

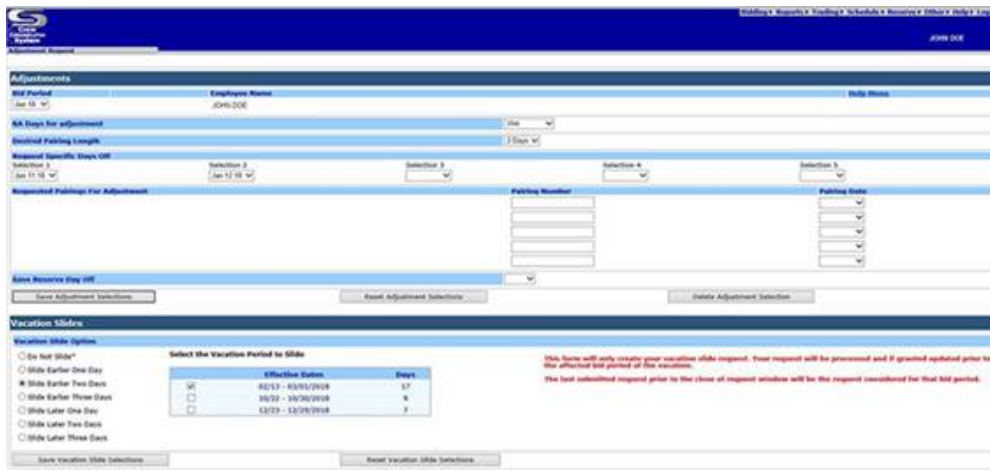
(pm-CO) - Vacation Slide Request Page Available in CCS

Beginning Dec. 15, 2017, pmCO flight attendants should follow these steps to access the Vacation Slide request page and submit a request:

1. In CCS, go to Bidding > Adjustment Request



The Vacation Slide Options are listed on the bottom half of the Adjustment Request page. Select the Vacation Period you would like to slide and then select the appropriate vacation slide option to the left. You will have the option to slide your vacation period up to (+) or (-) 3 days.



2. To submit your slide request for consideration, select the “Save Vacation Slide Selections” button after making your selections.

- If you select multiple vacation periods, all vacation periods selected will be slid by the same amount of days.

For example:

If you would like to slide your vacation periods of 2/13/18 - 3/1/18 and 10/22-30/18 for (+2) days, then you would select both periods, select the “Slide Later Two Days” option and select the “Save Vacation Slide Selection” button. Both vacation periods will be slid for two days later as long as no additional requests are submitted, which would override this request.

- If you need to slide more than one of your vacation periods and the slides are for a different number of days, you need to submit the slide requests separately, starting with the first vacation that will occur in the year. Once the vacation period has passed, you can then submit a request for a vacation slide for the next vacation period. This approach will ensure that each request is submitted and reviewed individually, as the system accepts only the last request submitted.

For example:

If you would like to slide your vacation period of 02/13 – 03/01 by one earlier day, and your vacation period of 12/23-12/29 by two later days, submit your slide request for 02/13 – 03/01 in January. Once that vacation period has passed, submit a subsequent request to slide your vacation period of 12/23 – 12/29, as early as March. This approach will ensure that your most recently submitted request does not override or cancel your previously submitted request as only one request for each request window for the month will be recorded.

- If you wish to cancel your Vacation Slide request, selecting “Do Not Slide” will override your previous request and keep the selected vacation period unchanged.
- **If a request is accepted, the revised Vacation dates will appear on your master schedule when line awards are loaded and on the myVacation page.**

3. Requests must be submitted by 2359 Central time on the 20th of the prior bid month in which the vacation is taken.

For example, a Vacation Slide request for January 2018, needs to be submitted by 2359 Central time on December 20, 2017

- If you need to make a change to your request after it has been submitted, but before the deadline to submit requests, you can just overwrite the previous Vacation Slide request that has been submitted. The last request submitted prior to the request deadline will be the one considered.

Please contact the Vacation Team with any questions.