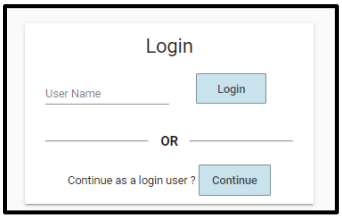
Submit Vacation Bids

Overview

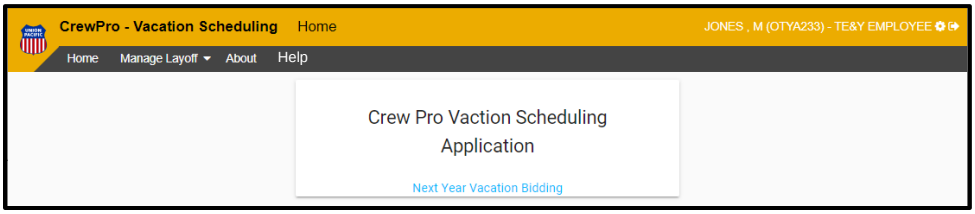
Annual vacation bids are accepted on specific open and close dates. TE&Y employees may update and edit their own bids during the vacation bid period.

Access CrewPro Vacation Scheduling

1. On the MyUP Portal side menu, click **Crew** > **CrewPro Vacation**.



2. Click **Continue**.
3. Click the **Next Year Vacation Bidding** link. The **CrewPro Vacation Scheduling** window appears.

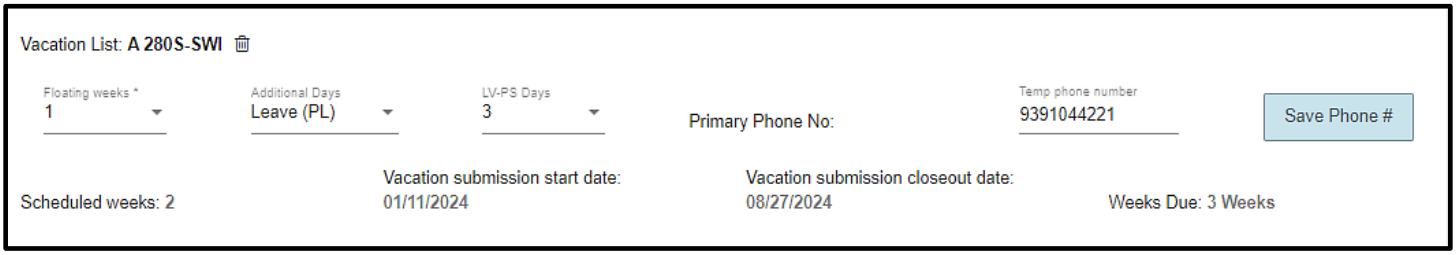


Note: A Quick Reference Guide and Video are available from the **Help** link on the top menu.

Vacation List Section

The **Vacation List** section on the top of the **CrewPro Vacation Scheduling** window is where you will start the bidding process. This section displays the following based on your agreement:

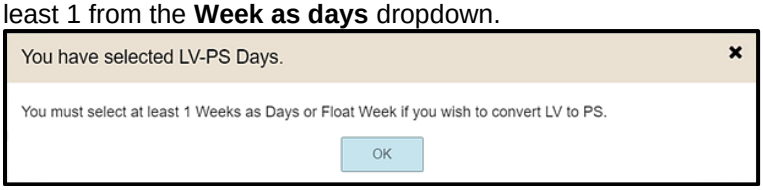
- **Vacation List** – Your vacation list.
- **Scheduled weeks** – Number of scheduled weeks of vacation you can bid for.
- **Vacation submission start date**, **Vacation submission closeout date** – Period of time when you can submit your vacation bid.
- **Weeks Due** – Number of weeks you are allowed to take based on your years of service.



1. Make selections from the following dropdowns based on what your agreement allows:
   - **Floating weeks** – Use to hold your week to be used in the future. This will be scheduled in Prearrange at a later date, but you need to designate you want a Float Week at the time of bidding.
   - **Additional Days** – Use to select how you want to use an Additional Day (AD) in the next calendar year. Select one of the following:
     - **Birthday** (**BD**) – The system knows the date and marks you off on your birthday.
     - **Leave (PL)** – The system will add this to your entitlements to be used throughout the year.
     - **Leave (LV)** – The system will add this to your entitlements to be used throughout the year.

