



NATIONAL TRANSPORTATION SAFETY BOARD

Office of Aviation Safety
Washington, D.C. 20594

January 3, 2018

Attachment 10 – Air Canada Pilot Contractual Paring and Rest Requirement

OPERATIONAL FACTORS/HUMAN PERFORMANCE

DCA17IA148

ARTICLE 25 – PAIRING RULES

Planned Pairing Construction

25.01 Duty Period Start and End

25.01.01 Operating:

25.01.01.01 The flight duty period will commence 1h15 prior to the scheduled departure or the required reporting time, and will end 15 minutes after actual arrival. The Company may modify the Duty Period start time as follows:

25.01.01.01.01 At Home Base: by contacting the Pilot, or by leaving a message for the Pilot at least 3h15 prior to the original scheduled departure time; or

25.01.01.01.02 On Layover: by contacting the Pilot directly or leaving a message at the hotel.

25.01.02 Deadheading:

25.01.02.01 From Canadian Airports To Canadian Airports – The flight duty period will commence 45 minutes prior to the scheduled departure, or the required reporting time, whichever is later, and will end 15 minutes after actual arrival of the designated flight.

25.01.02.02 From Canadian Airports To Non-Canadian Airports – The flight duty period will commence 1 hour prior to the scheduled departure, or the required reporting time, whichever is later, and will end 15 minutes after actual arrival of the designated flight.

25.01.02.03 From Overseas Operations Airports To Any Airport – The flight duty period will commence 1 hour prior to the scheduled departure, or the required reporting time, whichever is later, and will end 15 minutes after actual arrival of the designated flight.

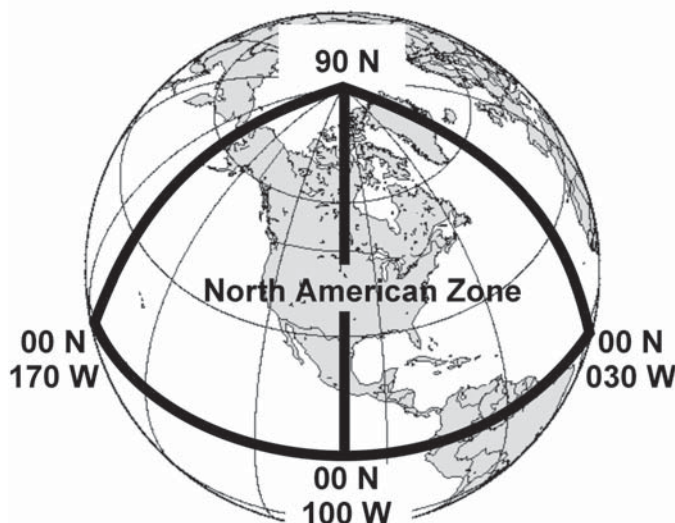
25.01.02.04 From All Other Airports To Any Airport – The flight duty period will commence 45 minutes prior to the scheduled departure, or the required reporting time, whichever is later, and will end 15 minutes after actual arrival of the designated flight.

25.01.02.05 For duty period limitation purposes only, a Pilot deadheading without deadhead credits will be deemed to have been on duty 45 minutes to the planned departure time and until 15 minutes after arrival of the deadhead flight.

25.01.02.06 When a Pilot commences a flight duty period with a deadhead and there is less than 1h15 planned connection time to the operating flight, the duty time will commence 1h15 prior to the planned departure time of the deadhead flight.

25.02 North American Zone

25.02.01 The North American Zone is bounded by 30W, 170W and the equator.



25.03 Planned Flight Duty Period Limitations

- 25.03.01 Pairings created or modified by the Company will be planned using the rules below and in table A, B, and D when all points within a flight duty period are inside the North American Zone.
- 25.03.02 Pairings created or modified by the Company will be planned using the rules below and in table C and D when any point within a flight duty period is outside the North American Zone.
- 25.03.03 The maximum planned flight duty period will be governed in accordance with local time at commencement of the flight duty period.
- 25.03.04 Flight duty periods may be planned in excess of those specified in the tables below subject to agreement within JOPEC.
- 25.03.05 A Pilot who undergoes training prior to line flying will be considered as on flight duty for flight duty period limitation purposes only, from the time he is required to report for training or as detailed in Art 25.01.02 prior to a deadhead movement to the training location, whichever is earlier. DPG and/or TTG, if applicable, will commence at the reporting time for line flying.
- 25.03.06 Planned turnarounds between the Hawaiian Islands and the North American mainland may consist only of an operating leg followed by a deadhead leg.

25.04 Planned Rest Periods – Layover

- 25.04.01 On layovers, the minimum planned rest period will be 10 hours or the length of the preceding flight duty period whichever is greater. If the normal driving time to the hotel is greater than 15 minutes this minimum planned rest period will be increased by twice the amount that exceeds 15 minutes. This is to provide an opportunity for 8 hours of uninterrupted sleep plus time for transportation, wind-down, personal hygiene and nutrition.
- 25.04.02 Layovers of 16 hours or greater will be planned at a suitable downtown location, except by prior mutual agreement between the Company and ACPA.

25.05 Planned Rest periods – Home Base

- 25.05.01 The minimum planned rest period will be 12 hours off duty or the length of the preceding flight duty period whichever is greater.

