



2014
CONTRACT SEMINARS

Part 1

Air Canada Component of CUPE
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Limitations and Overprojections

LIMITATIONS AND OVERPROJECTION

What's my maximum Duty Period? (B5.02, and Appendix II)

- The maximum duty day for domestic flights is thirteen (13) hours.
- The maximum duty day for overseas flights is fourteen (14) hours.
- The maximum duty day for domestic flights with a scheduled deadhead back to home base, or, if not at a crew base is fifteen (15) hours.
- The maximum duty day for overseas flights with a scheduled deadhead back to home base, or, if not at a crew base is sixteen (16) hours.

Oops. It looks like I'm exceeding my maximum Duty Day. What are my options now? (B5.02)

At home base:

- You can call crew sched and book crew rest (be released from your flight), and can do make up flying later in the month (subject to the rules in B7);
- You can also ask crew sched to reassign you (subject to article B5.02.03.04 and article B6 reassignment rules);
- You can volunteer to go over your duty day in exchange for the duty day extension premium (DOT).

If you're away from home base, and your duty period has exceeded or is projected to exceed the maximum limitation:

- You can book crew rest and do make up flying later in the month (subject to the rules in B7).
- You can volunteer to go over your duty day in exchange for the duty day extension premium (DOT).

*If your airplane has left the gate (brakes off), has to return to the gate for any reason (brakes on), and you subsequently exceed your duty day, you can choose to book crew rest. You will be paid the outbound credit, with a minimum four (4) hour credit guarantee. For example, YYZ-LHR departs, and returns to the gate due to a mechanical issue. If the duty day limitations are exceeded and the crew chooses to take crew rest, all are entitled to the YYZ-LHR outbound hours. In these situations, please make sure that crew scheduling credits you correctly (D'Aoust decision/agreement).

*Please note that as per B5.02.03.04, crew scheduling has the right to designate the station where release from duty will be effective. This must be done within the applicable maximum duty period.

*Keep in mind that anytime you book crew rest, you will be forfeiting flight time credits and will not be paid for any flights operated. Your Minimum Monthly Guarantee (MMG) will not be affected. If you deadhead the next day to return to your home base, you will be credited a minimum of four (4) hours for the day.

What happens if I ask to be reassigned and nothing is available? (B5.02.03.03.01)

If Crew Scheduling cannot assign you a flight you will be paid four (4) hours and will be released from duty. You will not be subject to reassignment for the balance of your original scheduled calendar days.

Who/when do I tell whether I want to exceed my duty day, or book crew rest?

(B5.02.03.03.01 and B5.02.03.03.02)

Once your duty period is projected to exceed the maximum limitation, you must inform the Service Director of your decision to take crew rest, or to exceed the duty day limitation. The Service Director will then inform Crew Scheduling.

The decision to book crew rest is entirely yours. It doesn't have to be taken by the whole crew, or approved by the Service Director. Every member of the crew has the same individual right.

If I've chosen to exceed my duty day limitation, can I change my mind?

(B5.02.03.03.03)

Yes. Once you decide to exceed the limitation period, you can change your decision only if there is a further extension of the duty period. When you decide to book crew rest, you will not be able to deadhead to home base unless you would arrive at home base within the thirteen/fourteen (13/14) hour limitation.

Can I extend my monthly flying hours? (B5.01.02)

Yes. You can volunteer to extend your Maximum Monthly Limitation (MML) to one hundred (100) hours provided you are legal in all respects. Being legal means:

- You must have legal crew rest before and after all your pairings; (see appendix III in the Collective Agreement)
- Your crew rest periods don't interfere with any of your following pairings;
- You must maintain the minimum requirement of twelve (12) days off in your block.

