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# Reserve Handbook

## Days Off / Vacation

<p><b>ALLOTMENT PER MONTH</b> (B8.06) (B5.06.03)</p>	<ul style="list-style-type: none"> <li>13 days per block month of 30-32 days. 14 days per block month of 33 days if days off fall below minimum, you shall be provided an equivalent number of days off in that month. <b>“D” days at the end of the month cannot be flown into if it causes you to have less than 13 days off, because those days cannot be repaid.</b></li> </ul>															
<p><b>REGULAR “D” DAYS OFF</b> (B5.01.02)</p>	<ul style="list-style-type: none"> <li>Can be forfeited for open bidding B8.09</li> <li>Can be flown into B8.07.04 &amp; B8.22</li> <li>Can be drafted B8.09.02</li> <li>Can volunteer 100 hrs</li> </ul>															
<p><b>GUARANTEED DAYS OFF</b></p>	<ul style="list-style-type: none"> <li>Cannot be flown into unless IRROPS B8.07</li> <li>Cannot be drafted / open bid</li> <li>Cannot volunteer 100hrs</li> </ul>															
<p><b>“X24” DAY</b> (B8.15)</p>	<ul style="list-style-type: none"> <li>If on an overlap from one reserve block to the next, you are scheduled to be on reserve in excess of 6 consecutive days, crew scheduling will assign an “X24” day prior to the 6<sup>th</sup> day.</li> <li>Can be flown into, in which case the “X24” will begin immediately after the end of your duty period (not crew rest).</li> <li><b>Exception: after international flights requiring 24 hours crew rest, you do get 24 hours crew rest followed by the “X24” day off.</b></li> <li>Once assigned, the “X24” will not be changed due to subsequent changes in your schedule.</li> </ul>															
<p><b>IF YOU ARE FLOWN INTO YOUR DAYS OFF (D OR G)</b> (B8.06) (B8.07.03) (B8.07.03.01) (B8.07.05)</p>	<ul style="list-style-type: none"> <li>In the event that a reserve blockholder is assigned a pairing that operates into a non-inviolate (RDO) day off s/he shall receive a premium of fifty (50%) percent on all flight time credits for flight/s operated on the affected days off with a minimum of four (4) hours pay per scheduled day off affected. The premium will be for pay purposes only. The RDO will be slid in accordance with B8.06 Note 2.</li> <li>You get 12 hours crew rest at the termination of your last duty period. Your days off “slide” and only start after the crew rest is over.</li> <li>The <b>Company may have you deadhead or operate a flight (s) to home base on your guaranteed day off</b> provided you are legal in all respects.</li> <li>If you are flown into your “D” days, you will be removed from your assigned pairing if it operates through your home base to a layover point. You however may elect to continue to work.</li> </ul> <p><b>Eg.: Home Base Toronto</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"></td> <td style="width: 35%; text-align: center;"><b>No. 1</b></td> <td style="width: 35%; text-align: center;"><b>No. 2</b></td> </tr> <tr> <td>RSV</td> <td>YYZ-YUL</td> <td>YYZ-YYC</td> </tr> <tr> <td>D</td> <td>YUL-YYZ</td> <td>YYC-YYZ-YOW-YYZ</td> </tr> <tr> <td>D</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">Removed because flies through home base and is projected layover.</td> <td style="text-align: center;">No removal because returns to home base.</td> </tr> </table> <p>Please note that <b>if</b> you are flown into your days off, and receive 72 hours crew rest, your days off do not slide as the days off are absorbed by your crew rest.</p>		<b>No. 1</b>	<b>No. 2</b>	RSV	YYZ-YUL	YYZ-YYC	D	YUL-YYZ	YYC-YYZ-YOW-YYZ	D				Removed because flies through home base and is projected layover.	No removal because returns to home base.
	<b>No. 1</b>	<b>No. 2</b>														
RSV	YYZ-YUL	YYZ-YYC														
D	YUL-YYZ	YYC-YYZ-YOW-YYZ														
D																
	Removed because flies through home base and is projected layover.	No removal because returns to home base.														



# Reserve Handbook

<b>SWITCHING DAYS OFF</b> (B8.08) (B8.08.03)	<ul style="list-style-type: none"> <li>• Allowed according to rules outlined in B8.08.</li> <li>• When switching days off it is important to note that you cannot end up with less than 3 days off.</li> <li>• See 6 and 1 rule below.</li> </ul>
<b>6 AND 1 RULE</b> (B8.16) (B8.16.02) (B8.16.01) (B8.16.03)	<ul style="list-style-type: none"> <li>• You will not be scheduled to be on duty for more than 6 consecutive days. <b><i>Unless from block to reserve and reserve to block.</i></b> (B8.16.04).</li> <li>• However you may exchange days off with another F/A to work a max of 8 days in a row. You may be scheduled in excess of 6 days if the pairing assigned to you is a <b><i>regularly scheduled pairing (blocked)</i></b> which exceeds 6 days or if there is an IRROP away from home base<sup>1</sup> in 6 is not applicable if you waive your days off to open bid or do 100 hours.</li> </ul>
<b>VACATION</b> (8.09.02)	<ul style="list-style-type: none"> <li>• Paid at 2:55 hours per day.</li> <li>• Maximum monthly flying limit reduced by 2:35 hours per vacation day taken.</li> </ul>

