

# COLLECTIVE AGREEMENT

BETWEEN

PALairlines  
FLIGHT ATTENDANT

AND

**CUPE** / *Canadian Union  
of Public Employees*

**CANADIAN UNION OF PUBLIC EMPLOYEES,  
LOCAL 5451**

**May 1, 2022 to April 30, 2025**



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## **ARTICLE 1 - PREAMBLE**

1.01 This Collective Agreement (the "Agreement") is made and entered into by and between PAL Airlines Limited, hereinafter known as the "Company", and the Employees in the Flight Attendant bargaining unit in the Employer of PAL Airlines Limited, ("Employees") as represented by the Canadian Union of Public Employees, Local 5451 hereinafter known as the "Union" or "CUPE Local 5451" collectively referred to as the "Parties". In making this Agreement, the Parties recognize the objectives of promoting and maintaining the safety of air transportation, the high quality of customer service, and harmonious labour relations. The Parties recognize that compliance with the terms of this Agreement and the development of a spirit of cooperation are essential for mutual benefit, and in the public interest, and for the intent and purpose of this Agreement.

## **ARTICLE 2 - RECOGNITION CLAUSE**

2.01 In accordance with the certification issued December 10, 2019 by the Canada Industrial Relations Board, the Company recognizes the Union as the sole bargaining agent for all Flight Attendants located in St. John's, NL, Halifax, NS and/or Montreal, QC excluding managers, supervisors and those above the rank supervisor.

## **ARTICLE 3 - DURATION**

3.01 This Collective Agreement shall be in effect from May 1, 2022 and continue in full force until it expires at midnight April 30, 2025 subject to Letter(s) of Understanding (LOU) as agreed to by the Company and the Union from time to time. This Agreement shall renew itself without change each succeeding year until written Notice to Bargain is served by either party within ninety (90) days prior to the expiry date. In the event that Notice to Bargain is given within the timeline, this Agreement shall remain in full force and effect while negotiations are being carried on for the renewal of this Agreement until such time as the parties are in a strike or lockout position as prescribed by the *Canada Labour Code*.

## **ARTICLE 4 - MANAGEMENT RIGHTS**

4.01 The Association acknowledges that it is the Company's sole and exclusive right, except as otherwise specifically limited by the express provisions of this Agreement, to determine all matters pertaining to the management of the Company, its affairs, business and the direction of Employees, all of which are fixed exclusively with the Company. The Company will exercise its rights in a reasonable manner.

## **ARTICLE 5 - DEFINITIONS**

**Agreement:** The Collective Agreement contract in effect, including Letters of Understanding signed by authorized by the Company and Union.

**Casual Employee:** An Employee who is available for work at least 4 days per month. They are not guaranteed any minimum credit hours but are called in to work or are scheduled on an ad hoc basis.

**Duty Period:** Report time to release time.

**Flight Hours:** means the time from the moment an aircraft moves under its own power for the purpose of taking off until the moment it comes to rest at the end of the flight. Flight Hours does not include Deadheading. An Employee's schedule shows credit hours.

**Employee:** Full-Time Employee or Casual Employee.

**Full Time Employee:** A Full Time Flight Attendant who is a member of the within bargaining unit as described in the Preamble and Recognition clauses who is guaranteed at least 75 credit hours per month.

**Home Base:** Employee's geographical permanent base of operation (either Montreal, Halifax or St. John's) as established upon hiring.

**MMG:** Minimum Monthly Guarantee

**Reserve:** Scheduled time that an Employee has to be available, fit for work, and contactable for Duty.

**Rest Facility:** A suitable place of rest such as the Employee's residence or a hotel.

**Time Away From Base:** the amount of time elapsed from when the Employee is required to report for duty at the start of a pairing until released from all duty at the end of a pairing as per Article 12 – Scheduling.

## **ARTICLE 6 - PROBATION**

6.01 New Employees and Casual Employees will be required to serve a probationary period for 9 months active service with the Company from successful completion of their line release. Upon successful completion of the probationary period, the Employee will be added to the seniority list with the seniority date being the first Working Day. Probationary Employees shall not have a right to file a grievance for discipline and/or discharge/termination, unless such grievance is in relation to the discharge/termination being in contravention of the *Canadian Human Rights Act*. Probationary Employees shall otherwise have all privileges, rights and protections of this Collective Agreement. The Company has the right to release Employees before the probationary period ends for any reason which is not in contravention of the *Canadian Human Rights Act*.

## **ARTICLE 7 - UNION DUES**

- 7.01 All Employee's, by virtue of employment by the Company, shall become and remain members of the Union and shall pay membership dues, to be determined by CUPE Local 5451 Membership. The obligation to maintain membership in the Union is satisfied by payment of regular monthly membership dues.
- 7.02 The Company shall deduct from all Employees, Union dues or the equivalent thereof on each pay period. The Union shall notify the Company in writing at least thirty (30) days prior to any changes to the deduction rate of its monthly dues.

Deductions shall be made from Employee's pay each pay period (only on regular wages) and shall be remitted to the CUPE no later than twenty-one (21) days following the end of the month in which the deductions were made. All paperwork required by this Article will be copied to the CUPE Local 5451 Treasurer.

For the purpose of this article, regular wages mean all credits earned up to ninety-five (95) credits per month. Regular wages do not include credit hours worked on a stat day or on a day off. Union dues are also not applicable to the Training Premium, per diems or clothing allowances.

- 7.03 The Company shall provide to the Union when remitting Union dues, a list identifying for whom dues have been deducted and remitted and the amount of dues deducted and remitted for each Employee. When a new Employee is placed on the list for the first time, the Company will include the address of the new Employee.

Where an error occurs in the amount of any deduction of dues from an Employee's wages, the Company shall adjust it directly with the Employee. In the event of any mistake by the Company in the amount of remittance to the Union, the Company shall adjust the amount in a subsequent remittance.

- 7.04 The Union agrees to indemnify and save harmless the Company against any claims of liability arising or resulting from the operation of Article 7.

## **ARTICLE 8 - SENIORITY**

- 8.01 All Employees as of date of certification shall maintain their full years of service and original date of hire with the Company. An Employee's seniority date will be the first date of paid work.
- 8.02 In cases where two (2) or more Employees have the same seniority date, the sequence of seniority will be determined by random draw witnessed by the affected Employees.
- 8.03 There will be two separate seniority lists, one for Full Time Employees and one for Casual Employees. Each seniority list will be prepared, corrected, amended and published in the following manner:

Not later than March 30<sup>th</sup> and September 30<sup>th</sup> each year, the Company will send via electronic email the complete seniority lists. The lists will be in order of seniority, and will show the Employee name, Home Base and seniority date.