If I take a Leave of Absence how will my Maximum Monthly Limitation (MML) & Minimum Monthly Guarantee (MMG) be affected? (B5.01.03 Proration; 5.11.04.03)

- **Reserve Blockholders:** Maximum Monthly Limitation (MML) & Minimum Monthly Guarantee (MMG) are both reduced by two hours and ten minutes (2:10) for each day of your leave, and will extend until the next scheduled C or R day.
- **Regular Blockholder:** Minimum Monthly Guarantee (MMG) is removed. Maximum Monthly Limitation (MML) is reduced by two hours and ten minutes (2:10) for each day of your leave, and will extend until next scheduled pairing.

Note: When requesting a Leave of Absence, please ensure that you fully understand the impact this will have on your pay.

What is my MML (Maximum Monthly Limitation)?

Your Maximum Monthly Limitation (MML) is either eighty (80) hours or eighty-five (85) hours depending on the month.

What is block growth? (B5.01.04)

Block growth is time picked up on your block due to delays or to the application of schedule or better.

How much time in excess of the Maximum Monthly Limitation (MML) can I pick up due to block growth? (B5.01.04)

You can pick up any amount of block growth time from one (1) minute right up to two hours and thirty minutes (2:30) over the Maximum Monthly Limitation (MML) of block growth. Crew Scheduling is automatically increasing the legality of your block by a full two hours and thirty minutes (2:30) as soon as you pick up one (1) minute of block growth. This is wrong. The legality of your block is increased by the actual amount of block growth time you pick up (which will be between one (1) minute and up to two hours and thirty minutes (2:30)).

Can you explain the Return to Base Extension? (B5.01.05)

You are allowed to fly beyond your Maximum Monthly Limitation (MML) (whether that's eighty (80), eighty-five (85), or one hundred (100) hours) if you have made yourself available for one hundred (100) hours by a maximum of fifty percent (50%) of the credits of your last scheduled (blocked) pairing, but only if the pairing brings you back to home base in the same month. For example, if the Maximum Monthly Limitation (MML) is eighty-five (85) hours and your block is worth eighty (80) hours, you can accept an additional pairing worth ten (10) hours, because fifty percent (50%) of ten (10) hours is five (5) hours, which takes you from eighty (80) to eighty-five (85) hours, which is the Maximum Monthly Limitation (MML). You will however be credited with ninety (90) hours of pay credit for the month eighty (80) hours on your block plus ten (10) hours from the additional pairing.

From the Collective Agreement:

"Cabin Personnel shall be legal to operate a flight sequence in excess of the maximum monthly limitation only to complete their return to Home Base in the same month provided that half (1/2) the projected flight time and credits for the entire flight sequence does not project them beyond the maximum monthly limitation. Once an employee has completed all flights contained in his/her block, this extension shall apply to Article B9 – Draft".

So... how exactly do I calculate my Return to Base Extension? (B5.01.05)

You take the credit from your last pairing of the month and divide it in half (1/2). For example, if your last pairing is worth a total credit of eighteen hours (18:00), then your return to base extension for that month is nine hours (9:00).

How does my Return to Base Extension fit into calculating my legality?

For Regular Blockholders: The Return to Base Extension is applied towards calculating your legality at any time during the month once you've reached the Maximum Monthly Limitation (MML). (B5.01.04)

For Open Flying Awards: The return to base extension isn't applicable until you've completed all flights contained in your block (B7.03.01.01).

For Draft: The return to base extension isn't applicable until you've completed all flights contained in your block. (B9.08)

For Reserve: You may be assigned your last Reserve pairing of the month based on Return to Base Extension. Once assigned, the pairing cannot be extended further (B8.11.04). If you choose to fly to one hundred (100) hours, return to base extension applies and you will be paid over the seventy (70) hour Minimum Monthly Guarantee (MMG), even if you have not finished your hours for the month.

Does Return to Base extension apply if I have a pairing that overlaps into the following month? (B5.01.05.01)

No. Return to Base extension is **not** applicable when there's a pairing that overlaps into the following month.

