



SCFP

Composante  
Air Transat

CUPE

Air Transat  
Component



# YOUR COLLECTIVE AGREEMENT

## *ON THE GO*

## ARTICLE 1 INTRODUCTION - DEFINITIONS

### 1.04 DEFINITIONS

- **Draft** In the event of an irregular operation, either at a home base or elsewhere, a Cabin Attendant who is imposed a flight or a flight sequence, in addition to his original pairing, and/or is given a substitution of another flight or flight sequence, although his original pairing/flight is operating, is deemed to have been drafted.
- **Flight** Period between removal of blocks under aircraft wheels up to the time blocks are re-inserted at time of landing.
- **Night Flight** A continental flight is considered a night flight when 3 or more hours of the duty period fall between 00:00 and 06:00 - local time.
- **Prone rest** A complete period of rest starting from the time the last Cabin Attendant receives the key to his room and it is available for him to rest, until the wake-up call, as stipulated in Articles B.13.02.01, B.13.02.02 and B.13.02.03. **(If delayed, do contact CSO to give them the time of last key)**
- **Rest period (Duty to Duty)** A continuous rest period at or away from the home or seasonal base during which the Cabin Attendant will be free from all responsibilities. The end of one duty period until the beginning of the next duty period.
- **Untouchable day off** Notwithstanding the definition of a day off, the day off identified on reserve blocks and regular blocks by the symbols \*\*, during which a Cabin Attendant is free from all duties relating to his job and cannot be assigned any work; however, if the trip is extended during the flight, and it overlaps an untouchable day off, this day off will be refunded at the end of this period of untouchable days off.

If the end of this period of untouchable days off is followed by a trip or a vacation day, the Cabin Attendant will choose at what time he is to be given his untouchable day off and this, in accordance with the definition of an I.O.U. This day off will be taken in the same month or in the following month, at the very latest. No operational reasons may be given for not granting a day off in the current month if the Cabin Attendant so requires.

If the end of this period of untouchable days off is followed by a regular day off, it will become untouchable and the CSO will award a regular day off at the end of the period affected. The previous paragraph applies as well.

## ARTICLE 3 UNION RECOGNITION

- 3.01** The Company recognizes the Union as the only bargaining agent for all Cabin Personnel employed by the Company...
- 3.02** The Company recognizes that classifications not included in the Union may not perform the work of Cabin Personnel. Supervisor and manager are **not** allowed to work as an FA or an FD.

## ARTICLE 7 CABIN PERSONNEL CLASSIFICATIONS

- 7.01.01** **MIX CREW**: When members arrive late to briefing due to transport or wait times at customs:
  - ➔ Please do individual briefing and offer choice of position again if feasible...
  - ➔ When late due to tight planning or customs wait times (*Not for Coffee needs*)Cabin Attendants shall choose their working position by seniority for each leg of the rotation in a pairing.

### 7.06 CREW COMPLEMENT (currently as per LOU #6)

Airbus 330: 1 FD, 8 FA (Can leave with 1 short: min. 8 crewmembers)  
Airbus 321 CEO: TBC – 1 FD, 3 FA (Can't fly short)  
Airbus 321: (In litigation and referred to arbitration) 1 FD, 3 FA south flight and domestic if no Cabin crew dedicated to club and 1 FD 4 FA on every flight to Europe

➔ **SHORT CREW PREMIUM**: see articles 24.03 and 24.04

## ARTICLE 8 HEALTH AND SAFETY (SAFETY REPORT & INJURY DECLARATION REPORT)

### 8.07 CRITICAL INCIDENT ON BOARD AIRCRAFT

- Critical incident is a term used to describe an abnormal, shocking, or traumatic event.
- When a critical incident occurs on board a flight, you, should be provided with a debriefing as soon as possible. If the debriefing cannot be completed in person, one shall be done by phone. The Company shall, when feasible, provide the time and resources to a health and safety committee member to attend the debriefing. Following a debriefing, you will be offered a rest period greater than your legal rest before returning to your regular work. Before returning to work, you may speak to a trained member of the Health and Safety Committee: [hs@atcomponent.com](mailto:hs@atcomponent.com)
- See [Appendix I](#) in your Collective Agreement.
- Access CORUSON to fill a Safety Report.