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Table A: Planned Duty Periods for BASIC CREW Inside the North American Zone

<i>Additional Limitations Required for Planning Purposes</i>			
<i>Local Start (Report) Time*</i>	<i>Maximum Planned Duty Period</i>	<i>Maximum Planned Legs</i>	
05:00 to 16:59	14 hours	3	Duty Period must start and stop within home Base time zone
	13 hours	5	Duty Period finishes LESS than 4 one-hour time zones from the starting flight duty time zone.
	12 hours	2	Duty Period finishes 4 or MORE one-hour time zones from the starting flight duty time zone.
17:00 to 19:29	12 hours	5	Duty Period finishes LESS than 4 one-hour time zones from the starting flight duty time zone.
	12 hours	2	Duty Period finishes 4 or MORE one-hour time zones from the starting flight duty time zone.
	12 hours	3	Flight(s) must operate from a Pilot's crew Base to the layover point on a direct flight (may include an en-route landing) and return non-stop to his crew Base.
19:30 to 21:59	11 hours	5	Duty Period finishes LESS than 4 one-hour time zones from the starting flight duty time zone.
	11 hours	2	Duty Period finishes 4 or MORE one-hour time zones from the starting flight duty time zone.
	10 hours	2	
22:00 to 04:59	9 hours	3	
	10 hours	2	
	9 hours	3	

* Report times are inclusive times.

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Table B: Planned Flight Duty Periods For Augmented Flights On North American and Caribbean Operations

<i>Local Start (Report) Time</i>	<i>Crew</i>	<i>Maximum Planned Duty Period</i>	<i>Maximum Legs</i>	<i>Minimum Crew Rest Facility Requirements</i>
Anytime	Basic + 1	14 hours	2	1 Flight Relief Seat.*
Anytime	Basic + 1	12 hours	2	A319/A320/A321: 2 adjoining J-class seats.

With Augmentation

* For the B787 an aisle seat in the centre front row of the PY-Cabin must be provided for all flights requiring single augmentation and a J-class seat must be provided for all flights requiring double augmentation.

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Table C: Planned Flight Duty Periods Outside The North American Zone

Additional Limitations for Planning Purposes				
Local Start (Report) Time*	Maximum Planned Duty Period	Maximum Planned Legs	Maximum Planned Flight Time	
05:00 to 19:29	12 hours	2	9 hours	First scheduled arrival after 02:00 start duty time zone terminates duty period. First scheduled arrival after 02:00 is not applicable for European DH Rule *See note below
19:30 to 21:59	11 hours	2	9 hours	First scheduled arrival after 02:00 start duty time zone terminates duty period. First scheduled arrival after 02:00 is not applicable for European DH Rule *See note below
	10 hours	2	8 ½ hours	
22:00 to 04:59	10 hours	2	8 ½ hours	Previous planned rest period of 12 hours or more.
				First scheduled arrival after 06:00 start duty time zone terminates duty period except for crews on duty at 04:00 or later.
All flights to/from Europe and the UK (plus any other Atlantic crossing) from/to all points in the North American zone west of 100° W will be augmented				
All flights between Europe and India will be augmented				
All PACIFIC Crossings – will be augmented except when approved by JOPEC				

* Report Times are inclusive.

Without Augmentation

Local Start (Report) Time	Crew	Maximum Planned Duty Period	Maximum Planned Legs	Maximum Planned Flight Time	Minimum Crew Rest Facility Requirements	Additional Limitations for Planning Purposes	
						Scheduled arrival prior to 04:00 home Base time.	Mixed Base crew will be augmented based on the most restrictive home Base time zone.
Anytime	Basic + 1	14 hours	2	No Limit	1 Flight Relief Seat.*		
Anytime	Basic + 1	15 hours	1	No Limit	1 Bunk , and 1 Crew Rest Seat or J-class Seat*		
Anytime	Basic + 2	18 hours	2	No Limit	2 Bunks, and 2 Crew Rest Seats or 2 J-class seats or a combination of both*	The second leg is planned only to allow an augmented crew to complete (or start) a direct flight after (or before) operating an oceanic crossing.	Only 1 R/P allowed as part of the crew complement

With Augmentation

* For the B787 an aisle seat in the centre front row of the PY-Cabin must be provided for all flights requiring single augmentation and a J-class seat must be provided for all flights requiring double augmentation.

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Table D: Planned Deadhead Flight Duty Period Limitations

<i>18-Hr Duty Day</i>	A Pilot may be scheduled for a flight duty period of up to 18 hours, provided the flight duty period consists solely of a maximum of 2 planned deadhead legs on a direct flight.
<i>2-Hr Extension for Deadheading</i>	The maximum planned flight duty periods in tables A, B and C may be extended by up to 2 hours (not to exceed 18 hours) for the purposes of deadheading to home Base or to a layover point provided the deadhead flight (or deadhead flights in the case of a multi leg direct deadhead) is scheduled to depart no later than 2h30 after the scheduled arrival of the last flight operated.
<i>Deadhead within Europe</i>	A Pilot may be planned to deadhead within Europe upon arrival of an Atlantic crossing provided the deadhead movement is scheduled to arrive prior to 12:01 local UK time or 13:01 local European time. The 2-hour maximum planned flight duty period extension for deadheading is also applicable.

