
- Reserve Lines shall have a minimum of 12 Days Off:
 - Guaranteed Days Off (GDO) - 8 total
 - Movable Days Off (MDO) - 4 total
- GDOs shall be in blocks of 4 minimum
- MDOs shall be in blocks of 2 minimum
- Days On shall not be in blocks of no more than 6 in a row
- If you are awarded a Reserve Line, you are referred to as a “Reserve Flight Attendant”

#	311	
Sort	R311	
MO	1	R1
TU	2	R1
WE	3	
TH	4	
FR	5	R1
SA	6	R1
SU	7	R1
MO	8	R1
TU	9	R1
WE	10	R1
TH	11	
FR	12	
SA	13	R1
SU	14	R1
MO	15	R1
TU	16	
WE	17	
TH	18	
FR	19	
SA	20	R1
SU	21	R1
MO	22	R1
TU	23	
WE	24	
TH	25	
FR	26	
SA	27	R1
SU	28	R1
MO	29	R1
TU	30	R1



#	311	
Sort	R311	
MO	1	R1
TU	2	R1
WE	3	MDO
TH	4	
FR	5	R1
SA	6	R1
SU	7	R1
MO	8	R1
TU	9	R1
WE	10	R1
TH	11	
FR	12	MDO
SA	13	R1
SU	14	R1
MO	15	R1
TU	16	
WE	17	GDO
TH	18	
FR	19	
SA	20	R1
SU	21	R1
MO	22	R1
TU	23	
WE	24	GDO
TH	25	
FR	26	
SA	27	R1
SU	28	R1
MO	29	R1
TU	30	R1

Reserve Lines (cont.)


- There are 3 types of Reserve Lines, defined by their “Notification Period”:
 - A: 0001 - 1000 LT
 - B: 0701 - 1700 LT
 - C: 1401 - 2400 LT
- When bidding, the lines are displayed on FLiCA and on the bid packet as follows:
 - A: R1
 - B: R2
 - C: R
- A “Notification Period” is time during which you **must** answer calls from Crew Scheduling
 - If you miss the call, you must call back within 15 minutes

A	B	C
311	358	382
R311	R358	R382
R1	R2	R
R1		R
		R
	R2	R
R1	R2	
R1	R2	
R1	R2	
R1	R2	R
R1		R
		R
	R2	R
R1	R2	R
R1	R2	R
		R
R1	R2	R
R1	R2	R
R1	R2	R
		R
		R
R1	R2	
R1	R2	
R1	R2	R
R1	R2	R

Hard Lines

- Award Lines, or “Hard Lines”, show specific trips that the Flight Attendant will be scheduled to work and Days Off
- Trips are known as “Pairings”, and shall include:
 - Flight Segments
 - Flight Time
 - Layovers, if any
 - Credit Hours, etc.
- Hard Lines shall have a minimum of 13 days off
- If you are awarded a Hard Line, you are referred to as a “line holder”

#	5
Sort	005
MO 1	F4609:LGA
TU 2	FLL
WE 3	F4609:LGA
TH 4	FLL
FR 5	
SA 6	
SU 7	
MO 8	F4609:LGA
TU 9	FLL
WE 10	F4610:LGA
TH 11	FLL
FR 12	
SA 13	
SU 14	
MO 15	F4608:LGA
TU 16	FLL
WE 17	F4608:LGA
TH 18	FLL
FR 19	
SA 20	
SU 21	
MO 22	F4608:LGA
TU 23	FLL
WE 24	F4608:LGA
TH 25	FLL
FR 26	
SA 27	
SU 28	
MO 29	
TU 30	



F4609 : 01JAN		EVERY DAY	BSE REPT: 1039L	Operates: Jan 1-Jan 9
Base/Equip:	FLL/321	FA02		
DY	DD	DH	C	FLTNO
MO 01	180	FLL-LGA	1139	1429 0250
				0250
				0250 0420/0350
				LGA 1441
				D-END: 1459L (NR 900) REPT: 0540L
				Springhill Suites (718)651-5000
TU 02	705	LGA-FLL	0630	0933 0303
				0303 0423/0353
				D-END: 1003L T.A.F.B.: 2324 TRIP RIG: 0307
				Total: 0553 0000 0900 0843/0743

Relief Lines

- Relief Lines are similar to Hard Lines, except you don't know what pairings will be assigned to you or your days off until *after* SAP
- Relief Lines shall have a minimum of 13 days off
- Relief Lines consist of pairings leftover after SAP
- Relief Line holders are also considered "line holders"
- Relief Lines were formerly known as "Move Up" lines