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- **LV-PS Days** – Converts **Vacation Days (LV)** to **Paid Sick Days (PS)**. Select the number of days you want to convert.
  - **Note:** If you select to convert any LV days to PS days, this prompt appears. Click **OK**. You must select at least 1 from the **Week as days** dropdown.

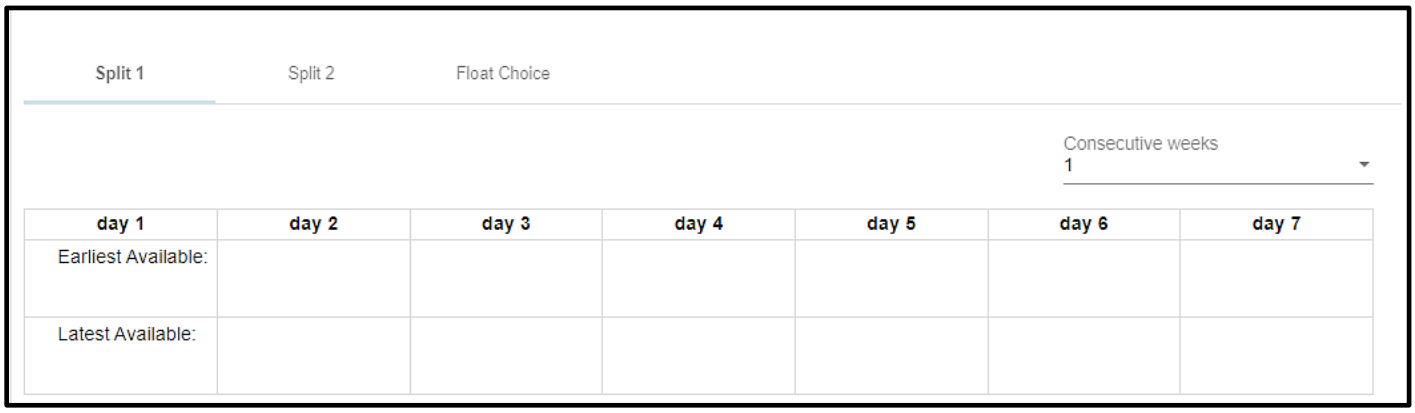


2. Update your **Temp phone number**, if necessary, and click **Save Phone #**.

Submit a Vacation Bid

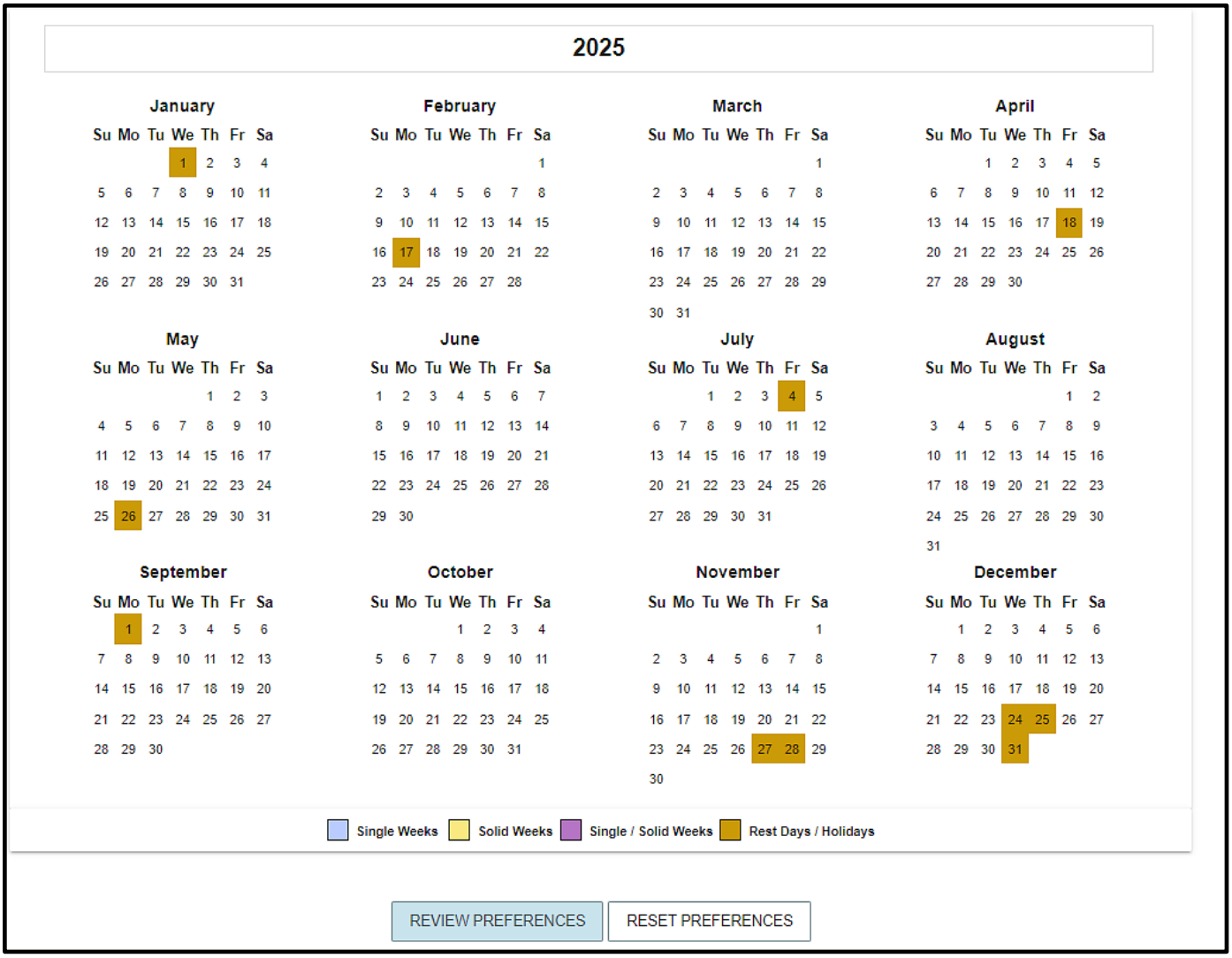
After making your selections based on your agreement, you can bid for your vacation.

