

October 15, 2018

Ramp 2019 Vacation Bid Cover Letter

- Vacation bidding will begin on Thursday November 1, 2018 through Friday November 9, 2018
- Bid location **Hal Jerklins office G5 Admin Office**
- Bid times are posted in Envoy Airportal and EnvoyStaff.aa.com
- Each Employee will have an assigned 5 minute time period to bid his/her allotted weeks (please have your selections ready at your assigned time).
- If you wish to bid by phone you may **call 773-686-4166** at your bid time.
- Based on the TWU and Envoy, vacation weeks will be bid using the following scale. You will bid the number of weeks based on the year of your company seniority.

2019 Vacation Bidding Chart

ANY	-	1998	4 weeks
1999	-	2003	3 weeks
2004	-	2015	2 weeks
2016	-	2018	1 week
2018		1 week or less	

Less than one year accrues 3 hrs / 20 min per month

Employee will receive credit for month if starting prior to the 15th.

2019 Vacation Bid Cover Letter (cont.)

- Employees must divide their vacation into weekly segments.
- All accrued vacation weeks must be selected at time of bidding. If you fail to bid all accrued weeks during the bidding process those weeks will be assigned from what is left after all employees bid.
- Any Employee that fails to bid vacation slots during the bidding process will be assigned vacation in order of seniority. The most senior employees will be assigned the slots latest in the year and the most junior the earliest in the year. This will allow the most senior employees the most ability to change weeks during the monthly vacation postings.
- Vacations will commence after your regular scheduled days off of the week that you have bid. **Example:** Days off are Monday/Tuesday, vacation will commence on Wednesday of the week that you have bid. **(Only exception is Thursday/Friday off, the vacation will commence on Saturday of the week bid).** Those who prefer the start of their vacation week on the Saturday of the week bid must notify the scheduler prior to the start of their vacation.
- **If unsure of the actual days you are on vacation please see your department scheduler.**
- **You can verify how many hours you have earned for 2019 vacation after January 1, 2019 in your Epays section on MyEnvoyAir.COM**
- Verify that your seniority date is correct. Vacations are bid by your Company Seniority. Any seniority discrepancies must be corrected prior to the start of the bidding process to ensure you are in the correct position for bidding. No adjustments will be made if your corrected time slot has passed.