It will be the responsibility of each Employee to examine the relevant list and make written request for any correction during the twenty-one (21) calendar days following posting. The request will be forwarded to the Company in accordance with the instructions included on each seniority list with a copy to the Local Union.

All requests for corrections will be acknowledged and will be actioned after consultation with the Union within thirty (30) calendar days of receipt. Any corrections will become effective immediately and will be incorporated in the next posted seniority lists.

- 8.04 If there is an external posting to fill a vacant position, hiring preference will be given to any Full Time Employee at a different Home Base based on seniority. Any relocation costs are the responsibility of the Full Time Employee. The timing of the transfer will be at the Company's discretion based on operational requirements.
- 8.05 In the event of a reduction of the workforce, the Company will lay off in reverse order of seniority and recall on the basis of highest seniority within each geographical location (Home Base) (either Montreal, Halifax or St. John's).
- 8.06 A Full Time Employee that has been issued a notice of layoff shall, within 5 calendar days from receipt of the notice, indicate if the Full Time Employee intends to bump a less senior Full Time Employee at a different Home Base. The Full Time Employee that is bumped shall be deemed to have received notice of layoff on the date that it was provided to the more senior Full Time Employee. Any relocation costs are the responsibility of the Full Time Employee.
- 8.07 An Employee shall immediately forfeit their seniority and be removed from the seniority list for the following reasons:
- (1) the Employee voluntarily resigns their employment in writing;
  - (2) the Employee is discharged with cause and not reinstated through the grievance and arbitration provisions of this Agreement;
  - (3) the Employee is laid off for shortage of work and is not recalled within twelve (12) months;
  - (4) The Employee is the most junior Employee recalled and refuses recall (as more particularly outlined below); or
  - (5) is absent from active employment for any reason for thirty-six (36) months. In this circumstance the employment relationship will end.
- 8.08 Any Employee accepting a position with the Company outside the bargaining unit shall maintain the seniority for a maximum period of twelve (12) months. If the Employee returns to the bargaining unit within the aforesaid twelve (12) month period, they shall be reinstated with the seniority they held at the time they left the bargaining unit. After twelve (12) months outside the bargaining unit, the Employee shall lose all seniority unless otherwise mutually agreed between the Company and the Union.

## Recall

- 8.09 Full Time Employees will be notified by the Company when being recalled from layoff by e-mail at the last known personal e-mail address and will also attempt to reach the Employer by telephone. The e-mail notification is the official notification. It is the Full Time Employee's responsibility to advise the Company of any change in e-mail address or telephone number.
- 8.09.01 The notified Full Time Employee must advise the Company within forty-eight (48) hours after having received the notice if they wish to accept the recall by replying to the e-mail.
- 8.9.02 Recalled Full Time Employees must report for duty within seven (7) calendar days from the date of recall from the Company, unless otherwise mutually agreed.
- 8.9.03 The most junior Full Time Employee who is on layoff shall be obliged to accept the recall or permanently forfeit their seniority unless it is demonstrated that it was not reasonably possible for the Full Time Employee respond to the recall within the forty-eight (48) hour time frame. In such a circumstance, these provisions apply to the second most junior Full Time Employee. In the circumstance of the most junior Full Time Employee being recalled, this Employee will have up to fourteen (14) calendar days from the date of recall from the Company to report for duty, unless otherwise agreed by the Company and Union.

## **ARTICLE 9 - BENEFITS FOR FULL TIME EMPLOYEES**

- 9.01 There are health (group insurance) benefits for Full Time Employees and these will be provided on a 50/50 cost shared basis in accordance with the plan texts. At a minimum the benefits will include: health care, dental care, long term disability, AD&D, and life insurance. The details of the benefit plans will be available to Employees electronically through ADP.
- 9.02 Retirement benefits for Full Time Employees will be in accordance with the plan texts. Contributions for both groups are based on gross earnings.

## **ARTICLE 10 - PAY FOR FULL TIME EMPLOYEES**

### 10.01 General

The Company may, at its discretion, commence a new Full Time Employee at any rate on the applicable base wage scale up to and including Level 5, based on their experience; no Full Time Employee, however, will be paid a rate in excess of the maximum rate in the applicable wage scale (SCHEDULE A - Wages).

## 10.02 Minimum Monthly Guarantee (MMG), Compensation and Overtime

- 10.02.1 A Full Time Employee employed for a full Bid Period shall be paid a Minimum Monthly Guarantee ("MMG") of seventy-five (75) Credit Hours.
- 10.02.2 Full Time Employees shall be compensated at the greater of the MMG or the actual Credit Hours earned in a Bid Period.
- 10.02.3 Employees earn credit hours for their actual Flight Hours worked but will earn a minimum of four (4) Credit Hours for each day of a pairing.
- 10.02.4 Employees who work Reserve will earn a minimum of four (4) credit hours for a fourteen (14) hour Reserve shift. If an Employee gets called on Reserve, the Employee will earn credit hours for the actual Flight Hours worked, but will be guaranteed at least four (4) credit hours.
- 10.02.5 Employees are eligible for per diems in accordance with Schedule B.
- 10.02.6 Employees who earn ninety-five (95) Credit Hours in a Bid Period, not including Statutory Holidays or Worked on Day Off, are paid one point five (1.5) times their regular rate of pay for any Credit Hours earned after ninety-five (95) hours.
- 10.02.7 Employees who: fail to report work as scheduled, do not have any paid leave available, and who have not earned sufficient credits to meet the requirements of the Minimum Monthly Guarantee, will be deducted from the Minimum Monthly Guarantee for the equivalent amount of credits of their missed assignment.

## 10.03 Worked on Days Off / Statutory Holidays

- 10.03.1 There are eleven (11) statutory holidays per year: New Year's Day, Good Friday, Victoria Day, Canada Day, Labour Day, National Day for Truth and Reconciliation, Thanksgiving Day, Remembrance Day, Christmas Day, and Boxing Day plus one (1) additional civic holiday (collectively "Statutory Holidays").
- 10.03.2 All Full Time Employees will be paid four (4) credit hours (but will not earn credit hours towards the overtime threshold) for every Statutory Holiday, regardless of whether or not the Full Time Employee works on the Statutory Holiday.
- 10.03.3 Employees (Full Time or Casual) who work on a Statutory Holiday will be paid one point five (1.5) times the credit hour rate of pay (but will not earn credit hours towards the overtime threshold). For clarity, Employees who are assigned Reserve on a Statutory Holiday they will be paid four (4) hours x one point five (1.5) times the credit hour rate of pay (but will not earn credit hours towards the overtime threshold).
- 10.03.4 Full Time Employees who work on a scheduled Day Off in accordance with Article 12.06.1 (which is not a Statutory Holiday) ("Worked on Day Off") will be paid one point five (1.5) times the credit hour rate of pay (but will not earn credit hours towards the overtime threshold). A Full Time Employee who is assigned Reserve on

a scheduled day off will be paid four (4) hours x one point five (1.5) times the credit hour rate of pay (but will not earn credit hours towards the overtime threshold).