1. A **Split** tab appears for each week of your vacation. Select the **Split 1** tab.
   - **Note:** If you have a float week a **Float Choice** tab appears.
2. Ensure the **Consecutive weeks** dropdown is set to the duration (in weeks) you want to request.
3. Use the **Selection Weeks** dropdown to select whether you want to request **weeks** or **weeks as days**.
4. You may choose to click the **Earliest Available** or **Latest Available** option to automatically assign that vacation bid to the earliest or latest week your seniority will enable you to hold.



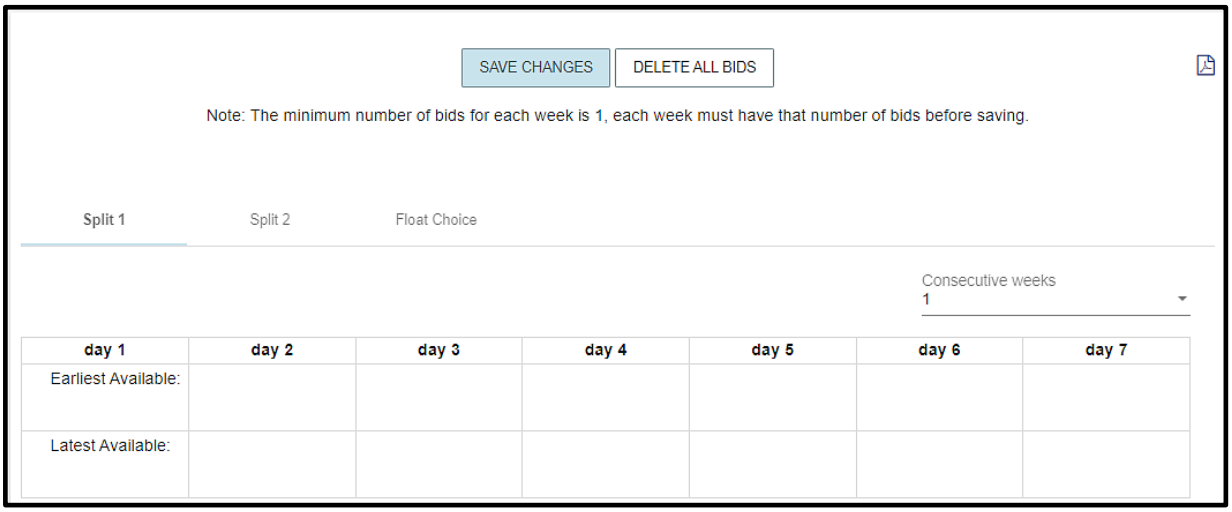
5. If you don't want to assign a vacation to the **Earliest/Latest Available** options, scroll down to the calendar and click in a week to assign it a split number.

