



TEAMSTERS LOCAL 2750

Scheduling Teaching Topic: Vacation & the ol' "Slide"

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This educational document discusses your vacation and how to optimize and/or maximize your time off. Below are some of your most frequently asked questions regarding vacation bidding and the Vacation MOU as well as some diagrammed examples of what is (and is not) allowed. We can't stress enough the importance for each crewmember to review the information in the Vacation Training MOU and the Vacation MOU Clarification letter, both found on the Local 2750 union website. The MOU Adjustment Form can be found in Comply365, or on GlobalNet

Our CBA, as modified by these two addenda, allows for the opportunity for an awarded vacation to be modified by sliding it forward or backward, within certain restrictions. For example, suppose you want the first seven days of a month off, but those days happen to fall on a Wednesday through Tuesday - that doesn't quite fit the Sunday-Saturday calendar week of vacation that you were awarded. Or, as another example, you have vacation the 1st-7th, but were awarded a line that has Days Off on the 1st-6th and work days the 6th-23rd. Here's how you can "slide" your awarded vacation days to match up with the days you want off, to maximize your days off in a month. Remember, it may not seem pertinent to you now, but one day we bet you'll need it!

The procedure is as follows: Review the Vacation days you are currently awarded, then determine if you want to make an adjustment. If you know in advance what your request is (as in the first example above), simply submit an email to Bidding@AtlasAir.com once the bidding window opens on the 18th of the month before your vacation, with the request to slide your vacation days. If your slide request will depend on what line you are awarded for the month, the window is very narrow: “The request must be submitted by the Crewmember...*no later than 24 hours after the initial bid awards are posted* for the Bid Period containing the vacation”. The deadline for submission therefore is 1700z on the 24th.

The Vacation Training MOU also has an under-utilized paragraph that ensures that the “Company shall not schedule a Crewmember in a manner that prevents him from taking all of his awarded vacation prior to resuming duty”.

- You can elect to be released from duty at 1200z the day *before* your awarded vacation begins, to allow you to get home, and
- You can elect to have your first work day *after* vacation scheduled as R-1, allowing the company to position you to work on that day, rather than have to commute on the last day of your vacation.
- To take advantage of this option and further maximize your days Off, email Bidding@AtlasAir.com with the text similar to: “Per the Vacation Training MOU ¶ A.8I, I elect to be released from duty at 12:00z on the day prior to my vacation, and elect to be scheduled for R1 (Home Reserve on the first Work Day after my vacation ends. I designate my [Home/Mobile/Company PCD] phone as my contact method while on that R1”, or use the MOU Adjustment form. Use this form to communicate your slide preferences, and email to Bidding@AtlasAir.Com

General sliding rules and guidelines:

- Your vacation must stay “anchored” when sliding, meaning that at least *one* of your original vacation days must remain after the slide. In the examples below, a red box illustrates anchor days.
- Vacation days can only slide as far as an X day, a.k.a abut days off. **Abut:** be next to or have a common boundary with. To touch or lean upon.
- The company can designate four weeks to be exempt from sliding. Historically those weeks have been weeks 25, 26, 46, and 51 (4th of July, Thanksgiving, Christmas). **NOTE: You can slide OUT OF exempt weeks, but NOT into an exempt week.**

- Three or less work days abutting your vacation (that are not in Exempt weeks) can be designated as “Award days” – paid days On without any assigned duties! You may only have one set of award day, either before or after your vacation. If you happen to have (for example) a 13-day awarded Trip Pairing, and slide a 7-day vacation over the middle of those 13 days, you must tell the company which of the remaining awarded days you wish to have as Award Days, and which will remain as actual work days.
- If your vacation falls fully on Days Off in such a way that it cannot be slid, while retaining that anchor, to cover any awarded work days, the Slide cannot be used – request a vacation move instead (see below).

Question: What type of lines should I bid for and, more appropriately, what type of lines should I avoid bidding if I am trying to maximize my days off?

Answer: If you are trying to maximize your day off, you may want to avoid VTO lines! The problem – to slide your vacation, you must submit your slide request within 24 hours of the initial bid awards. This occurs before the VTO bidding window opens. Due to this technicality, VTO lineholders are not included in the Vacation MOU. The company can allow you to move your vacation at their discretion for VTO lineholders. Let us be clear though, **they are not required to**. For this reason, you may wish to avoid them!

Question: How do I get a full month off?

Answer: Crewmembers who have 14 days of vacation in a single bid month are eligible to take the entire month off. You need to submit this request in a manner determined by the company, currently via email to BIDDING@AtlasAir.com. The deadline for submitting a request is prior to the start of the Bid Awards for that applicable bid period. This is covered in one little sentence in the Letter of Clarification in Paragraph 7, “*A crewmember with at least 14 days of vacation in a Bid Month may elect to be free from all duty for the entire Bid Month.*”

Caution: The company may limit your ability to bid for lines in a month where you elect this provision, including 60-day lines in the second month. This provision is not defined anywhere in the CBA, MOU, or LOC. Expect the company to build a work day ‘footprint’ in this month so they can accurately account for your vacation time. You will be assigned Xdays, “Vacation days”, and AWARD days on your schedule. Should you elect to do ANY work (Training, flying, VX, etc.) or be extended INTO this month, normal scheduling and pay rules will apply according to your published schedule. Make sure you take into account all variables before accepting the “full month off” option, and very carefully read the “Full MonthOff Instructions” on GlobalNet as the rules around this are controlled by the company and are not defined by agreement with the union!

Deadlines

- Yearly Vacation Bidding begins on or before October 1. Now would be a good time to set a reminder! Vacation bidding instructions and documents can be found on GlobalNet in Crew Corner under the Bidding tab. Instructions will be sent by the company prior to the bid opening.
- Vacation Bidding closes on November 1 and awards are published by November 15th.
- Full Month Off option requests are due by the time bidding closes, 1700z on the 21st.
- Vacation Adjustment (Slide) timeframe: Opens for the following month(s) when initial bid awards are published (by 1700z on the 23rd) and closes 24 hours later (1700z on the 24th).

Vacation moves

Outside of this MOU and “Sliding”, it may be possible to move your vacation to some other available week(s). Reference the current available vacation weeks in your equipment and position on GlobalNet under “Bid Awards and Packages/Vacation/Atlas20xx Vacation – Current Rebid/20xx Vacation – Remaining Available Weeks”. Requests to move your awarded vacation can be made via email to DoreenFitzpatrick@AtlasAir.Com with the Subject: line “Vacation”.

