

Bidline Rules

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1 GENERAL

1.1 The Relationship Between Clash, Conflict & Illegality

CLASH : The minimum time off below which a Pilot cannot be ASSIGNED a Duty.

CONFLICT : The minimum time off below which a Pilot cannot be AWARDED a Duty.

Clash is generally more restrictive than Conflict because, in the case of Assignment, the Pilot has little influence on the Allocation of their work (may only state a Preference) whereas an Award always results from a positive Bid.

Note: See also Clash/Conflict tables in Appendix.

ILLEGALITY : An illegal situation occurs when the requirements of the BA Scheme, including any Agreed buffers, are not met or a necessary qualification lapses.

1.2 Times Quoted in the Rules

Unless otherwise stated elsewhere in the rules, all times quoted are GMT.

1.3 Reserve Periods – Use of FDOs

Assignment Overlapping FDOs is exceptional and is described in the rules.

A Pilot may be Awarded Trips during their FDOs as detailed elsewhere in these rules.

1.4 Types of Per Diem Rates

There are 2 Per Diem Rates:

- Monthly Per Diem Rate derived from the applicable Monthly CAP.
- Normal Per Diem Rate derived from the Normal CAP for the month.

1.5 Allocation Order in the Case of Equal Priority

Where through other criteria (e.g. Leave Points, YTD etc.), more than one Pilot has equal priority, then seniority will prevail.

1.6 Resolution of Individual Scheduling Issues

When an issue arises which cannot be readily resolved, the Pilot should discuss it with their Fleet Support Manager or if unavailable with the Duty Flight Crew Manager.

If the issue cannot be resolved to their satisfaction the pilot may approach the FCSC requesting a resolution (see FCSC Submissions).

1.7 Rule Alleviations

For Rule Alleviations see FCSC Section.

1.8 The Significance of Numbering and Bullet Points

Throughout these rules, processes will be defined either with sequential numbering or by bullet points. Numbering indicates a sequential order of importance, whereas bullets indicate equal status.

1.9 The Meaning of 'As Agreed'

Unless specifically varied, "Agreed" within these rules means 'As Agreed between BA and BALPA'.

1.10 Flight Crew Applicability

Generally where, 'the Pilot' is used, it is intended to apply to all Flight Crew, however, certain rules are Status or Appointment Holder specific.

1.11 Definitions

Acclimatised

A pilot will be Acclimatised as defined by the relevant Scheme Definition.

(Incorporate BLR 10.2.3 Local Time)

Away from Base, a Pilot is deemed to be adjusted to local time when three or more consecutive 'Local Nights' free of Duty, on the same local time have been planned, whether or not Duties have been planned during the daytime.

Adjustment Tass

See TASS Definitions.

Activity

An Activity is any Duty, leave and/or DFW (including the associated Wrapround Days and non-Assignable Day) or FDO that may be Allocated.

Allocation

An Award or Assignment in accordance with these Rules.

Annual CAP

Longhaul: 1049 (1051 in a leap year) credited hours in a Control Year.

Shorthaul: 1049 (1051 in a leap year) credited hours in a Control Year.

Assignment

An Assignment is an Allocation to a Pilot of an Activity for which they have not Bid.

Assignment is at BA discretion.

Assignment Window

In S/H, the period within which an alternative Duty, Assigned to a Time Assignable Pilot, must be contained.

Award

An Award is an Allocation to a Pilot of an Activity for which they have Bid.

Back to Back (General)

In L/H, a pre-constructed Trip consisting of two component Trips separated by less than MBTR.

Base

For the purposes of these rules this is normally LHR. For a trip, it may additionally be treated as being LGW or LCY provided the Trip is properly constructed to commence and end there.

Bid

A Bid is an application for an Activity. The Bid will be processed in the order laid down by these rules.

BidInfo 1

Information published at the start of the Pre-Process bidding stage.

BidInfo 2

Information published at the start of the Trip Bidding (Main) stage.

Blackout Days

Agreed dates where Golden days will not be awarded. These are 22nd to 28th December and 31st December to 1st January inclusive.

Block of Work

A Block of Work (S/H) is a Trip or series of Trips and/or Duties contained within a maximum of 6 Duty days or 5 Duty nights.

Block Time (Actual)

The achieved Flight Time as defined in these Rules.

Block Time (Planned)

The Scheduled Elapsed Time of a Flight as published in the relevant Trip Description.

Browline

A period following a type conversion during which inexperienced (Browline) pilots may not operate (seated at the controls for take-off and landing) at the same time.

CAP

The average level of expected work output from a Pilot Status expressed as credited hours and minutes.

See also Normal CAP, Monthly CAP and Annual CAP.

CAP Bankable Credit

Credit that is allocated during Roster Production stages.

CAP Payable Credit

Credit earned to promote CAP which is handled as follows:

Any excess above the Monthly CAP will be converted into pay at the individual hourly rate.

Note: In summing Credit, CAP Bankable hours will always precede CAP Payable hours.

Category

The Status of a Pilot on an aircraft type at a Base, e.g. Captain, 787, London (Heathrow) Base.

Clash

The minimum time off below which a Pilot cannot be Assigned to a Duty.

Closed Day

A Day where the Duty Day requirement in Open Time exceeds the Agreed limit.

Conflict

The minimum time off below which a Pilot cannot be Awarded a Duty.

Completeness

A Roster is Complete if it is Legal, constructed iaw these rules and has a credit total which falls within the pilots individual Credit Range.

Consolidation

A period following promotion or type transfer during which a pilot is exposed to as much flying as practicable.

Contact Period

An agreed period during which a Pilot may be contacted for the purpose of giving notification of a Duty commencing not less than 10 hours ahead. The Pilot is not required to be at any particular location for that purpose.

Continuation Training

Line Training other than Conversion or Command training, requiring a TSC or TC.

Control Year

Twelve consecutive months, commencing on 1st January each year.

Conversion Course

A Conversion Course is Training that results in a new Type Rating.

Credited Hour

The mechanism by which the work content of different activities is measured. The Credited Hour is the system's pay unit and its application is as described in the Credit and Pay section.

Credit Range

The range of credit allowed on a pilot's roster for it to be considered Complete. Three standard Credit Ranges are defined for each status per month: High, Neutral and Low. The Neutral Credit Range will cover a band of credit either side of CAP. The High Credit Range will cover a band above CAP and the Low Credit Range a band below CAP.

Credit Range Points

Points accrued by a pilot for their Allocated Credit Range each month.

Day

A period of 24 consecutive hours commencing at 0001 LT except where otherwise specified in these Rules.

Day Free of Duty

A day in which a Pilot has no Duty but which may contain a Contactable Period if required by the rules. This may be counted as a day off for the BA Scheme Rules.

DEP -2

This is a window that opens at 16:00LT, 2 Days before commencement of the Duty (e.g. Tues for Thu) and is the point from which:

- Assignment against TASS in L/H may change to Days plus one in some circumstances (see TASS Definition).
- The Draft process commences.
- Where a simulator cannot be Allocated against TASS (which itself resulted from a Cancelled/Re-planned Training Duty), it may be assigned to a TAH in a reserve period provided there is no overlap with FDOs.
- Assignment to a TAH against TASS resulting from a Re-planned Training Duty.

DEP -5

This is a window that opens at 16:00LT, 5 Days before the departure of a Trip (e.g. Tues for Sun) and closes at 20:00LT on the Day before the Day of departure. It is the window within which Trip(s) may be held back for Assignment to a RPH or anticipated Recency. This does not preclude a Trip(s) originally held back being returned to Open Time or vice versa.

Design Day

A day of Duty during which a Development Trainer spends time specifically for the production of Development Training.

Development Training

Agreed Non-fleet specific training required to fulfil a specific requirement.

Differences Course

A Differences course is Training which allows a pilot to operate an additional a/c type on the same Type Rating. EASA FCL defines those aircraft for which Differences courses only are required. For example: A pilot moving from the B777 to the B787 will be considered to be on a differences course.

Duty

Any period during which a crew member is required to carry out any task associated with the business of BA.

Duty Free Week

An Allocation of seven consecutive, non-Assignable Days, commencing at 0001LT on a Sunday.

Duty Period

Any continuous period of time during which a crew member is required to carry out any task associated with the business of British Airways.

Duty Rig

The method by which credit is applied to a Trip or Duty.

In L/H:

- Elapsed Time divided by 4.
- Flight Time multiplied by 1.
- Planned Positioning (air or surface) multiplied by 1.
- Duty hours divided by 2.
- Minimum report credit of 3 hours.

In S/H:

- Duty hours divided by 2.0 for trip credit and 1.75 for all other duties.

Elapsed Time

Time away from Base measured from the Pilot's planned or changed report time, whichever is earlier, to thirty minutes after the latest of planned, changed or actual time of arrival at Base.

eMaestro

The current on-line live scheduling interface.

Final CAP

The confirmed Monthly Cap that will be published at BidInfo 2.

Fixed Days Off

Days Off within a Reserve Period, which are three in number for a 9 Day SHRP and four in number for a 14 Day LHRP, pro-rated for shorter RPs.