Forms: IDR

HS-Chair: 1-438-580-5345

#### INJURY DECLARATION REPORT

- IDR filled for each injury – physical and psychological.
  - Are accessible to H&S committee for follow up.
  - Are highly confidential (by law *and* company policy).
- IMPORTANT to follow-up with H&S Committee when they leave you a message.

### NO ONE CAN BE DISCIPLINED FOR EXERCISING THEIR RIGHT TO REFUSE UNSAFE WORK RIGHT TO REFUSE IS NOT A VOTE, BUT AN INDIVIDUAL DECISION!

AS defined in the Canada Labor Code: "... any existing or potential hazard or condition or any current or future activity that could reasonably be expected to cause injury or illness to a person exposed to it before the hazard or condition can be corrected, or the activity altered"

- There is a condition at work that is a danger to you
- The use or operation of a machine or thing at work presents a danger to you or a co - worker
- The performance of an activity constitutes a danger to himself or to another employee.

So, in simple words: should you feel unsafe in your workplace and/or that your life is in danger you have the right to exercise your **Right to Refuse** as follow: (onboard an aircraft on the ground anywhere in the world)

- ☆ Advise your FD of your concern, what and/or why you feel unsafe or at risk at work.
- ☆ The FD will then have to communicate that information to the PILOT-IN-COMMAND.
- ☆ The PILOT-IN-COMMAND must contact operations. SOCC will then contact the Employer Rep. from the Health and Safety Committee.
- ☆ The Employer Rep. must then immediately analyze the situation with the Pilot-in-Command, maintenance personnel and all other concerned departments and decide whether or not there is any danger.
- ☆ If the supervisor H&S Rep. AGREES that danger exists, they must immediately take action to protect employees against danger and must inform the employees accordingly.
- ☆ At that point if you feel your concerns have been validated and rectified, then you continue your flight.

#### **Right to Refuse is done**

- ☆ If, however you feel your concerns or the danger has not been rectified then you can at that point say you are continuing the process in exercising your **Right to Refuse** to the supervisor H&S rep.
- ☆ At that point the supervisor H&S rep., representing the company will then contact the Employee rep. (our union H&S rep) in order to begin a joint investigation with the employer. The Union H&S rep. and the employer rep. will evaluate the risk and will pass the information to you.
- ☆ If no resolve has come following their findings, and there is reasonable cause to believe danger continues to exist. At that point, the joint committee must contact Transport Canada. TC will then do their investigation and will inform the company of their findings.
- ☆ You may be required to stay for the duration of your duty day while TC does its investigation.

**Procedure for an Aircraft in Operation:** From the moment blocks have been removed, and the aircraft is moving from its own power:

- The first steps remain the same, inform your FD.
- FD informs the PILOT-IN-COMMAND.
- The Pilot-in-Command must analyze the situation and he/she decides, as soon as possible and without jeopardizing the operation of the aircraft, whether the employee may stop working or not, and he/she must inform you accordingly.

- If you are informed that you may not stop working, you can't exercise your **Right to Refuse** dangerous work while the aircraft is in operation.
- If you have been prevented from exercising your right to refuse to work, when an aircraft is in operation and you want to pursue your **Right to Refuse**, you must inform the Pilot-in-Command immediately.
- The Pilot-in-Command must inform the OCC (Operation Control Center).
- Upon arrival at destination, the previous procedure is applied (previous page).

## ARTICLE 14 LEAVE OF ABSENCE WITH PAY

### 14.02 RETURN OF A CABIN ATTENDANT ON DUTY

The Company will allow a Cabin Attendant on duty to return home or, at his request, any other home base at the company's expense and as quickly as possible, in the event of the death of a spouse/partner, a common-law spouse, a child, father, mother, brother or sister.