## ***Reserve Types / Notification***

<b>CALL-IN "C" DAYS</b> (B8.13) (B8.27.03.01) (B8.29)	<ul style="list-style-type: none"> <li>• You are required to contact crew scheduling the night prior to the C-day (usually 20:00 to 23:00) even if you are on a day off or on vacation.</li> <li>• <b><i>Must</i></b> contact crew scheduling at the end of your duty period.</li> <li>• May be converted to "R" days at call-in time or any other time if contacted by crew scheduling.</li> <li>• If assigned a flight departing at 12:00 or later, you will be released until your report time the following day, unless crew scheduling specifies that your release only lasts until midnight on the day that you call-in. Crew scheduling may still change your flight assignment if they can reach you.</li> <li>• If assigned a flight departing at 11:59 or earlier, you will be released until midnight on the day that you call-in.</li> <li>• The Company will ensure that no more than 25 per cent of call-in reserves at Toronto, Montreal and Vancouver bases will be converted to ready reserve calculated on a monthly basis.</li> <li>• The Company will ensure that no more than 25 per cent of call-in reserve at Calgary will be converted to ready reserve calculated on a quarterly basis.</li> </ul>
<b>READY RESERVE "R" DAYS</b> (B8.30)	<ul style="list-style-type: none"> <li>• On call at all times except during legal crew rest.</li> <li>• Once assigned a pairing, you may be released until your duty start time if the request is made to crew scheduling.</li> <li>• <b><i>You do not</i></b> need to contact crew scheduling at the end of your duty period.</li> </ul>
<b>DATA LINKS / VOICEMAIL</b>	<ul style="list-style-type: none"> <li>• Following an arbitrator ruling, a data-link is considered notification.</li> <li>• A message left on a voicemail connected to one of the phone numbers listed in a crew members profile is considered notification. A message left with a family member or friend <b><i>is not</i></b> considered notification.</li> <li>• During an irregular operation, even though you accept a Globe notification, you must still call crew sched to confirm the details of your assignment.</li> </ul>
<b>2.5 HOURS NOTICE</b>	<ul style="list-style-type: none"> <li>• You will be given a min. of 2.5 hours notice prior to departure for flight assignments from home base. If less, you must make your best effort (safely of course) to make it to the flight. You <b><i>must</i></b> report to the airport.</li> </ul>



# Reserve Handbook

## ***Monthly Limitations and Guarantees / Release at 77 Hours / Return-To-Base Extension***

<b>MINIMUM MONTHLY GUARANTEE</b> (B8.12) (5.11.01) (5.11.03.02) (5.11.04.02)	<ul style="list-style-type: none"> <li>You are guaranteed to be paid a minimum of 75 hours per block month.</li> <li>You will be reduced by 2.25 hours per day when you fail to report for a flight, standby duty, have no sick days, or are unavailable while on reserve duty. This continues until the next scheduled duty day. When removed from the payroll for being unavailable for duty, a Reserve Blockholder may, on a non-inviolable day off which takes place during the removal, make himself/herself available for an entire day of reserve duty. The removal from the payroll shall cease on the day s/he has made himself/herself available, onwards.</li> <li>You will be reduced by 2.25 hours per day for personal leave.</li> <li>Calculated as 2.25 hours per day for reduced block plan.</li> <li>See Article B8.12 where you can now make yourself available on a D-day for an entire day of reserve day to compensate for 2:25 reduction of MMG.</li> </ul>
<b>MAXIMUM MONTHLY LIMITATION</b> (B5.01.01)	<ul style="list-style-type: none"> <li>80 hrs.</li> <li>85 hrs 4 months per year.</li> </ul>
<b>RELEASE AT 77 HOURS</b> (B8.11.01) (B8.11.03)	<ul style="list-style-type: none"> <li>You may call to be released for the rest of the block month if you have 77 or more flying hours and have at least 2 more reserve duty days left.</li> <li>Crew scheduling may assign you a pairing when you call for a release if they have one available. They <b><i>must</i></b> assign it at this time and <b><i>cannot call you back or ask you to call them back later</i></b>. You will be released until the start of the pairing.</li> <li>The pairing may depart later in the month.</li> <li>If you are contacted on a day off, you can be drafted in accordance with Article B9. <b><i>You are not required to answer any calls if you have been released.</i></b></li> </ul>
<b>RETURN TO BASE EXTENSION</b> (B5.01.05)	<ul style="list-style-type: none"> <li>This allows the Company to legally increase your hours to bring you back to home base in the same month by doubling the remaining flying time in your month.</li> <li>This applies to reduced block program.</li> <li>Once return to base extension has been applied, it can't be extended.</li> </ul>



