

Summary

Carmen CMS is responsible for calculating the overtime hours for all the cabin crew. The information is used for many different purposes, displaying the overtime hours in the Crew Portal, feeding the salary system with the overtime hours each month and for producing statistical reports for the finance department. This document describes the overtime report of the Carmen CMS.

Change History

Version	Author	Date	Description
1.0	Leo Wentzel	2-Mar-2007	Initial version based on the Tracking time box 7 delivery.
1.1	Leo Wentzel / Joakim Oskarsson	13-Jul-2007	Added text for Norwegian temporary crew and FC overtime

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1 Overtime General

The overtime calculations are always made on performed schedules using the rules applicable for each crew group (long haul/short haul, Sweden/Denmark/Norway, full time crew/part time crew etc). The overtime limits, for each area, are almost always identical to the rule limits defined by the union agreements. Overtime calculations are only applicable for cabin crew. Flight crew are, according to their current union agreement, not entitled to overtime compensation.

The crew compensation is not only covering overtime payments. There are a few additional reasons for compensation that is included in the crew compensation package, one example is compensation for not achieving minimum rest after a duty pass.

Japanese and Chinese crews are not included.

1.1 **Basic definitions**

Duty time

Duty time is always calculated from check-in to check-out.

Check-in

The Check-in time is calculated based on scheduled departure.

Check-out

The check-out time is calculated based on actual arrival time.

Base and overtime payment

A crew member that shifts base receives overtime payment according to the base they belonged to the last day of the month.

Overtime compensation and the other types of compensation are sent to the salary system three months after the month they were accumulated. This does not include compensation for temporary crew which is sent to the salary system one month later. Compensations are not to be sent to the salary system for crew that converts overtime to free days. Overtime is stored in the system for use with retro runs and calculation of compensation days.

Time periods

All duties that end in a planning period are used to calculate the value of each compensation type within the scope of this document, for that planning period. 7x24 periods ending in a planning period are included in the calculations for that planning period.

1.2 **Overtime calculation - Danish cabin crew**

1.2.1 **Introduction**

Danish cabin crew is entitled overtime for duty time exceeding specified limits. There rules are different for short and long haul trips. The overtime is always rounded up to nearest 30 minutes, i.e. 31 minutes counts as 2 half hours of overtime.

1.2.2 Short haul

Overtime for short haul trips is the duty time exceeding maximum duty time in 7x24 and 1x24 hours. Duty time 7x24 is calculated from check-in after a free day period to 7x24 hours forward. Overlap between 7x24 periods is not considered. Overtime for 1x24 is given for every duty with overtime hours counted as the maximum of 24h forwards from check-in or 24h backwards from check-out. Overlap between 1x24 periods is not considered. If there is both 1x24 and 7x24 hours overtime within the same working period, from check-in after free day period until the next free day period, the overtime is reduced so that overtime is only compensated once. Overlap between 1x24 and 7x24 periods with overtime is not considered if the 1x24 overtime is part of another work period. For charter flights the limits of the 1x24 and 7x24 hours are extended with 2 hours.

Rule	Agreement reference
Max duty time in 7x24 hrs	CAU C.1.2 (Short haul)
Max duty time in 1x24 hrs	CAU C.1.2 (Short haul)

The table above lists the rules and the two pictures below illustrate how the overtime calculations work.

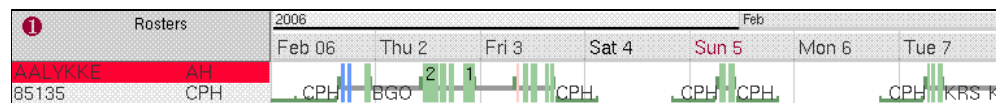


Figure [1] An illegal 7 day roster. The extended duties on the 2 February are the cause of the rule violations.