Flight Time

The time between when the aircraft first moves off chocks, whether under its own power or being moved by a tractor, before engines are started and, after landing, the aircraft arriving finally on chocks at the designated parking position before disembarkation.

Note: Flight Time will be suspended for the time an aircraft has returned to a designated parking position, the main doors opened and all engines stopped prior to continuing with a flight.

Flying Duty Period

A Pilot's Flying Duty Period will begin at the planned (or changed if notified) Reporting Time and will end 30 minutes after the planned time of arrival of the last landing for which they operate as a member of the Flight Crew. Positioning after operating will be contained within the appropriate FDP limit unless otherwise stated.

Note: On the day, the FDP will end 30 minutes after the actual time of arrival of the last landing for which they operate as a member of the Flight Crew.

Free Day

A day when a Pilot is not on Duty and has no commitment to a Contactable Period.

Freeze Period

A period during which JCR is isolated from any external changes or updates. (e.g. eMaestro trades, Network Ops Changes. Training Adjustments, Sickness). It commences at 0600L 1 working day before BidInfo 2 publication and ends on the day of roster publication (at the latest by 1800L).

Freeze period dates will be published in the bidding calendar.

Golden Day

A Day on which a Pilot cannot be Allocated any Duty.

Global Constraint Process

2nd step of the roster building process, which ensures that the global constraints are met.

Global Constraints

The agreed maximum limit of work uncovered in the Planning Period for each status after JSS roster build. Agreed as a maximum of 0.5% of the total trip credit available for roster construction and a maximum of 2 uncovered trip days per day.

These constraints will be based on the Final CAP.

Ground Duty

Any single Ground Duty such as Training, Simulator, Ad hoc training or meeting, but excluding Ground Training Day.

Ground Training Day

A Training day relevant to the operation of the Pilot's current aircraft. It may contain any combination of SEP, Medical matters, Security precautions, Technical refresher, P.A. Training and Films etc. at the discretion of the Flight Training Management.

The time span for commencement will be 0800 to 1100 LT. The GTD will be of eight hours duration and will contain one-and-a-half hours refreshment breaks. A GTD must not be rostered on the day immediately preceding a simulator detail.

Ground Training Period

A Training Period relevant to the operation of the Pilot's current aircraft. It may contain any combination of SEP, Medical matters, Security precautions, Technical refresher, P.A. Training and Films etc. The GTP will follow and be combined with the final day of the refresher/check. There may be occasions when this is not practicable, in this case the GTP will follow and be combined with previous simulator detail of the same check. In this event, BA will inform the FCSC of the reasons so that they may review it. The GTP will be planned to commence one hour after the end of the simulator debriefing and be of a maximum of 2:30 duration.

Hot Spot – (Applicable to Aspirational/Wind-down PTPs Only)

Trips designated as Hotspot trips will be those touching the Agreed period of 09:00 Saturday to 06:00 Monday. (Base Local Time).

The first day of the month will always be a Hotspot, in addition BA may designate other days in any month at its discretion.

Illegality

An Illegality occurs when the requirements of the BA Scheme are not met, or a necessary qualification lapses.

Initial Award Process

The first step of the roster building process where Bid Groups are processed in seniority order.

Invalid Duty

A Duty which, for the Pilot, does not meet the requirements of the Bidline Rules or which should not have been available for bidding.

Itinerary

The list of Reporting Time(s), sector(s), Duty Periods, Rest Period(s) and off-duty time(s) that describes a pilot's Trip from start to finish. For the purposes of these rules, a switch from Positioning to operating constitutes a change of Itinerary.

Known Flying

All flying known at the time of Final Capset. This flying will be constructed into Trips.

Leave

A block of days attracting Monthly per diem credit for the purposes of Protected Days off. Leave blocks will have either, Wraparound Days before known as 'Pre-Leave', or Wraparound Days after the block known as 'Post-Leave'.

Local Night

A period of 8 hours, falling between 2200hours and 0800hours LT.

Long Range Rest

The rest requirements defined by the Duties and Rest Section, FDP Boxes B – D.

Long Range Sector

For 2 CREW AIRCRAFT planned flight time of an Operating Sector greater than 7 hours.

Long Term Sick

For the purpose of these Rules, a Pilot who is expected to be sick for at least a calendar month.

Maximum Assignable Credit

The Maximum Credit that can be Assigned to a Roster by the optimiser and used during the process of Awarding High Credit Ranges.

Minimum Base Turnround

The planned Rest Period at Base, used in roster construction, associated with a Longhaul Trip unless varied by these Rules or waived by the individual Pilot.

Minimum Planned Rest Between Blocks

The planned Rest Period at Base, used in roster construction, associated with a Shorthaul Block of Work unless varied by these Rules or waived by the individual Pilot.

Minimum Planned Rest Periods

For LONGHAUL (MBTR) the Minimum Planned Rest Period between Trips for TLH.

For SHORTHHAUL (MPRBB) the Minimum Planned Rest Period between Blocks of Work for TLH.

Monthly CAP

The CAP set in any particular month, which may vary from Normal CAP as described in these Rules.

New Pilot

A New Pilot is a Pilot who has not completed the sector requirement below (or as varied by the *OM D*) since their Final Check following a Conversion or Command Course:

Shorthaul	NEP BA Conversion Command	40 Operating Sectors 10 Operating Sectors 40 Operating Sectors
Longhaul	NEP BA Conversion Command	8 Operating Sectors 6 Operating Sectors 8 Operating Sectors

Non Assignable Credit

Credit arising from:

- Co-pilot displacement.
- Errors and omissions.

The pilot is responsible to inform pre-ops/current ops that this Credit is not available for Assignable offset.

This Credit will only be offset if an Awarded Open Time Trip overlaps this Non Assignable Credit. In which case it will be treated as an 'Award Overlapping Time Assignability'.

Non Control Payable Credit

Credit that is never used for control purposes or Banked, but paid off at the pilot's NCP rate.

Normal CAP

In a 28-day month is 80 hours

In a 29-day month is 82 hours

In a 30-day month is 86 hours

In a 31-day month is 88 hours

Off Line Month

A calendar month when a TAH is Allocated to a Training Line or Simulator Month, as appropriate.

Open Time

All unallocated Trips and Duties available for Award or Assignment in the Current Operations processes.

Operating Sector

Seated at the controls of the aircraft for take-off and landing.

Overlap

At Base, when 2 or more Activities would otherwise occur on the same local day.

Part Time Cycle

A six month period starting from the later of 1st November 2007 or the date of changing to a part time contract, restarting at each subsequent six month anniversary.

Part Time Day Off

A day on which a PTP cannot be Assigned a Duty.

Part Time Pilot

A Pilot working on a British Airways Pilot Contract and delivering a level of work agreed with BA that is less than that required of a full-time Pilot.

Partial OLM

A pro-rated OLM for a Wind-down/Aspirational PTP TAHs.

Passenger

All Positioning by surface or air when no Flying Duty exists in the same Duty Period.

Per Diem Rate

Per Diem Rate is a credit figure derived from the Monthly CAP or the Normal CAP (as appropriate) divided by the number of the days in the month, expressed in hours, minutes and seconds. The result of any subsequent credit calculation will be expressed in hours and minutes, rounded up.

Personal Bank Withdrawal

The facility by which a Pilot may reduce their Bank by withdrawing Banked hours equal to the planned Credited Hours of a Trip(s) or TASS.

Additionally, at BA discretion, Reserve Available Days.

Phase 1

Former BMI Pilots who are handled under their AFS.

Phase 2

Former BMI Pilots who have transitioned to Bidline and are being handled under arrangements detailed in the Appendices .

Pilots Base

The Base to which a Pilot is assigned for operational Duties according to the Agreement for Service.

Planning Period

The period for which rosters are being planned.

Pool Block

A Block of Reserve less than 28 days appropriate to Small Fleet Rules.

Positioning

Sector(s) within a Trip which transfer Pilots from place to place as passengers in surface or air transport at the behest of BA.

Preference

An application in accordance with these rules for Duties or days off. They are normally considered in Rostering Seniority order, however, exceptions to this are as written elsewhere in these rules.

Premium Element

Premium Element is credit additional to the eligible Trip Credit and paid as NCP.

Protected Days

Days on which BA cannot Assign a Pilot any Duties.

Protection Credit

Protection Credit is Credit arising from a displaced Trip or Duty where the original credit is retained but where there is no associated Contactability or Assignability. This credit cannot be off-set.

Protective Narrative Bid

A Bid, general in nature, utilised in circumstances where a Pilot has not submitted a specific Bid.

Qualified Pilot

A Pilot who holds the minimum qualifications on an aircraft type as laid down in the [OM D](#).

Recency

Recency is defined in OM A.

Reference Time

The relevant Reference time may be established from the relevant Scheme Regulations.

Replanned

A Trip is considered to be Replanned when the Trip itinerary has been changed prior to commencement of the Duty/Rest.

Reporting Time

The time at which a Pilot is required to report for a Duty.