# Reserve Handbook

## ***Duty Periods / Aircraft Report Times / Duty Period Guarantee***

<b>DUTY DAY START / CHECK-IN</b>	<ul style="list-style-type: none"> <li>• 1:00 hours prior to Dep. (all narrow-body)</li> <li>• 1:10 hours prior to Dep. (B767, B777-200,A330)</li> <li>• 1:10 hours prior to Dep. (B787)</li> <li>• 1:15 hours prior to Dep. (B777-300)</li> <li>• 1:20 hours prior to Dep. (B77P)</li> <li>• 30 min. Prior to deadhead Dep. at home base</li> <li>• Actual Dep. for deadhead away from home base</li> <li>• Actual time arriving at airport for airport stand-by</li> </ul> <p><b>**For up to date check in times, please refer to globe Information System or in ePub under: <i>About You &gt;&gt; Performance and Expectations &gt;&gt; Roles and Responsibilities &gt;&gt; Availability and Reporting for Duty</i></b></p>
<b>DUTY DAY END / CHECK-OUT</b>	<ul style="list-style-type: none"> <li>• 15 min. After flight arrival.</li> <li>• Actual time of arrival for any deadhead.</li> </ul>
<b>AIRCRAFT REPORT TIMES</b>	<ul style="list-style-type: none"> <li>• 45 min. Prior to Dep. (all narrow-body)</li> <li>• 55 min. Prior to Dep. (B767, B777-200,A330)</li> <li>• 55 min. Prior to Dep. (B787)</li> <li>• 1:00 hours prior to Dep. (B777-300)</li> <li>• 1:10 hours prior to Dep. (B77P)</li> </ul> <p><b><i>Your mail folder must be checked, and all transmittals properly filed prior to boarding a flight as per MOT and ePub requirements.</i></b></p>
<b>DUTY PERIOD GUARANTEE</b> (6.03.02)	<ul style="list-style-type: none"> <li>• You will be credited the greater of hours flown or duty day minus 4 hours, i.e. 12 hour duty day with 9 hours of flying credits, you would be paid 9 hours as it is greater than <math>12 - 4 = 8</math>, or i.e. or 12 hour duty day with 7 hours of flying credits, you would be paid 8 hours (<math>12 - 4 = 8</math>) which is greater than 7 hours.</li> <li>• You are guaranteed to be paid a minimum credit of 4 hours regardless of hours flown / duty day length.</li> </ul>
<b>TRIP HOUR GUARANTEE</b> (6.03.03) (6.03.03.02)	<ul style="list-style-type: none"> <li>• If you are away from home base for 48 hours or more you may be paid based on THG, which means you get paid 1 out of every 4 hours away from home base on wide-body and 1 out of every 3:30 away from home base on narrow-body.</li> <li>• You will get either the THG or your flight time credits, whichever is greater.</li> </ul>



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## Duty Day

<b>LENGTH OF DUTY PERIOD</b>	<b>AT CREW BASE</b> <i>(B5.02.03.01)</i>	<b>NOT AT CREW BASE</b> <i>(B5.02.03.02)</i>
<b>DOMESTIC OPERATIONS</b> <ul style="list-style-type: none"> <li>Scheduled Limitation</li> <li>Extension</li> <li>Where duty periods ends with a scheduled deadhead to home base</li> </ul>	<b>13 HOURS</b> <b>NIL</b> <b>Does Not Apply</b>	<b>13 HOURS</b> <b>15 HOURS</b> <b>15 HOURS</b>
<b>OVERSEAS OPERATIONS</b> <ul style="list-style-type: none"> <li>Scheduled Limitation</li> <li>Extension</li> <li>Where duty periods ends with a scheduled deadhead to home base</li> </ul>	<b>14 HOURS</b> <b>NIL</b> <b>Does Not Apply</b>	<b>14 HOURS</b> <b>16 HOURS</b> <b>16 HOURS</b>
<b>11:30 FLIGHT LEG</b> <b>B14</b> <ul style="list-style-type: none"> <li>Scheduled Limitation</li> <li>Extension</li> <li>Ends with a deadhead to home base</li> </ul>	<b>15 HOURS</b> <b>NIL</b> <b>16 HOURS</b>	<b>15 HOURS</b> <b>16 HOURS</b> <b>16 HOURS</b>
<b>LOU 18</b> (Duty Period 15:01 – 16:15 1 Leg) <ul style="list-style-type: none"> <li>Scheduled Limitation</li> <li>Extension</li> <li>Ends with a deadhead</li> </ul>	<b>16:15</b> <b>NIL</b> <b>Does Not Apply</b>	<b>16:15</b> <b>NIL</b> <b>Does Not Apply</b>
<b>LOU 22A</b> (Duty Period 16:16 -18:00 1 Leg) (Single Flight Leg) <ul style="list-style-type: none"> <li>Scheduled Limitation</li> <li>Extension</li> <li>Ends with deadhead</li> </ul>	<b>18:00</b> <b>NIL</b> <b>Does Not Apply</b>	<b>18:00</b> <b>NIL</b> <b>Does Not Apply</b>
<b>LOU 22B</b> (Duty 18:01-19:30 1 Leg) (Single Flight Leg) <ul style="list-style-type: none"> <li>Scheduled Limitation</li> <li>Extension</li> <li>Ends with deadhead</li> </ul>	<b>19:30</b> <b>NIL</b> <b>Does Not Apply</b>	<b>19:30</b> <b>NIL</b> <b>Does Not Apply</b>
<b>CONTINUOUS DUTY</b> <b>Rest Periods</b> (B8.05.04)	<ul style="list-style-type: none"> <li>If you elect to take less than the min. crew rest, it is a continuous duty day until broken by the next legal crew rest.</li> </ul>	



# Reserve Handbook

## DUTY PERIOD PREMIUM

(B5.02.03.03.04)

### B5.02.03.03.04 **Duty Period Extension Premium**

A Premium will be paid to employees who volunteer to exceed their absolute maximum duty period limitation, pursuant to Article B5.02.03.03. The premium will also be paid when employees exceed their absolute maximum duty period on an involuntary basis (for clarification involuntary means when the employee is not given the opportunity to volunteer to exceed their absolute maximum duty period or if the duty period is not projected to exceed the limitation prior to pushback; for example, due to a mechanical or weather delay or de-icing requirements or an unanticipated flight time, or some other unforeseen circumstance). This premium will be fifty percent (50%) of his/her regular rate of pay on all flight time credits involved in that duty period and will apply in all cases as provided above.

