

PART TIME REGULAR INSTRUCTORS

Part Time Regular Instructors are sent a *flaik* availability calendar to submit any **additional** dates they are available during the season.

Please note, the Regular schedule is already determined. Submitting dates on *flaik* calendar is **ONLY** additional dates. Please do not select dates you know are already your scheduled days.

PART TIME HOLIDAY INSTRUCTORS

Part Time Holiday Instructors submit their availability through *flaik*. Please note your pass will not be activated until you have submitted your dates through *flaik*.

Requirements

You must select a minimum of 12 Red (peak) dates and a minimum of 5 Yellow (high-demand) dates. Blue dates you will be marked 'Keen to Work'. Please note this is no guarantee of shifts.

THINGS TO NOTE

Being Called Off

If you are Called Off for work, this **will not affect** the 17 peak or high-demand dates you have selected in *flaik*. Call Offs follow our 3-2-1 contact rule.

Changing your availability

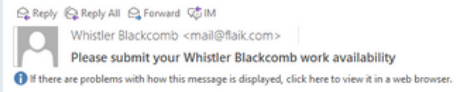
If you need to change the dates you have marked as available, please email your scheduling pod as soon as possible.

- WBKidsSchedulers@vailresorts.com
- WBAadultsSchedulers@vailresorts.com
- WBPvtSchedulers@vailresorts.com
- WBSchoolsSchedulers@vailresorts.com

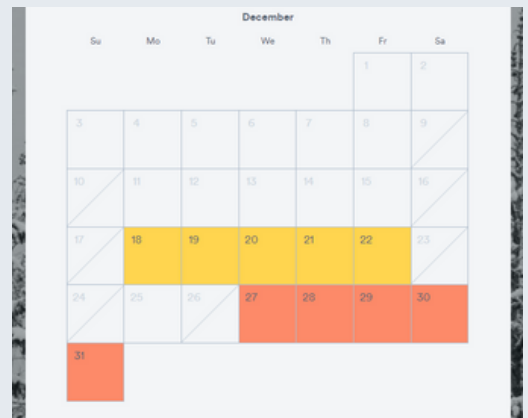
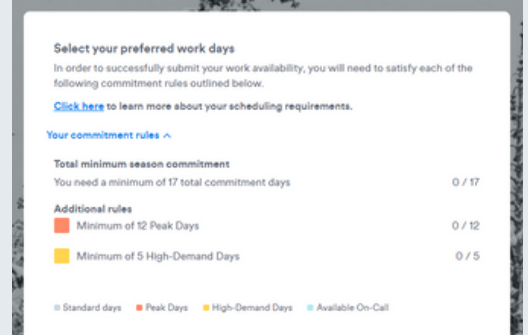
Requesting Time Off

If you are PT Regular, you can request time off through the *flaik* availability calendar. Please submit your date with a detailed reason for your time-off request. We will do our best to accommodate for time-off requests.

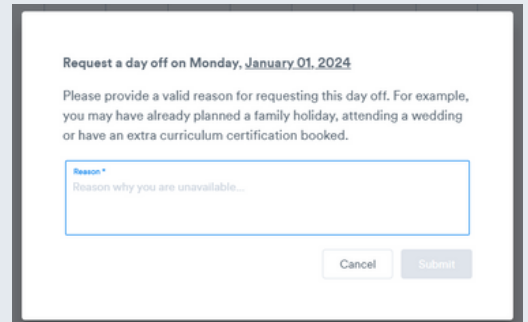
RECEIVE YOUR EMAIL



COMPLETE YOUR AVAILABILITY



PT REGULAR: REQUEST TIME OFF



FINISHED!

