

## **Pre approved EAMS Facts & Process**

- Do not enter EAMS days for the next bid month until after the 28<sup>th</sup> , unless you are submitting a bid sheet.
- You can submit up to 6 consecutive Single Vacation or PL days.  
*(Put all Bids in the Vacation box in the depot)*
- Currently we get 2 people per day.
- Starting Dec 5<sup>th</sup> each year, we bid for the first 120 days, (Jan – April) then month by month after that starting the 5<sup>th</sup> of each month.

### **The Process after Jan – April**

1. The 5<sup>th</sup> - 15<sup>th</sup> of each month you submit bids to the vacation box.  
\*Make sure to also enter the days into the EAMS system if available.
2. On the 20<sup>th</sup> of each month the LC will Post the successful bidders.
3. On the 28<sup>th</sup>, EAMS will be first come first served.

### **Monthly Bids**

**January 5<sup>th</sup>** - Bid for ***May***  
**February 5<sup>th</sup>** - Bid for ***June***  
**March 5<sup>th</sup>** - Bid for ***July***  
**April 5<sup>th</sup>** - Bid for ***August***  
**May 5<sup>th</sup>** - Bid for ***September***  
**June 5<sup>th</sup>** - Bid for ***October***  
**July 5<sup>th</sup>** - Bid for ***November***  
**August 5<sup>th</sup>** - Bid for ***December***