When dropping a pairing, who chooses what pairing is dropped? (B5.01.06.01)

You choose which pairing is dropped, and the Company must agree provided you give at least twenty-four (24) hours' notice and alternative coverage for the flight can be secured by the Company. If Crew Scheduling advises you that a pairing cannot be dropped because they cannot secure coverage, bring this information to your Local Union Office and they will verify if this is reasonable or not.

When you're in a position to drop a flight due to over-projection, the sequence is as follows:

- **Voluntary Drop:** You decide to drop a specific flight or pairing of your choice, but you must give at least twenty-four (24) hours' notice to Crew Scheduling so that alternate coverage can be secured for your flight. B5.01.06.01.
- **Compulsory Drop:** If you do not volunteer to drop a flight or pairing from your block month and are projected to exceed your Maximum Monthly Limitation (MML), you will be obligated to drop the last flight or pairing in your block month (to the extent required). If your last pairing transits your Home Base, you shall be required to operate that portion to Home Base for which you are legal. B5.01.06.02



Crew Rest

CREW REST

If I book crew rest, do I have to keep working? (B5.02.03.04)

If you've chosen not to exceed your duty day and book crew rest, Crew Scheduling can still decide where you will be released from duty.

When deadheading home after booking crew rest, and are required to operate your flight, you must be paid draft (not to be confused with DH, RA where there is not draft pay).

Am I pay protected if I book crew rest instead of exceeding my duty day?

No. The bottom line is this: To be pay protected, you must choose to exceed your duty day.

How do I know whether or not my duty day is continuous? (B5.05.04 Note)

Your duty day is continuous until it is broken by a legal rest period.

What are the two (2) different types of rest periods in our Collective Agreement?

There are two (2) different types of rest periods within our collective agreement:

- **Minimum Scheduled Rest Periods** – These dictate how long your rest period (at home base or at a layover station) will be when crew scheduling or crew planning builds flight pairings.
- **Minimum Legal Rest Periods** – These are the minimum limits to which your scheduled rest period (at home base or at a layover station) can be reduced to in the event of irregular operations. If you agree to a crew rest below these limits, your duty day becomes continuous into the following duty day. Your duty day will then be calculated using Duty Day minus four hours (DD-4).

What are my minimum scheduled rest periods? (B5.05.02)

The minimum scheduled rest periods while at a layover station (which can be reduced in an irregular operation) are calculated as follows:

- Minimum scheduled rest (at or near airport): **10 hours**
- Following any scheduled duty period of twelve (12) hours or more: **12 hours**
- Between any two (2) consecutive scheduled duty periods that total twenty (20) hours or more: **12 hours**

Note 1: Where the minimum scheduled rest period is reduced as a result of an irregular operation, the legal rest periods outlined in B5.05.01 will still apply.

Note 2: There are different minimums for long-range flying, as per B14, Letter of Understanding 18, 22 and 31.

What are my minimum legal rest periods? (B5.04)

- A legal rest period at **home base** is as follows:
 - Regular Blockholders: **10 hours**
 - Reserve Blockholders: **12 hours**

- A legal rest period **at home base after an overseas operation** is as follows:
24 hours (except for LOU 18/22 flights)
- A legal rest period at a **layover station** is as follows:
Airport layover: **10 hours**
Away from airport: **10 hours**
After an overseas flight, with a layover in North America: **12 hours**
Canada–England (LHR) turnaround flight: **12 hours**

Does my Crew Rest start over again if the Company interrupts me with a phone call? (B5.04.05, B5.05.01)

No. Unfortunately, the duration of crew rest does not start over if crew scheduling contacts you during crew rest.

Can Crew Scheduling call me whenever they want during my crew rest?

At Home Base

Crew Scheduling shall not contact (B5.04.05):

- Regular blockholders for any reason during the ten (10) hours of their legal rest periods, and;
- Reserve blockholders for any reason during the first twelve (12) hours of their legal rest periods.

Note: Any assignment given during this time **will not stand**.

At Layover Point

Crew Scheduling will make their best reasonable effort not to contact you:

- During your minimum legal rest period;
- More than two hours and thirty minutes (2:30) prior to your flight departure;
- More than three hours (3:00) prior to an LHR departure.