## ARTICLE 16 SICK LEAVE

### 16.03 OUT OF BASE ILLNESS (APPENDIX H in your Collective Agreement)

If you are unable to continue your pairing due to illness or injury, advise Crew Scheduling and your FD as soon as possible. *If you are sick on a layover in the same province there is no services available since you are covered through your provincial Care Card.*

**Get Medical Attention and Contact Your Insurance Company**  
**Outside Canada: MedAire Phone: 1-602-281-3328 Fax: 1-480-333-3821**

MedAire is a special service which offers medical advice and/or makes arrangements for a medical consultation when you are sick or injured on a pairing in a foreign country. **Insurance:** It is your responsibility to contact Blue Cross and open an insurance claim. If you are hospitalized or have a major medical condition with risk of complications or if you will require care upon your return to your base, you will also have to contact the insurer (Blue Cross) to open your file. For more information please contact: [medical@airtransat.com](mailto:medical@airtransat.com)

**Within Canada: Blue Cross (CanAssistance) Phone: 1-866-491-7726**  
**Email : [operations@canassistance.com](mailto:operations@canassistance.com)**

Blue Cross "CanAssistance" service is to be used if you are sick or injured on a pairing within Canada.

• **Insurance:** A Blue Cross insurance claim (reimbursement, not disability) will be opened when you contact "CanAssistance". You will have to complete forms and the original receipts will be requested upon your return.

• **Expenses: medication, doctor's bills, etc.:**

- Work-related illness/injuries: claim expenses with CNESST/WSIB/WCB;
- Other illnesses/injuries: claim expenses with Blue Cross.

• **Other Expenses:** Receipts for necessary and reasonable expenses related to your illness/injury may be submitted to Air Transat (taxi to/from doctor, phone calls to MedAire/Blue Cross, etc.)

→ **Return to Home Base**

**Important:** You will not be permitted to return to home base until you have sent a doctor's note to Crew Scheduling, clearing you to travel (Fax: 1-514-906-5158). The note must indicate that you are either:

- fit to travel (i.e.: you are not fit to work but may DH home) or,
- fit to work (i.e.: you are now well and are able to continue your pairing).

Once they have received the medical note, Crew Scheduling or CanAssistance will make your travel arrangements.

→ **Once you Are Home**

**Still unable to work:**

- Consult your family doctor and ensure the appropriate forms are completed (Blue Cross or Work Injury – available on Mundo under "Human Resources")
- Send the forms to Medical Services by email at [medical@airtransat.com](mailto:medical@airtransat.com) or by fax at 514-906-5533
- Follow Sickness Policy procedures (see Customer Service Manual)

**Fit to work: You must book "fit" with Crew Scheduling.**

**For any other questions, please contact Inflight Service or the Human resources department at [medical@airtransat.com](mailto:medical@airtransat.com)**

## ARTICLE 18 TRANSPORTATION ALLOWANCES AND PARKING

- 18.01** No deadheading shall take place after an overseas flight to the East or a deadhead flight scheduled to arrive after 14:00 ZULU time (16:00 in Paris, 15:00 in London)
- 18.02** When coming back home after "*busting*" your duty day above **15 hours**, you can ask for a hotel or take a cab home (max 100KM return). Call CSO to request an option.

### 18.04 CLASS OF TRANSPORTATION

- 18.04.01 BY AIR: DH on TS**, if a CLUB seat is available and a F/O with less seniority than you, takes that seat you must take a picture of his/her boarding pass and email TS to ask for the premium:

- ☆ Flights of 2-6 hours = \$350
- ☆ Flights of + 6 hours = \$550
- No Deadhead on a jumpseat unless authorized by a Union representative.
- Speedy Boarding or equivalent must be reserved, never on stand by and always assigned a seat number if deadheading is before or after operating.

- 18.04.02 BY TRAIN:** All deadheading by train will be carried out in First class, must be less than 4 ½ hours unless it is the only element in your duty period (see below in article 18.06)

- 18.04.03 BY BUS:** All deadheading will be carried out in buses chartered exclusively for crews with air conditioning/heating, and if toilets aren't available stops will be made as necessary, and the DH cannot be longer than 3 ½ hours unless it is the only element in your duty period (see below in article 18.06) hours. A Minimum of 2 seats per occupant and a safe and secure luggage stowage must be provided on the motor coach.

