

Vacation Extension (VG) Guide

Timeline

The Vacation Extension request window will open at **1200 CTS** on the **10th** of each month and will close at **1200 CTS** on the **20th** of each month.

Important Things to Remember

- Only select vacation extension on days pertaining to the bid month and up to the 5th of the next bid month.
- If your vacation falls in the next bid month, only extend if those extension days touch the bid month.

For example:

- If your vacation is scheduled at the beginning of the next bid month, only select extension days if they touch the bid month, otherwise wait for the next bid period.
- If the days you wish to extend solely pertain to the next bid month, wait for the next bid period, otherwise your next bid period may be affected.

Process to submit vacation extension (VG)

- Go to my.envoyair.com
- Go to “**Departments**” and select “**Flight Service**”
- In the “**Flight Service Page**”, select “**PBS, Bids, & Seniority Lists**”
- From there select “**Bidding System Login**” under “**Preferential Bidding System (PBS)**”
- This will take you to “**My Bidding**” page (Pre-Bid site)


Process to submit vacation extension (VG)

- At the bottom of the “**My Bidding**” page you should see a blue bar that says:
- “Click Here if you desire to Fly on Vacation Days or Extend your Vacation”
-

Click Here if you desire to Fly on Vacation Days or Extend your Vacation

Restricted Location

Restricted location not assigned for this contract month

 Save

Process to submit vacation extension (VG)

- If you don't have any vacation scheduled for the bid month or next bid month you will get the following message:

Click Here if you desire to Fly on Vacation Days or Extend your Vacation

Vacation Fly Through/Vacation Extension

No vacation available for this contract month

Please click on the date(s) you wish to fly/extend.

- Current vacation days (UV/VC/VP/VU)
- Days selected to fly
- Vacation Extension
- Other absences

Restricted Location

Restricted locations are not assigned for this employee

Update

- If you do have vacation scheduled for the bid month and/or next bid month, you will have 3 calendars populate your screen (previous month, bid month, and next bid month). Vacation Days will be highlighted in yellow. There is a legend under the calendars explaining each color.

Vacation Fly Through

February 2017							March 2017							April 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

Please click on the date(s) you wish to fly/extend.

- Current vacation days (UV/VC/VP/VU)
- Days selected to fly
- Vacation Extension
- Other absences

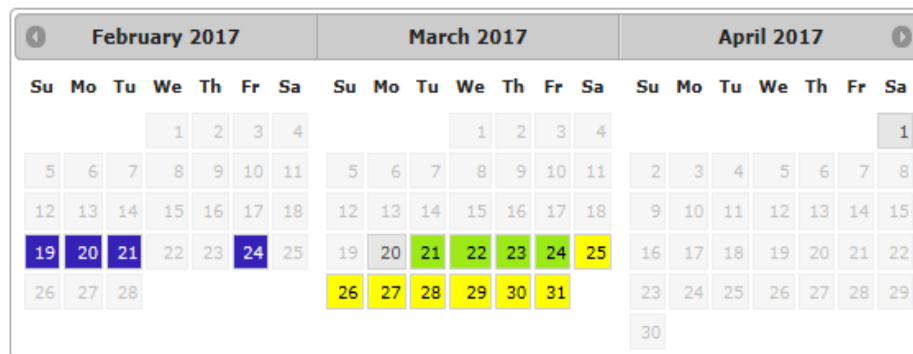
Restricted Location

Restricted location not assigned for this contract month

 Save

- To extend your vacation days, click on the desired days (Remember you may elect to place up to a total of four vacation extension days before, after, or split on either side of such vacation period). The selected days will be highlighted in green.

Vacation Fly Through






Please click on the date(s) you wish to fly/extend.

- Current vacation days (UV/VC/VP/VU)
- Days selected to fly
- Vacation Extension
- Other absences

Restricted Location

Restricted location not assigned for this contract month

 Save

- Once you have selected your VG days, click on  Save. You will get a screen with your “**Bid Selection**” that will list the days you have chosen to extend. If the selection is correct, click  Confirm. Otherwise, click  Cancel to go back to the calendar.


Bid Selection




These are your bid options for MAR2017 month. Please click CONFIRM to complete the submission.

Employee Number	432153
Name	FLORES, DERMALY
Crew Base	ORD
Crew Type	FA
Bid Month	MAR2017
RSW	
RSV Block Line (RBL)	
Part Time	
CDO Lines	
RWO Lines	
Vacation Extension Days	3/24/2017 3/23/2017 3/22/2017 3/21/2017

 Confirm

 Cancel

- Once you hit  you will get a “**Bid Confirmation**” that will list the days that were extended. If you are happy with the choices, you are done!

Bid Confirmation



Bidding submitted successfully

Employee Number	432153
Name	FLORES, DERMALY
Crew Base	ORD
Crew Type	FA
Bid Month	MAR2017
RSW	
RSV Block Line (RBL)	
Part Time	
CDO Lines	
RWO Lines	
Vacation Extension Days	3/24/2017 3/23/2017 3/22/2017 3/21/2017

[Return](#)

- If you want to make any changes, go back to the calendar. Let's say that you don't want vacation extension days and want to delete your previous choice. You will click on the green highlighted squares; as you click on them they will become white squares, thus deleting the previous request.

Vacation Fly Through



Please click on the date(s) you wish to fly/extend.

- Current vacation days (UV/VC/VP/VU)
- Days selected to fly
- Vacation Extension
- Other absences

Restricted Location

Restricted location not assigned for this contract month





 Save

- This is how the calendar will look after you deselect all the green highlighted dates. Click on 

Vacation Fly Through

February 2017							March 2017							April 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

Please click on the date(s) you wish to fly/extend.

