

SLG USER GUIDE

For sake of simplicity, only changes as a result of the SLG are included in this guide.

OPENING NOTES

Conflicts are treated differently from old SEC system. Any conflict with a reserve block, other than vacation or minimum days off protection, will remove the entire block of reserve days. A vacation conflict will remove reserve days on a one-for-one basis, *but* the entire original reserve block will be rebuilt and available during the view/add window. It may be available in the SWW.

BID AWARDS/CONFLICT WINDOW

- Reserve days left outside of the bid pack will display in VIPS (up to 20% of days can be left out of bidpacks)
- However, reserve days in conflict with bid awards (carry-in, for example) will not display initially
- Reserve blocks that were in conflict will display in VIPS after the Conflict Window closes and will be available for the view/add window
- Bid for training—remember, any conflict with a reserve block will drop the entire block

VIEW/ADD WINDOW

- You may request how many days of vacation (6CH increments) you would like to use toward your secondary line BLG on VIPS. *This is a request only* and will be approved or disapproved by the Company. You will normally find out from a CREW NOTIFICATION on the Tuesday when the SWW opens. Example: You have seven days/42CH of vacation but would like to use only two days/12CH. You submit a request to decrease vacation by five days/30CH. Location: VIPS > Bid Period Processing > View/Add/Secondary Windows > Secondary Lineholder Vacation Draw.
- Any trip or reserve block that you are legal and senior enough to hold will be awarded.

SECONDARY WORKING WINDOW OPEN

- During the first 48 hours of the SWW, you may slide your vacation footprint, shrink or eliminate your footprint and elect to waive your vacation buffer. *These are not requests*—it's your choice. You can make this choice by manipulating the vacation line on your SLG calendar. Example: You have seven days/42CH of vacation that you opt to take, but want a trip that would normally conflict with that footprint. You can opt to completely eliminate your footprint in order to remove the conflict to that trip. It does not change the 42CH vacation hours designated toward your BLG. A recent [Positive Rate](#) has a good explanation of this.
- Even if you waived your vacation buffers in VIPS, you must elect to waive your buffers within the SLG if desired. You should waive your vacation buffers *after* manipulating your footprint, as that manipulation will set the vacation buffers back to their default setting. The vacation buffer tabs lie at the very bottom of the SLG screen.

- Prior to the SWW opening on Wednesday, reserve blocks that the Company does not intend to fill will be removed from VIPS and not added to the SWW. The Company intends to fill the remaining reserve blocks during the SWW process. The only way you can be guaranteed to get those reserve blocks that were dropped is during the view/add window.
- A “snapshot” of available trips in VIPS is taken before the SWW opens on Tuesday—trips added to VIPS (an x-pairing for example) after the snapshot will not be in the SWW and will not be available for secondary lines

Planning session options
Select specific options for this planning period

Waive Vacation Buffer prior to vacation
When selected, do not apply the vacation buffer prior to a vacation activity. This will apply to ALL vacation periods that a crew member has in the current period.


Waive Vacation Buffer after vacation
This will apply to ALL vacation periods that a crew member has in the current period.


ANALYZER

- The SLG contains a tool to rank trips available for you—this is just a tool and proves most helpful in bases with a large amount of trips within the SWW.
- You can set a variety of parameters and then click on the ANALYZER RANK refresh to rank the trips based on your criteria. This does not take into effect seniority (someone senior has bid a trip) or legality of the trips and trips can show multiple times if they meet multiple criteria. It really is just a tool to help you in selecting preferences for trips.