The image shows a form from Air transat titled "IRRÉGULARITÉ - Hôtel / Transport". It has fields for "# VOL / FLIGHT #", "DATE", "OU / OR", "NOM DE L'HÔTEL / NAME OF HOTEL", "DATE D'ARRIVÉE / DATE IN", and "DATE DE SORTIE / DATE OUT". There are checkboxes for "HÔTEL / HOTEL" and "TRANSPORT", with the latter being circled in red. Below these fields is a section for "Explication de la situation / Explanation of the situation". At the bottom, there is a table with columns for "NOM NAME", "CLASSIFICATION", "# EMPL. EMPL. #", and "BASE".

- 18.06 DEADHEADING REPRESENTING THE ONLY ELEMENT IN A DUTY PERIOD**  
Only element of the duty period: max is 8 hours when deadheading by bus or by train.

### 18.08 TRANSPORTATION BETWEEN AIRPORT & HOTEL & VICE-VERSA

- If 45 minutes have elapsed after the blocks were inserted and there's no shuttle available, you can take a taxi (4 Cabin Attendants per cab).
- Take a taxi if the shuttle is unsafe: lack of seats/handle to secure yourself and lack of luggage stowage.
- Same procedure for when crew is waiting for their checked luggage at destination: after a 45-minute wait, the CA without luggage may leave with the transport/shuttle and the ones with luggage can take a cab to the hotel. Depending on the number of CA with checked luggage VS the number of CA without...
- If DH, then all crew members without a checked luggage should catch their flight. Contact CSO.
- If your luggage didn't follow you to your layover destination: see article 20, on the next page.

## ARTICLE 19 REST PERIODS, REST FACILITIES & HOTEL ACCOMMODATIONS

- 19.02** Ground floor room: must call CSO to advise in order to correct if possible and get the premium.

<b>19.03</b>	-20 Hours = Airport	+20 Hours = Downtown
	<ul style="list-style-type: none"> <li>➤ Calculated block to block.</li> <li>➤ Downtown if on a multi-day layover in same city with at least one rest of +20 hours in between flights.</li> <li>➤ Downtown when away on company related activity if more than one night in the same city.</li> <li>➤ Premium applies when not downtown or of lesser quality than the approved hotel. The decision is taken by the joint committee. Please take pictures if you believe premium should apply.</li> </ul>	



\$100 for 1 night	\$125 for second night	\$150 for all other nights
Doesn't apply when it's a stop/mechanical issue where we don't fly.		

The image shows a form titled 'IRRÉGULARITÉ - Hôtel / Transport' and 'IRREGULARITY - Hotel / Transport'. It includes fields for flight number, date, destination, and checkboxes for 'HÔTEL / HOTEL' and 'TRANSPORT'. The 'HÔTEL / HOTEL' checkbox is circled in red. Below these fields are sections for the passenger's name, arrival date, and an explanation of the situation.

➤ Must fill the Irregularity Hotel / Transport form (on iPad or Mundo) to get the premium.

➤ All complaints have to be entered as feedback via Crew Care.

#### 19.05 HOTEL ROOM PER 2 C/A – BUSINESS LOUNGE ACCESS

- 3 ½ hours from blocks on to blocks off (consult your crew).
- 1 room per 2 Cabin Attendants at the hotel (call CSO).
- Or use of business lounge if available at the airport (See away-from-base document for list).

### ARTICLE 20 UNIFORM

#### 20.07 LOSS/THEFT OF LUGGAGE

Follow procedure, and claim on Concur. **\$200** IF you arrive at hotel without your luggage.

#### Crew Lost Luggage Procedures

Luggage lost on	Air Transat	Other Airline
Report luggage loss directly to	Ground Agent in Baggage Claim area (if available) <u>or</u> by email to Central Baggage (see below)	Baggage department of airline
Customs declaration for lost luggage	<b>Important:</b> Certain countries also require that a customs declaration card for missing luggage be completed. Once the luggage has been located, this form allows the Agent to clear it through Customs without the presence of the crewmember. This form, if required, is available with the Ground Agent in the Arrivals Hall.  <b>For operating crew arriving in LGW/MAN:</b> As there is no crew access to the Arrivals Hall at these stations, the UK customs form is available on Mundo under "General - Lost Luggage". It must be completed and sent to Air Transat Central Baggage in order for the luggage to be released.	
Complete form	Crew Lost Luggage Form	Provided by airline, if applicable
Submit form to	<b>Air Transat Central Baggage</b> Email: <a href="mailto:btracing@airtransat.com">btracing@airtransat.com</a> Phone: 1-800-388-5836 514-906-5379 Fax: 514-906-5156	Baggage department of airline
If luggage found prior to your return to home base	Central Baggage will contact you through Crew Scheduling in order to arrange for luggage delivery	Other airline will contact you
If luggage found after your return to home base	Central Baggage will contact you at phone number indicated on Crew Lost Luggage Form	
To claim lost luggage premium (Article 20.07)	<b>Submit expense report to Inflight Service, including:</b> 1. Date and time of arrival at hotel without luggage 2. Date + time luggage was returned to you <u>OR</u> date + time of your return to home base (whichever happened first) Supporting documents	

