Netline Crew/Crewlink Vacation Planning for Norwegian – User Guide

CrewLink Home – After Login

NetLine/Crew CrewLink-Education for Norwegian - Google Chrome

vmh-naxnl-cpe1.lsy.fra.dlh.de:8090/crewlink/clApp

Crew Information

13335 Stig Larsen
FO/S738 OSL F1T5

Log Off

Home
Notification
Duty Plan
Daily Accounts
Personal Accounts
FT Record
A/P Familiarization
Show Crew
Vacation Planning
Buddy Rules
Message to Crew Sched
Takeoff/Landing
My Personal Data
My Home Addresses
My Contact Addresses
My Travel Documents
Change Password

- You will find the Vacation Planning Calendar in the navigation bar.
- Open the Vacation Planning

Vacation Planner

- Tooltip gives information of:
  - Capacity (quotas per day)
  - Points per Day
  - Priority in your Bidding Group
  - Total point score for that Bidding period
  - Your priority in your Bidding group
  - Number of requests on that day
  - Your priority compared to others that have requested the same day

Vacation Calendar: Functions

- Left mouse button
  - creates new vacation request (leave as "Fixed", do not use "Priority (0-100)", leave as "0"
  - moves vacation request
- Right mouse button
  - changes length of vacation request
- Double click
  - opens vacation request details
- Submit and Refresh Vacation Plan
  - **Saves** what you have bidded, but does NOT finish and send it

Vacation Calendar: IMPORTANT!!!

- When bidding full periods, please **DRAG** the tooltip over the days you want to bid
- **DO NOT click one by one day** - if you do that, your request will be treated as «Single Day requests» by the system
- If you use the Calendar, you can enter the days to cover the entire period, and Netline will recognize your request as a Full Period
- **Please Remember to Submit and Refresh for your request to be saved**

Vacation Planner: Functions

- Finish Bidding in Current Phase
  - You have **finished** and want to **send** in your bids
  - This action will CLOSE your bidding, and you can make NO more changes.
  - Please contact Pilot/Cabinrequest if you have closed it by mistake, and we will reopen it for you

Vacation Planning

Pre-assigned DO with granted VAC

Vacation request as seen while bidding is open

Awarding of Vacation

- All crew are divided into Bidding Groups based on Base, Rank and Aircraft

- Each Bidding Group have their own daily capacity (quotas)

- Vacation is awarded (granted) by priority

- You can see your priority (position) in your Bidding Group here:

Day Info

Capacity informations on 16. July:
Penalty points: 70
Minimum capacity: 16
Maximum capacity: 16

Vacation Score for current period: 840
Penalty points in 2018/P2: 1120
Penalty points in 2017/P2: 1050
Penalty points in 2016/P2: 350
Position: 220 / 222
Vacation requests: 0
Priority: 1

Fairness Principle

- Crewlink Vacation Planning is a point-based vacation system ensuring fairness in distribution of attractive Vacation periods
- Your bid will be prioritized according to your average point value from the last 3 years of this bidding period (new employees will be given points to place them in the back of the «queue»)

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NB!

- During the **first opening** of Crewlink Bidding you can bid **Full periods**
- For FD only:The Bidding will be opened for the 30% from each base with the best priority
- For FD only:When this group is closed, the remaining 70% can bid
- During the **second opening** you can bid **Single Days**
- **Please see deadlines in the Opening Mail**

Fairness Principle

- Every day in the year has been given a point value
- «Attractive» days, like Christmas, Easter and high production periods (summer) etc., have been given a high point value, they are «Expensive» days
- You have been given an average point score, calculated from the last 3 years for all 3 Bidding periods througout the year
- If you have not been employed for that long, we have given you a high point score reflecting that
- The lower point score you have, the better position you will have in the Bidding
- Netline vacation Bidding will prioritize full blocks of Vacation over single days, even if you have a low point score
- If you bid «Cheap» days for 1 or 2 years, you will be in a good position to get your preferred Vacation year 3
- The 3 bidding periods are «stand alone», meaning that a «good» summer Vacation does not affect your priority in the other 2 bidding periods in a bidding Year, and vice versa.

Awarded (granted) Vacation

A request that is not granted will be displayed as green mark only

If a Vacation request is granted, it will be displayed as a green mark (request) with a blue mark (VAC)

Awarded (granted) Vacation (CPH base only due to different Vacation year)

Granted Vacation wiii be displayed as blue mark with grey request mark

Not granted Vacation will be displayed as grey request mark only

Good Luck with Your Bidding!

→ Please feel free to contact us if you need help:

→ pilotrequest@norwegian.com

→ cabinrequest@norwegian.com

→ 787pilotrequest@norwegian.com

→ 787cabinrequest@norwegian.com