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6. Select the minimum number of preferences or select either the **Earliest Available** or **Latest Available** option.
7. Click the next tab. Repeat these steps for each tab.
8. Once you have made the necessary changes to all of the tabs, click **SAVE CHANGES**. The **Please review before submitting** window appears.

Note: You can click **DELETE ALL BIDS** to clear your changes.



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Review Preferences

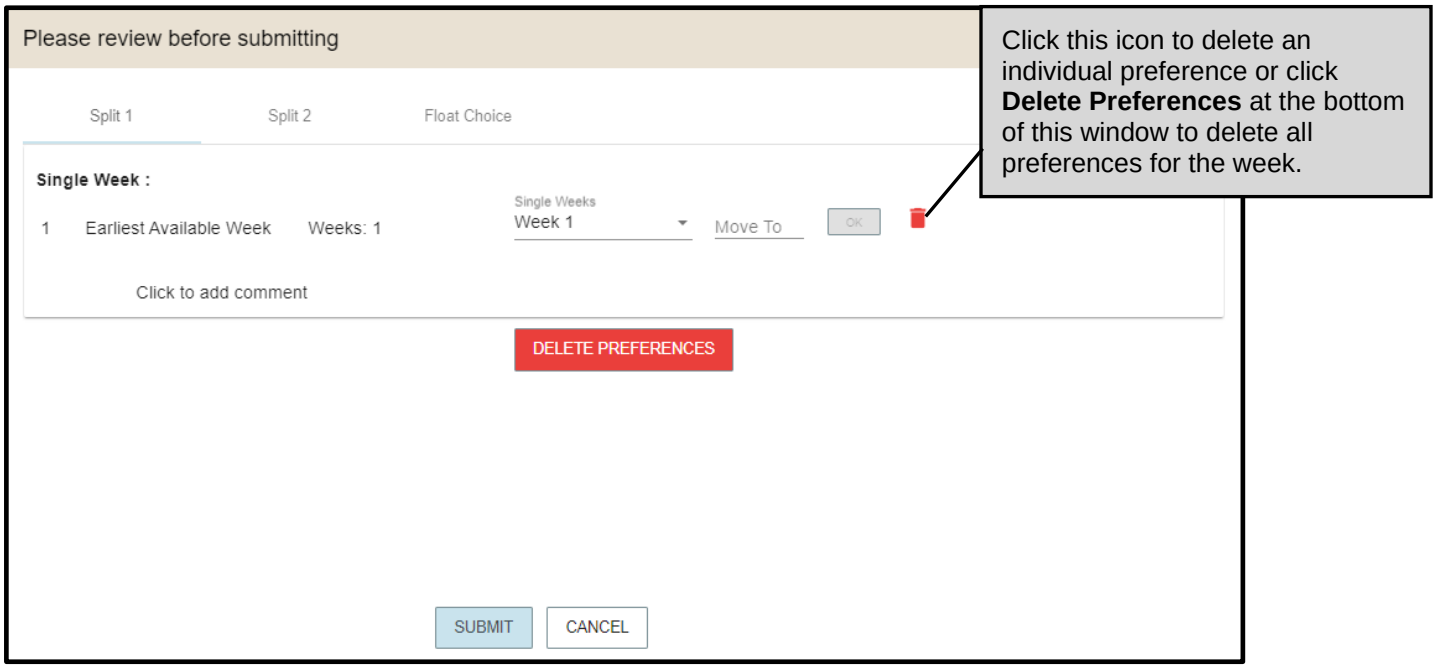
Though you can review your preferences any time, you are required to review them after you've assigned the minimum number of preferences to all weeks of scheduled vacation.

1. You can review preferences after clicking **SAVE CHANGES** or click the **REVIEW PREFERENCES** button at the bottom of the calendar section. On the **Please review before submitting** window, a tab appears on the top for each of your preferences.
2. If needed, adjust preferences in one of two ways:
   - Drag and drop the preference from its current spot to the spot in the order you'd like it.
   - Enter the destination preference number in the **Move To** field and click **OK**.

     Note: For example, if you want to move your Week 1 #12 preference to the #2 spot, enter **2** in the preference's **Move To** field and click **OK**. Your preference will jump to the #2 spot for Week 1, and the rest of your preferences will be renumbered accordingly.
3. If necessary, click the **Click to add comment** link and type a message that will accompany your bid.
4. After entering the comment, click **Save**.
5. Repeat step 2 for each week of scheduled vacation you've assigned preferences to.

