



June 29, 2015

Shift Trade Policy

This policy applies to all Air Canada employees represented by Unifor in Airports, Call Centres, Crew Scheduling and Planning, Customer Journey Management and Customer Relations.

Hours of work

Effective April 1, 2015 the hours an employee will be permitted to work in excess of their original schedule (the "Addition Hours") are:

- Full-time employees
 - 416 additional hours every 52 weeks or the equivalent of 52 full-time days
- Part-time employees
 - 1248 additional hours every 52 weeks or the equivalent of 156 full-time days

Additional Hours are defined as hours not originally scheduled such as overtime and hours received through shift trades.

The 52 weeks, above, refers to an averaging period which will commence April 1 of each year. The maximum number of additional hours that employees are permitted to work will be offset by hours donated through shift trades.

Maximum allowable hours employees are permitted to be absent from the workplace as a result of donating shifts through shift trades

Full time employees are permitted to donate a maximum 520 hours during the 52 weeks and part time employees are permitted to donate a maximum of 260 hours during the 52 weeks. This represents twenty-five percent (25%) of the annual scheduled shifts for full time and part time employees, respectively.

Once an employee reaches this maximum number of donated hours, they will be required to receive shifts through shift trading in order to regain the ability to donate shifts.

On July 15th 2015, balances will be zeroed out for all employees. In subsequent years, the maximum allowable hours employees can donate will be reset annually on April 1st.

Scheduling parameters

Regardless of anything stated in this policy, shift scheduling parameters contained in the Air Canada-UNIFOR Collective Agreements must be respected. Each agreement outlines the minimum rest periods required between scheduled shifts.

However, when a shift trade occurs, an employee must maintain a minimum of 7 hours of rest between leaving work and reporting for their next shift the following day.

Positive pay

Effective September 27, 2015, which corresponds to the start of a pay period, the employee who works a shift, whether their original scheduled shift or received shift, will be paid for working the shift, at that employee's hourly rate of pay (known as "Positive Pay").

Employees are able to use their time bank to offset the potential impact to their earnings that they experience as a result of Positive Pay when they have elected to donate shifts.