#### 10.04 PAY

##### 10.04.1 Full Time Employees will be paid as follows:

- (1) On the 15<sup>th</sup> of the month a Full Time Employee will receive fifty percent (50%) of the MMG for the current bid month and the balance owing (per diems, credits, overtime – any compensation owing) from the previous bid month;
- (2) On the 30<sup>th</sup> of the month a Full Time Employee will receive fifty percent (50%) of the MMG for the current bid month and the per diems from the 1<sup>st</sup> to the 15<sup>th</sup> of the current bid month.

Pay statements will normally be available to Employees no later than noon on pay day. If the dates above fall on a holiday or a day when banks are closed, the Employee shall be paid on the next day.

##### 10.04.2 Recovery of pay errors (either overpayment or underpayment) will be limited to those errors which occurred during the twelve (12) calendar month period immediately preceding the discovery of the error.

##### 10.04.3 When pay error occurs involving an overpayment are discovered by the Company, written notification will be given to the Employee of the overpayment at the time of the error being discovered. The notification will include the amount of overpayment and the date that the amount will be deducted. If the repayment amount is at least \$150.00, and an undue hardship is created, the Company and the Employee may agree to a repayment schedule. In the event the Employee's service with the Company is terminated, all monies due to the Company will be deducted from the final pay cheque.

##### 10.04.4 No unauthorized payroll deductions will be made other than those required by law or those outlined herein and agreed upon between the parties.

##### 10.04.5 Pay errors involving an underpayment will be reported by the Employer to their supervisor and the Company will provide a response within five (5) working days of it being reported. Restitution in excess of \$150.00 will be made as soon as possible following verification via cheque or direct deposit. For amounts less than \$150.00, payment will be made on the first pay cheque following verification of the underpayment, provided such verification is made five (5) or more days prior to the pay date; otherwise, it will be made on the next following pay cheque.

#### 10.05 TRAINING

##### 10.05.1 New Employees who are receiving initial training, any training prior to line release, will be paid in accordance with \$15.55 per hour, or the minimum wage as established by the *Canada Labour Code*.

- 10.05.2 With the exception of New Employees who are receiving initial training, Employees being trained will earn four (4) credit hours for scheduled classroom/hands-on training.
- 10.05.3 Employees who are scheduled as Trainers for classroom/ground training will receive their hourly credit wage plus a \$10.00 premium for every hour worked as a Trainer but will not earn credits towards the overtime threshold. Employees who are scheduled as Trainers for in flight training will earn credit hours plus a \$10.00 premium for Flight Hours. A Trainer will receive a minimum of four (4) hours.

## **ARTICLE 11 - PAY FOR CASUAL EMPLOYEES**

- 11.01 Casual Employees are compensated in accordance with the hourly rate as outlined in Schedule A plus the applicable per diems. Casual Employees will be paid on the 15<sup>th</sup> and the 30<sup>th</sup> of the month in arrears.

## **ARTICLE 12 - SCHEDULING FOR FULL TIME EMPLOYEES**

### **12.01 GENERAL**

- 12.01.1 The Company will release the monthly schedule electronically no later than 17:00 NST the 25<sup>th</sup> of each month for the next month.
- 12.01.2 Each Full Time Employee shall bid a schedule of between seventy-five (75) and eighty-five (85) credit hours and the Company shall award the schedule between seventy (75) and ninety (95) credit hours in a Bid Period, consistent with other applicable sections in this Agreement.
- 12.01.3 The Union may appoint one Full Time Employee (or one designate, referred to as the Employee Scheduling Representative) to meet with the Company to review the draft schedule in advance of the schedule being released. While the Full Time Employee may provide feedback, ultimately the Company will decide on the final schedule. The Employee Scheduling Representative will be credited with two (2) hours per month.
- 12.01.4 Any requirement for notification will be made to the Employee by telephone call or text message at the primary number the Employee provided in the OCS system (and the alternate number in the OCS system if the primary number is not immediately answered). Notifications in relation to same day flights will be followed up by telephone call if text message is not answered.
- 12.01.5 An Employee that is unable to report for Duty for any reason must report their absence via phone call to the operations centre (and follow the required prompts) at a minimum of ninety (90) minutes prior to scheduled duty. If, for any reason an Employee is unable to notify with at least ninety (90) minutes notice they must also contact the Manager.

- 12.01.6 An Employee that is greater than five (5) minutes late to report for scheduled Duty Period shall call Dispatch or Crew Scheduling to notify them of late arrival and estimated new arrival time. The Employee will be given direction as to whether or not to report to work.
- 12.01.7 A check-in text will be sent electronically to Employees with their Report Time, in local time zone, date and flight number. Employees shall reply "Ok" to acknowledge their check-in.
- 12.01.8 Unless otherwise mutually agreed, the parameters of the bidding system include:
  - 36 hours free from Duty Time in every 7-day period, or
  - 3 consecutive days free from Duty Time in a 17-day period.

**12.02 DUTY PERIOD**

- 12.02.1 For purposes of scheduling, a day will be considered a twenty-four (24) hour period starting at midnight.
- 12.02.2 An Employee will not be scheduled more than fourteen (14) hours a day. The Duty Period may be extended to a maximum of seventeen (17) hours due to unforeseen circumstances to allow the crew to arrive at rest facility. Every hour of unforeseen circumstances shall result in the crew receiving an additional hour of rest.

Notwithstanding the above, the Duty Period may extend beyond fourteen (14) hours, to a maximum of eighteen (18) hours, for split shifts. In a split shift, the Company provides the Flight Attendant with a rest period in suitable accommodations for the period between shifts. Between the hours of midnight and 06:00, the Duty Period maybe extended for one hour with each hour of rest. Between the hours of 06:00 and 23:59, the Duty Period may be extended for thirty (30) minutes with each one (1) hour of rest. At least twenty-four (24) hours notice will be provided for split shifts and split shifts will be shown on the Employee's schedule.

- 12.02.3 The minimum Report Time and the location of report will be communicated to the Employee and is subject to change. Generally, Employees will be required to report for a Duty Period at the airport prior to the scheduled departure time, in accordance with the following:

	Report Time – Hangar (mins)	Report Time – Terminal (mins)
Report	:60	:45
Report for Deadhead	:60	:60

12.02.4 A Duty Period shall end, and an Employee is required to remain on Duty following the flight's actual arrival time, in accordance with the following:

	<b>Release Time – Hangar (minutes)</b>	<b>Release Time – airport (minutes)</b>
<b>Release</b>	:30	:15
<b>Deadhead</b>	:15	:15

12.02.5 If an Employee is going to be late for Report Time as a result of an emergency, the Employee should notify crew scheduling at the designated telephone number at the earliest opportunity and obtain direction regarding reporting to work.

