

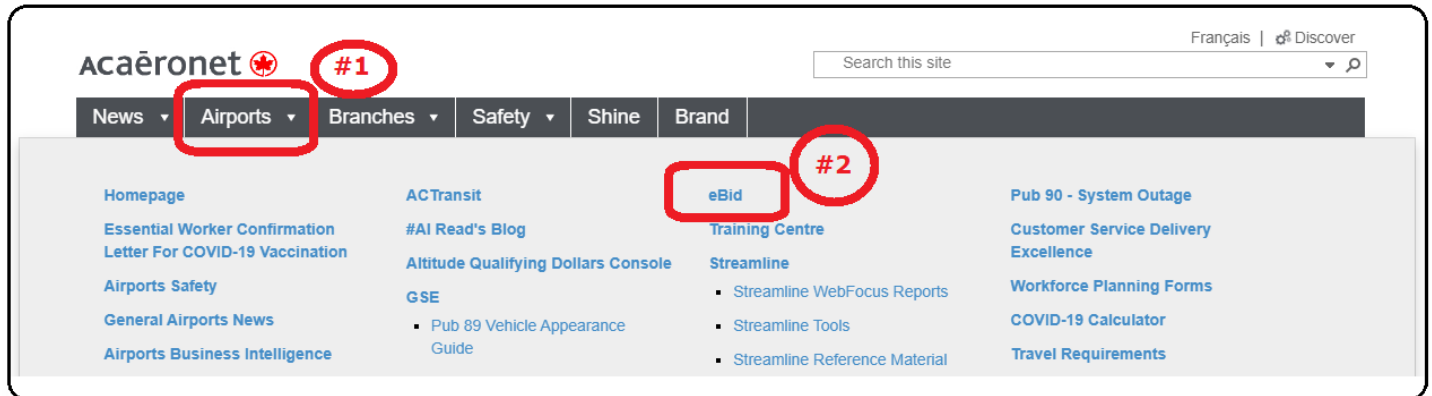


VACATION eBID

YOU MUST BE SIGNED INTO YOUR OWN AERONET ACCOUNT TO ACCESS EBID PORTAL

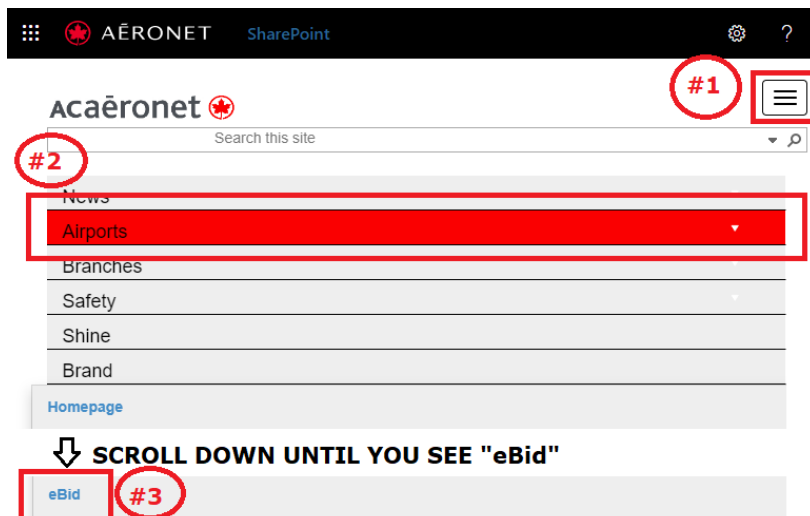
METHOD #1 - WEB BROWSER ACCESS:

Aeronet menu > #1 Select "Airports" > #2 Select "eBid" > on the next page Select "[Go to eBid](#)"



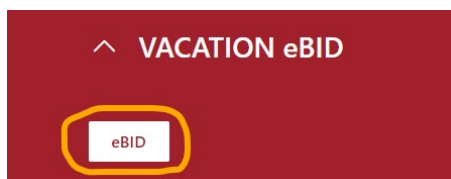
METHOD #2 - MOBILE ACCESS:

Aeronet menu > #1 Select Kebab (three line icon) > #2 Select "Airports" > Scroll own page and #3 Select "eBid" > on the next page Select "[Go to eBid](#)"



METHOD #3 - SHAREPOINT ACCESS:

Access [Unifor SharePoint](#) > Click "Vacation eBid" tab > Select "[eBid](#)"



WATCH ALL 4 INSTRUCTIONAL VIDEOS:

- [eBid - Instructional Video 1 - Basic Overview](#)
- [eBid - Instructional Video 2 - How to place a bid](#)
- [eBid - Instructional Video 3 - Missed Bid](#)
- [eBid - Instructional Video 4 - Forced Bid](#)

SUPPORTING DOCUMENTS:

- [eBid - System Quick Guide](#)
- [eBid - Employee User Guide](#)
- [eBid - Frequently Asked Questions \(FAQs\)](#)
- Full time Cycle Calendar, Vacation Sliding Grid, and Stat Holidays Cycle can be found on [Unifor SharePoint](#) under Vacation eBid.