Activity Types ▾ Name ▾ Activity Attributes ▾ Date Range ▾ Layovers ▾ APPLY CLEAR

Credit ▾

Activity Type	Name	Start Date ▲	End Date	Credit	Analyzer Rank 
---------------	------	--------------	----------	--------	---



PREFERENCES

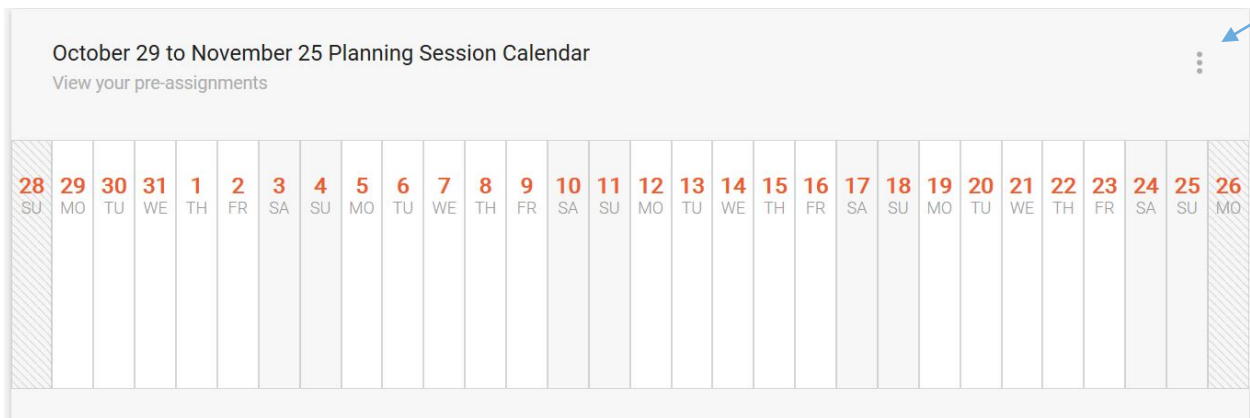
- Within the SLG you can edit your preferences. Each preference has its own line, and only one preference can be on each line. In other words there is no way to pick multiple trips on each line as part of an “all or nothing” strategy. Be careful in ordering your preferences. Be as specific as possible—putting only a pairing number will give equal weight to that pairing on every date it appears.
- You can add pairings and reserve blocks to the SLG calendar to see how your month is looking. Trips with an asterisk next to them indicate trips for this month (as opposed to carry-in trips).



- The best way to add a specific trip to your preferences is by clicking on the REQUEST PAIRING option under the trip. Do not use the manual trip/date option under preferences as this could result in an incorrect date of the trip and be disregarded when the solution is run. Reserve blocks must be manually added by number.
- Pairings with a red dot next to them indicate a senior pilot has put this specific trip on their preferences. However, you have no idea where in their preferences it is located—it could be the eighth choice of the most senior pilot. Clicking on the pairing shows how many senior pilots have selected the pairing. The red dots only display on trips—not on reserve blocks. Absence of a red dot is probably more useful information than the display of one.

PAIRING	CHECK IN	CHECK OUT	BLOCK	CREDIT	TAFB	DAYS	CREW	AVAILABILITY
30	2018-11-06 07:00	2018-11-18 06:35	36h12	76h41	287h35	13	1 FO	1 Senior Bids

- It's always a good idea to CHECK LEGALITY on your calendar. This option is in the top right of your calendar indicated by three vertical dots. Legality will check if your line goes beyond the max BLG but it will not check if the line is below min BLG.



INTERMEDIATE SOLUTION

- A “practice bid” snapshot is typically taken on Friday at 1200 local MEM time. The results of that snapshot are typically made available Friday evening but usually no later than Saturday at 1200 local MEM time. Exact monthly dates can be found in the SLG Crew Webinars link under LINKS. Practice bids are best to show gotchas in your preferences—results you may not desire and have a chance to fix before the final solution

SWW CLOSE

- Closes Monday morning 0700 local MEM time. Results and Reasons reports are typically posted the following day.

CLOSING NOTES

- A preference of commuter line can result in a 15-day block of reserve days
- If you don't want reserve, you should make that your first preference
- If you don't want carryover, be sure to put that in your preference
- This current SLG software is *not* the Secondary Line replacement. The SLG upgrade was developed by the Company, partly to comply with the new secondary line process in the 2015 CBA.
- If you had training or carry-in conflicts that resulted in a final secondary line award less than the minimum hours and you didn't designate those conflicts towards your BLG, the Company has likely awarded you PNP (priority nonpremium) hours in your bank.