12.02.6 Where a delay is anticipated in a Flight/Flight Pairing an Employee will be notified and the following will apply:

- (1) When an Employee is notified of the delay before leaving the Rest Facility, the beginning of the Duty Period is delayed in accordance with the new departure time, up to a maximum of four (4) hours from the original Report Time. Should the delay exceed four (4) hours, the Duty Period is considered to have started four (4) hours after the Employee's initial Report Time.
- (2) When an Employee reports for Duty without having been notified at least one hour and fifteen minutes (1:15) in advance of the scheduled Report Time of the delay, and has already departed the Rest Facility, the Duty Period shall begin at the original time at which the Employee was to report for Duty.

### 12.03 RESERVE

12.03.1 The Company will establish and/or may change the Reserve schedule based on operational requirements. The Employee must be available to work during the entire Reserve period. When an Employee is assigned Duty on Reserve, the Duty will become part of the Employees schedule and they will report for Duty.

12.03.2 Presently, the Reserve schedule is:

Reserve 1: 4:00 a.m. – 6:00 p.m.  
Reserve 2: 9:00 a.m. – 11:00 p.m.

12.03.3 When flights are assigned to an Employee on Reserve, assignments will be issued in order of Employees with the least amount of credit hours, provided the assignment does not interfere with operations, such as days off. If there are two (2) or more Employees holding the same number of projected credit hours, the Flight shall be offered in accordance with Company's operational requirements.

- 12.03.4 If required to work, the Company will contact the Employee on Reserve as per the notification requirements above Article 12.01.4. The Company will provide Employees with a minimum of sixty (60) minutes to report for Duty. Employees in Montreal will be provided with a minimum of ninety (90) minutes to report for Duty. The Company shall notify Employees as soon as possible after becoming aware that an Employee will be required.
- 12.03.5 If an Employee is sick and unable to report to work, then the Employee must call in sick in advance of the Reserve shift in accordance with the provisions of this Agreement.
- 12.03.6 Failure to accept work while on Reserve within ten (10) minutes of a second call, will be considered misconduct and may be subject to discipline. If an Employee fails to accept work while on Reserve, they will be deducted the reserve credit hours.
- 12.03.7 If an Employee is on Reserve followed by day(s) with scheduled flight hours, an Employee can be assigned overnight shift(s) commencing on the Reserve Day(s) and the following day(s) flight hours will be reassigned as operationally required.
- 12.03.8 In addition to Reserve, the Company will maintain an Availability List for each Home Base for Employees looking for additional Duty Time for each scheduling period. Once Reserve is exhausted, the Company will notify Employees who have indicated availability on the Availability List based on Seniority. The most junior Employee on the Availability List for that Home Base will be telephoned and must accept the work. Otherwise, management may complete the work.

#### 12.04 MINIMUM REST PERIOD

- 12.04.1 The minimum rest period between duty days commences when duty period ends until report time, and will be:
- (a) At Home base: Twelve (12) hours off between any two (2) duty periods at Home Base. This may be reduced to eleven (11) consecutive hours by mutual agreement of the Company and Employee, if the Company provides accommodations at or near the airport.
  - (b) At accommodations other than Home Base: Eleven (11) hours off between any two (2) duty periods away from Home Base.

#### 12.05 DEADHEADING, REASSIGNMENT AND CANCELATION

- 12.05.1 Employees shall be considered on Duty when deadheading prior to operating a flight. Employees will not normally be planned to deadhead in the flight deck, however, they may be required to do so.
- 12.05.2 Employees shall receive a per diem and be paid, but not credited towards overtime, of fifty percent (50%) of the Flight Hours spent deadheading.

12.05.3 An Employee who reports for Duty whose flight has been canceled shall receive fixed compensation of a minimum of four (4) Credit Hours. An Employee will be considered on Reserve for the remainder of their originally assigned Duty. The Company will permit the Employee to leave the airport or hanger when operationally reasonable.

12.06 DAYS OFF

12.06.1 There are twelve (12) Bid Periods in a calendar year. Each Full Time Employee available to work in a full Bid Period shall receive ten (10) scheduled days off per month at their Home Base.

12.06.2 When a Full Time Employee is not on Active Status for the entire Bid Period, the Days Off shall be prorated against the actual active days of availability in a Bid Period.

Bid Periods are as follows:

<b>Bid Period</b>	<b>Dates</b>	<b>Notes</b>	<b>Last Day to Submit Bid</b>	<b>Last Day for Schedule to be Published</b>
<b>January</b>	January 1-30		November 30	December 25
<b>February</b>	January 31- March 1	Exception: Leap Years will be January 31-February 29	December 31	January 25
<b>March</b>	March 2-March 31	Exception: Leap Years will be March 1-March 31	January 31	February 25
<b>April</b>	April 1-April 30		February 28	March 25
<b>May</b>	May 1-May 31		March 31	April 25
<b>June</b>	June 1-June 30		April 30	May 25
<b>July</b>	July 1-July 31		May 31	June 25
<b>August</b>	August 1- August 31		June 30	July 25
<b>September</b>	September 1- September 30		July 31	August 25
<b>October</b>	October 1- October 31		August 31	September 25
<b>November</b>	November 1- November 30		September 30	October 25
<b>December</b>	December 1- December 31		October 31	November 25

12.06.3 Bids are awarded per Home Base, and then Seniority. If no bid is submitted by the deadline, the Company will assign the Days Off for the Full Time Employee.

12.06.4 Days Off are non-cumulative and must be used within the calendar month the Full Time Employee receives their entitlement and will not be paid out, carried over the following month, or granted at a later date.

## 12.07 PAIRING CONSTRUCTION

12.07.1 Pairings will be prepared and scheduled by the Company. Pairings shall include all known and forecast scheduled flying and extra section flying arranged into single and multi-day pairings and will include the following information on schedules:

- (1) Pairing ID number;
- (2) Flight numbers; and
- (3) Local arrival and departure time at each station.

## 12.08 MODIFICATIONS OF PAIRING

12.08.1 The Company may modify an Employee's schedule when operationally required.

12.08.2 When schedules have to be modified, the Company will apply the following principles:

- (1) When on Duty and away from Home Base, additional flight hours can be added up to the maximum hours per day and reasonable efforts shall be made to not exceed fourteen (14) hours per day;
- (2) When at Home Base, an alternate assignment may be provided with a pairing report time no earlier than three (3) hours before the Employee's originally awarded pairing and with a pairing release time not exceeding three (3) hours past the end of the Employee's originally awarded pairing unless otherwise mutually agreed between the Employee and the Company. If an Employee's scheduled duty time is reduced, the Employee may be placed on Reserve for that day so long as it does not interfere with the Employee's next scheduled shift;
- (3) Assign available Employee(s) on Reserve;
- (4) Call from the Availability List from Employees in the same Home Base in accordance with Seniority and/or call a Casual Employee; or
- (5) Manager/Supervisor will perform bargaining unit work.