**NOTE 1:** The premium will apply to DPG

**NOTE 2:** The premium will be for pay purposes only

**NOTE 3:** The premium will apply to reserve employees

**NOTE 4:** Employees operating flights pursuant to Article B14 as well as pursuant to Letters of Understanding 18 and 22, may also volunteer for an extension premium.

**NOTE 5:** The duty period of any pairing in which the employee returns to the originating station, shall be governed by the duty period limitations of the originating station. For example, a pairing with the routing YYZ –LAX- YYZ shall have a duty period of 13 hours for the purposes of this article and for establishing eligibility for the premium to be paid; for further clarification, in the event this pairing left YYZ on time and returned, for any reason, to the YYZ arrival gate so that the 13 hour duty day was exceeded, the premium shall be paid.



# Reserve Handbook

## ***Crew Rest at Home Base / Do Not Call Hours***

AIR CANADA **MUST NOT CONTACT YOU DURING THE FIRST 12 HOURS** OF CREW REST.  
YOU DO NOT NEED TO ANSWER YOUR PHONE UNTIL CREW REST IS OVER.

<b>AFTER OVERSEAS</b> (B8.02)	<b>24HRS</b>
<b>AFTER OVERSEAS</b> LOU 18 LOU 22A LOU 22B	<b>72 HOURS</b>
<b>ALL NIGHTERS</b> (B8.02)(B8.17)  After 2 consecutive all-night sequences.  Prior to a 3 <sup>rd</sup> consecutive all-night sequence.	<b>18 HOURS</b>  <b>24 HOURS</b>
<b>ALL OTHER PAIRINGS / TRAINING</b> (B8.02)	<b>12 HOURS</b>
<b>DO NOT CALL HOURS</b> (B8.24) You will not be contacted more than 2:30 prior to departure unless otherwise requested.	<b>23:00 – 08:00</b>





# Reserve Handbook

## ***Crew Rest*** APPENDIX III SUMMARY OF LEGAL REST PERIODS

AT HOME BASE	PLANNED/ SCHEDULED REST PERIODS	MINIMUM REST PERIODS
<b>After Domestic Flights</b> (Including BDA)		
<b>Blockholders</b>	10 hours	10 hours
<b>Reserve Blockholders</b>	12 hours	12 hours
<b>Reserve Blockholders</b> (After all night flight Sequences)	18 hours or 24 hours (as per B8.02 and B8.17)	18 hours or 24 hours
<b>Following Overseas Flights</b> (Excluding BDA) B-14 Flights (B5.04.04)	24 hours	24 hours
<b>Following LOU 18 &amp; LOU 22 Flights</b> <ul style="list-style-type: none"> <li>• Blockholder</li> <li>• Reserve</li> </ul>	36 Hours 72 Hours	36 Hours 72 Hours

### **B5.04.05**

General: An employee shall not be contacted for any reason during the first ten (10) hours in the case of a Regular Blockholder and twelve (12) hours in the case of a Reserve Blockholder .

Note 1: Any assignment made in violation of the no contact period outlined in B5.04.05 will not stand.

**Note 2: If a reserve blockholder's crew rest is violated at home base, his/her crew rest will, at the Reserve Blockholder's request, recommence at the time of contact.**



# Reserve Handbook

<b>AWAY FROM HOME BASE</b>	<b>PLANNED/ SCHEDULED REST PERIODS MINIMUM</b>	<b>MINIMUM REST PERIODS IRREGULAR OPERATION</b>
<b>At Airport Hotel</b> (B5.05.01)	10 hours	10 hours
<b>Away From Airport</b> (B5.05.01)	10 hours	10 hours
<b>North American Layover Point After Overseas Flight</b> (B5.05.01)	12 hours	12 hours
<b>Following 12 Hours Duty</b> (In one duty period) (B5.05.02)	12 hours	10 hours at airport 10 hours away from airport
<b>Between Two Consecutive Duty Periods</b> (Totalling 20 hrs or more) (B5.05.02)	12 hours	10 hours at airport 10 hours away from airport
<b>Canada-London (Eng-Can) Turnaround</b> (B5.05.01)	12 hours	12 hours in LHR
<b>Arrival YMX Departure YUL (or vice versa )</b> (LOU 7.04)	10 hours	10 hours
	12 hours	12 hours or 18 hours (LOU 31.3)
<b>Following LOU 18 &amp; LOU 22 Flights - Layover Point</b>	24 Hours	18 Hours

AIR CANADA SHALL NOT DIRECTLY CONTACT CABIN PERSONNEL DURING THEIR MINIMUM LEGAL REST PERIOD OR PRIOR TO 2 ½ HOURS PRIOR TO DEPARTURE  
(B5.05.01)