Reserve Available Day

Any Day within a RP available for Assignment under the Reserve rules, that has not already passed and has not had a Duty Allocated to it.

Reserve CAP

Reserve CAP is 27:40 Credited Hours for a 9 Day SHRP and 40 Credited Hours for a 14 Day LHRP, pro-rated for shorter RPs.

Reserve Commitment

The amount of CAP Credit a RPH must deliver before they are considered to have discharged their Reserve obligation. This is 27:40 Credited Hours for a 9 Day SHRP and 40 Credited Hours for a 14 Day LHRP, pro-rated for shorter RPs.

Reserve Level

The percentage level of Reserve in any calendar month. It is calculated as follows:

$$\frac{(\text{Total days of Reserve Periods})}{(\text{Total Effective Strength from CAP calc} \times \text{days of the month.})}$$

Reserve Payable Credit

Credit earned by a RPH to promote the Reserve CAP and which is 'paid off' above the Reserve CAP.

Reserve Period

Published in BidInfo 1, a Period of 9 consecutive Days for a SHRP and 14 consecutive Days for a LHRP showing only Fixed Days Off.

Reserve Proportion

Reserve Proportion is the total planned credit value of the Reserve Days within a month based on the Monthly Per Diem Rate.

Reserve Shaping

This is the variation in the level of all Reserve Periods, including Extra Reserve Periods, that is permitted across any one month (the bidding period for which CAP has been set) at the planning and bidding stages. It is measured as the difference between the lowest level on any one day and the highest level on any one day. The level includes the total number of Reserve Period days planned on any given day at BI1 and BI2.

Rest Period

Any continuous period, outside a Duty Period, of sufficient length to meet the appropriate rest requirements of these rules.

Retirement – First Day Of

This will be considered to be from 0001LT on the day after the Pilot's last day of service. For a pilot's IRD it will be at that time on the day after the appropriate birthday.

Ringed Trip

A published Trip, that is to be considered compulsorily bought. When Allocated, the Pilot will be Credit Protected and retain the associated Flying Pay.

Rolling NCP Yearly Total to Date

Is the Pilot's total of NCP credit accrued during the 12 months up to and including the month in which the Trip departs.

It consists of the single time element of NCP credit earned at IOT and EOT and Sim stand-in.

Rostering Seniority

On applicable fleets pilots will be given a Rostering Seniority number based on an Agreed formula. This Rostering Seniority will be used during the roster production process only.

Set-up Day

The day immediately preceding each different type of Development Training course. It affords the Development Trainer preparation time for the appropriate course(s).

Short Term Sick

A Pilot who is expected to be sick for less than a calendar month.

Simulator Month

An OLM, contained wholly within a month, applicable to a TCP, including simulator duties and, where applicable, a recency Trip.

Skeleton Roster

A pilot's roster at the start of the bidding process for a given Month and updated at various stages before final roster production. It shows all pre-allocated activities such as leave, training trips and ground duties.

Standover Day

A day within a S/H Trip which has no planned operational commitment. All published times are related to GMT.

Status

The operating Category on a fleet/Base in which a Pilot acts and Bids.

Sterile Days

Days nominally free of Duty into which a Trip commencing on a Pool Day may continue.

Supplementary Course/Training

Courses not specifically described elsewhere in the rules. The content, timing and credit will be the subject of specific agreement.

Supply Pool

All trips that are available for bidding commencing in a planning month.

Time Assignability/Time Assignable/Days/Span/(TASS)

In the case of a TLH (and a RPH during FDOs only), Credited hours that are substituted, on a one for one basis, for a:

- Cancelled Trip.
- Trip Change/Alteration/Re-plan (resulting in a reduction in Credited hours).
- Cancelled Duty/Course.
- Co-pilot Displacement. (The displaced trip is not regarded as a cancelled trip.)
- Dropped Trip, where specified in the rules.
- Failure to Report/Late Report.

Note: The TASS Credit retains the classification of the original credit.

In addition, during the Roster production processes TASS blocks/days will be used to complete rosters. (see also definition for [Adjustment TASS](#)).

Additionally, TASS may be substituted where a Statutory Limit would otherwise be exceeded.

Refer to [Section 4](#) and [8](#) for TAH TASS Handling Resulting from a Re-planned or Cancelled Training Duty.

In L/H duties may be Assigned provided they are contained within the Time Assignable days only.

Adjustment TASS

A period of Non Assignable TASS added to a roster with enough Credit to Complete the pilot during the Roster Production process.

Time Assignable Block

A period of Time Assignability defined in days.

Time Assignable Day(s) (TASS Days)

In L/H, a day or consecutive days, containing TASS.

Time Assignable Span

In S/H, a period of TASS defined in hours within a day or days.

Training Appointment Holder

A TSC, TC or TCP.

Training Block

A single block of days allocated containing pre-allocated Training Duties within the block published in BidInfo 1 & BidInfo 2.

Training Captain

A Pilot holding the qualifications defined in Schedule G of the MoA.

Training Co-Pilot

A Pilot holding the qualifications defined in Schedule G of the MoA.

Training Duty

Any Training Duties in accordance with Schedule G of the MoA.

Training Line

A pre-constructed line including Training/Checking Duties as described in these rules.

Training Line – Additional

A pre-constructed line including Training/Checking Duties as described in these rules for which a TSC/TC may Bid. An Additional Training Line cannot be Assigned.

Training Period

A Training Period is the first or second consecutive 12 months of a Training Span.

Training Span

A Training Span for a TC will be of 24 calendar months duration commencing on the 1st January every second year (starting Jan 2012).

Training Standardisation Captain

A Pilot holding the qualifications defined in Schedule G.

Training Year

A Training Year is the first or second consecutive 12 months of a Training Span.

Transitional Label (TRS)

A label which can be applied to a Trip for a period of no more than four hours from the point at which the Trip enters Open Time. During this period the Trip will not be available for Award.

Trip

A succession of Duties and rests occurring between first departure from and last arrival at Base.

Trip Alteration

An Altered Trip is one that differs from the original Trip and which may or may not meet the requirements of an acceptable change as defined by the requirements of a Trip Change.

Trip Change

A Changed Trip is one that differs from the originally allocated Trip and which meets the requirements of an acceptable change as defined within these rules.

Trip Disruption

A Disrupted Trip is a Trip that is altered after the report time for the Trip.

Trip Line

A Bid Line showing at the time of publication a series of Trips.

Trip Pool

A group of trips created from the supply pool using bidding commands.

Unexpected Course

An Unexpected Course is defined as a Command or Conversion course that has not been notified to the Pilot by IB Stage 2 closure.

Weekend Points

Points accrued by a pilot when their roster produced by JCR includes a trip or trips overlapping the agreed weekend period, 3 points will be accrued per weekend period overlapped.

The agreed Weekend point period is defined as 12:01 Saturday to 12:00 Sunday (inclusive) Home Base Time.

Wrapround Days

Wrapround Days are Protected Days attached to Leave.

1.12

Abbreviations

AFS	AGREEMENT FOR SERVICE (BMI)
ASB	AIRPORT STANDBY
CB	CAP BANKABLE
CP	CAP PAYABLE
CRC	CREW REPORT CENTRE
CRMI(E)	CREW RESOURCE MANAGEMENT INSTRUCTOR (EXAMINER)
CRMI(G)	CREW RESOURCE MANAGEMENT INSTRUCTOR (GROUND)
CT	CONTINUATION TRAINING
DEP-5	DAY OF DEPARTURE MINUS 5 DAYS
	Also applied to Dep-2
DFW	DUTY FREE WEEK
DT	DEVELOPMENT TRAINING
EOT	ELECTRONIC OPEN TIME
FCSC	FLIGHT CREW SCHEDULING COMMITTEE
FDO	FIXED DAY OFF
FDP	FLYING DUTY PERIOD
FPA	FLYING PAY ALLOWANCE
FPS	FLYING PAY SUPPLEMENT
FTM	FLIGHT TRAINING MANAGER
GLD	GOLDEN DAY

GTD	GROUND TRAINING DAY
GTP	GROUND TRAINING PERIOD
HSB	HOME STANDBY
IOT	INITIAL OPEN TIME
IB	INITIAL BID
JPM	JOINT PROCEDURE MANUAL
L/H	LONGHAUL
LHRP	LONGHAUL RESERVE PERIOD
LOT	LATE OPEN TIME
L/N	LOCAL NIGHT
LTS	LONG TERM SICK
MBTR	MINIMUM BASE TURNROUND (L/H)
MPRBB	MINIMUM PLANNED REST BETWEEN BLOCKS (S/H)
NCP	NON-CONTROL PAYABLE
NEP	NEW ENTRY PILOT
OLM	OFF LINE MONTH
OT	OPEN TIME
OTM	THE ORGANISATION TRAINING MANUAL
P2	CO-PILOT
PBW	PERSONAL BANK WITHDRAWAL
PICUS	PILOT IN COMMAND UNDER SUPERVISION
PP	PLANNING PERIOD
PP+1	THE PLANNING PERIOD IMMEDIATELY AFTER THE CURRENT PLANNING PERIOD
PP-1	THE PLANNING PERIOD IMMEDIATELY BEFORE THE CURRENT PLANNING PERIOD
PTDO	PART TIME DAY OFF
PTM	PART TIME MONTH
PTP	PART TIME PILOT
RHS	RIGHT HAND SEAT
RP	RESERVE PERIOD