-  Current vacation days (UV/VC/VP/VU)
-  Days selected to fly
-  Vacation Extension
-  Other absences

Restricted Location

Restricted location not assigned for this contract month



- The “**Bid Selection**” page will appear and no vacation extension days will be listed. Click on 

Bid Selection



These are your bid options for MAR2017 month. Please click CONFIRM to complete the submission.

Employee Number	432153
Name	FLORES, DERMALY
Crew Base	ORD
Crew Type	FA
Bid Month	MAR2017

RSW

RSV Block Line (RBL)

Part Time

CDO Lines

RWO Lines

 Confirm

Cancel

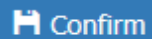
- You will get a warning advising that you will be deleting your bid preferences. If you want to delete your VGs, click 

Bid Selection



You are about to delete all bid preferences! Click Confirm to complete this deletion.


Employee Number	432153
Name	FLORES, DERMALY
Crew Base	ORD
Crew Type	FA
Bid Month	MAR2017
RSW	
RSV Block Line (RBL)	
Part Time	
CDO Lines	
RWO Lines	

 Confirm

Cancel

- You will get a “**Bid Confirmation**”.

Bid Confirmation

 Bidding submitted successfully

Employee Number	432153
Name	FLORES, DERMALY
Crew Base	ORD
Crew Type	FA
Bid Month	MAR2017
RSW	
RSV Block Line (RBL)	
Part Time	
CDO Lines	
RWO Lines	

- You can either delete all your choices or some of them. For example, if you choose 4 days to extend and then decide (within the bidding window) that you only want to extend two days, you can delete just the two days you don't wish to extend.

Examples of Possible Combinations for Vacation Extension

- In this scenario the Flight Attendant's vacation may be extended into the next month. The FA chose to extend all days into the next bid month.

Vacation Fly Through

February 2017							March 2017							April 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

Please click on the date(s) you wish to fly/extend.

- Current vacation days (UV/VC/VP/VU)
- Days selected to fly
- Vacation Extension
- Other absences

Restricted Location

Restricted location not assigned for this contract month

 Save

Examples of Possible Combinations for Vacation Extension

- In this scenario the Flight Attendant's vacation may be extended into the next month. The FA chose to extend 3 days into the next bid month and one in the bid month.

Vacation Fly Through

February 2017							March 2017							April 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

Please click on the date(s) you wish to fly/extend.

- Current vacation days (UV/VC/VP/VU)
- Days selected to fly
- Vacation Extension
- Other absences

Restricted Location

Restricted location not assigned for this contract month

Save

Examples of Possible Combinations for Vacation Extension

- In this scenario the Flight Attendant's vacation may be extended into the next month. The FA chose to extend 2 days into the next bid month and 2 in the bid month.

Vacation Fly Through

February 2017							March 2017							April 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

Please click on the date(s) you wish to fly/extend.

- Current vacation days (UV/VC/VP/VU)
- Days selected to fly
- Vacation Extension
- Other absences

Restricted Location

Restricted location not assigned for this contract month

Save

Examples of Possible Combinations for Vacation Extension

- In this scenario the Flight Attendant's vacation may be extended into the next month. The FA chose to extend 1 day into the next bid month and 3 in the bid month.

Vacation Fly Through

February 2017							March 2017							April 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

Please click on the date(s) you wish to fly/extend.

- Current vacation days (UV/VC/VP/VU)
- Days selected to fly
- Vacation Extension
- Other absences

Restricted Location

Restricted location not assigned for this contract month

Save

Examples of Possible Combinations for Vacation Extension

- In this scenario the Flight Attendant's vacation may be extended into the next month. The FA chose to extend 1 day into the next bid month and 1 in the bid month.

Vacation Fly Through

February 2017							March 2017							April 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

Please click on the date(s) you wish to fly/extend.

- Current vacation days (UV/VC/VP/VU)
- Days selected to fly
- Vacation Extension
- Other absences

Restricted Location

Restricted location not assigned for this contract month

Save

Examples of Possible Combinations for Vacation Extension

- In this scenario the Flight Attendant's vacation from next month may be extended into the bid month. The FA chose to extend all 4 days into the bid month.

Vacation Fly Through

February 2017							March 2017							April 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

Please click on the date(s) you wish to fly/extend.

- Current vacation days (UV/VC/VP/VU)
- Days selected to fly
- Vacation Extension
- Other absences

Restricted Location

Restricted location not assigned for this contract month

Save

Examples of Possible Combinations for Vacation Extension

- In this scenario the Flight Attendant's vacation from next month may be extended into the bid month. The FA chose to extend just 2 days into the bid month. **Do not extend** in the next bid month; wait until the next bid period.

Vacation Fly Through

February 2017							March 2017							April 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

Please click on the date(s) you wish to fly/extend.

- Current vacation days (UV/VC/VP/VU)
- Days selected to fly
- Vacation Extension
- Other absences

Restricted Location

Restricted location not assigned for this contract month

Save

Examples of Possible Combinations for Vacation Extension

- In this scenario the Flight Attendant's vacation is in the bid month. The FA chose to split the VGs on both sides of the vacation period.

Vacation Fly Through

February 2017							March 2017							April 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

Please click on the date(s) you wish to fly/extend.

- Current vacation days (UV/VC/VP/VU)
- Days selected to fly
- Vacation Extension
- Other absences

Restricted Location

Restricted location not assigned for this contract month

Save