B14, LOU 18 and LOU 22 flights have different duty days and minimum rest periods (please see Appendix II and III in our Collective Agreement for duty days and minimum rest periods).

When am I entitled to a Downtown layover hotel? (B5.05.03)

A layover of sixteen (16) hours or less will be at the Company's discretion, and a layover of over sixteen (16) hours will normally be at a downtown hotel.

Am I entitled to a hotel room on a stopover in between flights? (B5.05.05)

Yes. If you have an airport stopover between flights that lasts five (5) hours or more, you may request a hotel room.



Draft

DRAFT**Where do drafts come from? (B9.01)**

Drafts are Open flights that haven't been awarded through the award sequence. They are assigned according to draft procedures as outlined in Article B9.

Can you decline a draft? What happens if I am drafted on a day off, report to the airport, and then find out that I am no longer required? (6.03.06)

Draft is mandatory. Sometimes schedulers give you a choice however, contractually it is not required.

If you are drafted on a regular or guaranteed day off **and** you report to the airport (6.03.06):

- You will be paid the greater of half (½) your duty time involved or a four (4) hours minimum guarantee even if you do not actually operate a flight.

If I get drafted, am I allowed to drop any pairing during the month or am I restricted to dropping whichever pairing will bring my block back to within the Maximum Monthly Limitation (MML)?

If you are drafted, you are required to drop sufficient pairings to bring your block back to within the Maximum Monthly Limitation (MML).

So if I get drafted and drop a pairing from my schedule, what do I get paid?

When you drop a pairing, you are always paid the greater of the pairings dropped as a result of the draft, or actual pairing operated. (B9.06)

In addition to the pay protection (Article B9.06), a premium of fifty percent (50%) of your regular rate of pay will be paid on flight time credits based on (B9.07):

- Actual credits on drafted flight leg(s) that deviate from scheduled, rescheduled or previously drafted flying;
- All flight time credits if drafted for a pairing (review Article B9.07 in your Collective Agreement for more details).

Note: Draft premiums do not count towards flight time limitations.



Reassignment

REASSIGNMENT

What is Reassignment?

Reassignment is a replacement flight assignment given to you. It most commonly occurs when you have an irregular operation (B10). An irregular operation happens when a Regular Blockholder loses a flight or flight sequence due to a cancellation, consolidation, substitution, misconnection or illegality at home base. Except as indicated under B6, there must be an irregular operation before reassignment is applicable.

What's an irregular operation? (B10.01; B10.03; B10.10.03.01)

The only recognized irregular operation is through cancellation, consolidation, substitution, misconnection or illegality at Home Base (except illegality caused by blocked overlaps). Contrary to the Company position, a delay is **not** an irregular operation unless it results in a cancellation, consolidation, substitution, misconnection or illegality at home base.

How is pay protection applied to Reassignment?

When you're reassigned, calculate your pay protection by comparing the total credit of the actual pairing you operated against the total credit of your original pairing. You are pay protected for at least your total original pairing's credit. If your Reassignment pairing credit is greater, that is what you will receive.

How long will my reassignment last?

It depends on the original pairing. If the pairing was a one (1) day pairing, then the reassignment will only be for one (1) day. If the pairing was a multiple day pairing, then you will be reassigned for each day. The reassignment will be for each calendar day you were supposed to be on duty.

Can the Company remove a blocked flight from my schedule because they are PROJECTING a misconnection on a later flight that day?

No. This is not considered an irregular operation. It only becomes an irregular operation at the time and place when there is an actual loss of flight.

In an irregular operation, how long can the Company require you to standby for reassignment at the airport? (B6.03.01.06 and B6.03.02)

At home base, the Company can require you to standby for one (1) hour. Away from home base, the Company can require you to standby for two (2) hours.

When does the clock start ticking for the standby reassignment?