RPH	RESERVE PERIOD HOLDER
RTC	ROUTE TRAINING CAPTAIN
S/H	SHORTHHAUL
SFRS	SMALL FLEET RULES
SIM	SIMULATOR
SHRP	SHORTHHAUL RESERVE PERIOD
STS	SHORT TERM SICK
TAH	TRAINING APPOINTMENT HOLDER
TASS	TIME ASSIGNABLE/TIME ASSIGNABILITY
TC	TRAINING CAPTAIN
TCP	TRAINING CO-PILOT
TLT	TRAINING LINE
TLH	TRIP LINE HOLDER
TP	TRAINING PERIOD
TS	TRAINING SPAN
TSC	TRAINING STANDARDISATION CAPTAIN
TYT	TRAINING YEAR
YTD	ROLLING NCP YEARLY TOTAL TO DATE
ZFT	ZERO FLIGHT TIME

2 ESTABLISHMENT AND CAP SETTING

2.1 Pilots Qualifications

2.1.1 General

The minimum qualifications for each Category on an aircraft type will be as laid down in the OTM.

A Pilot when qualified will be allocated to the Status List of an aircraft and Base.

2.2 Establishment

2.2.1 General

Each Status will be established to the following Credited Hours in a Control Year:

- Longhaul: 1049 (1051 in a leap year).
- Shorthaul: 1049 (1051 in a leap year).

2.2.1.1 Annual CAP Overrun Provision

In order to cope with unforeseen circumstances these values can be increased up to 1059 (1061 in a leap year). For Credit Handling refer to Credit and Pay Section.

2.2.1.2 Reserve Establishment

The minimum number of Reserve Periods will be appropriate to the peak operation but may be increased in accordance with the Rules.

2.2.2 Co-Pilot Shortages

Where there is a shortage of Co-Pilots in an aircraft Status, the following handling procedure for Captains on that Fleet and Base applies:

2.2.3 Planned

To cover shortages for up to a maximum of six months, BA may:

1. Seek volunteers, who are already RHS cleared, in seniority order for not less than whole months, subject to release from all training commitments.
2. Seek volunteers, who are not RHS cleared, in seniority order for the full duration of the requirement.

3. Seek volunteers in order of maximum consecutive months offered. When two or more volunteers offer the same availability, seniority will prevail.
4. Assign in reverse seniority order.

Where not already qualified, RHS training will be provided.

2.2.4 Unexpected

See Current Ops 'DRAFTING – Unexpected Co-Pilot Shortages' Section.

2.3 CAP Setting & Provisions

2.3.1 General

Refer to the Appendix for details of the CAP calculation.

2.3.2 Monthly CAP

The CAP calculation as agreed will be used to determine the monthly CAP.

The Monthly CAP shall have a maximum value of Normal CAP plus 3, except in up to a maximum of 4 months per Control Year the Monthly CAP may be increased to Normal CAP plus 4. Selection of these months at BA discretion. There is no minimum for the Monthly CAP. However, the lowest monthly figure that may be used towards the annual Monthly CAP total will be Normal CAP minus 6.

If the Monthly CAP is predicted to be less than normal CAP, BA may raise it to a maximum of Normal CAP by:

- Processing Leave Move Up Bids.
- Processing Monthly stand down requests.
- Increasing the Reserve Level to a maximum of 20%.

2.3.3 Post-Month Analysis

The flying hours planned for a fleet/Status at the CAP setting stage will be compared with the flying hours achieved.

This information will be provided to the FCSC on a month-by-month basis.

The FCSC will examine this information and recommend any necessary action with regard to the establishment, etc.

2.3.4 Drafting Situations

Drafting is to cover situations for which BA cannot plan. Whilst it should be infrequent, a certain amount is acceptable. Essentially, it should be random. Should frequent Drafting occur, both BA and BALPA are committed to correct the situation and return to the original intent.

2.3.5 Training Courses – CAP Proration

A Pilot under training for a complete month will not be included in the CAP setting process.

A Pilot under training for part of a month will be pro-rated in the CAP setting process, according to their line availability.

2.3.6 Reserves Achieving Recency

The FCSC will assess from the experience of previous months, whether, in the normal course of operations, enough Credited Hours fall to Open Time to satisfy the requirement that RPHs achieve Recency. If this is not occurring, then the CAP will be reduced to the extent needed to leave the required surplus of credit. Any hours allocated to Reserve will be accountable in the Current Ops Processes.

2.3.7 Stand-Down Requests

A Pilot stood-down for a complete month will not be included in the CAP setting process.

Stand down requests will be accepted in seniority order, except that TAHs in an OLM will have their requests awarded only if their training/checking Duties can be re-Assigned at no additional cost.

INTENTIONALLY BLANK

3 PRE-OPS PROCESSES

3.1 Rostering Preparation

3.1.1 Intent

The intention of this process is to publish the Agreed information in BidInfo1 in preparation for the Pre-Process. By Bid Info 2 publication, all Known Flying and associated Trips will be included in the Main Roster production process and made available to JCR for Allocation onto pilot's lines. No Trips will be withheld other than under the Extractions rule in this section.

3.2 General

3.2.1 Timetable

The Bidding Information will be published to Pilots according to the JSS Calendar, which will be issued annually (for the following year), not later than the April BidInfo1 package by the FCSC.

Bid closure dates and times for all processes, will be published with the BidInfo1 data.

3.2.2 Extractions

1. Trips may be extracted before BidInfo1 is published for:
 - Royal or State Flights.
 - Inaugural/Publicity flights.
2. Trips will be extracted before BidInfo1 is published for:

Retiring Pilots. This facility takes preference over all other Trip extractions below.

Then:

- Pre-selected Route Checks.
- Management and FTO flying.
- Recency Trips for TCPs in Simulator Months.
- Training Lines, Additional Training Lines & Trips required for Training blocks.
- Co-Pilot Trips on which Training is planned to take place and for which no Safety Pilot is required.

- ETOPS qualification Trips.
- Non-revenue charity flights.
- Other Trip/s specifically Agreed (when this occurs, the reason will be included on the Extraction list).
- Trips required for ex BMI phase 1 pilots.

3.2.2.1 Retiring Pilots

A Pilot (including a Management Pilot) is allowed to extract one Trip within six complete months of compulsory retirement, three complete months of early retirement or the beginning of pre-retirement leave. The pilot may extract one L/H Trip, or any number of S/H Trips up to a maximum of 6 Days, contained within a single Block of Work. The pilot will not be Awarded any Trip(s) which would Conflict with their retirement date.

Retirement Trips are Awarded on a first come, first served basis.

3.2.3 Golden Days

3.2.3.1 Intent

To allow a pilot to guarantee a day off regardless of seniority for special occasions.

3.2.3.2 General

- A Day on which a Pilot cannot be Allocated any Duty.
- Golden Days attract no credit. (except notional credit for the purposes of Reserve Allocation).
- Golden days are requested by pilots on a first come first served basis using the Agreed method up to 366 days in advance.
- Golden Day request window for a month will close on the Agreed date as published in the JSS calendar.
- A Golden Day must either abut, or be separated from, another Golden Day by 6 (LH) or 3 (SH) days of availability. There is no separation requirement between a Golden Day and any other Activity.
- For any fleet with Trumps, a Golden Day will count as a pre-allocated activity for separation gap requirements for the Award of the Trump. These requirements will be stated in a fleet level specific agreement and included in the relevant Bidpack.

3.2.3.3 Daily, Monthly and Annual Limits

- Each pilot will have a quota, including waitlist slots, of 6 Golden Days per Control year.
- Each pilot may be Awarded a maximum of 2 Golden Days per month. The maximum number of consecutive Golden Days permitted is 2 including across a monthly boundary.
- Unused Golden Days may not be transferred between years.
- Blackout Days apply to all Statuses. See the [Definitions](#) section for the agreed dates.
- Once Awarded a Golden Day it will stay with the pilot if they move between LHR Fleet & statuses even if this causes the Daily quota on the new fleet to be exceeded.
- If a command/conversion course would overlap a Golden Day, the Golden Day will be removed and returned to the pilots' annual quota.

Each Status, except on Blackout Days, will have an evenly distributed number of daily slots available. This number will be calculated to the nearest whole day as follows:

- $(\text{Total Strength} \times \text{pilot quota} \times 2.7) / \text{Total of non-Blackout Days in the Control year}$.
 - **Note:** 2.7 is the Agreed daily availability factor.
- The calculation will be done before September each year to take effect from the beginning of the following Control Year. The following will apply:
 - Total Strength will be the best estimate of the average for the year.
 - If there is an unforeseen and significant change in Total Strength then the calculation will be reviewed.
 - Should the new calculation of daily slots required on a Status reduce to the point where the new number is now exceeded on a given day by days already Awarded, then these days will remain with the pilot.