Operations

25.06 Operating Rules

- 25.06.01 Once a Pilot's flight duty period has commenced,, any re-assignment in the duty period will be governed by all limitations of the Planned Duty Period Tables. If there is no re-assignment, the flight duty period is governed solely by the value in the "maximum planned duty period" column in tables A through C.
- 25.06.02 In the event of operational delays the maximum flight duty period may be extended for up to 2 hours with the concurrence of the flight crew.
- 25.06.03 During major disruptions to operations, such as those caused by severe weather systems, reduced airport or airspace capacity caused by unforeseen events involving third parties, etc., crews will be expected to remain available to protect the operational interests of the Company.
- 25.06.04 A Pilot operating in excess of a maximum planned duty period may continue at his option even when passing through a crew Base. A Pilot who wishes to be relieved at a crew Base must inform Crew Scheduling of his intentions as early as possible.
- 25.06.05 A Pilot planned under the 2 hour extension of duty period for deadhead pursuant to Table D, may be rescheduled on a later deadhead flight provided the departure time is within 2h30 of the originally scheduled arrival time of the last flight operated.
- 25.06.06 A Pilot who is unable to deadhead or operate to his home Base due to irregular operations must remain available for re-assignment or be placed on crew rest after which he must be available for re-assignment until such time as he is able to deadhead or operate a flight back to his home Base.
- 25.06.07 A Pilot deadheading under the provisions of Art 25 may elect to exceed the maximum planned duty period extension. Should a Pilot not elect to exceed these limits, DPG and TTG credits will apply.
- 25.06.08 It is not mandatory to take a rest period at a layover point if a Pilot is to deadhead home following flight duty. Authority to deadhead home on the first available flight may be requested and the minimum off-duty rest period will commence on arrival at home Base. A Pilot will neither increase nor decrease his Flying Pay and Flight Time credits as indicated on the pairing by this procedure.

25.07 Airport Stop Over of 5 Hours or More

- 25.07.01 Accommodation will be provided to Pilots with an airport stop over of 5 hours or more (time-in to time-out) including a stop over at home Base. Special consideration will be given to cases where the stop over is less than 5 hours and passes through 03:00 planned duty period start time zone.

25.08 Rest Periods-Operating Rules

- 25.08.01 In the case of operational delays, for flight duty periods finishing in a time zone that has a difference of less than 4 hours from the starting flight duty time zone, home Base crew rest may be reduced to 11h30 or, with the concurrence of the Pilot, may be reduced to 10 hours.
- 25.08.02 In the case of operational delays, for flight duty periods finishing in a time zone that has a difference of less than 4 hours from the starting flight duty time zone, the actual layover rest period may be reduced to 10 hours. With the concurrence of the flight crew this rest period may be further reduced to a minimum of 9h30. This is to provide an opportunity for 8 hours of uninterrupted sleep plus time for wind-down, personal hygiene and nutrition.
- 25.08.03 In the case of operational delays, for flight duty periods finishing in a time zone that has a difference of 4 or more hours from the starting flight duty time zone, the actual rest period must be equal to or greater than the previous flight duty period, but at no time less than as provided for in Art 25.04 or Art 25.05.

- 25.08.04 At home Base, the minimum rest period for Pilots on Reserve will be 14 hours for a Pilot returning from overseas (excluding Bermuda, Jamaica or Cuba).
- 25.08.05 The 14 hour rest period will not apply to a flight duty period when the overseas portion consists solely of a Bermuda, Jamaica or Cuba turnaround. This 14 hour rest period will not be used to extend a scheduled off-duty period.

ARTICLE 26 – BLOCK RULES

26.01 Scheduled Pairings

- 26.01.01 Scheduled Pairings as defined in Art 25 will be reflected in PBS and will not be changed after being awarded, except for charter operations (and supporting flights) and/or schedule revisions.
- 26.01.01.01 Schedule revisions refers to any change to Air Canada's published passenger or freighter schedules, including supporting ferry flights and/or second sections.
- 26.01.02 Scheduled Flight Time for planning purposes is considered to be unrealistic if the maximum flight duty time on a particular route is exceeded on more than 10% of occasions on a semi-annual basis, coinciding with the summer and winter schedule changes. The Company shall take appropriate action to ensure that planning is realistic and the flight or series of flights is completed within the maximum allowable flight duty time.

26.02 Flights Overlapping Calendar Days and Block Period End

- 26.02.01 When a change in calendar date occurs enroute the originating date will be considered the date on which the flight was made and to which date all time for the flight will be credited.
- 26.02.02 In the event of delayed operations at the end of a Block Period, the Pilot's originally scheduled departure date will be considered the date on which the flight was made and to which all credits for the flight will be applied. This includes a flight(s) which is delayed into a subsequent flight duty period.

26.03 Flight Time Limitations

- 26.03.01 For the purposes of Flight Time limitations, the following will apply:
 - 26.03.01.01 Blockholders will have DSC applied for each day of leave of absence or removal from the payroll.
 - 26.03.01.02 Pilots on Reserve will have DSC applied for each day of Sickness, furlough, leave of absence, optional 24 or optional 48 in conjunction with vacation, or removal from the payroll.

26.04 Designated Block Maximum (DBM)

- 26.04.01 For all Positions the Company will set the DBM. The DBM will be in the range of 70 to 85 hours. The DBM will be designated in units of 1 hour.
- 26.04.02 The DBM may be decreased by 1 hour or increased by a maximum of 2 hours between pairing issuance and the pairing freeze (36 hours prior to PBS closing).
- 26.04.03 The DBM will be applied by Position.
- 26.04.04 The DBM will be limited as follows:
 - 26.04.04.01 For all Positions the total hours for the 12-month period (June 2nd to June 1st) must fall in the range of 900 to 996 hours.
 - 26.04.04.02 For all Positions the difference between the DBM for the same equipment-status at different Bases will not exceed 4 hours in a Block Period and 16 hours for the 12-month period (June 2nd to June 1st). There will be no restrictions by status on the same equipment.

