

Acceptable Medical Certificates when Bidding to Return to Work

Dear Colleague,

Under Article B4.05.02, cabin crew members on sick Leave who are scheduled to return to work may bid on and be awarded a block for the month of their return, provided they submit medical evidence to that effect to Crew Planning.

A medical certificate **specifying the anticipated return date** must be received prior to bid close. It may be delivered as follows:

1. By email to:
crewplng.east@aircanada.ca for YYZ and YUL
crewplng.west@aircanada.ca for YVR and YYC
we will confirm by email that your medical is received and valid.
2. By fax to (514) 422-7989. Once sent, cabin crew are asked to contact Crew Planning to ensure the certificate was received.

Medical certificates submitted must follow the acceptable example below:

Acceptable	Unacceptable
"... [the patient] will return on December XX"	"... [the patient] may bid for December 2022."
	"... [the patient] will be off from XX to XX."
	"... [the patient] will be absent until XX ..."

Availability to operate: Re-entry Training

The monthly limitation (MML) of returning cabin crew is reduced — at 2:10 per day for both regular and Reserve block holders — by the number of days they are not available to operate (ineligible) during the month. Cabin crew deemed unavailable to operate are those returning from a long-term absence who are unqualified.



IN-FLIGHT SERVICE CREW PLANNING

Where there is Re-entry Training scheduled prior to the return date only, the crew member will be considered ineligible to bid for the entire block month.

Where there is Re-entry Training scheduled after the return date also, the crew member will be considered ineligible until all training is complete and the reduction to MML (at 2:10 a day) will reflect the number of days they were unavailable to operate.

Postponed Vacation

Should the above long-term absences have caused scheduled vacation to be postponed, cabin crew are required to contact Crew Planning **prior to bid close** to have their vacation rescheduled.

For additional clarification, please do not hesitate to contact your local Crew Planning representative.