Return of Golden Days lost due to on the day operational disruption can only be actioned through Fleet Management.

3.2.3.4 Waitlist

3.2.3.4.1 Intent

To allow Pilots to request a Golden day when all the slots are already Allocated and be Awarded when a slot becomes available and to prevent Golden days from being passed from one pilot to another.

This is subject to future functionality being delivered by Jeppesen.

3.2.3.5 Handling

Where a Pilot requests a Golden Day and no slot is available their request will be added to a waitlist for that date.

Where a slot becomes available the first pilot on the waitlist will be Awarded the slot.

The waitlist will be ordered on a first-come first-served basis.

Pilots will be able to view their relative position in the Waitlist.

3.2.3.6 Cancelling and Trading

If a Pilot no longer requires an Awarded Golden Day, it may be cancelled and returned to the daily slots for Award to other pilots.

A Pilot wishing to cancel a Golden day must do so before the Golden Day bidding window closure date for the applicable month.

Golden Days may not be exchanged or traded between Pilots.

A Leave/DFW allocation including Wrap and NA days may overlap an Awarded Golden Day, it is the Pilot's responsibility to cancel an unwanted Golden Day before the cancellation deadline.

3.2.4 Reserve

3.2.4.1 Banding

For the purpose of apportioning Reserve obligation, the Seniority List of each Status will be divided into three Bands, according to length of service.

Note: An individual Pilot's banding may not precisely reflect their length of service because of anomalies in the Seniority List.

Status	Band 3	Band 2	Band 1
Co-Pilot	Up to 5 years	5 + years to 10 years	Over 10 years
Captains	Up to 17 years	17 + years to 22 years	Over 22 years

The Bands will be reviewed at three-monthly intervals for implementation on 1st January, 1st April, 1st July and 1st October.

For each Reserve Period Allocated, the Pilot's points total will be increased according to the table below.

		Reserve Points Added
Band One	Line Pilot/RTR PTP	15
	TAH	26
	50% Line PTP	30
	50% TAH PTP	52
	58% Line PTP	26
	58% TAH PTP	45
	72% Line PTP	21
	72% TAH PTP	36
	75% Line PTP	20
	75% TAH PTP	35
	85% Line PTP	18
	85% TAH PTP	31
	87.5% Line PTP	18
	87.5% TAH PTP	30
Band Two	Line Pilot/RTR PTP	10
	TAH	18
	50% Line PTP	20
	50% TAH PTP	35
	58% Line PTP	18
	58% TAH PTP	30
	72% Line PTP	14
	72% TAH PTP	24
	75% Line PTP	14

	50% TAH PTP	23
	85% Line PTP	12
	85% TAH PTP	21
	87.5% Line PTP	12
	87.5% TAH PTP	20
Band Three	Line Pilot/RTR PTP	5
	TAH	9
	50% Line PTP	10
	50% TAH PTP	18
	58% Line PTP	9
	58% TAH PTP	15
	72% Line PTP	7
	72% TAH PTP	12
	75% Line PTP	7
	75% TAH PTP	12
	85% Line PTP	6
	85% TAH PTP	11
	87.5% Line Pilot	6
	87.5% TAH PTP	10

A TAH with a part time Training obligation who is Allocated a Reserve Period, will have points added as though they were a Line Pilot.

3.2.4.2 **Obligation**

A Pilot's obligation to undertake Reserve Duties is determined by their Reserve and Weekend points total. A Pilot is not required to undertake any Reserve Duties when they known to be in their final six complete calendar months of employment with BA and will consequently have their points removed from the Status List.

3.2.4.3 **Points Accrual**

Reserve Points will be added to a Pilot's total for each Reserve Period completed, except where specifically stated.

Where a Pilot is sick such that they do not fully complete a Reserve Period, they will nevertheless accrue half of the applicable Reserve points for each half of Reserve Available days, rounded up.

Weekend points will be accrued by a Pilot for each weekend period overlapped by a trip/trips in the roster produced by JCR.

3.2.4.4 Allocation of Reserve Points

A Pilot joining a fleet will have any previous Reserve points disregarded. They will be allocated Reserve points at the time they complete their Consolidation flying.

- A NEP joining a Bid Line Fleet will be given Reserve points equal to the lowest points held by a line Pilot in their Band. Where there are no Pilots in their Band, the points equal to the lowest points held by a line Pilot in the next Band will be used. For all new fleets from the 1st January 2019 onwards a NEP will be given Reserve points equal to the average Reserve points for Pilots in their Status, minus the equivalent of one Band Three Reserve Period.
- A Pilot changing Category, joining from another BA Mainline Fleet or joining from a non BidLine Fleet will be Allocated the average Reserve points for Pilots in their Status.
- Where a Pilot returns to fitness on their Fleet, following a continuous period of sickness in excess of 6 months, their Reserve points will be the greater of their residual points total or the average for Pilots in their Status.

3.2.4.5 Average Point Determination

The average points in a Status are determined by taking into account all Pilots eligible for Reserve in the Status. The points will be rounded to the nearest whole number (0.5 and above, 'rounded up').

3.2.4.6 TAH Reserve Points – Training Between Dual Fleets

TAHs will have their Reserve Points calculated relative to the average in their reserve band on the Original Fleet. The difference between the individual's points and the reserve band average will be carried over to the new fleet. E.G. Original Fleet reserve band average points = 125, Individual points = 126, when moving to the new fleet they will be allocated the new dual fleet average points in their reserve band plus 1 point.

3.2.4.7 Weekend Points

- The Agreed weekend points period runs from 12:01 Saturday to 12:00 Sunday (Home base Time)
- All recruits and pilots moving to an LHR fleet will start with zero weekend points
- Weekend points are not transferable between pilots

- Pilots transferring between LHR fleets will retain their existing weekend points

3.2.4.8

Reserve Period Construction

3.2.4.8.1

General

All fleets/statuses are subject to the following limits to the permitted amount of Reserve Shaping:

No. of Effective Bidders	Reserve Shaping Limit
300 and below	1
301–500	2
501–700	2
701–900	2

3.2.4.8.2

Longhaul

A LHRP will be a block of 14 consecutive Days including 4 FDOs. They will commence on a Thursday. There will be two types of LHRP:

Type 1:

- 4 FDOs (Thursday to Sunday) followed by 10 Reserve Available Days.

Type 2:

- The last two days of the Type 2 LHRP will always be a pair of FDOs
- 4 FDOs as a single block or two pairs of 2 FDOs
- For a Type 2 LHRP only, if it commences with a Reserve Available Day then the Day before must remain free of duty.

There will be a minimum of 50% Type 1 LHRPs starting each week.

LHRPs will be planned in 28 Day blocks of an adjacent pair of a Type 1 LHRP followed by a Type 2 LHRP. However, for Allocation they will be separate LHRPs.

3.2.4.8.3

Shorthaul

A SHRP will be a block of 9 consecutive Days commencing with 2 FDOs and ending with a single FDO.

A SHRP may start on any day of the week. SHRPs will be planned in 27 Day blocks of three adjacent SHRPs. However, for Allocation they will be separate SHRPs.

3.2.4.8.4 Extra Reserve Periods

Where any Extra Reserve Periods are planned, they will be wholly contained within the month to maintain an almost flat profile.

In Longhaul, Extra Reserve Periods will be planned in 28 Day blocks of an adjacent pair of a Type 1 LHRP followed by a Type 2 LHRP. However, for Allocation they will be separate LHRPs.

The FDOs for Type 1 Extra LHRP will cover a whole weekend, with the block of 4 FDOs starting on Thursday, Friday or Saturday.

In Shorthaul, Extra Reserve Periods will be planned in 27 Day blocks of three adjacent SHRPs. However, for Allocation they will be separate SHRPs.

A maximum of 50% of Extra Reserve Periods may be withdrawn at the discretion of BA after BidInfo1 closure and not Allocated during the Pre-Process stage. They will only be removed in their planned adjacent pairs of two LHRPs in Longhaul and three adjacent SHRPs in Shorthaul to maintain an almost flat profile.

3.2.4.8.5 Credit

Reserve Periods have a Credited Hour value calculated as the number of Reserve Days in the Month multiplied by the Monthly Per Diem Rate.

This Credited Hour value is the amount that contributes towards the Monthly CAP.

Pre-allocated Duties within the Reserve Available Days will accrue towards the Pilot's Reserve Obligation.