**Note: LHR is an exception; you may be contacted 3 hrs prior to departure.**



# Reserve Handbook

## Draft

<b>ON A “D” DAY OFF</b> (Regular, RDO) (B8.33)	<ul style="list-style-type: none"> <li>• Yes, if you are called, and the flight departs on that day or if you are assigned to work into a RDO.</li> </ul>
<b>ON A “G” DAY OFF</b> (Guaranteed, GDO) (B8.33)	<ul style="list-style-type: none"> <li>• Never, G days are untouchable.</li> </ul>
<b>DRAFT PREMIUM</b> (B8.33.02) (B8.33.03) (B9.07)	<ul style="list-style-type: none"> <li>• 50% of the flight time credits of the pairing.</li> <li>• Only applicable if drafted on your “D” day off or assigned to fly into it and will be paid for each “D” day off affected.</li> <li>• If a pairing continues into your reserve days, your reserve days are not eligible for draft pay.</li> </ul>

## Sick Leave

<b>ALLOTMENT</b> (9.02.01)	<ul style="list-style-type: none"> <li>• 1 day per full block month remaining that year.</li> <li>• Sick days carry over from year-to-year, to a max. of 125 days.</li> </ul>
<b>CHARGING OF SICK DAYS</b> (9.05.02)	<ul style="list-style-type: none"> <li>• Deducted in 24 hour periods starting from the time you are unavailable to work (book off) on a scheduled reserve duty day to the time you report back to work (book on).</li> <li>• Will be charged on non-inviolate “D” days off.</li> <li>• Will not be charged on guaranteed “G” days off.</li> </ul>
<b>PAYMENT</b> (9.05.02)	<ul style="list-style-type: none"> <li>• The greater of the minimum monthly guarantee or the average daily flying pay during the preceding 3 months for each sick day charged.</li> </ul> <p><b>Example:</b> If you book off during a month, but still end up flying the 75 hour minimum monthly guarantee, you should be paid 75 hours <b>plus</b> the average flying pay over the preceding 3 months for each day you booked off.</p>
<b>FLIGHT TIME LIMITATIONS</b>	<ul style="list-style-type: none"> <li>• Your Maximum Monthly Limitation will be reduced by 2:35 per day (24hours) during the time that you are booked off.</li> </ul> <p><b>Example:</b> If you booked off for 1 day during an 80 hour block month, your maximum monthly limitation would fall from 80 hour to 77.25 hours (80-2.35).</p>



# Reserve Handbook

## Night Flights

<b>B8.18</b>	B8.18	<b>DEFINITION: ALL NIGHT FLIGHT PAIRINGS</b>
	B8.18.01	A single duty-period pairing:
	B8.18.01.01	With a minimum of four (4) hours that fall between 2200 and 0800 hours, regardless of start time; and
	B8.18.01.02	During which an employee is on duty at least six (6) hours; and
	B8.18.01.03	During which an employee has four (4) or more actual flying hours.
	B8.18.01.04	<b>NOTE:</b> This definition applies to crew rest and flight assignment only.
<b>B8.17.01</b>	B8.17.01	The Company will make its reasonable best effort to advise Reserve Blockholders of the assignment to any known open all night flight pairing a minimum of eight (8) hours prior to departure. If an all night flight pairing becomes open within eight hours of departure, the standard award procedures continue to apply.

## Airport Standby

<b>DUTY</b> (B8.20) (B8.20.03)  (B8.20.03)	<ul style="list-style-type: none"> <li>Your duty day calculation starts at airport standby report time, even if you are assigned a flight.</li> <li>You may be assigned a flight departing within or after the 4 hour period.</li> <li>Standby will be for a maximum of 4 consecutive hours. If no flight assignment is made during the 4 hours, you will be released for legal crew rest.</li> <li>If you are on standby during a meal period as outlined in Article 7, you are entitled to the expense.</li> </ul>
<b>ASSIGNMENT</b> (B8.20.01) (B8.20.02)  (B8.21)	<ul style="list-style-type: none"> <li>You will not be assigned airport standby duty more than two consecutive days in a row.</li> <li>You will not be assigned airport standby duty more than twice within one block month <b><i>unless all other reserves at your base have (in the block month) been required to report for standby duty twice.</i></b></li> <li>You may be assigned 1 hour airport standby at home base after a flight <b><i>only if your duty period on arrival is 8 hours or less.</i></b></li> </ul>
<b>PAY</b> (B8.20.04)	<ul style="list-style-type: none"> <li>The greater of: 4 hour duty period guarantee, ½ of your duty day, or your flight credits. Applicable to pay and monthly flight limitations.</li> <li>Many times meal allowances are not accurately calculated when on airport standby, ensure that if you worked through a meal period the allowance is reflective on your pay.</li> </ul>



# Reserve Handbook

## Open Flights

**Open flying bids are processed prior to reassignment and 100 hours. Bids for make up and preselect are awarded in seniority order subject to language and classification.**