EBID SUPPORT DESK: *(Only opens during the bidding period. If you're sending an email inquiry, please make sure you include your full name and employee number)*

1-855-687-8712 or eBidhelp@aircanada.ca

The company has provided on the portal various instructional documents and videos explaining the system and showing employees how to place their bids. We encourage everyone to take the time to log in, view the available slots and place their standing bids before the first round of bidding.

In addition to the various reference documents and videos on the portal, we have setup an email account to communicate bid times and system generated emails which will be sent to all employees as they progress through the rounds. Upon activating the bid, the system will email the starting time of your first round to your Air Canada email account. After you complete your first round, you will receive an email to the same account indicating the date and time of your next bid window. Your next bid window date and time will also be displayed in eBid. You must ensure your Air Canada email account is in good standing so that you will receive all the critical timelines promptly.

After taking the opportunity to review the documentation and videos provided, you may still have questions on how to place your bid or on the system itself. For this, we have set up a second email address that is called eBidhelp@aircanada.ca. You may use this email to ask questions about the system or clarify anything required prior and during the bid. It's your chance to "ask the experts". We commit to everyone that you will get a response to your question within 24 hours of us receiving it.

Lastly, we have setup a toll free number for employees to call if their bid window is very close and they are having issues logging in or something has occurred that they cannot place a standing bid. It is important that this number is only used as a last resort and needs to remain free for those employees who are in their bid window if required. The toll free number is **1-855-687-8712** and will only be answered during bid hours. To avoid any last minute concerns we strongly urge everyone to log into the system in advance and ensure you have a standing bid in place.

As a reminder, your standing bid is the selection of weeks that you are looking to bid. The available weeks and your selections will continuously update in real time as this is a live environment and updates will occur as employees make their selections.

We encourage everyone to log on early, make their selections and monitor the available slots as the rounds progress and update your bid as required.

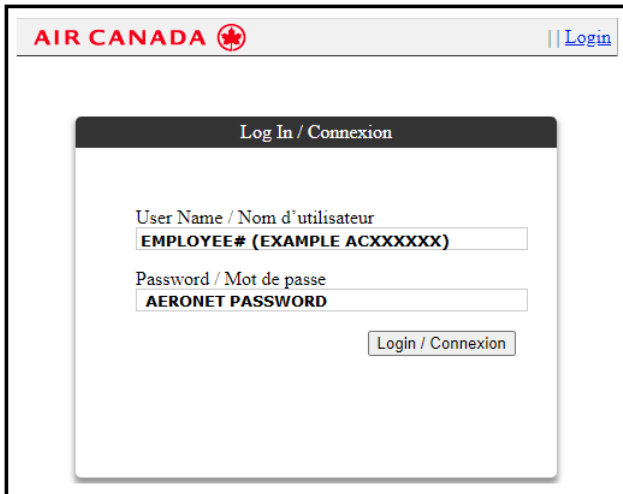
QUICK GUIDE FOR LOGIN AND NAVIGATING THE EBID SYSTEM

LOGIN PROCESS:

STEP L01: Login into [eBid](#)

STEP L02: If you're using a personal device you will need to authenticate your connection (MFA, Fob Key, or by text message)

STEP L03A: Login with your Aeronet credentials

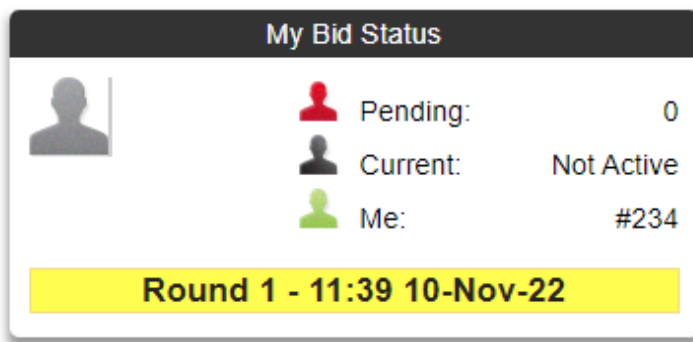





STEP L03B: If you login and see an empty page please log out and re-login again.



CREATING A LIST OF STANDING BID:

MY BID STATUS:



| | | |
|-------------------------------------------------------------------------------------|----------|------------|
|  | Pending: | 0 |
|  | Current: | Not Active |
|  | Me: | #234 |

Round 1 - 11:39 10-Nov-22



YOUR CURRENT ROUND (TIME & DATE)

ENTITLEMENTS AND EMPLOYEE DETAILS:

Entitlements and Employee Details

VAC:
GHO:
VPP:

Vacation Date:

Union Seniority Date:

DIFFERENT TYPES OF VACATION :
VAC (NORMAL VACATION ENTITLEMENT)
GHO (10 STATS HOLIDAYS CONVERSION)
VPP (EXTRA VACATION PURCHASE AT 2% OF WAGES)

VACATION DATE = COMPANY SERVICE DATE: USE THIS DATE TO DETERMINE THE VACATION ENTITLEMENT.

NOTE: A REVISED COMPANY DATE CAN OCCUR DUE TO A LAYOFF OR BEING ON CERTAIN LEAVE OF ABSENCE MORE THAN 30 DAYS.