3.2.5 Information to Crew

3.2.5.1 Bid Info Package Presentation

3.2.5.2 Bidinfo1

Bidding information will be published to a standard format agreed by the FCSC and will include:

- A list of Pilots in Rostering Seniority order showing eligibility for Bidding (STATUS LIST)
- The Preliminary Trip Descriptions. Incl Meal Codes
- Reserve Periods showing FDOs
- Recurrent Training details (including GMT Report times)

-
- Line Checks. [In Longhaul these will be annotated on the Status List: O (Outbound), I (Inbound) or M (Other Sector), indicating the sector on which the Route Check will take place.]
 - Any other Duties specifically Agreed (with GMT Report Times)
 - Leave and DFWs Allocated for the month, plus the following month
 - A list of extracted Trips incl reason & name of the extracting Pilot
 - A list of Ringed Trips, separately listed from the extracted Trips
 - The Preliminary Monthly CAP and Normal CAP for the month
 - The Per Diem Rates for the Preliminary Monthly CAP and Normal CAP
 - Pilot Christmas points record ('C' number)
 - Pilot Reserve Points
 - Pilot Weekend Points
 - 900 hour list
 - Credit Range Points
 - Average Reserve Points for the status
 - Estimated number of ALMs required for PP + 1
 - The following retrospective details for the Bid Month minus 3:
 - The average Reserve Credit for Periods ending in the month

3.2.5.3 BidInfo2

Bidding information will be published to a standard format agreed by the FCSC and will include:

- A list of Pilots in Rostering Seniority order showing eligibility for Bidding
- The Final Trip Descriptions. Incl Meal Codes
- Allocated Reserve Periods showing FDOs
- Recurrent Training details (including GMT Report times)
- Line Checks. [In Longhaul these will be annotated on the Status List: O (Outbound), I (Inbound) or M (Other Sector), indicating the sector on which the Route Check will take place.]
- Any other Duties specifically Agreed (with GMT Report Times)
- Leave and DFWs Allocated for the month, plus the following month

- A list of extracted Trips incl reason & name of the extracting Pilot
- A list of Ringed Trips, separately listed from the extracted Trips
- The Final Monthly CAP and Normal CAP for the month
- The Per Diem Rates for the Final Monthly CAP and Normal CAP
- 900 hour list
- Estimated number of ALMs required for PP + 1
- Allocated Credit Ranges

3.2.5.4 Information Available in CrewBid

- Mandatory Expiries
- Trip Award Reason Report
- Skeleton Rosters
- Flight numbers nominated as available for EASA B2B bidding

3.2.6 Christmas

The normal Bidding processes are varied for December and are fully described in the Christmas Appendix.

The variations include:

- Allocation of Recurrent Training
- TAH handling
- Trip and Reserve Allocation processes
- Bank Exceeder Handling

3.3 Bidding

3.3.1 General

Bids will only processed if submitted by the approved electronic means.

Electronic Bids will retain a record of what was submitted.

3.3.2 Bidding Stages

The monthly roster production process is split into two stages:

1. Pre-Process Bidding
2. Trip Bidding.

3.3.3 Bank Limit

A Pilot will not become a Bank exceder as a result of the bidding process.

3.3.4 STS Pilots

When a Pilot is short-term sick (STS) they will be entitled to Bid at all stages.

3.3.5 Promotion, Type Transfer & Appointment Training

Pilots who are expected to complete their Training during the Bid month will Bid normally and be treated as a Consolidating Pilot.

Until a Pilot becomes type qualified in their Category, their work will be Assigned as described in Training and Qualification Section.

3.3.6 Reserve Carry-In

A Pilot with a carry-in Reserve Period may Bid at all stages.

The Carry-In portion of the Reserve Period is considered a pre-allocated Duty, credited with the Monthly Per Diem Rate.

See Appendix for 'Reserve Credit' diagram.

3.4 Pre-Process (BidInfo1)

3.4.1 Intent

The intent of the Pre-process bidding is to allocate:

- Leave Slide
- Reserve Periods
- Credit Ranges
- (December only) – Christmas Trips

3.4.2 Ineligibility

The following crew who are not eligible and will not be part of the Pre-Process regardless if bids have been placed:

- Management Pilots
- Long term sickness/absence (incl SD/FD) for month
- Instructors on an off line month, e.g ALM/OLM
- Crew under training for a whole month

- Non BA employees (e.g. CAA, Rolls Royce, Boeing, Airbus pilots or Other Airline)

3.4.3 General

- No Assignment will be made if a Clash would result (a Pilot may elect to reduce this protection provided no Conflict results).
- No Award will be made if a Conflict would result.

3.4.4 Leave Slide

Pilots may bid to slide Leave blocks wholly contained within the month (including wraps days) by an Agreed maximum number of days earlier or later. The start date of the Leave Block to move (NOT the date of the Wraparound Days for a LB block) must be selected from the leave slide date box.

Leave moved by the Leave slide MUST remain wholly contained within the month (including Wraps). Except where Leave/DFW Days abut or Overlap, a Bid for Leave Slide is invalid unless there are at least 6 (L/H) or 3 (S/H) days of availability between the two blocks of Protected Days.

Wraparound Days do not count as available days.

Multiple leave blocks that abut will only be moved as one block. The date of the first Leave block should be used in the bid to request this.

All legal leave slides on each status will be Awarded unless this causes feasibility to fail for that status, in which case ALL leave slides on that status will be denied.

3.4.5 Reserve Periods

3.4.5.1 Reserve Bids

Bids for Reserve Periods will only be valid if the following conditions are met:

- No Leave or DFW Day(s) may Overlap a Reserve Available Day. However, Leave or DFW Day(s) may Overlap FDOs (Leave/DFW credit will accrue to the Pilot's monthly credit total projection, not their Reserve CAP commitment).
- No Duty may Overlap the 2 FDOs immediately prior to and/or following a Reserve Available Day. However, a Duty(s) may Overlap any other FDO(s) (Credit will accrue to the Pilot's monthly credit total projection not their Reserve CAP commitment).

- At the end of the month in which the RP commences, the Pilot's projected Flying Hours for that month and the preceding 11 months, including a notional 3:30 for each Reserve Available Day within that month, is less than 898.
- The Reserve Period contains not more than 6:40 Credited Hours of pre-allocated Activity outside FDOs for a LHRP and 4:40 Credited Hours for a SHRP. Solely for the purpose of this Credit determination the following will have a notional Credit of 3 hours per Day:
 - Wrapround Days.
 - Golden Days.
 - MBTR.
 - The Day preceding a SIM Day.
 - Other non-Assignnable Days that do not normally attract Credit.
- However, no notional Credit will accrue for any of the above Days that Overlap FDOs.

3.4.5.2 Reserve Allocation and Reserve Shift

Reserve Allocation will be made as follows:

1. Award from valid Bids in seniority order.
2. Assign to the Pilot with the lowest points total in reverse seniority order.

For right to Request Part Time Pilots, see also 'Part Time' in the Appendix.

In Longhaul Only, where an Awarded RP would commence or finish in the same week as a pre-existing Wrapround Day, in order that the Wrapround Days and RP form a contiguous block, the RP will be advanced. The pilot may retain the published RP start date by contacting Pre-Ops before Pre-process bidding closure. The Pre-Ops Fleet email addresses are the only approved mechanism to contact Pre-Ops.

In SH Only, if a pilot wishes to shift their reserve period, then they should contact Pre Ops ahead of the Pre Process bidding closure.

A Reserve Period will not be Assigned if it Overlaps Leave, Leave Wrapround, DFW including the non-Assignnable Day associated with a DFW.

A Reserve Period may nonetheless be Awarded if it Overlaps Leave Wrapround or the non-Assignable Day associated with a DFW.

A Pilot will not be Assigned a Reserve Period if any part of a Reserve Period exists in the previous:

- 21 Days for a LHRP
- 14 Days for a SHRP

A Pilot will not be Assigned a Reserve Period if they have been Allocated any other Reserve Period starting in the month.

In Longhaul, where a Pilot is Awarded a LHRP abutting a previous LHRP they may request their FDOs to be moved to a single 7 Day block. This movement will be at BA discretion.

A Consolidating Pilot will not be Allocated a Reserve Period.

3.4.5.3 Award

In Longhaul, only when a LHRP has been Awarded containing one or more GLDs over a Reserve Available Day, BA may decide to move FDOs provided:

- Type 1 LHRP:
 - FDOs will remain as a 4 Day block covering both a Saturday and a Sunday
 - FDOs must abut, not overlap, a GLD
 - Should the first day of the LHRP become a Reserve Available Day there will be no Pilot bidding restriction beforehand.
- Type 2 LHRP:
 - A pair of 2 FDOs will cover the last 2 days of the LHRP
 - A pair of 2 FDOs will be placed elsewhere within the LHRP
 - FDOs must abut, not overlap, a GLD.

In Shorthaul there is no movement of FDOs.

3.4.5.4 Assignment

BA may, at their discretion (only in relation to an Assigned RP) assign a RP that does not conform to the RP availability requirements.

In Longhaul only, when a LHRP has been Assigned, BA may decide to move FDOs provided:

- Type 1 LHRP:
 - FDOs will remain as a 4 Day block covering both a Saturday and a Sunday
 - FDOs may overlap a GLD
 - Should the first day of the LHRP become a Reserve Available Day there will be no Pilot bidding restriction beforehand.
- Type 2 LHRP:
 - A pair of 2 FDOs will cover the last 2 days of the LHRP
 - A pair of 2 FDOs will be placed elsewhere within the LHRP
 - FDOs may overlap a GLD.