For airport standby reassignment, the clock starts ticking as soon as you have received verbal confirmation from crew scheduling that you have lost your flights. The I/C must call Crew Scheduling ASAP to give a phone number or location (Comm. Center) where Crew Scheduling can reach the crew during the standby period.

When I'm on standby, do I call Crew Sched or do they call me? (B6.03.01.03)

It's Crew Scheduling's job to contact you. Since contact is via telephone (and not via Globe), you are responsible to ensure that either the Service Director or yourself have provided Crew Scheduling with a contact number where you can be reached during the standby period. If Crew Scheduling asks you to call them back, we recommend you advise them to contact you instead, as there have been many reports of difficulties in reaching them. It only becomes your responsibility to call Crew Scheduling if you have agreed to do so. It is the Union's position that you are not required to contact Crew Scheduling at the end of your one (1) hour standby at Home Base unless you have agreed to do so.

You are required to call Crew Scheduling at the established time at your base each evening of the reassignment for the next day's reassignment. If the established time at your base falls within your crew rest time then contact Crew Scheduling within one (1) hour of completing your crew rest.

I'm away from home base, my two (2) hour standby is done and I haven't been reassigned. Now what? (B6.03.02.02)

You will be permitted to deadhead to Home Base on the first available flight, as determined by Crew Scheduling (you must be legal to deadhead on this flight). You must contact Crew Scheduling immediately on arrival at Home Base and you may be assigned a flight.

What is Deadhead Re-Assignment? (B6.03.03)

When you're reassigned to deadhead to your destination, you may be required to operate your deadhead flight (or any other flight) to your initially scheduled destination, provided you are legal in all respects. A deadhead reassignment is in reverse order of seniority – from the most junior to the most senior.

Can I be reassigned on a day that I was not originally scheduled to work?

Yes. If you are away from home base on a day off, the Company can reassign you to deadhead home. The Company may require you to operate the flight you were reassigned to deadhead home on. (B6.03.04).

If the Company deadheads me home as my reassignment, does the flight have to be direct and non-stop?

No. The Company can deadhead you with stops along the way, but only if no detour to home base is added.

For Example: YOW layover to YVR home base. The Company could deadhead you YOW to YYZ to YYC to YVR instead of a direct YOW to YVR flight providing you are legal in all respects.

When does a reassignment become a draft?

Any change to a reassignment is a draft unless it falls under irregular operations in B.10. If you are re-assigned and your flight cancels, you are subject to further reassignment. However, if your reassigned flight operates and you are legal for the assignment, any changes to your pairing/flight would constitute a draft.

Can you transit through home base on a reassignment?

Yes, it is possible to transit through home base on a reassignment, but the Company must follow all procedures outlined in B.6.

Can you be reassigned for greater credits than what was originally scheduled in your pairing?

Yes, subject to the Maximum Monthly Limitations (MML).



Pay Claims, Grievances and Discipline

Pay Claims, Grievances and Discipline

What are my time limits for making pay claims?

All pay claims regarding the incorrect awarding of open flights must be filed within fourteen (14) days of scheduled departure (B7.06). All other pay claims must be submitted within fourteen (14) days of your becoming aware of the error. If you file a claim, the sixty (60) day time limits (Article 13.02) start to run as of the date that you receive the Company's response to your claim.

Note 1: If you do not receive a response from the Company within thirty (30) days of filing a pay claim, file a grievance. If you do not file a pay claim, the sixty (60) day time limits (Article 13.02) start to run out as of the date that you become aware of the alleged error.

Note 2: The time limits found in Article 13.02 do not include Saturdays, Sundays and statutory holidays.

How long do I have to claim for missing or erroneous meal expenses?

Meal allowance grievances are handled through a separate dispute resolution process and the time limits for filing those claims is twelve (12) months from the date of underpayment.

All Other Grievances (Art. 13.02)

If you believe there has been a violation of your rights under the Collective Agreement and you are unable to resolve it with a supervisor, you have sixty (60) days (excluding weekends and statutory holidays) to file a grievance.

