

# Smart Scheduling

## Vacation Bidding

Managing vacation bids using paper bid slips or spreadsheets is labor-intensive and prone to errors. Using a centralized solution like Workforce Management PLUS to manage your vacation bidding process saves significant administrative time and ensures that all vacation bids are fairly awarded.

### Increase Vacation Bidding Efficiencies

With its highly configurable rules engine, Workforce Management PLUS automates the vacation bidding process based on your policy rules. Bidding periods can be set up for employees to enter single or multiple date range bids based on their preferred priority. Various types of agency rules are supported, such as the types of job classes that can bid, the number of rounds employees can submit re-bids, the number of bids submitted per round, and the priority level preference.

Bidding can be offered agency-wide or restricted to specific job types or organizational groups. Vacation hours can be restricted by bid types in order to comply with union policies. Limits can be set on the number of personnel in each shift that can be off on any given date so that staffing levels do not fall below the minimum. Authorized personnel can bid on behalf of others and can print bid submissions. It's easy, efficient, and compliant with your policies.

My Vacation Bids [ORION OFFICER](#)

Name: Badge: 8329 Rank/Title: POL OFCR

Bid Name	Bid Description
<a href="#">Annual Leave</a>	Annual Leave will begin 6/1/2019 to 7/31/2019 All requests will be within the time period of 1/1/2020 to 12/31/2020 There will be a total of 2 bidding rounds for this bid a total of 3 vacation requests per round of bidding.

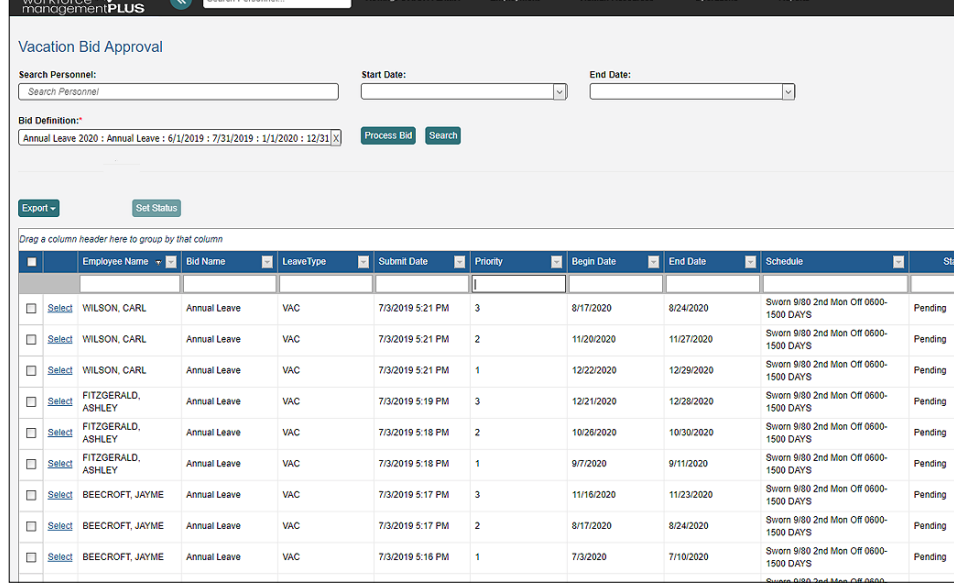
Export

		Bid Name	Bid Round	Priority	Leave Type	Begin Date	End Date	Status	Decided By	Decided Date/Time	Schedule
<a href="#">Edit</a>	<a href="#">Delete</a>	Annual Leave	1	1	VAC	6/01/2020	6/06/2020	Pending			Patrol A S
<a href="#">Edit</a>	<a href="#">Delete</a>	Annual Leave	1	2	VAC	8/31/2020	9/06/2020	Pending			Patrol A S
<a href="#">Edit</a>	<a href="#">Delete</a>	Annual Leave	1	3	VAC	11/17/2020	11/23/2020	Pending			Patrol A S

### Improve Bidding Communications

With Workforce Management PLUS, employees are notified of the opportunity to participate in vacation bidding during defined time periods. If multiple dates are allowed, employees can indicate their priority preferences. After bidding periods have closed, awarded dates are posted on shift rosters, employee calendars and employee leave records. By providing the opportunity to submit vacation preferences well in advance, workforce morale is boosted, and optimal

If your agency prefers to use the automatic award process, Workforce Management PLUS will auto-approve bids based on your criteria -- such as seniority, time submitted, or bid priority if multiple rounds are included. As an alternative, authorized personnel can use online tools for manually processing bids based on your rules. Either way, once bidding is finalized employees are notified and all awarded vacation hours are automatically deducted from their leave balances. Each employee's bidding details are saved with name, date, and time stamps for auditing purposes. It's simple, fair, and incredibly efficient.



## Benefits

- » Fairly enforces agency vacation bidding policies
- » Saves time automating bidding cycles based on rules
- » Reduces liability for non-compliant awards
- » Improved employee morale influencing retention rates

## For Employees

- » Receive automated notifications about bidding periods
- » Submit and prioritize multiple vacation dates
- » Receive award notifications
- » View awarded dates on monthly calendars, shift rosters and leave record

## For Administrators

- » Set up agency bid rules
  - Number of bid periods
  - Start/end dates for schedule
  - Number of bidding rounds
  - Number of bidding choices by priority
- » Process bids agency-wide or for employee groups
- » Enter bids for others
- » Print bid receipts
- » Automate awards based on defined criteria or manually approve individuals or groups
- » Audit bidding results
- » Multiple permission roles

Contact us today at 866-779-1689.