26.05 Allowable Overtime (AO)

- 26.05.01 Pilots will be eligible to fly AO to a maximum of 55 hours annually (June 2-June 1). However, a Pilot who has reached the overtime threshold of 40 hours is no longer eligible for AO and will only be eligible for additional overtime assignments pursuant to Step 8 of Art 28.02.05. Notwithstanding the above, a Pilot who is drafted once his pairing has started may accrue up to 55 hours of AO.
- 26.05.02 The AO total will be reset to zero on June 2nd every year.

- 26.05.03 When the DBM is less than 80 hours, any hours awarded between DBM and 80 hours will not count towards a Pilot's AO.
- 26.05.04 Credit growth during an AO pairing is counted as AO. All other block growth does not count towards a Pilot's AO.
- 26.05.05 AO for CPs, FIs and PPs will include any simulator, administration or meeting credits over the greater of the DBM or 80 hours. When the DBM is greater than 80 hours any credits assigned between 80 hours and DBM will not count towards a CP's, FI's or PP's AO.
- 26.05.06 PBS Start Credits:
 - 26.05.06.01 Blockholders: Except for Pay Protection, any flying over the greater of DBM or 80 hours awarded to a Pilot once he has reached the AO threshold will be considered Draft flying and will count as a start credit in PBS in the subsequent Block Period. Draft premium will be in accordance with Art 30.
 - 26.05.06.02 PoR: Any flying over DBM+7 awarded to a PoR after he has reached the AO threshold will be considered as Draft flying and count as a start credit in PBS in the subsequent Block Period. Draft flying above DBM+7 will attract a Draft premium.
 - 26.05.06.03 The PBS start credit rule will not apply to reassignment once a pairing has started, until the AO Maximum has been reached.
 - 26.05.06.04 PBS start credit values will be reconciled on a Block Period basis.

26.06 Legalities

- 26.06.01 Notwithstanding the provisions of Art 26.04, the following additional provisions will apply:
 - 26.06.01.01 The term "legal" will mean that the Pilot concerned:
 - 26.06.01.01.01 is qualified for the assignment; and
 - 26.06.01.01.02 has had the necessary off-duty rest period(s); and
 - 26.06.01.01.03 his projection is within the allowable maxima; and
 - 26.06.01.01.04 he will be available to cover his next sequence of flights.
 - 26.06.01.02 Pay Protection, Make-Up, reserve, VO and Draft flying will be awarded or assigned as per the legal limits in the Award of Open Flying charts below and as per the sequence of awards outlined in Art 28.02.05. For awards resulting in an overlap the legal limit in the subsequent month will be 118 hours.
 - 26.06.01.03 Under Steps 4, 7 and 8 of the Open Time Award provisions, a Pilot will be awarded flying to the following limits (on a forward looking basis):
 - 26.06.01.03.01 38 hours of Stick Time within 7 consecutive days
 - 26.06.01.03.02 118 hours of Stick Time within 30 consecutive days
 - 26.06.01.03.03 40 consecutive hours of time free from duty in any 7 consecutive days or 4 consecutive days off in any 17 consecutive days.
 - 26.06.01.04 Awarded or assigned flying may increase up to 120 Block Credit hours as a result of irregular operations and/or block growth.
 - 26.06.01.05 A PoR may be awarded or assigned flying up to a maximum of DBM (WJA)/DBM+4h24 (NJA) under Step 3, and to a maximum of DBM+7 under Steps 5 and 6.
 - 26.06.01.06 Once a pairing has started and the PoR is projected at or over DBM, flying cannot be added through home Base at the end of the pairing without pilot consent, except under the following circumstances:
 - 26.06.01.06.01 The Pilot was originally scheduled to operate flying through home Base while already at or above DBM and he is reassigned to other flying; or
 - 26.06.01.06.02 The Pilot is on a DPG day and projected at or between DBM and DBM+7. In this situation, the Pilot can be assigned additional flying from home Base within his original DPG credit.

- 26.06.01.07 Except as noted in Article 26.06.01.06, once a PoR arrives at home Base at or above DBM, he is no longer a PoR. He may, at his option, make himself available for additional flying under Article 28, Steps 4, 7, and 8 for the remaining days in the Block Period. If drafted, he is entitled to draft premium, including the portion between DBM and DBM+7.
- 26.06.01.08 If after being awarded or assigned under Pay Protection, Make-Up, reserve, VO or VD, the Pilot gains additional time, he is still legal for all remaining blocked flying up to 120 Block Credit hours.
- 26.06.01.09 Legal to Start Legal to Finish: Once a Pilot commences the last pairing of his Block Period, he will complete that pairing regardless of subsequently accrued Flight Time resulting from irregular operations and/or block growth.
- 26.06.01.10 When a Pilot is planned for vacation or training for a part of, or all of, a Block Period, the credits for the vacation period will be deemed to have already been accrued for the purpose of determining all legalities.
- 26.06.01.11 A Pilot on a transition or an initial course and a Pilot returning from a LOA/GDIP who needs to re-qualify will be assignable in the Block Period he begins IOE flying to a maximum of 85 hours regardless of the DBM. The 85 hour limit is for training purposes only.
- 26.06.01.12 Except as provided elsewhere in the Agreement, in order to operate a pairing over the Block Period end, a Pilot must be legal in both Block Periods. A Pilot who is assigned overlap flying that projects him over the DBM of the subsequent Block Period may, by mutual agreement with the Company, drop flying with no credit in the new Block Period.
- 26.06.01.13 It is recognized that an award under Steps 4, 7 or 8 during the PBS block closing period may result in a Pilot's subsequent Block being CARs illegal. When this happens, he will normally drop or alter flying in the current Block Period to make his subsequent Block legal. Should such action not be possible, flying in the subsequent Block Period will be dropped or altered to make the Block legal and the Pilot will be eligible for Pay Protection. Notwithstanding the above, at pilot option, when there is an opportunity to drop flying in either Block Period to make the Block legal, he may drop flying in the subsequent Block Period and Pay Protection will not apply.
- 26.06.01.14 A Pilot transitioning from PoR to Blockholder and assigned an overlap pairing will not be forced to accept additional flying beyond the end time of the original overlap pairing as awarded, except for irregular operations beyond the control of the Company. The Pilot's status as a Blockholder will commence after completion of the off-duty rest period following the overlap pairing. Such pilot may be planned to a maximum of 118 hours in the new Block Period.
- 26.06.01.15 A Pilot transitioning from Blockholder to PoR and operating an overlap pairing will be considered a Blockholder in the new Block Period until completion of the off-duty rest period following the overlap pairing.

