

Medical and general information
<p>All phases must be approved by Occupational Health Service (OHS), including exit</p> <p>A Result of Medical Evaluation (RME) is required every 4 weeks from Air Canada Clinic</p> <p>Make up for any work day missed within the same week</p> <p>If unable to work for more than 3 days, must be reassessed by OHS</p> <p>Program duration is of 6 months maximum (including interruption)</p>
Phase 1 (office work)
<p>Minimum 4 hrs/day, 2 days/week - Maximum 8hrs/day, 5 days/week</p> <p>Pay: equivalent of 12\$/hour</p> <p>Schedule made with Rehab Coordinator according to OHS RME</p> <p>Timesheet must be signed by Rehab Coordinator or IFS Mgr in-out</p> <p>MOT card must be renewed if not valid</p>
Phase 2 (meet & greet)
<p>Must have full uniform, grooming standards</p> <p>4hrs/day, 2-5 days/week</p> <p>Pay: half of F/A or S/D rate</p> <p>Schedule made with Rehab coordinator according to OHS RME</p> <p>Timesheet must be signed by Rehab coordinator or IFS Mgr in-out</p> <p>Min. of 4 boardings/ work shift</p> <p>MOT card must be valid and multi-occupational profile added</p>

Phase 3 (adc- pax seat) - Pub.356 art.2.6.3
<p>35-50hrs/month, Min 2 flights a week, 9-12 h/week (hrs must increase every month)</p> <p>Pay: F/A rate + expenses (submit via e-claim and SD to sign Form A- <i>Meal not boarded</i>)</p> <p>Schedule made with Rehab coordinator according to OHS RME</p> <p>Must have full uniform, grooming standards</p> <p>MOT pass must be valid, must be qualified and must carry up-to-date publications and passport</p> <p>Must attend safety briefings and perform service related duties only</p> <p>Must not assume a galley position. Occupy pax seat during flight only if needed</p> <p>Timesheet must be signed by the SD for each flt +C/I-C/O signed by coordinator or mgr</p> <p>Must book flights via travel site under business travel (9 seats opened in Y cabin)</p> <p>Book different locator # for each flight and provide them to rehab coord. min. 72 hrs prior to departure or flt won't be considered</p> <p>If sick, must call the rehab coord and cancel bookings on <i>acaeronet</i> the same day</p> <p>Must make up for any flt missed (including flt cancellation, a/c downsizing, flt oversold):</p> <p>Check-in via Globe. Flt must appear on master schedule in order to operate that flight (must advise Rehab coordinator if flt not showing)</p> <p>Must print pairing at check-in for claim purposes</p> <p>No more than 1 ADC per flight and using the same control point as passengers</p> <p>Same rules apply as regular cabin crew (legality, crew rest, sleeping,...)</p> <p>Must have active business travel profile (<i>acaeronet</i>)- activation can take up to 3 days</p> <p>Only scheduled turn-arounds allowed</p> <p>****ANY CHANGES MUST BE DONE AT LEAST 72 HOURS IN ADVANCE****</p>
Phase 4 (adc-jumpseat)
<p>***phase 3 guidelines apply with the following exceptions:</p> <p>Should not be in this phase for an extended period</p> <p>50-65hrs/month, Min 2 flights a week, 12-15 hrs/week (hrs must increase every month)</p> <p>Must attend safety briefings and assume service and safety related duties</p> <p>Grooming standards</p> <p>****ANY CHANGES MUST BE DONE AT LEAST 72 HOURS IN ADVANCE****</p>

To exit the program...
<p>Must be cleared by OHS</p> <p>Book back on with Shepell and Crew Scheduling on the day indicated on RME ("ability to perform the stated job...")</p>

***Note**

Personal Travel is not permitted while on Rehab unless cleared by your doctor as well as A/C clinic, and the approved by In-flight service manager

For insurance top-up, fax flight summary to insurance company (17th of each month)

For timely payment, return **signed** timesheet to Rehab Coordinator 2 business days before end of block month

Vacations are postponed while on rehab and will be taken once returned to full duties, as stipulated in Collective Agreement

If Rehab guidelines are not respected, F/A may be interrupted from the program

Employee: _____ **Date:** _____

Rehab Coordinator _____ **Date:** _____