<b>PRIOR TO BLOCK MONTH</b> (B8.26.02) (B8.26.03) (B8.26.04)	<ul style="list-style-type: none"> <li>You may bid on all known open pairings.</li> <li>Bid deadline is 10:00 the day prior to the start of the next block month.</li> <li>You will only be awarded one pairing in this first award.</li> </ul>
<b>DURING BLOCK MONTH</b> (B8.26.05) (B8.26.06)	<ul style="list-style-type: none"> <li>You may bid on all open pairings available in the daily open flying found on Globe. The daily open flying list is updated daily after awards.</li> <li>Bid deadline is 10:00 the day prior to the flight departure.</li> <li>You may be awarded multiple pairings.</li> </ul>
<b>DAYS YOU CAN BID</b> (B8.26.07) (B8.26.08)	<ul style="list-style-type: none"> <li>You may bid pairings that start <b>on the first day</b> of a ready reserve "R" or call-in "C" cycle.</li> <li>You may bid pairings that start on your non-inviolate(non-guaranteed) "D" days off. However, the pairing must terminate at home base in time for legal crew rest prior to the start of your next reserve cycle (this may be waived by crew scheduling).</li> </ul>
<b>AWARD SEQUENCE</b> (B8.26.04)	<ul style="list-style-type: none"> <li>Awarded by seniority, subject to language and classification (FA or SD) requirements.</li> </ul>
<b>ADDITIONAL FLIGHTS</b>	<ul style="list-style-type: none"> <li>Flights cannot be added to the pairing once awarded to you <b>except after arrival at home base provided you are legal in all respects.</b></li> <li><b>If the open bid pairing is entirely on your days off no additional legs may be added.</b></li> </ul>
<b>REMOVAL OF OPEN BID</b> (B8.26.09)  (B8.26.11) (B9.03.03)	<ul style="list-style-type: none"> <li>Once awarded an open pairing it cannot be taken away unless an irregular operation (<b>cancellation, consolidation, misconnection, substitution, overprojection or illegality at home base</b>) occurs. You would then revert to reserve status you were originally scheduled to have.</li> <li>If you are subject to a draft on a non-inviolate "D" day off and it interferes with an awarded open pairing, the draft will take precedence and the open pairing will be dropped.</li> <li>Crew scheduling may not change a pre-select to accommodate another flight attendants preference for draft, 100 hours, etc.</li> <li>You are subject to "airport move up" in reverse order of seniority, with <b>no</b> pay protection or draft premium.</li> </ul>
<b>PAY</b> (B8.26.12)	<ul style="list-style-type: none"> <li>You are not eligible for pay protection or flight time credits, if after being awarded an open flight, a flight subsequently cancels. (only MMG applies)</li> </ul>
<b>BIDDING SYSTEM</b> (B8.26.01)	<ul style="list-style-type: none"> <li>You must submit your bid online through Globe.</li> </ul>



# Reserve Handbook

## ***Training Credits***

<b>TRAINING PAY CREDITS</b> (6.04.02.02)	<ul style="list-style-type: none"> <li>You will be paid 4 hours minimum DPG at half the hourly rate of pay.</li> </ul>
<b>TRAINING FLIGHT CREDITS</b> (6.04.02.02)	<ul style="list-style-type: none"> <li>Your Maximum Monthly Limitation will be reduced by 2:35 per day of training.</li> </ul>

## ***Voluntary Extension 100 Hours***

<b>100 HOURS</b> (B5.01.02)	<ul style="list-style-type: none"> <li>You can volunteer for 100 hours voluntary extension on "D" days to be paid <u>above</u> the minimum monthly guarantee.</li> <li>This is not applicable to the reduced block program.</li> </ul>
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## ***Cabs / Special Meals***

<b>CABS CAN BE REQUESTED</b> (7.01.02)  (7.01.03)	<p><b>You can request a cab (taxi):</b></p> <ul style="list-style-type: none"> <li>If notification is made less than 4 hours prior to flight departure or standby report time.</li> <li>If required to report to the airport if flight departure or standby start time is between 00:01 and 08:00.</li> <li>If required to report to airport for flight departure or standby start time within 15 hours of termination of last duty period.</li> <li>If arrival is after 0000 and prior to 0600.</li> <li>The maximum distance allowed for taxi will be judged as the distance between downtown and the airport.</li> </ul>
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<b>SPECIAL MEALS</b>	<ul style="list-style-type: none"> <li>Reserve flight attendants are entitled to the special meal program (accommodation for medical or religious reasons only).</li> <li>Forms are to be filled out and filed at the Comm. Centre. Once approved you will receive a letter by company mail.</li> <li>Special meals are not to be claimed on a domestic duty day, the Canada/ United States meal allowance will be paid in lieu of providing boarded meals where meals would normally have been provided on flights, and in accordance with Article 7.02.02</li> </ul>
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# Reserve Handbook

## ***Order of Assignment***

***Subject to language requirements, open flights with the highest flying time will be assigned according to the following process:***

<b>1<sup>st</sup> PRIORITY</b> (B8.22.01.03)	<ul style="list-style-type: none"> <li>• Call-In Reserve</li> </ul>
<b>2<sup>ND</sup> PRIORITY</b> (B8.22.02)	<ul style="list-style-type: none"> <li>• Ready Reserve</li> </ul>
<b>AWARD SEQUENCE</b> (B7.04)	<ul style="list-style-type: none"> <li>• Flying is assigned to make up, reassignment and 100hrs prior to being given to reserve, <b>however open bids are processed first.</b></li> </ul>

## ***Layover Policy***

<b>DOWNTOWN</b> (B5.05.03)	<ul style="list-style-type: none"> <li>• Scheduled layovers of 16 hours or more.</li> </ul>
<b>AIRPORT STOPOVER OVER 5 HOURS</b> (B5.05.05)	<ul style="list-style-type: none"> <li>• Airport stopovers of Five (5) hours or more: On request, the Company will provide hotel accommodation where available or practicable on airport stopovers of five (5) hours or more between flight arrival and flight departure (does not apply at home base).</li> </ul>