Award of Open Flying Limits

	Step 1		Step 2		Step 3		Step 4		Step 5		Step 6		Step 7		Step 8	
	Pay Prot		Make-up		Reserve		Voluntary Overtime		Reserve		Reserve		Voluntary Draft		Voluntary Draft	
	DBM	MBG Block/ RSV	The greater of the DBM or the Pilot's projection at the time of the loss of flying.		To a max. of DBM		To a max. of DBM/ DBM + 4h24 (WJA/NJA)		Pilots < 40 hours Allowable Overtime		Pilots ≥ 40 hours Allowable Overtime		Pilots < 40 hours Allowable Overtime		Pilots ≥ 40 hours Allowable Overtime	
70	60 / 65		70		70		70/74h24		118	77	77		118	118	118	
71	60 / 65		71		71		71/75h24		118	78	78		118	118	118	
72	63 / 67		72		72		72/76h24		118	79	79		118	118	118	
73	63 / 67		73		73		73/77h24		118	80	80		118	118	118	
74	63 / 67		74		74		74/78h24		118	81	81		118	118	118	
75	64 / 68		75		75		75/79h24		118	82	82		118	118	118	
76	65 / 69		76		76		76/80h24		118	83	83		118	118	118	
77	66 / 70		77		77		77/81h24		118	84	84		118	118	118	
78	66 / 70		78		78		78/82h24		118	85	85		118	118	118	
79	67 / 71		79		79		79/83h24		118	86	86		118	118	118	
80	68 / 72		80		80		80/84h24		118	87	87		118	118	118	
81	69 / 73		81		81		81/85h24		118	88	88		118	118	118	
82	70 / 74		82		82		82/86h24		118	89	89		118	118	118	
83	71 / 75		83		83		83/87h24		118	90	90		118	118	118	
84	72 / 76		84		84		84/88h24		118	91	91		118	118	118	
85	73 / 77		85		85		85/89h24		118	92	92		118	118	118	

ARTICLE 29 – RESERVE

29.01 Planned Off-Duty Periods

29.01.01 Reserve Blocks will consist of:

29.01.01.01 For NJA:

29.01.01.01.01 1x 96 hour off-duty period consisting of 2 Guaranteed days followed by 2 Optional days (GGOO); and

29.01.01.01.02 2x 72 hour off-duty periods consisting of 1 Optional day followed by 2 Guaranteed days (OGG); and

29.01.01.01.03 1x 54 hour off-duty period consisting of 2 Guaranteed days off immediately preceded by a 6 hour Optional off duty period (6 hour O + GG).

29.01.01.02 For WJA the above pattern will apply (for the purposes of Art 29.01.01.01.03, “Guaranteed days off” shall be read as “Tentative days off”) except for the block months of March, July, August, and December. For these 4 block months the following applies:

29.01.01.02.01 1x 96 hour off-duty period consisting of 2 Guaranteed days and 2 Optional days (GGOO); and

29.01.01.02.02 1x 96 hour off-duty period consisting of 2 Tentative days and 2 Optional days (TTOO); and

29.01.01.02.03 1x 54 hour off-duty period consisting of 2 Tentative days off immediately preceded by a 6 hour Optional off duty period (6 hour O + TT).

29.01.01.02.04 1x 48 hour off-duty period consisting of 2 Guaranteed days (GG).

29.01.02 When a PoR has a partial Reserve Block his allotment of off duty days will be calculated using the following formula (values of .5 or greater will be rounded up):

$$\frac{12 \text{ required days off in the Block Period} \times \text{Days in the reserve period}}{\text{Total days in the Block Period}}$$

29.01.03 When a NJA PoR has a partial Reserve Block his allotment of Guaranteed days will be calculated using the following formula:

29.01.03.01 1 to 14 days on reserve = 1 X 2G days

29.01.03.02 15 to 20 days on reserve = 2 X 2G days

29.01.03.03 21 or more days on reserve = 3 X 2G days

29.01.04 For all other aircraft the above pattern will apply except for the Block Periods of March, July, August, and December. For these 4 Block Periods the following formula applies:

29.01.04.01 1 to 14 days on reserve = 0 X G days

29.01.04.02 15 to 20 days on reserve = 1 X 2G days

29.01.04.03 21 or more on reserve = 2 X 2G days

29.01.05 Once assigned, the Optional day off before Guaranteed days off may be changed (OGG becomes GGO) at pilot request, but only after the days off have commenced. This is to ensure maximum scheduling flexibility leading up to the Pilot's OGG.

