



October 04<sup>th</sup>, 2024

## YYZ ITO W24 SHIFT BID PACKAGE

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YYZ Hub Bulletin #000

Hello / Bonjour,

Please find enclosed the W24 Shift Bid package. You are encouraged to take the time to review all the documents carefully.

All documents and links will also be available on the Workforce Planning SharePoint site, found on the ACaeronet, as of October 04, 2024, as of 16:00.

<https://aircanada.sharepoint.com/sites/WorkforcePlanning/SitePages/YYZ---IN-TERMINAL-OPERATIONS.aspx>

There is also a QR code to access this site, posted in the lunchrooms, near the punch clocks, and various locations around Terminal 1.

**Attachments include:**

- Shift Bid Lines (FT CES, PT CES, Leads, Concierge)
- Bid Times (FT CES, PT CES, Leads, Concierge)
- Unifor Vacation Sliding Grid
- Cycle Calendars
- Bid Collateral
- Unifor SharePoint Setup Manual
- S24 to W24 Equalization Document
- LCES and CES Job Descriptions

**NOTE:** 6.15 and Relief Preference electronic forms will be available on the Workforce Planning SharePoint site, as of Saturday, October 19, 2024.

We are using Electronic Forms for the Bid Form, the Vacation Adjustment and Statutory Holiday Adjustment Forms. **Please ensure you are logged into your own ACaeronet when accessing the electronic forms.** Below are the links for each respective form:

We ask that every employee participating in this bid please complete this first form, the Bid Form, and submit it prior to 09:00hrs on Monday, October 14, 2024:

**Bid Form**

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Only complete the below form if you want to change your slide option you already have on file for the 2024 Vacation eBid. There is no need to submit again if you do not wish to make a change. Please submit this form not later than 23:59 EST on Friday, November 1, 2024.

**Vacation Adjustment Form**

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Only complete the below form if you are not in the GHO Program and your vacation time includes Statutory Holidays and you wish to change your Stat Option choice for the 2024 Vacation eBid. There is no need to submit again if you do not wish to change your existing selection on file. Please submit this form not later than 23:59 EST on Friday, November 1, 2024.

**Statutory Holiday Adjustment Form**

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**Key Dates:**

Monday, Oct 14 at 09:00: Deadline for electronic shift bid form submission  
Tuesday, Oct 15 at 08:00: W24 Shift Bid commences  
Saturday, Oct 19: Access to W24 6.15 and Relief Preference Forms  
Sunday, Nov 24: Staff Connect open for new W24 Schedule viewing  
Sunday, Dec 01: W24 Bid Implementation

Best Regards,

**YYZ Workforce Planning, In Terminal Operations**

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