# Reserve Handbook

## ***PBS Bidding Tips***

<b>RESERVE BLOCKING RULES</b> 13 DAYS OFF (14 Days off in a 33 day month)	<ul style="list-style-type: none"> <li>• 1/7 - This rule means that after being on reserve for 6 days, you must have 2 days off (unless at the beginning or end of the block month where you can have 1 day off).</li> <li>• 4/14 - This means that in any given 14 days period you must have 4 days off (this also applies from one month to the next).</li> <li>• On reserve, either the 7&amp;1 or 4&amp;14 blocking rules may be waived, but not both.</li> </ul>
<b>DAYS ON/OFF</b>	<ul style="list-style-type: none"> <li>• <b>MINIMUM OF 2 DAYS OFF</b> - Except at the beginning and/or end of the block month where you may have a single day off.</li> <li>• <b>MINIMUM OF 3 DAYS ON</b> - Except at the beginning and/or end of the block month where you may have a one or two day(s) on.</li> <li>• <b>MAXIMUM OF 6 DAYS ON</b> - Unless 1/7 is waived.</li> </ul>
<b>GDOS</b>	<ul style="list-style-type: none"> <li>• <b>11 MAXIMUM</b> (you may not exceed 3 “sets” of GDOs).</li> <li>• <b>2 MINIMUM</b></li> <li>• <b>6 DEFAULT</b> (if you chose not to bid a specific number of GDOs, the system will default to 6).</li> </ul>
<b>BIDDING</b>	<p>There are two types of bid groups <u>where bid lines may be added</u>:</p> <ul style="list-style-type: none"> <li>• <b>START PAIRINGS</b> bid group (where you bid for and are awarded a series of pairings that make up a legal monthly block).</li> <li>• <b>START RESERVE</b> bid group (where you bid for the number of GDOs and Prefer Off).</li> </ul> <p>A third bid group, called <b>START RESERVE BID</b>, may not contain any bid lines and is used to direct PBS to your first <b>START RESERVE</b> bid group.</p> <p>Unless otherwise directed, PBS assumes that a <b>BLOCK</b> is more desirable than <b>RESERVE</b>. PBS starts reading your bid sheet from the top down so unless your first bid group is a <b>START PAIRINGS BID</b>, PBS will attempt to award you a pairings block.</p> <p><b>If your first choice is a pairings block:</b> bid for pairings using Award Pairings If... backing yourself up with more generic bid lines towards the end of your bid group. You would <b>not</b> direct PBS to your first <b>START RESERVE</b> bid group using a combination of <i>Else Start Next Bid Group (ESNBG)/Clear Schedule and Start Next Bid Group (CSSNBG)</i> with the <b>START RESERVE BID</b> bid group (as the next bid group). PBS will assign a reserve block is a pairings block is not possible.</p> <p>You should also <b>BACK YOURSELF UP WITH</b> a reserve bid (<b>START RESERVE</b> bid group with Prefer Off requests), in the event that you cannot hold a block.</p> <p><b>If your first choice is a reserve block:</b> you <u>must</u> request reserve. Add a <b>START RESERVE BID</b> bid group at the very top of your bid sheet. Since PBS starts at the top of your bid it will read this first and be directed to your first <b>START RESERVE</b> bid group. Remember to add a <b>START RESERVE</b> bid group to your bid sheet!</p>





# Reserve Handbook

<b>BIDDING (Cont'd)</b>	<p><b>If your choice is a reserve block if a certain set of Award Pairings bid lines cannot create a legal block:</b> you would add <i>Clear Schedule and Start Next Bid Group</i> (CSSNBG) in the desired bid group with the <i>START RESERVE BID</i> bid group as very the next bid group.</p> <p><b>If your choice is to be awarded a reserve block if an Avoid Pairings bid line must be denied:</b> you would add <i>Else Start Next Bid Group</i> (ESNBG) to the appropriate negative bid line(s) with the <i>START RESERVE BID</i> bid group as the very next bid group.</p> <p>To create a reserve bid, you would create a <i>START RESERVE</i> bid group and add your Prefer Off requests in order of priority. Remember that PBS will only read any <i>START RESERVE</i> bid groups if a pairings block is not possible OR you have directed PBS to your first <i>START RESERVE</i> bid group using <i>Else Start Next Bid Group</i> (ESNBG)/<i>Clear Schedule and Start Next Bid Group</i> (CSSNBG) with the <i>START RESERVE BID</i> bid group (as the next bid group).</p> <p>Bidding a <b>PATTERN</b>, on a reserve block is a GLOBAL bid that governs your block. It will take priority over any Prefer Off requests. If your DAYS OFF are <u>more important</u> than it is recommended not to request a pattern.</p>
<b>ADDITIONAL PBS RESOURCES</b>	<p>Each CUPE LOCAL has a PBS Committee to assist with Bidding and Contesting.</p> <p>A PBS Bidder's Guide may be found in ePub and there is a Navtech (PBS) bidder's manual which may be found by LOGGING ON TO PBS. Click on the "HELP" button located at the top right hand side of the page to access it.</p> <p>Printing your calendar from PBS is useful in mapping out your days on/off and applying our blocking rules.</p> <p><b>ALWAYS REMEMBER TO SUBMIT YOUR BID, NOTE YOUR CONFIRMATION # *, PRINT YOUR BID AND LOG OUT!!</b></p> <p><i>Taking a photo of your confirmation number is a quick and easy way to have it on record!</i></p>
<b>AWARD RESULTS</b>	<p>When you log into PBS to view your block or reserve award, you can also look at the reasons report (marked "reasons"). This report will tell you line by line how your block was awarded.</p>