29.01.06 Optional day(s) off after Guaranteed or Tentative days off may be changed with the approval of the Chief Pilot. An exemption may be made from the 5 days as noted in Art 29.01.08. This only applies to days originally scheduled as Optional and not to those rescheduled by the Pilot as per Art 29.01.07.

29.01.07 A Pilot may reverse the order of his 96 hour off-duty period at any time (GGOO becomes OOGG).

- 29.01.08 No Pilot will be scheduled for more than 5 consecutive days of Reserve Duty unless the Pilot has indicated on his PBS bid that he is declining the 5-day rule.
- 29.01.09 The off-duty periods specified in the reserve selection will not be subject to change except as provided elsewhere in the Collective Agreement.

Example 1: If a PoR commences reserve duty at 05:00, he will be expected to report for duty at 07:00 for a 08:15 departure. If a PoR is scheduled to end his duty period at 00:00, except a Guaranteed day off period, he will be required to report at 23:59 for a 01:14 departure if no other legal PoR is available, or, at Pilot option, he may avail himself of the provisions of Art 29.03.03

Example 2: A Pilot on reserve duty period between 05:00 and 21:00. He will be expected to receive a call at 05:00 for a 07:00 report time and be continuously available until 20:59 for a 22:59 report time. The uninterrupted rest period will be between 21:00 and 05:00.

29.02 Replacement of Off-Duty Periods

- 29.02.01 A PoR who is forced to fly into his days off immediately prior to his vacation will, at his option, have that portion of his days off replaced upon completion of vacation. In cases where a PoR is awarded a block selection in a subsequent Block Period he will be entitled to Pay Protection for any flying in his Block that he is unable to operate as a result of replaced days off.
- 29.02.02 A PoR who is awarded a block selection in a subsequent Block Period and is forced to fly into his off-duty days, including a Pilot involuntary drafted on an Optional day(s) in the current Block Period, will have these days off replaced immediately following the cycle and will be entitled to Pay Protection for any flying in the subsequent Block Period that he is unable to operate as a result of replaced days off.
- 29.02.03 A PoR who elects to fly on an Optional 24 hour off-duty period will not have such off-duty period replaced. If assigned flying into the off-duty period, the period will be replaced at Pilot option and the rest period as defined in Art 29.04.06 will not be applicable.
- 29.02.04 A Pilot drafted from the Draft list during any Optional day(s) will not have the lost Optional day(s) replaced. In the event of an involuntary Draft, the Optional day(s) will be replaced in conjunction with a remaining off-duty period, if possible.

29.03 Operating into/on Off-Duty Periods

- 29.03.01 A PoR may be scheduled to fly into his Tentative and Optional off-duty periods if there is no other PoR available. A Pilot on the NJA may be scheduled to fly into his Guaranteed off-duty period up to 2 hours past the start of such off-duty period. A Pilot may elect to fly into any off-duty period.
- 29.03.02 If there is no PoR whose off-duty period will not be interfered with and none of the Pilots on Reserve elect to operate the flight or sequence of flights the most junior PoR will be assigned. The sequence will be terminated on the first return to home Base unless he wishes to complete the pairing. However, if relief cannot be provided from other available Pilots in Steps 1 through 6, he must complete the sequence. His scheduled off-duty period will commence after the completion of the Pilot's rest period (which is optional to the Pilot).
- 29.03.03 A PoR may accept flying where the start of the duty period is not more than 2 hours after the scheduled termination of his reserve period. In such cases, his scheduled off-duty period will commence after the completion of the Pilot's rest period (which is optional to the Pilot).
- 29.03.04 A PoR on scheduled time off is subject to drafting under Art 30.06.

- 29.03.05 In the case of irregular operations where the PoR was originally scheduled to return home prior to the commencement of a guaranteed day off period and subsequently is unable, the Company will make every effort to replace the affected Pilot.
- 29.03.05.01 At Pilot option, a Pilot on a domestic pairing that was originally scheduled to return to home Base prior to the commencement of a guaranteed day off period who is subsequently rescheduled will be returned to home Base no later than the first 24 hours of the guaranteed day off period except for reasons beyond the control of the Company. Deadheading under this provision will be done only on Company flights and to domestic terminals.
- 29.03.06 If a PoR's flight duty period extends into one of his off-duty periods his applicable rest period will be 12 hours or the length of the preceding flight duty period, whichever is greater.
- 29.03.07 If a PoR's flight duty period will cause his subsequent crew rest period to extend into his off-duty period, his off-duty period will commence after the applicable crew rest period.
- 29.03.08 A PoR may waive the applicable crew rest period.
- 29.03.09 A PoR contacted by crew scheduling at home Base during his designated 8 hour rest period as detailed in Art 29.04.06 will be limited to a maximum flight duty period of 10 hours and the subsequent 10 hour rest period will be increased by $\frac{1}{2}$ the length of the preceding flight duty period. This 10 hour maximum flight duty period cannot be extended and the resulting rest period cannot be reduced.

29.04 Reserve Duty

- 29.04.01 At home Base a PoR will be considered to be on reserve at all times, except during his off-duty rest periods or his off-duty periods. A PoR shall be relieved of all duty during the off-duty periods specified in his Reserve Block except as outlined in Art 29.16 and Art 30.06.
- 29.04.02 The PoR must ensure that his up-to-date contact information is provided to Crew Scheduling.
- 29.04.03 A designated reserve duty period may not be scheduled to exceed 16 hours.
- 29.04.04 A PoR must be available to report for flight duty no later than 2 hours after a call from Crew Scheduling.
- 29.04.05 At home Base a PoR will have an 8 hour designated rest period during each 24 consecutive hours of reserve duty.
- 29.04.06 The designated rest period for a PoR will normally be between 21:00 and 05:00 local time unless otherwise advised by crew scheduling.