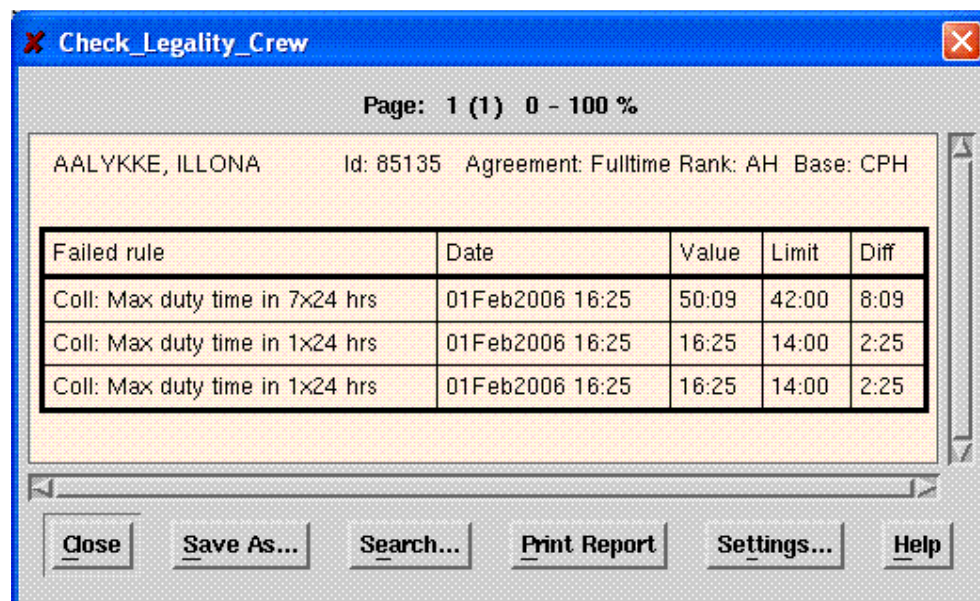


Figure [2] The rule violation list. The overtime hours reported is due to the rule violation of the 7x24 hours rule. The 1x24 hours rule will be ignored since another rule covers the hours of the 1x24 period.

1.2.3 Long haul

Crew on long haul flights receive overtime payment for any duty time exceeding 13 hours, which overrules the limit defined in section D1.2.

1.3 Overtime Calculation – Swedish cabin crew

1.3.1 Short and long haul

Swedish CC can get overtime payment for two different reasons. The first occurs if they work more than the monthly duty time limit and the other if they fly above the 90 and 95 point limit during a duty pass.

A full time CC member flying above the 184 duty hours limit per calendar month receives 1/72-part of his/her monthly salary for each hour of overtime. The overtime is always rounded up to nearest hour, i.e. 1 minute of overtime counts as 1 hour of overtime.

A CC working on a duty exceeding 90 points will receive 500 SEK as overtime payment. He/she will receive an additional 500 SEK if the duty exceeds 95 points.

1.3.2 Part time cabin crew

A part time CC will also receive overtime payment if they exceed their monthly target (dependant on their work rate) up to the full time monthly target of 184 hours. The details can be found in document reference [8], section L.4.

1.3.3 Temporary cabin crew

The temporary CC receive their pay based on the number of hours performed. Carmen CMS must therefore feed the salary system with information on how many hours each temporary CC have worked during the month. The temporary CC receives 120 DSK per hour of duty time.

A temporary CC that are taken off production less than twelve hours before the planned check-in time receives a payment compensation equivalent to two hours of work. If a temporary CC are taken off production after check-in receives at least compensation equivalent of four hours of work or the actual production if more than 4 hours.

Time is rounded up to the nearest hour.

1.4 Overtime Calculation – Norwegian cabin crew

1.4.1 Short and long haul

Norwegian CC overtime is based on several kinds of overtime. Overtime is based on daily, 7x24, monthly and quarterly overtime. Overlap within one kind of overtime such as 7x24 overtime is not considered. Overlap between different kinds of overtime is considered so that overtime only will be given once.

Crew is entitled overtime if:

Crew has more than 153.83 work hours, on an average, per month.

Crew has worked more than 45 hours in a rolling 7 day period (7x24).

Crew has worked more than 10:30/12 (short haul) or 14/15 (long haul) hours per day.

Time is rounded up to the nearest 30 minutes.

1.4.2 Part time cabin crew

A part time CC will also receive overtime payment if they exceed their monthly target (dependant on their work rate) up to the full time monthly target of 153.83 hours. The details can be found in the union agreement.

1.4.3 Temporary cabin crew

The temporary CC receives their pay based on the number of duty days performed. Carmen CMS must therefore feed the salary system with information on how many duty days each temporary CC have worked during the month.

1.5 Other compensations

There are other reasons for overtime compensation as well. They are all part of the overtime calculation package although not all of them represent overtime work.