## 12.09 SHIFT TRADES

12.09.1 Employees may request in writing to trade or switch Flights or Pairings, including Reserve and Days Off with other Employees at the same Home Base with at least three (3) days' notice to Crew Scheduling. If it is a request due to an urgent matter, Employee can contact Management for approval if less than three (3) days' notice.

- 12.09.2 Shift Trades must be in accordance with all provisions of this Agreement and compensation will be provided to the Employee who works the shift in accordance with the compensation provision of this Agreement.
- 12.09.3 Shift Trades will be approved with the following conditions:
- Both Employees have confirmed the shift trade in an email with flight numbers and dates, then forwarded to Crew Scheduling;
  - The Shift Trade will not interfere with the Company's operations,
  - Will not result in either Employee de-qualifying or incurring additional training; and
  - No overtime or additional expenses will be incurred to the Company as result of the Shift Trade.
- 12.09.4 Both Employees affected by the Shift Trade must agree in e-mail. Crew Scheduling shall approve or deny via e-mail to the Employees. Where a Shift Trade is denied, the written rejection must include the reason.
- 12.09.5 Once a Shift Trade has been approved, the Employees' schedule will be updated.
- 12.09.6 When a Shift Trade results in the loss of a Day Off, said Day Off shall not be deemed owing to the Employee by the Company.

## ARTICLE 13 - LEAVE

- 13.01 Maternity, Parental, Adoption, Family Violence, Court/Jury Duty and Bereavement Leave will be in accordance with the Company's policies, as amended from time to time, and legislative requirements.
- 13.02 During periods of approved Leave, the Employee may continue on the health benefit plan subject to the Plan text.

## ARTICLE 14 - MEDICAL LEAVE FOR FULL TIME EMPLOYEES

- 14.01 Full Time Employees will have Medical Leave with pay, in the amounts defined below, in a calendar year available if a Full Time Employee is unable to work due to personal illness or injury, organ or tissue donation, medical appointments during working hours, or any other reason prescribed by the *Canada Labour Code*.

<b>Eligibility</b>	<b>Number of Paid Days for Full Time Employees</b>
After 30 days of employment	3 days (18 credit hours)
Each subsequent month of employment	1 day (6 credit hours) (to a maximum of 60 credit hours)
	A maximum of 60 credit hours for Medical Leave days can be earned in any calendar year

- 14.02 Medical Leave carries forward to the next calendar year to a maximum of sixty (60) credit hours. Under no circumstances is Medical Leave paid out.
- 14.03 The Company may, in writing and no later than seven (7) days after an Employee returns to work, request that the Employee provide documentation to support the reasons for the leave. The Employee shall provide that documentation only if it is reasonably practicable for them to obtain and provide it.
- 14.04 Where an Employee has called in sick and has insufficient Medical Leave credits to cover the missed assignment, then the credit value for the assignment not covered by the Medical Leave entitlement shall be deducted from the Employee's monthly credit, including from the Minimum Monthly Guarantee if the Employee has not earned sufficient credits beyond the Minimum Monthly Guarantee to cover the missed assignment.
- 14.05 Casual Employees have no entitlement to Medical Leave.

#### **ARTICLE 15 - PAL DAYS FOR FULL TIME EMPLOYEES**

- 15.01 Full Time Employees will be granted up to twelve (12) credit hours per calendar year after completion of thirty (30) days employment. These PAL Days are awarded based on operational requirements and/or in accordance with the personal leave day criteria of the *Canada Labour Code*. PAL Days have no cash value and do not carry over year over year. Pay for Full Time Employees is calculated based on one (1) day equalling four (4) credit hours. Casual Employees have no entitlement to PAL days. Pal Days when possible, should be bid in advance with monthly bid and will be awarded based on seniority. Days off requests will take priority over Pal Day requests.

#### **ARTICLE 16 - VACATION FOR FULL TIME EMPLOYEES**

- 16.01 Definitions:

Vacation Entitlement: The amount of time that a Full Time Employee is entitled to take off for vacation based on years of service with the Company. For vacation, one (1) vacation day is equivalent to four (4) credit hours.

Vacation Accrual: The amount of vacation dollars earned calculated based on the period in which the Full Time Employee earned vacation. The Vacation Accrual represents the pay a Full Time Employee will receive while off on Vacation Entitlement.

Both vacation entitlement and vacation accrual will appear on the Employee's ADP profile.

- 16.02 For the purpose of calculating and recording vacation, the vacation year shall be the period from January 1<sup>st</sup> to December 31<sup>st</sup>.

16.03 Full Time Employees shall be entitled to the following Vacation Entitlement, based upon their Length of Service, as of each January 1<sup>st</sup>. Only actively working Full Time Employees will be credited with Vacation Accrual.

Length of Service	Vacation Entitlement	Vacation Accrual
Less than a year	.83 days per month of employment	4% of gross earnings
After 1 year up to and including 3 years	10 days	4% of gross earnings
After 3 years up to and including 10 years	15 days	6% of gross earnings
After 10 years up to and including 20 years	20 days	8% of gross earnings

16.04 It is recognized that restrictions on the number of Full Time Employees allowed to take vacation at the same time may be necessary. Such restrictions will not be unreasonable, and the Company may consider additional requests, subject to operational requirements.

#### Selection Procedures

16.05 A vacation block shall consist of five (5) working days. A Full Time Employee must bid their vacation in a minimum of a five (5) day blocks and may include Saturday and Sundays. A Full Time Employee can bid their Vacation Entitlement for the following calendar year. For example, in 2021 Full Time Employees bid their 2022 Vacation Entitlement. Days off will be automatically scheduled immediately prior to and immediately after the vacation block as per the below chart. These days off will be deducted from the days off provided in Article 16.03.