## ARTICLE 21 EXPENSE ACCOUNTS, MEAL ALLOWANCES & OTHER ALLOWANCES

### 21.02 SNACK & MEAL ALLOWANCES

- \$20 for meal, \$10 for snack if missing on board or you give yours to a PAX. Note in flight report and claim on Concur. To be claimed by FD.
- \$20 for a short turn without meal/break (YUL-YYZ/YYC-YVR). To be claimed via Concur by FD.
- Applies if there is no chance to take a break during the flight or on the ground if less than 4 hours (**B6.10.01**). Sitting during turbulence is **not** a break. To be claimed via Concur by FD.

## ARTICLE 24 RATES OF PAY

### 24.03 COMPENSATION (FOR FLYING SHORT)

- If a trip is operated without meeting crew complement, each Cabin Attendant will be granted a premium of \$5.00 for each hour of flight worked.
- NOTE: if the Company cannot replace the missing Cabin Attendant(s) due to reasons of logistics relating to Company flights, the premium will not be granted. (For example: no TS flights to the needed destination and not enough rest for replacement crew member.)

### 24.04 CHANGES TO CREW COMPLEMENT

- Premium will not be paid in case of aircraft switch or other changes with less than 4 hours notice, or on the initial or final leg of an international trip when less than 90 minutes. (Example: CUN-YYJ-YVR)
- All **domestic feeder flights** should be fully crewed (Example: YUL-YYZ / YYC-YVR).

## ARTICLE B5 BLOCK AWARDS

### B5.08 PAIRING RE-WORK

#### B5.08.01 Change to commercial schedule, reduction or fusion of block complement

- If fusion of two flights or pairings or a change of aircraft is done at airport, then the award of this trip will be offered, in order of classification seniority, with right of refusal.
- If all the positions are still not covered, the Cabin Attendant(s) with the least seniority will be assigned to that trip, without any right of refusal, until the required complement is met.
- Reassignment applies.
- Should a reduction or fusion of block complement generate a requirement for one or more Cabin Attendants to deadhead on Air Transat and if time allows, the deadhead on Air Transat will be offered by seniority.

## ARTICLE B6 LIMITATIONS, REST & DAYS OFF

### B6.03 DUTY PERIOD

TYPE	DUTY PERIOD COMMENCES	DUTY PERIOD TERMINATES
Continental flights	1h00 prior to departure	15 minutes after blocks are inserted
Overseas flights	1h20 prior to departure	15 minutes after blocks are inserted
Training	1h00 prior to the start of the class	When the training ends
Deadhead	30 minutes before departure	Actual arrival (blocks are inserted)

➔ Briefing should only be done when your duty period has started

### B6.04 DELAY

- B6.04.01** If notified before checkout, duty day will start according to new departure time, max 3 hours later (unless a new legal prone rest is given).
- B6.04.02** If notified after leaving the hotel, duty starts as originally scheduled.

**B6.04.04** In the event of a delay, the CSO must notify the FD at his hotel, through a silent or flashing light system, or by slipping a message under the door indicating the new departure time. The FD is then responsible for notifying his crewmembers in the same way. The FD shall confirm receipt of the delay information to the CSO. If no such confirmation is received, the CSO shall contact the FD at the original time of the wake-up call.

**B6-05**      **MAXIMUM DUTY (scheduled)**

Maximum planned duty period is 14 hours. If DH to return to home base, max planned is 15 hours.

**B6.06**      **ABSOLUTE MAXIMUM**

In case of a delay, duty may go up to 16 hours max.