29.05 Standby at the Home Base Airport

- 29.05.01 A PoR may be required for standby duty at his home Base airport. The flight duty period will commence at the reporting time as advised by Crew Scheduling.
- 29.05.02 The standby duty period will not exceed the maximum scheduled duty period. It is not necessary that the PoR remain at the airport during the entire duty period.
- 29.05.03 A PoR held on standby at the airport will be credited the greater of 2 hours Flying Pay and Flight Time credits or the appropriate pro-rated DPG.

29.06 Reserve Availability List

- 29.06.01 As part of the normal awards process, calls will be made to Pilots who are on or will be coming on reserve. Pilots on reserve who may not be available through their normal contact information as provided to Crew Scheduling should leave specific instructions on the reserve availability list as to the type of open time which they are prepared to accept without further contact with Crew Scheduling.

- 29.06.02 Absent specific remarks, the PoR will be passed unless required.
- 29.06.03 A Pilot arriving from an overseas flight, except for Bermuda, Jamaica, or Cuba, must have indicated on the reserve availability list that he desires the normal off duty rest period as per Art 25.08, otherwise the 14 hour off duty rest period will be planned.
- 29.06.04 It is not necessary for the PoR on time off to put his name on the list if he can be reached by telephone.
- 29.06.05 Pilots on reserve on scheduled time off, crew rest, or away from Base on a flight, whose remarks do not appear on the Reserve Availability List, will be assigned any remaining flying to be covered in reverse order of seniority.
- 29.06.06 A PoR will not be contacted by Crew Scheduling for flight awarding or assignment:
- 29.06.06.01 during the first 12 hours of his home Base rest period following flight duty unless the Pilot has already been awarded a pairing, and the reporting time has been delayed, in which case Crew Scheduling can call the Pilot within 2 hours of the expiry of the 12 hours to advise of a delay; or
- 29.06.06.02 in the case of a mandatory reduced home Base rest period Art 25.08 during the entire 11h30; or
- 29.06.06.03 in the case of a home Base rest reduced at Pilot option Art 25.08, during the entire 10 hours; or
- 29.06.06.04 in the case of home Base rest periods greater than 14 hours, prior to 2 hours from the end of the rest period.
- 29.06.07 With due regard for the regulatory requirement to be legally rested for flight duty, the Pilot may advise Crew Scheduling by phone or Crewlink that he desires to be contacted for flight awarding during the above times.
- 29.06.08 A PoR on an optional off-duty period who desires to fly may enter his request in Crew Link. He may accept or refuse any flying offered to him except under the conditions of Art 30.06. He will not be considered as standing reserve during this period.

29.07 Open Time Procedures Due Illness

- 29.07.01 A PoR awarded a pairing that is subject to a Sick Hold which consists of a series of flights operating through the home Base will be advised that each series is subject to the 5 hour rule. If the Blockholder books on at least 5 hours prior to the scheduled departure of his next blocked flight outbound from his Base he will operate the remainder of his pairing.

29.08 Serving Out of Status

- 29.08.01 A Pilot holding a reserve assignment may be assigned, due to operational requirements, to flight duties in another status on the same equipment. Pay for such flights will be in accordance with the provisions of Art 13.11.

29.09 Limitation on Reserve Assignment Between 02:00 and 06:00

- 29.09.01 A PoR will not be required to fly a flight or sequence of flights which operates, departs or arrives between the hours of 02:00 and 06:00 on consecutive nights with an intervening off-duty rest period at home Base unless there is no other PoR available to operate the flight or flights. Sufficient notice must have been given to such Pilot to allow a reasonable rest period prior to flight duty. These limitations will be based on the Pilot's home Base time.

29.10 Reserve Call-In

- 29.10.01 Pilots on Reserve on their last day off prior to a reserve period who have not already acknowledged an award for the next day, must check for an assignment and acknowledge with Crew Scheduling between 2 and 3 hours prior to the beginning of their designated rest period (e.g. between 18:00 and 19:00 when the designated rest period is between 21:00 and 05:00). This provision will not be used by Crew Scheduling to delay the awarding of open time.

29.11 Scheduling of Reserves

- 29.11.01 Every effort will be made by Crew Scheduling to avoid reassigning a PoR who has been awarded flight duty. However, it may be necessary at times to reassign the PoR to protect Company operations and to avoid the drafting of more senior Pilots. Therefore, although seniority preference is available during awarding, a PoR may be subsequently assigned to any other flight or flights as may be necessary due to changes in required flight coverage. Flying Pay will be in accordance with the flying actually performed.
- 29.11.02 Crew Scheduling will not extend an awarded pairing to total more than 7 days unless the PoR agrees to further extension. In the case of irregular operations where the PoR was originally scheduled to return home prior to the expiration of the 7 day period and subsequently is unable, the Company will make every effort to replace the affected Pilot.
- 29.11.02.01 A Pilot on a domestic pairing that was originally scheduled to return to home Base prior to the expiration of the 7 day period and who is subsequently rescheduled will, at his option, be returned to home Base no later than the first 24 hours following the expiration of the 7 day period except for reasons beyond the control of the Company. Deadheading under this provision will be done only on Company flights and to domestic terminals.
- 29.11.03 A PoR who has been awarded a Block in the following Block Period may elect to pass flying which conflicts with his Block to a more senior PoR coverage permitting.