Number of Consecutive Blocks	Number of Vacation Days	Number of Days Off	Placement of Days Off
1 block of vacation	5	4	2 days before vacation and 2 days after vacation
2 blocks of vacation	10	6	2 days before vacation, 2 days after first 5 days, and 2 days after vacation
3 blocks of vacation	15	6	2 days after first 5 days, 2 days after 10 <sup>th</sup> day, and 2 days after vacation
4 blocks of vacation	20	8	2 days after first 5 days, 2 days after 10 <sup>th</sup> day, 2 days after 15 <sup>th</sup> day, and 2 days after 20 <sup>th</sup> day

- 16.06 An annual vacation bid package shall be provided to each Employee electronically at least a month prior to the first bidding round opening on November 1<sup>st</sup>. The bid package shall include the following:
- (a) The total Vacation periods available during the upcoming vacation year by location;
  - (b) Each Employee's Vacation Entitlement for the upcoming vacation year; and
  - (c) A link to an annual Vacation electronic bid sheet.
- 16.07 The Company will use a real time automated bid and award system. Each Employee will be allotted three (3) hours to place their bid.
- 16.08 Full Time Employees shall bid and be awarded their vacation based on Home Base and then in order of Seniority starting with the most senior for that Home Base. The bid window will occur every October, with the exact date and time to be determined by the Company.
- 16.09 Any Full Time Employee who does not submit a vacation bid or express the maximum number of preferences shall be assigned their vacation by the Company based on remaining available weeks.
- 16.10 Full Time Employees may not change their bid once the bidding period has closed.
- 16.11 Full Time Employees shall take all Vacation Entitlement within the year in which it is earned. Absent exceptional circumstances approved by Company; a Full Time Employee shall not carry over any vacation.
- 16.12 Vacation dates, once confirmed, will not be changed by either the Company or the Full Time Employee except in emergencies or if there is agreement between the Company and the Full Time Employee. An agreement between the Company and a Full Time Employee to change vacation dates cannot affect the vacation of another Employee.

#### End of Employment

- 16.13 Full Time Employees whose employment relationship with the Company has ended are entitled to receive any outstanding Vacation Accrual.

### **ARTICLE 17 - VACATION FOR CASUAL EMPLOYEES**

- 17.01 Casual Employees are provided with vacation pay in the amount prescribed by the Canada Labour Code.

## **ARTICLE 18 - PERSONNEL FILES**

- 18.01 Personnel Files shall, at the Employee's request, be made available for examination by the Employee in the presence of a member of Management. Upon request, the Employee will also be provided with an electronic copy of any material of a negative or unfavourable nature. The Union and the Employee will be provided with an opportunity to view the Personnel file. Upon request to the Company, the Employee shall be provided with a copy of any document(s) contained in their file. If an Employee chooses to respond to any material(s) on the Employee's file, the response(s) shall be retained on their Personnel file.
- 18.02 Material of a negative or unfavourable nature (except Counselling Letters), not related to technical competency or safety of operations, will be removed from an Employee's file after twenty-four (24) months and will no longer be deemed admissible as evidence to any disciplinary proceedings, provided there has not been any further negative or unfavourable nature material added to the Personnel file.
- 18.03 Material related to technical competency or safety of operations will be removed from an Employee's file after five (5) years and will no longer be deemed admissible as evidence to any disciplinary proceedings, provided there has not been any further negative or unfavourable nature material added to the Personnel file.

## **ARTICLE 19 - EXPENSES, LODGING AND TRANSPORTATION**

### **19.01 Expenses**

In Emergency circumstances an Employee can seek approval from their manager to incur reasonably necessary expenses. Such approved expenses can be reimbursed upon the provision of receipts within thirty (30) days.

### **19.02 Accommodations**

For any ground stop or off duty rest over four (4) hours, the Company will provide single room accommodations for Employees.

The Company and the Union will establish an Accommodations Selection Committee, comprised of a representative from each the Company and the Union, and shall agree on a list of suitable accommodations. The committee will be consulted in advance of any accommodations being added to the list. In the event of a disagreement, the final decision shall be made by VP of Flight Operations.

This list does not apply to accommodations required as a result of ad hoc charters or unexpected events which result in a cancellation of the flight in the field. In such circumstances the VP of Flight Operations will decide on the accommodations and make best efforts to find accommodations similar to those on the approved list.

### 19.03 Ground Transportation

Where required, crew transportation shall be the responsibility of the Company.

The Company will utilize a reputable licensed company (Taxi or other) or Company transport to transport Employees from the Terminal Buildings to accommodations.

If Company arranged ground transportation is not available within sixty (60) minutes after in time, the Employee may use other reasonable means of transportation to the accommodations and may claim reimbursement for expenses for such transportation. In such circumstances Employees are expected to share transportation.

These ground transportation standards shall be monitored by the Accommodation Selection Committee.

## ARTICLE 20 - WORK CLOTHING

20.01 Work Clothing is considered company property as listed below, except blouses and footwear, work clothing must be returned when an Employer ceases active employment. All Employees will be provided with two name tags which will be replaced as needed. Footwear must meet uniform standards. Receipts and expense reports must be submitted to cabin safety management for approval.

20.02 Each new Employee will receive the following upon hire:

- Blazer; Sweater; vest
- Raglan (spring/summer); Winter coat (fall/winter)
- Scarves: 2 uniform scarves/ties; 1 winter pashmina type scarf
- 5 blouses/shirts, 2 bottoms (pants, skirts, and/or dress) each 6 months
- Shoes - \$100.00 allowance per year (reimbursed in spring/summer)
- Boots - \$150.00 allowance per year (reimbursed in fall/winter)

20.03 For every subsequent year, Employees get an allowance for work clothing of:

- Shoes - \$100.00 allowance per year (reimbursed in spring/summer)
- Boots - \$150.00 allowance per year (reimbursed in fall/winter)
- \$1,150.00 maximum allowance for Employee's choice of items

Casual Employees:

- Footwear - \$125.00 allowance per year
- \$575.00 maximum allowance for Employee's choice of items

20.04 In addition to the above, the following will be provided:

Full Time Employees	Casual Employees
Winter Coat – 1 every 3 years	Winter Coat – 1 every 4 years
Raglan – 1 every 3 years	Raglan – 1 every 4 years
Satchel – 1 every 2 years	Satchel – 1 every 3 years
Suitcase – 1 every 3 years	Suitcase – 1 every 4 years

20.05 If the prices from the supplier increase or decrease, the allowance will be adjusted accordingly.

## **ARTICLE 21 - UNION EXECUTIVE**

### **21.01 Union Executive**

The Company recognizes the Executive of the Union, comprised of the President, Vice-President, Recording Secretary, Treasurer and Shop Stewarts, a maximum of one Shop Stewart per Home Base, as duly elected representatives of the Union.

Each calendar year the Union will provide the names, addresses and phone numbers of all elected representatives of the Union.

The Executive of the Union may establish committees at its discretion, however, only members recognized in the paragraph above, shall communicate with the Company on Union business. Individual Employee's may communicate with the appropriate Company personnel at any time, with regards to matters of a personal and /or singular nature.

On the last day of in-class training for new hires, one (1) Executive Union representative will be allotted two (2) hours. The Union understands the requirements to conduct its affairs in a professional and business-like manner.

### **21.02 Union Unpaid Leave**

The Union Executive will be entitled to a total of a cumulative six (6) unpaid Union Days annually for the purpose of attending conventions, conferences, and workshops. The Union will apply in advance for unpaid Union Leave and such unpaid leave will be granted subject to operational requirements.