**B6.06.01**    **At any home base (YUL-YYZ-YVR)**

- **As long as the door is open** you can choose to not work over **14h**; ask for new routing!
- **Maximum 14h**, but once the door is **closed** at a home base you can go up to **16h**.
- If returning to the gate due to a mechanical and door is open you can decide to not work over **14h**.
- You can choose to enforce **B6.05 – individual choice** once new routing is given.
- Do not bargain with the company. **Contact your Union**. Prioritize your local

**B6.06.01**    **Away from home base**

Away from a home base, you can go up to the absolute maximum of **16 hours**.

☆ **Never fight with other crew members or flight deck crew. When in doubt contact your union!**

**B6.07**      **“BUSTING” PREMIUMS**

- 14h00m – 14h59m on duty: +\$100
- 15h00m – 15h59m on duty: +\$200
- \$100 premium not applicable when DH home. \$200 applies if over 15h, unless busting 14h before the start of the DH home (\$300).

**B6.08**      **RELEASE FROM DUTY**

- CSO changes pairing to allow new layover stop.
- Must have copy of new routing before closing door(s) or any proof of what you agreed upon.

**B6.09**      **EXCEPTIONAL & UNCONTROLLABLE CIRCUMSTANCES**  
**(Duty Over 16 Hours)**

- For cabin attendants working beyond the absolute daily maximum limitation allowed.
- You can change your decision if the circumstances change and exercise your right to a legal rest period as provided in article B13.
- C/A individual choice to take it; not allowed to be pressured by others.
- Applicable to and from any destination, the \$750 is automatic when working over 16 hours.
- Total of \$1050 (\$100 + \$200 + \$750) or if DH home \$950 since \$100 doesn't apply.

**B6.10**      **IN-FLIGHT REST PERIODS & CREW MEALS**

**B6.10.01**    **In Flight Rest Periods**

☆ ***Flight time starts when the blocks are off until the blocks are back on.***

- Flights over 4 hrs: 15 minutes break in flight.
- Flights over 6 hrs: 30 minutes break in flight, can be split in 2x 15 minutes break.
- Flights over 8 hrs: 1x 30 minutes + 1x 15 minutes break in flight.
- Flights under 4 hrs: 30 minutes on ground with no duties, after customs.
- Last Y-class row, seats DEF or ABC on narrow-body aircraft, reserved for crew if flight has at least 3 empty seats. (Comfort seat: R1 and Aft galley on A330, and Aft galley on A321).
- Article **21.02.02** applies if unable to take break(s) during flight.



- During your break, you can close your eyes and rest in the crew row if available or at one of the comfort jumpseats R1 and back galley. No need to write each other up; it's ok to rest during your break.

#### **Crew Row**

- In a situation where the designated rest facilities are assigned by ground personnel and the seats on board the aircraft are not all occupied, we shall ask a passenger service agent or a representative of the Company to relocate the passengers to another seat on board the aircraft. A maximum of 15 minutes is allotted for each leg of the flight in order to resolve the situation;
- If the situation can't be fixed without a further delay +15 minutes, take pictures of the boarding passes of the passengers seating in the crew row in order to get a \$50 premium per crew member.

### **ARTICLE B7 REASSIGNMENT**

**B7.06** A reassigned Cabin Attendant will have a minimum of 2 hours and 30 minutes to get to the airport, if he is not already there.

#### **B7.07 MISSED CONNECTION**

If a delay occurs during a rotation you will be reassigned in order to bring you back to your original rotation and if it's not possible, the reassignment has to respect the original number of days. In the event of a force majeure, the CSO is authorized to bring back the Cabin Attendant to his home base no later than the day after the last day of his initial pairing.

**B7.09** Crew scheduling may reassign Cabin Attendants via E-CREW in reverse order of seniority as per Article B9.15.

### **ARTICLE B10 DRAFTS**

**B10.01.02** At the airport, the Company may only draft a Cabin Attendant assigned to a turnaround pairing to operate another turnaround pairing.