Grievances that are not filed within the above timelines run the risk of being dismissed by the Arbitrators.

What do I need to bring with me when filing a grievance?

It's absolutely essential to provide the Union with all of the facts, information and documents related to the incident in order for the Union to investigate your claim.

We need you to bring the following information and documents to your Local Office:

- Your written statement outlining the event(s) that gave rise to your claim (who, what, where, why & how)
- Your original block, from PBS (this is essential as the blocks are not published)
- Your schedule from Globe
- Your original and revised pairing(s) (if applicable)
- Your pay summary for the month(s) in question (if applicable)
- Your pay claim and denial (if applicable)
- Your bid sheet (if applicable)
- Which collective agreement provision has been violated
- Any other document(s) or information requested by the Local
- Any correspondence related to the issue or claim

Please keep a copy of all documents that you provide to your Local Union Office and the Company.

What do I do if I disagree with Crew Scheduling about my rights?

Explain your right and quote the applicable article from the Collective Agreement. Request that the crew scheduler abide by the Collective Agreement. Always write down the date, time and name of the Company representative. If unable to agree, cabin personnel are required to work now, grieve later. Please keep in mind that Crew Scheduling is not the final authority on the Collective Agreement, and your Union representatives will address all violations with management.

What do I do if I get in trouble with the Company? (Art. 14.05)

If you become aware of any disciplinary measures being levied against you by the Company (including but not limited to discharge) you must file a grievance within ten (10) days of receiving the Company’s decision, excluding weekends and statutory holidays. Grievances are filed at your Local Union Office with the help of your Local Officers.

REMEMBER: You have the right to Union representation in all meetings with Management.

Grievance Filing Timelines

Discipline	Block Rule	Non-Block Rule	Meal
<p>Grievance must be filed within ten (10) days of receipt of the Company’s decision.</p> <p>(does not include weekends and Statutory holidays)</p>	<p>Pay claims must be filed within fourteen (14) days of becoming aware of violation/error</p> <p><u>If pay claim is filed</u>, grievance must be filed within sixty (60) days of receiving the Company’s response.</p> <p>If you do not receive a response from the Company within thirty (30) days of filing a pay claim, file a grievance</p> <p><u>If you don’t file a pay claim</u>, grievances must be filed within sixty (60) days of becoming aware of the violation/error</p> <p>(does not include weekends and Statutory holidays)</p>	<p>Grievances must be filed within sixty (60) days of reasonably becoming aware of the issue/violation.</p> <p>(does not include weekends and Statutory holidays)</p>	<p>Pay claims must be filed within twelve (12) months from the date of the alleged underpayment. This would be the seventeenth (17th) day of each month when the employee receives payment from the employer.</p> <p>The Company must respond within thirty (30) days of receiving the claim.</p> <p>If the claim is denied and/or the member does not receive a response within thirty (30) days, a grievance should be filed</p> <p>(refer to paragraph thirteen (13) of LOU 43 - Overseas Meal Entitlements)</p>



Bonus Points

BONUS POINTS

What's an open flight?

Open flights are flights that become available for any reason. Open flying lists are available for viewing.

What's make-up flying?

Make-up is a term used when a Regular Blockholder bids and is awarded open flying because s/he is below the Maximum Monthly Limitation (MML) (either eighty (80) hours or eighty-five (85) hours depending on the month). Make-up and Reserve Pre-Select fall under the open flying award and are first in the award sequence (B7.04.01).

What's the process for bidding and awarding open flying?

Before the block month begins, Reserves and Blockholders may bid for open flights from the open flying list via globe. The Company will take all the bids received before 10:00 am on the day prior to the commencement of the next block month, and sort them by seniority. (i.e. Regular Blockholder and Reserve bids will be put together and awarded open flying in order of seniority). Following this first award of open flying, and after the block month has begun, Regular Blockholders and Reserves may bid for one (1) or more open flight(s). B7.03

How are open flying bids submitted?