- Crew not receiving minimum rest after a duty – applies to all crew
- The active purser on a flight receives MDC (Maitre de Cabin) compensation for every started duty hour – applies to AP
- Senior cabin crew operating above rank as pursers receives SCC/CA1 allowance for every started duty hour – applies to AH and AS
- Temporary and Norwegian crew is not entitled to the compensations above.
- The MDC and SCC/CA1 compensations are described in the SAS/CAU chapter 7, section 4 and 5 on page 2 for Danish crew and in SCCA chapter K04 on page 14 for Swedish crew.

1.6 Crew below minimum rest**1.6.1 Danish cabin crew**

The union agreement (document reference [7], sections H.1.1.1d (short haul) and H.3 note 1 (long haul)) for Danish CC stipulates that a CC losing minimum rest is compensated with 8% of his/her 100% monthly salary. The compensation is valid for both short haul and long haul production. Only duty time is considered when calculating loss of rest, not private passive for example.

CC on long haul is entitled loss of rest compensation if flight time exceeds 16 hours.

CC on short haul is entitled compensation for loss of rest if there are schedule changes due to irregularities that will result in rest below 9 hours at outstation and 10 hours at home base per 24 hour period. This is referred to as high compensation in this section.

The CC will also receive additional compensation if schedule changes result in rest below 12 hours at their home base or 10 hours at an outstation during short haul production. This compensation is equal to 3.29% of their full time pay. This is specified in the section H.1.1.1b and H.1.1.1c in the Danish CC agreement. This compensation can only be achieved during short haul production. This is referred to as low compensation in this section.

Rest time	Rest station	Compensation
rest < 10:00	Outstation	Low
rest < 12:00	Home base	Low

< 9:00 per 24:00 period	Outstation	High
< 10:00 per 24:00 period	Home base	High

1.6.2 Swedish cabin crew

The union agreement (document reference [8], section G) for Swedish CC stipulates that a CC losing minimum rest is compensated with 8% of his/her 100% monthly salary. Rest below 12h on home base and 10h at outstation for short haul and duty time exceeding 16 hours for long haul entitles to this compensation.

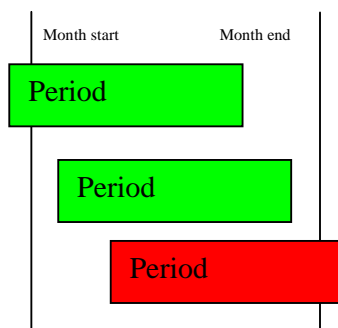
1.6.3 Norwegian cabin crew

Norwegian cabin crew receives compensation for minimum rest at home base when scheduled rest time is more than 14h and is changed to less than 13:45h.

1.7 *Flight Crew Overtime*

Flight crew are given overtime compensation for all 7x24 periods, starting from check-in, exceeding 45:00 hours duty time. The flight crew member receives compensation for every started half hour of overtime, i.e. the time is rounded up to the nearest 30 minutes.

1.8 *Overtime report*



The overtime report is created for a roster month and for the previous month. The overtime report includes values for the amount of overtime and loss of rest for the current and the previous month. The report also includes any differences from any previous runs for the same time period. Included in a month are the overtime for all 1x24 and 7x24 periods that end in that month, for short haul, and the overtime for long haul flights that end in that month. Loss of rest is included for those flights that end in the month of the report.

The report is executed on the current crew selection.

Below is an example of the overtime report:

Overtime

Planning Period: 01 - 30Sep2006 Rule Set: Tracking Plan: TestPlans/Tracking_SEP/sk_all_sep_leo/sk_all_sep_leo