#### **B10.02 DRAFT PROCEDURE – DIFFERENT CLASSIFICATION**

**B10.02.01** When no FD is available for draft, the company will draft in the following order:

- A Cabin Attendant who is receiving the FD premium but operating the flight as a Flight Attendant;
- The most senior Flight Attendant that accepts the responsibility, but has a minimum of 1 year of active flying. In the case that no Flight Attendant as a minimum of 1 year of active flying, the Flight Attendant with the most experience will take over the FD position;
- No draft premium will apply, only the FD premium.

**B10.02.02** A Flight Attendant may refuse to be drafted as FD unless he is the junior Flight Attendant or is receiving the FD premium. A Flight Attendant who has been trained in the FD classification cannot refuse to be drafted into a higher classification.

**B10.02.03** If a flight leaves a home base without an FD, the company will replace him with a qualified FD if the pairing has an en-route stop at another home base, if operationally feasible.

**B10.06** The draft premium is \$250 at home or away from home.

### **ARTICLE B13 LEGAL REST PERIODS**

#### **B13.01 LEGAL REST PERIOD AT HOME BASE OR SEASONAL BASE**

**B13.01.01** 24 hours from end of duty until the next duty after an overseas flight.

**B13.01.02** 24 hours from end of duty until the next duty after "busting" 14 hours (B6.05).

**B13.01.03** 20 hours from end of duty until the next duty after a night flight.

**B13.01.04** 14 hours for all other flights/training

**RESERVE:** 15 hours and 30 minutes for all other flights/training

**B13.01.05** 10 hours at home after a duty period of less than 6 hours: this is when you never take off. If sent to hotel at home base you get 9 hours of prone and per diem.

**B13.01.06** **Prone Rest at home base:** starts after 2 hours of beginning your rest until the 11<sup>th</sup> hour for a total of 9 hours of prone rest.

## **B13.02 LAYOVER STATION**

**NOTE:** The wake-up call is made 1 hour before transportation to the airport.

**B13.02.01** For all flights including a rest period at a layover station, the rest period will be at least 12 hours, including 9 hours of prone. 12 hours is calculated from end of duty until next duty period.

**Prone rest:** A complete period of rest starting from the time the last Cabin Attendant receives the key to his room and it is available for him to rest, until the wake-up call.

**B13.02.02** For all flights including a rest period at a layover station and with two station stops, the rest period will be at least 12 hours and 15 minutes, including 9 hours of prone rest. (PUJ-POP-YYC)

## **B13.03 NOTICE OF DELAY TO THE CSO DURING A DEADHEAD**

On any other carrier than TS, you must inform CSO upon arrival (within 2 hours), in order to allow them to comply with the collective agreement (Crew and Prone Rests...) **CHECK B16.02 below**

## **B13.04 NUMBER OF DAYS OF CONSECUTIVE WORK WITHIN THE SAME PAIRING**

Within a pairing, when a Cabin Attendant works 4 periods on duty in 4 consecutive days, without any of these 4 duty periods being separated by a legal rest of 24 hours, the Cabin Attendant will be entitled to a legal rest period of 24 hours at the end of that period of 4 consecutive days.

Exception: If the 5th duty period is a deadhead to the Cabin Attendant's home base and the duty period is under 4 hours, he will have his 24 hours of crew rest at his home base.

## **B13.05 RELIEF**

When you arrive at a Canadian home base (YUL-YYZ-YVR: where reserves are available) and you "busted" your duty day before your layover. If your crew rest is shorter than your duty period, you will have your crew rest extended to the length of your duty day and B7.07 will apply. (See previous page)

## **B13.09 IN CASE OF DELAYS**

It is agreed that a duty period may overlap a day off up to 1 hour without this day being deferred.

**B13.10** After a legal rest period at a layover station, it is agreed that Cabin Attendants must check their messages at the hotel between 08:00 and 09:00 local time and between 17:00 and 18:00 local time to inquire about any schedule changes, unless they have told the FD or the Captain where they may be contacted.

# **ARTICLE B15 CREDITS & PAY**

**B15.02** A Cabin Attendant who elects to waive his applicable duty period limitation will be paid at time-and-a-half for any period worked over 14h of duty.

