



MEMO

To: **All Ramp / Cabins Staff**
From: Gurjinder Grewal
Date: December 19, 2014
Re: OTB Bidding REVISED MEMO.

OTB bidding is scheduled to start on January 5, 2015. There is three ways available to bid: paper, in person or via phone. See bid list for dates and times.

The bidding will be conducted in the Union Office room 4212 - 4th floor Domestic Terminal Building phone number 604-303-0461. If you choose to bid by paper please make sure bids are submitted in to the white box by January 5, 2015 @ 9:00.

For the initial bid employees will be able to bid a maximum of fourteen days. Once the initial bid is completed employees that have hours left can then bid remaining hours by completing the appropriate form and submitting to Manpower planning.

Please be aware that you must have sufficient hours banked prior to taking the time off, if there in insufficient hours those days will be voided and the time off will not be granted.

Thank you..