Open flying bids from reserves, pre-selects, make-up, voluntary extensions and voluntary draft must be submitted electronically via Globe. We encourage you to keep a record of your submitted bids.

What is the minimum number of scheduled days off that I am entitled to each month? (B5.06)

- Regular Blockholders: A minimum of **12 days off**
- Reserve Blockholders: **13 days off** (minimum ten (10) days if three (3) were forfeited for a pre-select) B8.09.03

What's a sick hold? (B7.01.01)

When you book off due to sickness or injury, you can place a six (6) hour hold on your next (or any subsequent) flight assignment. You must inform crew scheduling of your desire to place a sick hold on a pairing. If you don't book back on at least six (6) hours prior to the flight's departure, your pairing will be made available to open flying.

If the six (6) hour hold is placed on any pairing other than your next scheduled pairing (a subsequent pairing), all pairings between the date of your book off and the pairing on sick hold will automatically be considered as open flying and awarded accordingly.

Remember:

- If you book off sick and place a hold on your next flight you have up until six (6) hours prior to that flight to determine your fitness to fly and book back on.
- If you do not put a sick hold on your next pairing, it will be released into open flying at 10:00am the day prior to the scheduled flight.

How do I know if I'm legal for a flight switch? (B12.03.01; B2.06)

- You may be involved in a maximum of three (3) exchanges per month.
- You can't exchange your entire month.
- You must be in the same classification (Service Director, Flight Attendant) and have the same language as the person you're switching with.
- The exchange cannot result in less than the minimum language requirement on both pairings.
- You must provide at least forty-eight (48) hours of advance notice to the Crew Resource Centre when requesting a switch.
- You have to be legal in all respects to operate the other flight assignment.
- You need to add a buffer of one (1) hour to your applicable crew rest at home base (for block building purposes).

**APPENDIX II
SUMMARY OF DUTY PERIODS**

LENGTH OF DUTY PERIODS	AT CREW BASE	NOT AT CREW BASE
<p align="center">Domestic Operations</p> <ul style="list-style-type: none"> • Scheduled Limitation • Extension • Where duty period ends with a scheduled Deadhead to Home Base 	<p>13 hours</p> <p>Nil</p> <p>Does not apply</p>	<p>13 hours</p> <p>15 hours</p> <p>15 hours</p>
<p align="center">Overseas Operations</p> <ul style="list-style-type: none"> • Scheduled Limitation • Extension • Where duty period ends with a scheduled deadhead to Home Base 	<p>14 hours</p> <p>Nil</p> <p>Does not apply</p>	<p>14 hours</p> <p>16 hours</p> <p>16 hours</p>
<p align="center">Mirabel Operations (Co-Terminal)</p> <ul style="list-style-type: none"> • Domestic flights • Overseas flights • Where duty period ends with a scheduled deadhead to Home Base only <ul style="list-style-type: none"> - after domestic flight - after overseas flight 	<p>Does not apply</p> <p>Does not apply</p> <p>Does not apply</p> <p>Does not apply</p>	<p>12:30 hours</p> <p>13:30 hours</p> <p>14:30 hours</p> <p>15:30 hours</p>
<p align="center">Charter Operations LOU-12</p> <ul style="list-style-type: none"> • Outside Canada & Mainland U.S.A. • Extension 	<p>14 hours</p> <p>15 hours</p>	<p>14 hours</p> <p>16 hours</p>