**B15.02.01** All flying hours exceeding 85 hours (42.5 for mini) will be paid at time-and-a-half.

## **B15.03 ADDITIONAL DUTIES**

☆ **FORM TO FILL IN IPAD or ON MUNDO UNDER FA HOME PAGE, UNDER FLIGHT FORMS**

**B15.03.01** A Cabin Attendant who, under exceptional circumstances, willingly performs duties other than his own aboard the aircraft, such as a rotation of commissary, cabin cleaning, etc., will receive time-and-a-half at his applicable hourly rate of pay for all minutes worked.

# **ARTICLE B16 FLIGHT TIME CREDITS**

## **B16.02 DEADHEADING**

☆ **FORM TO FILL IN IPAD: if DH is delayed on other carriers than TS**

For all deadheading, the flight time credit will be equal to ½ the actual flight time or minimum credits as per B16.01.03, B16.01.04 or B16.06, while for any deadhead by surface transportation, the flight time credit will be paid if the scheduled transportation time exceeds 1 hour. The scheduled flight time will be used to calculate the flight time credit when the deadhead is on an airline other than Air Transat.

## B16.03 FERRY FLIGHTS

When a trip includes a ferry segment, In-Flight Service will be provided by the following Cabin Personnel:

- B757 and A-330: 4 C/As
- B737, A-310 and A-320: 3 C/As

And their flight time credits will be paid at the applicable hourly rate.

One of the Cabin Attendants will have to assume the Flight Director position for the flight report if no FD was assigned to the ferry. Will get the FD premium of \$14.75/hour.

If not enough crew members on the ferry, contact CSO and if no correction, see articles 24.03-24.04

## ARTICLE B17 GROUND DUTY – PASSENGER SERVICE

### ☆ FORM TO FILL IN IPAD or ON MUNDO UNDER FA HOME PAGE, UNDER FLIGHT FORMS

A Cabin Attendant will receive his hourly pay in the applicable classification in the following circumstances:

1. When he remains on board the aircraft on the ground, with passengers, for 30 minutes or more past the initial scheduled departure time: *Applies when you started boarding and had to wait on the ground for more than 30 minutes after your new scheduled departure time. If you landed later than planned, you need to take this into consideration as well. Make sure that all times are properly recorded into the flight report as well.*
2. When he performs service to passengers on the ground, whether or not the flight is operated: *Applies when you do a water service while waiting for take-off, you get paid for the time it took to do such service.*
3. Upon arrival, if he is required to remain on board, with passengers, for 30 minutes or more. However, in this case, he will be paid only for the time in excess of 15 minutes after actual arrival time: *Applies when you have to wait for wheelchairs, or PTV, or the bridge connection for over 15 minutes after the end of your duty (15 minutes after blocks on). So, if you waited for 40 minutes after the blocks were inserted, you will get paid 25 minutes.*
4. For the total duration of any unscheduled technical stop: *Applies when you have an unscheduled stop en-route that was not planned and you get paid for the time on the ground. (Ex: Stopping in YOW during a thunderstorm).*
5. During a pairing, and following a Company flight, when crew bags are not made available within 1 hour after flight arrival (after blocks inserted). This clause does not apply when a Cabin Attendant return to his home base: *Applies only during a layover, and when you have to wait for 60 minutes after blocks on for your checked baggage.*

*When some crew are waiting for their bags 45 minutes after blocks on, the rest of the crew who are not waiting may take the transport to the hotel and the others waiting for their bags will have to take a cab.*

When there is a delay of 30 minutes or more and passengers are provided with service, the highest credit provided for in either of points 1 and 2 above will be paid to the Cabin Attendant.

These credits will be granted only if the guaranteed minimum per duty period or per trip does not apply to the period or trip in question.

Doesn't apply when you are getting the 4 hours minimum credit for a show or short flight as long as your duty period is less than 8 hours (example: YUL-YYZ).

Crew Scheduling Telephone Numbers			
Domestic		Europe	
Canada USA	1-877-654-2739 or 514-906-0330	00-800-1011-2739	
South			
Costa Rica	0800-015-0182		
Dominican Rep	1-888-156-3182		
Jamaica	1-800-204-5691		
Mexico	001-800-514-2970		
Netherland Antilles	877-654-2739	Greece	00-800-10-700-101-2970

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514-291-1194	514-835-2078	778-998-4078	647-688-4047	514-816-4484
Call or texts	Call or texts	604-837-4078	416-910-4047	514-442-9932