The Local President shall advise the Company in writing at least seven (7) days in advance of the bid period for the subsequent month where the leave is required for Union Executive members for union business. If it is mutually agreed upon by both parties on a case-by-case basis, the seven (7) day time period may be waived.

Unpaid Union Time granted by the Company will not be unreasonably withheld and will be subject to operational requirements at all times and may be canceled within twenty- four (24) hours prior to commencement of Union leave to protect the integrity of the operations.

### 21.03 Union Paid Leave

The Union Executive will be granted credit hours to attend discipline/discharge meetings, grievance meetings and/or any meeting requested by management based the actual number of hours worked.

Whenever possible the Company shall provide the Union with 24 hours written notice of such meetings.

## **ARTICLE 22 - DISCIPLINE AND DISCHARGE**

22.01 When an Employee is to be disciplined and/or discharged, the Employee will be notified of the right to be accompanied by the Shop Steward, or a member of the Union executive. The Employee may, in writing, waive their right to Union representation. Such waiver will be maintained in the Employee's file.

22.02 Any discipline or discharge shall be given in writing within fourteen (14) calendar days of the VP Human Resources (or designate) being aware of all the information and making a decision to issue discipline and/or discharge. For greater certainty, if the matter is being investigated, this time line does not commence until the investigation is complete.

## **ARTICLE 23 - GRIEVANCE PROCEDURE**

23.01 The Company and Union agree to the following grievance procedure:

### Step 1

The aggrieved Employee(s) shall, together with the Shop Steward, within ten (10) calendar days after becoming aware of the occurrence leading to the grievance, meet with the respective supervisor to attempt resolve the issue.

### Step 2

If there is no resolve at Step 1 and the Union considers the grievance to be justified, the Employee concerned together with their Shop Steward, may within fourteen (14) calendar days of the occurrence leading to the grievance, submit their grievance in writing to VP of Human Resources or designate. The VP of Human Resources or designate will attempt to resolve the matter together with the Union. The Company will respond in writing within fourteen (14) days of the meeting to attempt to resolve the matter.

### Step 3

Within thirty days of the Company's response in Step 2, the Union or Company may refer the dispute to arbitration.

23.02 All time limits within this Article 23 may be extended by mutual agreement in writing prior to expiry of the time limit.

23.03 All Grievances and responses to Grievances must be in writing and shall be delivered via email as follows:

To the Company:  
VP of Human Resources or designate

To the Union:  
President or Delegate

23.04 All Grievances shall include the following:

The name(s) of the grievor(s);

The nature of the grievance;

A brief summary of the facts giving rise to the grievance;

The section(s) in this Agreement that are alleged to have been violated; and,

The remedy sought; and

The date it is submitted.

## **ARTICLE 24 - INVESTIGATION, INCIDENTS OR ACCIDENTS**

24.01 Where an Employee is involved in an accident or incident related to the operation of an aircraft, he may be held out of service, with pay, pending the outcome of any investigations into the accident or incident undertaken by the Company, Transport Canada or the appropriate accident investigation body.

24.02 When an Employee is held out of service in accordance with this article, the Company will provide the Employee with written confirmation of the holding out of service with the reasons therefore, within fifteen (15) calendar days of the holding out of service taking effect.

24.03 Following an incident or accident, an Employee may be required to undergo an immediate medical examination by a designated Aviation Medical Examiner (AME). An Employee may be required to undergo counselling prior to return to work.

24.04 Where disciplinary or discharge action is taken following an incident or accident the grievance procedures will apply.

24.05 The Union will be notified by the Company as soon as possible of an accident or incident that involves an Employee.

#### **ARTICLE 25 - MISSING/HIJACKING/INTERNET/HOSTAGE/PRISONER OF WAR**

25.01 No Employee will be forced by the Company to operate or train in any area excluded from coverage under the Company insurance policies or indemnity.

25.02 Any Employee who, while engaged in the Company's operations is reported missing, or is interned, captured, held as a hostage, or as a prisoner of war shall continue receiving all compensation, seniority, benefits, and privileges until the Company is able to resume work, the Employees' death is established in fact, or the death is reasonably presumed to have occurred.

25.03 Where a reasonable presumption of death exists, the Company shall co-operate with the Employees' estate to assist in providing information to benefit providers regarding pay-out of life insurance to the Employee's designated beneficiaries.

25.04 Any compensation to an Employee in accordance with the provisions of this Section shall not be required to be returned even if it later becomes established that such payments were made after the death of the Employee, provided that any such beneficiary shall have furnished the Company with any evidence indicating the death of the Employee promptly after its receipt.

#### **ARTICLE 26 - PERSONNEL FILES**

26.01 Personnel Files shall, at the Employee's request, be made available for examination by the Employee in the presence of a member of Management. Upon request, the Employee will also be provided with an electronic copy of any material of a negative or unfavourable nature. The Union and the Employee will be provided with an opportunity to view the Personnel file. Upon request to the Company, the Employee shall be provided with a copy of any document(s) contained in their file. If an Employee chooses to respond to any material(s) on the Employee's file, the response(s) shall be retained on their Personnel file.

26.02 Material of a negative or unfavourable nature, except Counselling Letters, not related to technical competency or safety of operations, will be removed from an Employee's file after twenty-four (24) months and will no longer be deemed admissible as evidence to any disciplinary proceedings, provided there has not been any further negative or unfavourable nature material added to the Personnel file.

26.03 Material related to technical competency or safety of operations will be removed from an Employee's file after five (5) years and will no longer be deemed admissible as evidence to any disciplinary proceedings, provided there has not been any further negative or unfavourable nature material added to the Personnel file.

## **ARTICLE 27 - LEGAL**

27.01 The Company agrees to maintain insurance within industry standards to provide coverage for Employees in relation to claims against Employees acting within the scope of their employment.

27.02 An Employee, in whose area a serious operating irregularity occurs while on Duty, will be permitted to attend any Company hearing, or participate in any investigation being conducted, into the irregularity when it is considered that the actions of the Employee had any bearing on the said irregularity, or on events and circumstances leading thereto.

## **ARTICLE 28 - ELECTRONIC FLIGHT BAG**

28.01 An "Electronic Flight Bag" ("EFB") means a Company-approved and provided electronic tablet type device containing electronic versions of aircraft operating manuals, flight operations manuals, bulletins, memoranda, and other work-related information, including Company policies and manuals, that is issued to an Employee. The Employee will be provided with a protective carry case.

28.02 Subject to Section 28.07, there shall be no cost to the Employee for use of the EFB.

28.03 Every Employee is responsible to report for work with the EFB that is issued to them.

28.04 An Employee shall have a passcode to protect Company information on the EFB and shall not provide their passcode or the EFB to any other person other than a representative of the Company for the purpose of repair or replacement.