SAP is explained in Step 3 of Bidding, in this presentation

#		296	297	298	299	300
Sort		296	297	298	299	300
MO	1	RELIEF	RELIEF	RELIEF	RELIEF	RELIEF
TU	2	LINE	LINE	LINE	LINE	LINE
WE	3	AWARD	AWARD	AWARD	AWARD	AWARD
TH	4					
FR	5					
SA	6					
SU	7					
MO	8					
TU	9					
WE	10					
TH	11					
FR	12					
SA	13					
SU	14					
MO	15					
TU	16					
WE	17					
TH	18					
FR	19					
SA	20					
SU	21					
MO	22					
TU	23					
WE	24					
TH	25					
FR	26					
SA	27					
SU	28					
MO	29					
TU	30					

Published vs Unpublished Relief Lines

Published Relief Lines are relief lines that are on the bid packet when bids open. You can add them to the bid sheet. Your days off and trips will be assigned to you after SAP closes and SAP awards are published.

Unpublished Relief Lines are relief lines that Crew Planning did not account for when publishing the bid packet. If after SAP awards and Published Relief Line awards are published there are enough trips in Opentime to award to more Flight Attendants, Crew Planning will award unpublished relief lines to Reserve Flight Attendants.

Unpublished Relief Lines are awarded in seniority order to Reserve Flight Attendants that specifically chose “Yes” to relief lines in their Additional Bid Options. They will not be awarded to “misbids” or “short bid” Flight Attendants.

Buddy Bidding

What is Buddy Bidding?

Buddy bidding is when you tell FLiCA to award you and your “buddy” the same line. One of you control the bid and the other has to give permission to the other to control it.

The more senior person controls the bid. However, when buddy bidding, the senior person drops to the seniority of the junior person. (e.g. Michele is #1 in the base. Chris is #12 in the base. If Michele and Chris buddy bid, their base seniority drops to #11 and #12.

WARNING: Buddy bidding requires multiple slots be open on a line for the buddy bidders to receive the same line. It is possible to end up on reserve due to a buddy bid. We do not recommend buddy bidding if you do not have the seniority.

Step 1: Open the Buddy Bid List

All Flight Attendants must enter the names of the persons they are buddy bidding with. This is done by clicking on “Buddy Bid” under the “FA MONTHLY BID” menu.

- ▼ **Bidding**
 - ▼ **MONTHLY FA BID**
 - ▶ January (Complete)
 - ▶ February (Complete)
 - ▼ March (Bidding Closes Feb 17, 12:00EST)
 - FLL_MAR_18_FA_BP
 - Buddy Bid**
 - View or Print Lines
 - View or Print Pairings
 - Submit Bids

Step 2: Choose your Buddy

Search for the last name of your buddy. Click on their name. Click on “Add >” and then “Save & Exit”.

Buddy Bid List

Select and add up to 2 crewmembers with whom you wish to fly. The most senior of the group must then select each buddy under the Additional Bid Options (Buddy Bid section) on the Submit Bids page.
The group will be awarded at the seniority of the most junior buddy and from the most senior buddy's bid sheet (if the Buddy Bid is successful).

Available Crewmembers

Search: ave

Averill

Add >

< Remove

<< Clear

My List

Averill,

Keep for future bid periods

Save & Exit Cancel

Step 3: Enter Buddy in Additional Bid Options

The most senior Flight Attendant will select the buddy or buddies they are buddy bidding with. The bid sheet of the most senior Flight Attendant will be the one controlling the bid.

Additional Bid Options

Additional Bid Options:

Waive 24/7 (required)	No
Waive 33/7 (required)	No
F/A Training	No
Ready RSV (required)	No
Relief Line	i want a relief Line
Buddy Bid	None

Buddy Bid:

Select the crewmembers with whom you would like to Buddy Bid.

Buddy #1

Buddy #2

Step 4: Redundancy

If you are *not* the most senior Flight Attendant (the one controlling the bid), still submit a Final Bid Sheet. If the buddy bid fails (i.e. there are no lines with enough openings to award you all the same line) and you did not submit a bid sheet, you will be considered a misbid.

To avoid a misbid, be sure to submit a Final Bid Sheet.

Happy Bidding!

For questions or concerns regarding this presentation, please contact scheduling@spiritafa.com