   Note: You can click **RESET PREFERENCES** at the bottom of the calendar section to clear your preferences.
6. Once you've reviewed your preferences for your vacation weeks, click **SUBMIT**.

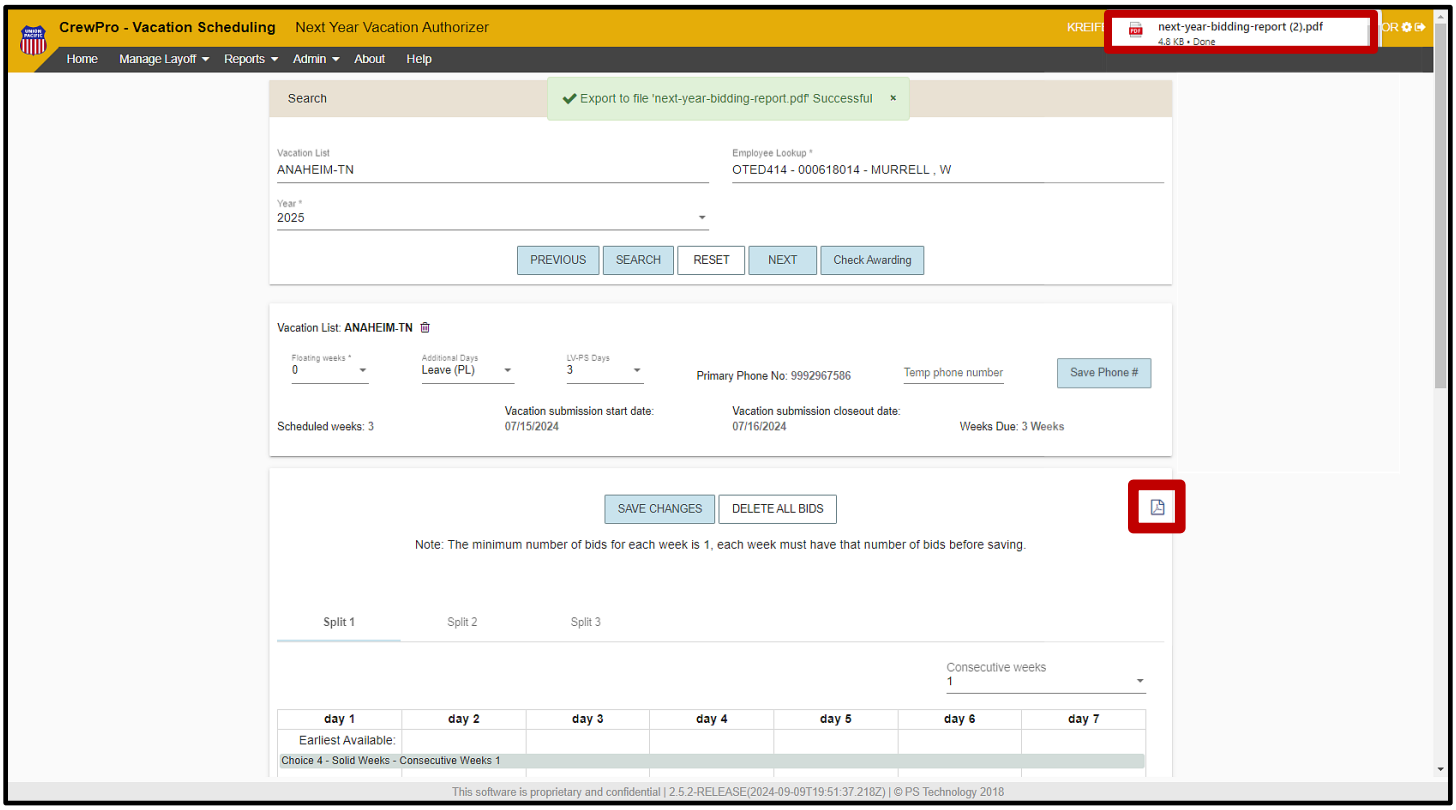
   Note: You can continue to edit the preferences you set until the vacation submission closeout date.



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Export Vacation Preferences

Use the **Export to PDF** icon in the top right of the calendar section to download a PDF of your vacation preferences. If you click the **Export to PDF** icon, the file will be sent to the **Downloads** folder on your computer. Click the PDF to open it.



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