28.05 An EFB issued to an Employee remains the property of the Company. The information and data provided by the Company through its proprietary or licensed applications is considered Company property and such data may be monitored, replaced, updated or deleted by the Company. An EFB must be returned to the company upon the employees termination of employment.

28.06 In the event an Employee loses their EFB or it is stolen shall immediately report the incident to management, and comply with any requests such as filing a police report. The Company shall issue a replacement for the lost or stolen EFB.

28.07 An Employee will not, except in the case of gross negligence, willful misconduct or refusal to return the EFB upon the end of active employment, be liable for any expense directly associated with a lost, stolen or damaged EFB.

## **ARTICLE 29 - GENERAL PROVISIONS**

### **29.01 Human Rights**

There shall be no discrimination on the basis of any prohibited ground set out in the *Canadian Human Rights Act*, nor for membership in the Union and the participation in various legal functions and activities related thereto.

### **29.02 Letters of Understanding**

Any Letter of Understanding negotiated between the Manager or their designate and the Union will be deemed to form part of this Agreement as if it had been incorporated herein. Each Letter of Understanding will be identified by a heading and a number and must be signed by representatives of both parties and is subject to Union ratification.

### **29.03 Management and Supervisor Flying**

Management and Supervisors will fly as required to remain qualified, for training purposes, annual line check, line indoctrination check and/or as operationally required. Unless mutually agreed, no Employee will have their scheduled shift displaced as a result of management or supervisor flying without compensation for the displacement.

### **29.04 Bulletin Boards**

The Company will provide bulletin boards for the use of the Union at appropriate locations upon which the Union will have the right to post notices relating to matters of interest to the Union and the Employers. Such notices shall bear the signature of a Union Officer or Representative and a copy will be provided to the VP Human Resources or designate.

### **29.05 Contracting Out**

The Company agrees not to sub-contract bargaining unit work where the sub-contracting would result in a lay-off of an existing bargaining unit Employee.

### **29.06 Health and Safety**

One Employee will be permitted to sit on the Company's Occupational Safety Committee as per the Committee's terms of reference.

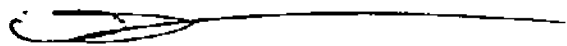
### **29.07 Code of Conduct**

Employees will be subject to the Company's Code of Conduct.

Signed this 7 day of September, 2022

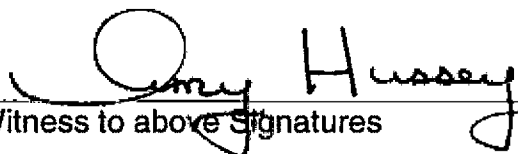
SIGNED ON BEHALF OF THE  
PAL Airlines Ltd.

Shawn Kents



Samuel Sheppard





Witness to above Signatures

SIGNED ON BEHALF OF THE  
CANADIAN UNION OF PUBLIC EMPLOYEES,  
LOCAL 5451

Courtney Decker



Debbie Turner

Witness to above Signatures

**LETTER OF UNDERSTANDING #1**  
**BETWEEN**  
**PAL Airlines**  
**AND**  
**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5451**

**RE: Banked Family Care / Personal Leave**

Employees who have banked Family Care / Personal Leave as of April 30, 2022, will be able to carry over balance to a maximum of eighty (80) hours in a separate bank which they can access should their current Medical Leave balance become exhausted.

Duration of Collective Agreement May 1, 2022 – April 30, 2025.

Signed this 7 day of September 2022

SIGNED ON BEHALF OF THE  
PAL Airlines Ltd

*Shawn Kout*

*Sandy Sheppard*

*Amy Hussey*  
Witness to above Signatures

SIGNED ON BEHALF OF THE  
CANADIAN UNION OF PUBLIC  
EMPLOYEES, LOCAL 5451

*Courtney Decker*

*UC Decker*

*Debbie Turner*

*Debbie Turner*  
Witness to above Signatures

## SCHEDULE A

### Credit System

Step/Level	May 1, 2022	January 1, 2023	January 1, 2024	January 1, 2025
1	\$31.10	\$31.68	\$32.26	\$32.86
2	\$32.10	\$32.69	\$33.30	\$33.91
3	\$33.13	\$33.74	\$34.37	\$35.00
4	\$34.19	\$34.82	\$35.47	\$36.13
5	\$35.29	\$35.94	\$36.61	\$37.28
6	\$36.42	\$37.10	\$37.78	\$38.48
7	\$37.59	\$38.29	\$39.00	\$39.72
8	\$38.80	\$39.52	\$40.25	\$40.99
9	\$40.04	\$40.78	\$41.54	\$42.31
10	\$41.33	\$42.09	\$42.87	\$43.67
11	\$42.66	\$43.44	\$44.25	\$45.07
12	\$44.03	\$44.84	\$45.67	\$46.51
13	\$45.44	\$46.28	\$47.14	\$48.01
14	\$46.90	\$47.76	\$48.65	\$49.55
15	\$48.40	\$49.30	\$50.21	\$51.14

Retro: As of May 1, 2022 – Actively employed Full Time Employees would be paid a lump sum retro representing what level they would have moved on the old scale for their base salary between January 1, 2022 – April 30, 2022.

## **SCHEDULE B**

### **Per diem:**

Employees will be provided with a per diem calculated by multiplying the Time Away From Base for the pairing by three dollars (\$3.00) Canadian per hour upon. If the duration exceeds fourteen (14) hours the rate will be three dollars and sixty-five cents (\$3.65) for all hours.

On January 1, 2022, and each January 1<sup>st</sup> thereafter, the per diem rate shall increase by two percent (2%).

## SCHEDULE C

### SUMMARY OF THE CREDIT SYSTEM

If there is a conflict between this chart and the Collective Agreement, the terms of the Collective Agreement will govern.

<b>Flight Hours</b>	<b>Actual Flight Hours worked</b>
Reserve	4 credit hours
Vacation day	4 credit hours
Medical Leave	6 credit hours
PAL day	4 credit hours
Statutory Holiday	4 credit hours, plus if you work 1.5 times credit hour (but does not go to OT)
Worked on Day Off	1.5 times credit hour (but does not go to OT)
Bereavement Leave	4 credit hours per allowed day pursuant to the Bereavement Leave Policy
Classroom Training	4 credit hours
Trainer (classroom)	Hourly wage plus \$10.00 premium for every hour worked (minimum of 4 hours, not credited towards overtime)
Trainer (in flight)	Credit hours plus \$10.00 premium (minimum of 4 hours)
Union Paid Leave	Credit for actual hours worked
Deadheading	Paid (but not credited towards overtime) of 50% of the Flight Hours
Cancelation	Minimum of 4 credit hours