UNION SENIORITY DATE: WILL DETERMINE YOUR SEQUENCE FOR BIDDING.

NOTE: 01) A PERSONAL LEAVE OF ABSENCE EXCEEDING 180 DAYS, THE EMPLOYEE WILL NOT ACCRUE UNION SENIORITY (ARTICLE 11.04.04). 02) IF THE EMPLOYEE TRANSFERS TO ANOTHER UNION BUT RETURN WITHIN 180 DAYS, THEY WILL NOT ACCRUE UNION SENIORITY DURING THE ABSENCE.

| YEARS OF SERVICE | ENTITLEMENT |
|------------------|-----------------------------|
| 01 - 04 YEARS | 10 WORKING DAYS / 80 HOURS |
| 05 - 09 YEARS | 15 WORKING DAYS / 120 HOURS |
| 10 - 24 YEARS | 20 WORKING DAYS / 160 HOURS |
| 25 YEARS & OVER | 25 WORKING DAYS / 200 HOURS |

The above hourly entitlement is reduced by half for part-time employees.

MY BID QUESTIONS: YOU MUST ANSWER THE QUESTIONS AND SAVE THEM BEFORE YOU CAN PROCEED TO THE NEXT STEP

My Bid Questions

Please answer the following questions:

If selected vacation week(s) result in unpaid vacation time, do you want to take that time off?

If a Stat Holiday falls during the vacation period, do you want to receive an additional day off in lieu?

Vacation Slide?

Save Answers

Yes, take time off
No, take paid-hours off only

TO MAXIMUM YOUR VACATION IT WOULD BE ADVISABLE TO SELECT YES FOR UNPAID

Yes, Before
Yes, After
No, take credit hours

**ENROLLED IN GHO: You will not see this question.
NOT ENROLLED IN GHO: If you're planning on bidding a week that falls on a stat holiday, you will have to choose between taking the credit for the stat or convert it to a day in lieu in conjunction of the week taken.**

Yes
No-Start Sunday as Bid

TO MAXIMUM YOUR VACATION IT WOULD BE ADVISABLE TO SELECT "YES" TO SLIDE

MY STANDING BIDS & ADD MY NEW STANDING BID:

My Standing Bids

Standing Bid On Off

| | | |
|---|----------------------|----|
| ▼ | WK 20: May 21-27 | 🗑️ |
| ▲ | WK 39: Oct 01-07 | 🗑️ |
| ▲ | WK 44: Nov 05-11 | 🗑️ |
| ▲ | WK 17: Apr 30-May 06 | 🗑️ |

[Remove All](#) **Add Bid**

Add My New Standing Bid

January

| Bid Item | Slots Available | Stat Days |
|----------------------------------------------|-----------------|-----------|
| <input type="checkbox"/> WK 1: Jan 08-14 | 64 | |
| <input type="checkbox"/> WK 2: Jan 15-21 | 74 | |
| <input type="checkbox"/> WK 3: Jan 22-28 | 74 | |
| <input type="checkbox"/> WK 4: Jan 29-Feb 04 | 74 | |

February

| Bid Item | Slots Available | Stat Days |
|----------------------------------------------|-----------------|-----------|
| <input type="checkbox"/> WK 5: Feb 05-Feb 11 | 84 | |
| <input type="checkbox"/> WK 6: Feb 12-18 | 84 | |
| <input type="checkbox"/> WK 7: Feb 19-25 | 84 | |
| <input type="checkbox"/> WK 8: Feb 26-Mar 04 | 84 | |

March

| Bid Item | Slots Available | Stat Days |
|------------------------------------------|-----------------|-----------|
| <input type="checkbox"/> WK 9: Mar 05-11 | 74 | |

[Cancel](#) **Save**

1. Click the “Add Bid” and the right panel “ADD MY NEW STANDING BID” will turn orange
2. Select the week(s) you would like to add to your standing bids. Note: Each selection must be a single week or it must be 2 weeks or more combined in consecutive sequence. You can only add one selection at a time.
3. Click “Save” after making a selection.
Repeat Steps 1-3 to add more choices to your list of standing bids.
4. Click the arrow up or down to adjust your choices on the list of standing bids. The first choice should be at the top and the last choice at the bottom. To delete a standing bid selection, use the “Red Trash Can” icon.

NOTE: Round 1 to 3 in the bidding process is reserved for the regular vacation entitlement and in Round 4 GHO/VPP weeks will be active for bidding.

AN EXAMPLE:

An employee with the following entitlement:

- **2 Weeks of VAC** (Regular Vacation entitlement)
- **2 Weeks of GHO** (10 Stat Holidays Conversion)
- **1 Week of VPP** (Extra Purchase Vacation at 2% of wages)

Round 01: Employee can choose to bid 2 VAC weeks in consecutive sequence or only 1 week out of the 2.

Round 02: If the employee bid 1 week in round 1, they should bid the other VAC week in this Round

Round 03: The employee will not participate in this Round since they have no more VAC entitlement

Round 04-06: Employee has 2 weeks of GHO and 1 week of VPP to bid