In Shorthaul there is no movement of FDOs.

3.4.6 Credit Ranges

3.4.6.1 Trading During the Planning Period

There are restrictions in place for trading while JSS is constructing rosters. Please refer to the Final Rosters section under Pre Ops Processes and Trading/Swapping During Freeze periods in the Current Ops Process Section.

3.4.6.1.1 Intent

It is intended that pilots trading will not have a detrimental effect on the ability of JCR to roster within an awarded High or Low Credit range.

3.4.6.1.2 Handling

Any pilot initiated transaction during the month prior to the planning period which means that JCR cannot allocate a roster in a pilots credit range then the following handling will apply:

Between Credit Range award and start of the Freeze Period:

- If JCR cannot allocate a roster in their High or low credit range – then pilot will lose the Credit Range points for that Planning Period.

3.4.6.2 General

Pilots may bid for a credit range in the Pre-Process stage.

Credit Range Points will be published in BidInfo1 and be used in the Credit Range award process.

Details of the available credit ranges will be published in BidInfo1 and will be labelled Low, Neutral and High.

Awarded Credit Ranges will be published at BidInfo2.

Credit Ranges are used in determining whether a Pilots roster is Complete.

3.4.6.3 Credit Range Award

- Credit ranges are awarded in accrued points order (highest first) using Rostering seniority as tiebreaker.
- Pilots not awarded a High or Low range will be allocated a Neutral Range.
- Consolidating pilots will not be allocated a Low credit range.
- A LOW credit range will only be awarded if:
 - The Pilot has sufficient bank to cover the difference between the lower limit of the LOW range and Monthly CAP.
 - The total credit of a pre-allocated activities on a Pilots Skeleton roster does not exceed the upper limit of the LOW credit range.
- A HIGH credit range will only be Awarded if:
 - The Pilots bank plus the upper limit of the High Range does not exceed their Bank limit.

- The Maximum Assignable Credit is greater than the middle of the High credit range.
- The number of Pilots Awarded High and Low credit ranges will be equal.
- Credit Range points will accrue iaw the following table:

Month	Low	Neutral	High
Jan	-1	0	1
Feb	-1	0	1
Mar	-1	0	1
Apr	-1	0	1
May	2	0	-2
Jun	-1	0	1
Jul	-3	0	3
Aug	-6	0	6
Sep	2	0	-2
Oct	-1	0	1
Nov	4	0	-4
Dec	-3	0	3

3.4.7 Results

The results of Pre-process and the list of Trips available for bidding will be published in the BidInfo2 pack.

3.5 Main Trip Allocation Process (BidInfo2)

3.5.1 Intent

The intent of this stage is to Allocate Trips to pilots i.a.w. their bids in seniority order ensuring the work remaining unallocated does not exceed the Global Constraints.

3.5.2 General

A list of Trips (including any Ringed Trips), will be published at BidInfo2 and eligible pilots will submit bids to build their rosters from this list of trips.

The trips published in Bidinfo2 will be used in the roster build process and may have changed from those in Bidinfo1.

3.5.2.1 Pre-Notified TASS

If a Pilot is notified of TASS on their skeleton roster and wishes to add a duty that overlaps the TASS, they must contact Pre-Ops prior to Bidinfo2 publication to have that TASS removed.

3.5.3 Bidding

3.5.3.1 Ineligible Pilots

The following crew who are not eligible and will not be part of the roster building process regardless if bids have been placed:

- Management Pilots
- CAA pilots
- Long term sickness/absence (incl SD/FD) for month
- Instructors on their training month, ALM/OLM
- Crew under training for a whole month
- Non BA employees (e.g. Rolls Royce, Boeing, Airbus pilots or Other Airline)

3.5.3.2 Historical/Current/Standing Bids

The system will enable each pilot to view 3 types of bid.

- Historical
Bids submitted in previous bidding periods.
- Current
Bids submitted by the pilot for the current bidding period.
- Standing
Bids a pilot can submit for future bid periods that will be applied for the planning period if no Current bids are submitted.
Any Bidgroup submitted for the Current month will override all standing bids for that period.

3.5.3.3 Submitting Bids

Bids can only be submitted by approved electronic means – CrewBid.

Bids will consist of Global Bids, Bid Groups and Bid Rows within each Bid Group.

3.5.3.4 Pre-allocated Training Duties in the Subsequent Month

During the main trip bidding window for the Planning Month, Training admin will be working on the allocation of re-current Training (Simulators and SEP) for the next month. This will be visible to pilots on the Crewbid Calendar.

These allocations will be frozen 48 hours before the BidInfo2 window closes.

Any Pilot who may have a recurrent training activity in the following month should check their skeleton roster after this point and amend their roster accordingly.

Note: When Maestro crew (Milestone 2) is replaced functionality shall be agreed which automates training allocation and this rule will be reviewed at this point.

3.5.4 Global Bids

Global bids are bid commands which apply to all Bid Groups for a given planning period.

3.5.4.1 Bid Groups

Bid Groups are a series of bids and/or bidding commands used to create Trip pools.

A maximum of 15 Bid Groups can be submitted for each planning period.

Each Bid Group may contain Roster bids, Waive bids, Award bids & Avoid bids.

Bid Groups will contain 40 bid rows.

Bid Rows may contain the following types of bid commands:

1. Avoid
2. Award

3.5.4.2 Roster Bids

Roster bids are bids that apply to an entire Bid Group.

For details on Roster bids please refer to Appendix.

3.5.4.3 Avoid Bids

A bid command within a Bid Group used to freeze matching trips in their current pool (i.e. the supply pool or a trip pool).

For details on Avoid bids refer to Appendix.

3.5.4.4 Award Bids

A bid command within a Bid Group that moves matching trips from one pool to another (i.e. from the supply pool to a trip pool or from a lower trip pool to a higher trip pool).

For details on Award bids refer to Appendix.

3.5.4.5 Buddy Bids

Bids by a First Officer who wishes aspects of their roster to be dependent on the roster of selected Captain on the same fleet.

For details on Buddy bids refer to Appendix.

3.5.4.6 Bank Protection

A pilot who wishes to protect their bank must add the bid command "Award Work Contained within", with the whole month as the date range, as the first line of their last bid group.

Bank protection will then be applied if the pilot is awarded that last bidgroup or one of the subsequent Fallback bid groups.

3.5.5 Roster Building

3.5.5.1 Intent

To build rosters using Pilots bid groups in seniority order fulfilling the Global constraints.

3.5.5.2 General

Rosters are built with a three step process after the trip bidding window has closed. As an overview

1. Initial Award, Pilots Bid Groups are processed in seniority order to produce Complete rosters without reference to work coverage constraints.

2. Global Constraint Process, This step will only be used for a status when the overall solution after Initial Award does not meet the Global Constraints. If required then a subset of pilots' rosters is Unlocked and adjusted without reference to their bids, until the Global Constraints for that status are met.
3. Crew Repair Process, optimizes the rosters of the same sub-set of crew selected in step 2 with the sole intent of increasing their bidgroup satisfaction.

Note: If Initial Award meets the Global Constraints then steps 2 and 3 will not be required.

3.5.5.3 Pre-Notified TASS

If a Pilot is notified of TASS on their skeleton roster and wishes to add a duty that overlaps the TASS, they must contact Pre-Ops prior to Bidinfo2 publication to have that TASS removed. The Pre-Ops Fleet email addresses are the only approved mechanism to contact Pre-Ops.

3.5.5.4 Ringed Trips

Any Ringed Trips remaining unallocated after the Initial Award will be removed from further rostering processes.

3.5.6 Initial Award

Pilots will be processed in Rostering Seniority order.

For each pilot JCR will attempt to build at least 1 Complete roster using their submitted bid groups.

If JCR is able to build a Complete roster using bid group 1 the Initial award process for that pilot will stop.

If JCR is unable to build a Complete roster using bidgroup 1 it will attempt to build using bidgroup2 or successive Bid Groups in sequential order stopping at the first bidgroup where a Complete roster can be built.

If JCR is unable to build a Complete roster from any of the pilots submitted Bid Groups the pilot will enter the Fallback process.

JCR will not construct a roster that contains any of the following:

- A Conflict or Illegality.
- An overlap with Leave.
- An overlap with a Reserve Available Day or the 2 FDOs immediately preceding or following a Reserve Available Day.

- An overlap with CF or UN Days.
- An assignment over SG or JP Days.
- An overlap with Wraparound Days, NA Days, DFW, PTDO unless Waived by the pilot.
- If the Award would result in two New Pilots operating the same flights.
- If the Award would result in two Medically Restricted Pilots operating the same flights.
- The Pilots' Bank Limit to be exceeded.
- The Pilots' projected total Flying hours to exceed 898 in the 12 months to the end of the planning month (including notional credit for unused Reserve Available days).

3.5.6.1 Fallback Process

3.5.6.1.1 General

A set of 5 modes that act on the last submitted bidgroup if none of the pilots Bid Groups can be used to create a complete roster.