29.12 Reserve Release

- 29.12.01 A PoR returning to home Base after flight duty must contact Crew Scheduling prior to leaving the airport to determine whether or not he is released from duty and/or to be advised of a future assignment.
- 29.12.02 A PoR who has completed periodic training must contact Crew Scheduling on completion of training on a scheduled working day, or on arrival at home Base where a deadhead is involved, to determine whether or not he is released from duty. Once released from duty, the PoR is entitled to legal crew rest. Reserves may be released when assigned to flying considering adequate standby protection is available at company discretion.
- 29.12.03 Pilots on reserve will not consider themselves released unless so informed by Crew Scheduling.
- 29.12.04 A NJA PoR who is assigned flying that operates between the hours of 0200-0600 home Base time on the first duty period of the pairing will be released from standing reserve either 10 hours before the first departure of the duty period, or for the remainder of the day of operation, whichever period of time is greater, unless the Pilot is advised less than 10 hours prior to departure in which case he will be released upon assignment. Once released, Crew Scheduling may call the PoR to advise of a delay, cancellation or change to the original pairing. The PoR must acknowledge receipt of the message no later than 2 hours prior to the original check-in.

- 29.12.05 A NJA PoR who exercises his seniority in accepting flying that causes a downline Time Free from Duty CARs violation which requires him to be released from duty will have to replace the additional day(s) off with any unused Optional day(s) off. If the PoR has no unused day(s) off available he will be released from duty with no loss of pay.

29.13 “A” and “B” Reserve

- 29.13.01 The designated reserve duty period may not be scheduled to exceed 16 hours. The intent of A-B Reserve is to allow the PoR some relief from this duty period.
- 29.13.02 Due to varying Base conditions, flight schedules, etc., the General Manager, System Flight Crew Planning & Scheduling in consultation with the local Council Chairman may vary the designated number of A or B Reserves in order that these exigencies may be satisfied.
- 29.13.03 The conditions of A-B Reserve are as follows:
- 29.13.04 Where possible reserve coverage will be divided into 2 shifts. These shifts will be awarded in order of seniority to those Pilots who have indicated a preference for A or B Reserve.
- 29.13.05 This system will not be used to increase the number of Reserves.
- 29.13.06 The day shift will be “A” shift; the night shift will be “B” shift.
- 29.13.07 All Pilots will be on “A” and “B” Reserve unless advised otherwise. A or B shift award for the following day will be done subsequent to the normal open flying awards.
- 29.13.08 The Reserve availability book, in addition to normal usage, will be used to indicate a preference to stand “A” or “B” reserve.
- 29.13.09 Known open flying will be awarded in the normal manner and according to the scheduling rules.
- 29.13.10 Flights coming open after the normal flight awarding and shift award is completed will be offered in order of seniority to “all available Pilots on Reserve” (all available reserves means A/B + A or A/B + B).
- 29.13.11 Shift hours will be predicated upon “airport reporting time”.
- 29.13.12 Assignment to “A” or “B” Reserve duty will be for one shift or until commencement of flight duty.
- 29.13.13 Previous awards to “A” or “B” reserve duty may be altered due to the operational requirements of the Company.
- 29.13.14 A Pilot who wishes release from Duty during his “A” or “B” Reserve Duty Shift will contact Crew Scheduling in order to have such release authorized.

29.14 Reserve Time Balancing

- 29.14.01 When necessary to ensure that there is adequate reserve coverage throughout the Block Period, a PoR’s flying time may be balanced at any time his projected Block Credits exceed the number of days expired in the Block Period times DSC.
- 29.14.02 Crew Scheduling will advise the PoR no later than 18:00 of the day prior to the day(s) he will be released from reserve duty for time balancing. Where possible, the additional days off will be combined with his other off duty periods.
- 29.14.03 A PoR will not be subject to time balancing during his optional off duty period(s).
- 29.14.04 A PoR may be time balanced only once in any one period of consecutive reserve duty days.

29.15 Reserve Displacement or Removal

- 29.15.01 Where a PoR is displaced by a MP, CP, PP or FI, 3h15 or more before the scheduled departure time, such Pilot will remain available on reserve until the normal completion of his reserve duty. The PoR will be paid and Flight Time limited the greater of the displaced or any other flying performed, except where re-assignment is required.
- 29.15.02 Where a PoR is displaced by a MP, CP, PP or FI less than 3h15 prior to the scheduled departure time of awarded flying he will be paid and Flight Time limited for the displaced flying as if flown according to schedule. The PoR will have the option of either being released from all duty until 12 hours after the scheduled arrival at home Base of the displaced flying, or he may elect to remain on duty. Additional Flying Pay and Flight Time credits will be applicable for pairings that originate from home Base after the schedule arrival of the displaced flying.
- 29.15.03 Up to 3h15 prior to departure, a PoR may be removed from previously assigned flying and replaced by a Pilot who is subject to Pay Protection or pairing integrity.

29.16 Periodic Training for Pilots on Reserve

- 29.16.01 A PoR will not be required to perform periodic training on one of his 12 days off unless he so desires.
- 29.16.02 If he elects not to train on his days off, the Company may designate a reserve day on which he will complete periodic training. During the designated day he will not be eligible for flying that will interfere with the training.
- 29.16.03 If a Pilot indicates that he will accept training during any of his off-duty days and the Company does not schedule him for training during these off-duty days, he will be Pay Protected for any flying that he is unable to complete because of this scheduling.

29.17 On Completion of Training or Return from LOA/GDIP

- 29.17.01 A Pilot completing qualification training or returning from a LOA/GDIP will be assigned to reserve duty once qualified.