**APPENDIX II
SUMMARY OF DUTY PERIODS (Cont'd)**

LENGTH OF DUTY PERIODS	AT CREW BASE	NOT AT CREW BASE
<p>11:30 Flight leg B14</p> <ul style="list-style-type: none"> • Scheduled Limitation • Extension • Ends with a deadhead to Home Base only 	<p>15 Hours</p> <p>Nil</p> <p>Does not apply</p>	<p>15 Hours</p> <p>16 Hours</p> <p>16 hours</p>
<p>Duty Period 15:01-16:15</p> <p align="center">LOU # 18</p> <ul style="list-style-type: none"> • Scheduled Limitation • Extension • Ends with a deadhead 	<p>16:15</p> <p>Nil</p> <p>Does not apply</p>	<p>16:15</p> <p>Nil</p> <p>Does not apply</p>
<p>Duty Period 16:16 – 18:00 Single Flight Leg</p> <p align="center">LOU # 22 – Part A</p> <ul style="list-style-type: none"> • Scheduled Limitation • Extension • Ends With a Deadhead 	<p>18:00</p> <p>Nil</p> <p>Does not apply</p>	<p>18:00</p> <p>Nil</p> <p>Does not apply</p>
<p>Duty Period 18:01 – 19:30 Single Flight Leg</p> <p align="center">LOU # 22 – Part B</p> <ul style="list-style-type: none"> • Scheduled Limitation • Extension • Ends with a deadhead 	<p>19:30</p> <p>Nil</p> <p>Does not apply</p>	<p>19:30</p> <p>Nil</p> <p>Does not apply</p>

**APPENDIX II
SUMMARY OF DUTY PERIODS (Cont'd)**

COMMENCEMENT/ TERMINATION OF DUTY PERIODS	AT CREW BASE	NOT AT CREW BASE
Commencement of duty period before operated flight	1 hour minimum (may be more in accordance with Publication 123)	1 hour minimum (may be more in accordance with Publication 123)
Commencement of duty period before deadhead flight at Home Base	30 minutes prior to scheduled departure time of designated flight	At scheduled departure time of designated flight
Commencement of duty period for In-Charge on ferry flight	30 minutes prior to scheduled departure time of designated flight	At scheduled departure time of designated flight
Commencement of duty period for airport stand-by reserve	At actual requested reporting time for airport stand-by	Does not apply
Termination of duty period after operated flight	15 minutes	15 minutes
Termination of duty period after deadhead and/or ferry flight	At actual arrival time of designated flight	At actual arrival time of designated flight
Termination of duty period after airport stand-by	At airport release time or as above after operated flight or after deadhead flight	15 minutes after arrival of operated flight or actual arrival of flight if deadhead

**APPENDIX III
SUMMARY OF LEGAL REST PERIODS**

AT HOME BASE	PLANNED/ SCHEDULED REST PERIODS	MINIMUM REST PERIODS
After domestic flights (including BDA)		
Blockholders	10 hours	10 hours
Reserve blockholders	12 hours	12 hours
Reserve blockholders after all night flight sequences	18 hours OR 24 HOURS (as per B8.02 and B8.17)	18 hours OR 24 hours
Following overseas flights (excluding BDA) B-14 Flights- B5.04,04	24 hours	24 hours
Following LOU # 18 & LOU # 22 Flights <ul style="list-style-type: none"> • Blockholder • Reserve 	36 Hours 72 Hours	36 Hours 72 Hours

**APPENDIX III
SUMMARY OF LEGAL REST PERIODS (Cont'd)**

AWAY FROM HOME BASE	PLANNED/ SCHEDULED REST PERIODS MINIMUM	MINIMUM REST PERIODS IRREGULAR OPERATION
At airport hotel-B5.05.01	10 hours	10 hours
Away from airport-B5.05.01	10 hours	10 hours
North American layover point after overseas flight-B5.05.01	12 hours	12 hours
Following 12 hours duty (in one duty period)- B5.05.02	12 hours	10 hours at airport 10 hours away from airport
Between two consecutive duty periods totalling twenty (20) hours or more-B5.05.02	12 hours	10 hours at airport 10 hours away from airport
Canada-London (Eng-Can) turnaround-B5.05.01	12 hours	12 hours in LHR
Arrival YMX Departure YUL or vice versa L7.04	10 hours	10 hours
B14	12 hours or 18 hours (LOU 31.3)	12 hours or 18 hours (LOU 31.3)
Following LOU # 18 & LOU # 22 Flights Layover point	24 Hours	18 Hours