# Reserve Handbook

## ***Reduced Block Program***

<p><b>RESERVE BLOCKHOLDERS</b> (LOU 25)</p>	<ul style="list-style-type: none"> <li>• The Company will issue a limited number of RBP Reserve blocks at each base. The number will be at the discretion of the Company;</li> <li>• The provisions of the Collective Agreement related to inviolate days off will not be applicable to RBP Reserve Blocks. <u>Employees will not have the option to declare one additional set of days off in his/her block as inviolate;</u></li> <li>• Each Reserve Block will consist of a maximum of eleven (11) duty days and a period with a minimum of ten (10) consecutive days off. Each group of consecutive duty days will be for a period no less than two (2) consecutive days on;</li> <li>• The Minimum Monthly Guarantee shall be 2:25 per duty day;</li> <li>• The Maximum Monthly Limitation shall be forty-five (45) hours;</li> <li>• The Company reserves the right to modify RBP Reserve blocks from block month to block month;</li> </ul> <p>Please refer to the Collective Agreement for additional information on the Reduced Block Program.</p>
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## ***All Night Flights***

<p><b>All Night Flights</b> (B2.10)</p>	<ul style="list-style-type: none"> <li>• A duty period which contains a flight leg which is scheduled to depart between 21:00 and 02:00 local time, will not contain more than two (2) flight legs. This shall apply to both reserve and regular block holders. The Company will endeavor to secure appropriate rest area at all Canadian stations for any pairing that falls within the above parameters.</li> </ul>
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# Reserve Handbook

## *Personal Time Bank*

<b>PERSONAL TIME BANK</b> Article 10.14	10.14.01	Definition: A personal time bank contains banked flight time credits which can be used at a later date.
	10.14.02	An Employee may, subject to operational requirements, take up to forty (40) hours of personal leave during each calendar as defined in Article 10.14.01.
	10.14.03	A new and separate time bank will be created in which credits can be accumulated. Credits in this bank can be accumulated by placing any voluntary extension credits in the bank.
	10.14.03.01	<b>BLOCKHOLDERS:</b> Should a regular blockholder request to use banked time for a personal leave, s/he will contact Crew Scheduling, who will process the leave subject to operational requirements, provided the Employee has sufficient credits in the bank. The employee will be removed from the pairing and his/her bank will be debited with the scheduled time of the pairing. In the event the Employee does not have sufficient credits in the bank to cover the full period of the requested leave, then the leave will be denied.
	10.14.03.02	<b>RESERVE BLOCKHOLDERS:</b> Should a reserve blockholder request to use banked time for a personal leave, s/he will contact Crew Scheduling, who will process the leave, subject to operational requirements, provided the Employee has sufficient credits in the bank. If the Employee has not been assigned a pairing, his/her bank will be debited by two hours and thirty-five minutes (2:35) which will be applied towards flight time limitations for each scheduled reserve day. In the event the Employee does not have sufficient credits in his/her bank to cover the full period of the requested leave, then the leave will be denied.
	10.14.04	The credits shall be paid at the Employee's applicable rate of pay for the duty from which s/he was released.
	10.14.05	Any time remaining in the bank when the Employee terminates, retires, or transfers to Air Canada rouge will be paid out in full at such time,
10.14.06	When an Employee performs voluntary extension, the Employee must advise Crew Scheduling, prior to operating, if they want those credits placed in their personal time bank. Only complete pairings may be put in the Employee's personal time bank.	



# Reserve Handbook

## Local Reserve Contacts

### **YUL Local 4091 Contacts**

[info@local4091.ca](mailto:info@local4091.ca)

YUL Reserve Committee: [reserve@local4091.ca](mailto:reserve@local4091.ca)  
YUL PBS Assistance: [spp.pbs@local4091.ca](mailto:spp.pbs@local4091.ca)  
YUL Local Tel: (514)422-2235

### **YYZ Local 4092 Contacts**

[office@local4092.ca](mailto:office@local4092.ca)

YYZ Reserve Committee: [reserve@local4092.ca](mailto:reserve@local4092.ca)  
YYZ PBS Assistance: [pbsyyz@gmail.com](mailto:pbsyyz@gmail.com)  
YYZ Local Tel: (905)-676-4293

### **YVR Local 4094 Contacts**

[officers@local4094.ca](mailto:officers@local4094.ca)

YVR Reserve Committee: [reserve@local4094.ca](mailto:reserve@local4094.ca)  
YVR PBS Assistance: [blocking@local4094.ca](mailto:blocking@local4094.ca)  
YVR Local Tel: (604)295-4259

### **YYC Local 4095 Contacts**

[office@local4095.ca](mailto:office@local4095.ca)

YYC Reserve Committee: [reserve@local4095.ca](mailto:reserve@local4095.ca)  
YYC PBS Assistance: [pbs@local4095.ca](mailto:pbs@local4095.ca)  
YYC Local Tel: (403)221-2625

## Component Reserve Contact

[www.accomponent.ca](http://www.accomponent.ca) ► Members ► Reserve Committee

Reserve Committee: [reserve@accomponent.ca](mailto:reserve@accomponent.ca) Monitored 24/7