Emp. No	Name	Type	Sep (Corr)	Aug (Corr)
20370	BUTINA, JANNE BJØRN	Overtime	1:00 (0:00)	2:30 (0:00)
		Maitre de Cabin (Short Haul)	0:00	0:00
		Maitre de Cabin (Long Haul)	0:00	0:00
		Senior Cabin Crew	0:00	0:00
20377	KOLDKJÆR, IB	Overtime	0:00 (0:00)	0:30 (0:00)
		Maitre de Cabin (Short Haul)	0:00	0:00
		Maitre de Cabin (Long Haul)	0:00	0:00
		Senior Cabin Crew	0:00	0:00
20386	FREDRIKSEN, ALLAN DAMM	Overtime	0:00 (0:00)	0:00 (0:00)
		Maitre de Cabin (Short Haul)	46:00	8:00
		Maitre de Cabin (Long Haul)	0:00	0:00
		Senior Cabin Crew	27:00	2:00
20387	MIDSKOV, IBEN	Overtime	0:00 (0:00)	0:00 (0:00)
		Maitre de Cabin (Short Haul)	25:00	41:00
		Maitre de Cabin (Long Haul)	0:00	0:00
		Senior Cabin Crew	56:00	67:00
20395	GIORGI, NATACHA	Overtime	0:00 (0:00)	0:00 (0:00)
		Maitre de Cabin (Short Haul)	0:00	0:00
		Maitre de Cabin (Long Haul)	0:00	0:00
		Senior Cabin Crew	0:00	0:00
20408	PETERSEN, KIM	Overtime	0:00 (0:00)	0:00 (0:00)
		Maitre de Cabin (Short Haul)	30:00	37:00
		Maitre de Cabin (Long Haul)	0:00	0:00
		Senior Cabin Crew	26:00	0:00
20409	HJESS, BONNIE	Overtime	0:00 (0:00)	0:00 (0:00)
		Maitre de Cabin (Short Haul)	17:00	30:00
		Maitre de Cabin (Long Haul)	0:00	0:00
		Senior Cabin Crew	36:00	38:00
20423	HANSSON, MARGARETHA	Overtime	0:00 (0:00)	0:00 (0:00)
		Maitre de Cabin (Short Haul)	39:00	50:00
		Maitre de Cabin (Long Haul)	0:00	0:00
		Senior Cabin Crew	39:00	13:00
20433	RIVERA, MARCELA	Overtime	0:00 (0:00)	0:00 (0:00)
		Maitre de Cabin (Short Haul)	0:00	0:00
		Maitre de Cabin (Long Haul)	0:00	0:00
		Senior Cabin Crew	0:00	0:00
20435	BALUTA, CARMEN	Overtime	0:00 (0:00)	0:30 (0:00)
		Maitre de Cabin (Short Haul)	15:00	36:00
		Maitre de Cabin (Long Haul)	0:00	0:00
		Senior Cabin Crew	4:00	28:00
20441	SIQUEIRA, MIA HVIDTFELDT	Overtime	0:00 (0:00)	0:00 (0:00)
		Maitre de Cabin (Short Haul)	0:00	0:00
		Maitre de Cabin (Long Haul)	0:00	0:00
		Senior Cabin Crew	0:00	0:00
20442	PARKER, MICHAEL ZACHO	Overtime	0:00 (0:00)	0:00 (0:00)
		Maitre de Cabin (Short Haul)	26:00	12:00
		Maitre de Cabin (Long Haul)	0:00	0:00
		Senior Cabin Crew	15:00	0:00

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2 Instructions

To be able to create the report Carmen Studio has to be started.

2.1 **Create Overtime Report**

An overtime report can be generated for a selection or all rosters in a plan. To create an overtime report follow the instructions below:

- [1] Open a roster or tracking plan.
- [2] Show the rosters.
- [3] Choose assignment/trip object or general.
- [4] In the object or general menu choose 'Reports'
- [5] Select 'Generate Reports...' or 'Overtime Statement...'
- [6] Select 'OvertimeStatement.py' from the list of reports or enter month if 'Overtime Statement...' was selected.
- [7] Click 'Ok' to generate report.
- [8] The report is generated for all crew in window or selected crew for the current or specified month.

3 Document references

- [1] Contract, Annex 1
- [2] 27 Overtime (skallkrav), version 1.0, 2005-05-12
- [3] Interface 32.13.1 Duty Overtime months, version 1.1, 2006-02-20
- [4] Interface 44.3.1 Overtime and Allowances DK, version 1.0, 2006-01-17
- [5] Interface 44.3.2 Overtime and Allowances NO, version 1.0, 2006-01-18
- [6] Interface 44.3.3 Overtime and Allowances SE, version 1.0, 2006-01-18
- [7] Danish Cabin Crew Union Agreement: Bilag B2 (CPH) Bestemmelser vedrørende flyvetid, tjenstegøring og fritid for Cabin Crew i Danmark.
- [8] Swedish Cabin Crew Union Agreement: Bilaga B; Bestämmelser rörande flygtid, tjänstgöringstid och fritid för CC.
- [9] Temporary Danish Cabin Crew Agreement: *Bilag 3 fleksibel arbstyrke*, 23 March 2004
- [10] 32.13 Duty overtime (skallkrav), version 1.1, 2005-05-10
- [11] Norwegian Cabin Crew