The following modes are applied cumulatively, in order, stopping when JSS builds a complete roster.

1. Adds a bid command "Award Work L---" (L3 minus) as the last line of the bidgroup.
2. Removes all set bids. Removes all limits on Award bids.
3. Widen the credit range by +1 hour and -1 hour.
4. Adds a bid command "Award Work L---" (L3 minus) as the first line of the bidgroup.
5. Reduce the lower end of the credit range by the minimum amount necessary to complete the roster.

Note: Any Waive Bids that are included in a pilot's final Bid Group then they will apply during Fallback.

3.5.7 Global Constraint Run

3.5.7.1 Intent

To allocate the uncovered work to meet the Global Constraints.

This will be done in reverse seniority order using as few pilots as JCR calculates are required.

This system process in advance of the Crew Repair run is necessary to deliver the Global constraints.

3.5.8 Crew Repair

3.5.8.1 Intent

Improve satisfaction levels of pilots affected by the Global Constraint run.

3.5.9 Post Process TASS

3.5.9.1 Intent

This will occur immediately after Crew Repair and prior to Roster publication and where necessary will complete a pilot's rosters with TASS. This TASS will be randomly distributed on pilots' rosters, where possible taking account of pilot's days off preferences.

In the event that this TASS is allocated on a pilot's preferred day(s) off then they may contact Preops between Roster Publication and IOT closure and request that this TASS is moved to a mutually agreed alternative day(s).

Pilot may reduce their Bank by exchanging Banked hours for this TASS at the rate of 5 hours per day, as long as it does not create a gap in consecutive days of TASS.

The Pre-Ops Fleet email addresses are the only approved mechanism to contact Pre-Ops.

3.5.9.2 Handling Post Process TASS

TASS is added at 5 hours credit per day, until a pilot's roster credit is within 5 hours of the bottom of their allocated credit range (or CAP in the event of Bank Protection in Fallback).

Any TASS of less than 5 hours will be added as a short non assignable block. Where there is insufficient space on a Roster for allocation of this TASS block, then it may overlap other activities.

3.5.10 Final Rosters

Final Rosters will be promulgated in accordance with the published calendar.

Handling of Illegalities at the point of JCR roster being downloaded into Maestro.**Illegal due to exceeding 898 hours**

A Pilot who is projected to exceed 898 Flying Hours, including a notional 3:30 for each Reserve Available Day within that month, will be handled as follows to bring them below this limit. The lowest flying hour, Christmas In, Trip(s) retained on the Awarded line, wholly contained within the month, will be removed (where two or more Trips share identical flying hours, the earliest departing Trip will be dropped) and replaced with TASS.

If there is no Trip wholly contained within the month, then any carry-out Trip will be removed.

Handling to Avoid an Illegality Caused by an Allocation in the Preceding Month

This rule only applies during the Freeze Period in the rostering process when it is not possible to automatically monitor a pilot's roster for changes taking place in Current Ops. If during the Freeze Period a pilot is Allocated a Trip(s), which would cause an illegality based on trip Allocations in PP (e.g 898 hours including a notional 3:30 Flying Hours for each Reserve Available Day), before roster publication the pilot will be handled as follows.

- The lowest flying hour, Christmas In, Trip(s) wholly contained within PP will be removed (where two or more Trips share identical flying hours, the earliest departing Trip will be dropped). If there is no Trip wholly contained within the month, then any carry-out Trip will be removed.
 - If the illegality was caused by an Assignment in the Freeze Period then Non-Assignable Credit will be substituted for the length of the dropped Trip.
 - If the Illegality was caused by an Award in the Freeze Period then a shorter Trip within the days of the original Trip may be substituted and any balance of credit will be Non-Assignable. If a shorter trip is not available or a substitution would still break the planned limit, the pilot will be allocated TASS over the days of the dropped Trip.

If prior to final roster publication during the freeze period a pilot has traded/ swapped or carried out a PBW that has caused a change in their inbound BANK for the Planning month will cause the following handling if applicable:

- Bank Exceeder

Refer to [Section 5.4.1](#) Bank exceeder handling.

- Insufficient Bank inbound to reach bottom of Range OR CAP.

If there are insufficient Banked hours to achieve Monthly CAP, any remaining shortfall in hours will be converted into pay at the individual's hourly rate and deducted from the Pilot's monthly salary.

3.5.11 Trip Alterations

Please refer to the flow charts in [14.2](#) for handing of trip changes during the rostering process.

3.5.12 Errors and Omissions

3.5.12.1 Errors in BI1 Pack

- Any incorrect or missing duty on skeleton rosters must be notified within 60 hours of BI1 publication.
- Any Error/Omissions notified and agreed in this period will be rectified accordingly before Final CAP Set.

3.5.12.2 Incorrect Allocation of a Trip, Reserve Period, or Other Pre-allocated Activity After Publication of BI1 Pack

If there is an incorrect Allocation of a Trip(s), Reserve Period, or other pre-allocated activities the Pilot affected may elect to drop such Activities and Non Assignable Credit will normally be substituted on the days of the erroneously Allocated Activities.

The Pilot may request that this Non Assignable Credit be substituted on other days within the month. This will be at BA's discretion with the days to be mutually agreed between the Pilot and BA. The Pilot may elect to drop this Non Assignable Credit, losing the associated Credit. Note, however, that an incorrectly Awarded NCP Trip will have no Non Assignable Credit substituted.

If a Pilot is Awarded an Open Time Trip that overlaps this Non Assignable Credit, it will be treated as an 'Award Overlapping Time Assignability'.

If a Pilot has not been Awarded a Trip (because it has been incorrectly Allocated to another Pilot) and as a result there is an agreed deficit of Credit on their Line at the end of the Award process, then Non Assignable Credit will be added to replace this lost Credit.

3.6 Leave/DFW

3.6.1 Intent

It is the intention that every Pilot will take 28 days of Leave per Leave Year (or as pro-rated for part years) and will not have this reduced due to work coverage problems. For Part Time Allocation see: [Part Time Working, Chapter 13](#). Except as Agreed, or due to downroute disruption, BA undertakes not to work Pilots during their Leave.

It is the intention that Leave, once Allocated, will be retained.

The Allocation process provides equitable access to blocks of Leave/DFWs.

3.6.2 Leave Year

For administrative purposes, the Leave Year will start on the first Saturday on or after 1 April.

3.6.3 General

Leave and DFWs are separate entitlements. Leave cannot be converted into DFW or vice versa, e.g. as a result of a swap.

Leave cannot be cancelled, it may only be re-arranged.

A DFW and its associated Credit can only be cancelled prior to CAP Setting calculation for the month in which the DFW occurs.

3.6.3.1 Timetable

Initial Leave and DFW Allocations will take place in accordance with the Bid Line Calendar.

3.6.4 Entitlement

3.6.4.1 Leave

Each Pilot will be entitled to 28 days Leave during the Leave Year, of which 14 days will be Summer Leave and 14 days will be Winter Leave. Pilots joining BA during a Leave Year will have their Leave entitlement pro-rated.

Each seasonal Allocation of 14 days may be taken either as one 14-day block or as two separate blocks of 7-days. It will be Allocated using a points system as detailed elsewhere in this section.

3.6.4.2 Wrapround Days

Certain days before and/or after Leave are classified as Wrapround Days. Wrapround Days are Protected Days but the Pilot has the right to waive such protection for any or all of the days.

3.6.4.3 Duty Free Week

Each Pilot is entitled to two DFWs commencing in each Leave Year. This entitlement will commence from the season in which the Pilot first acts as a qualified crew member in BA without supervision.

DFW and its associated Non-Assignable Day are Protected Days. They will be Allocated using a points system as detailed elsewhere in this section.

3.6.5 Planning

The establishment planning for the purpose of Leave/DFW on the Fleet must include leavers and joiners during the Leave season. The Leave/DFW entitlement of New Entrant Pilots will need to be accommodated but they will not access planned Leave/DFW Move-Up blocks until Bids have been processed from Pilots who participated in the Initial Leave/DFW Allocation process for that season.

3.6.5.1 Planning of Leave Blocks

Each 14-Day block of Leave will be sub-divided for Bidding purposes into 2 blocks of 7-Days (Sat-Fri) one Pre-Leave, and the other Post-Leave.

Leave blocks will be evenly spaced throughout the Leave Year. The number of Leave blocks starting each Saturday will be calculated as follows:

- The number of blocks published will equal the anticipated number of eligible Pilots on that Status at the beginning of the Leave season multiplied by two, divided by the number of Saturdays in the Leave season (26 or 27), rounded up to the next whole number.
- At BA discretion, additional slots may be published.
- 14-Day blocks of Leave starting in the first 26 weeks of the Leave Year will be Summer Leave.
- 14-Day blocks of Leave starting in the remaining weeks up to the end of the Leave Year, will be Winter Leave.
- BA will notify Pilots on the Leave Bid form of the number of blocks available in each week.

3.6.5.2 Planning of DFW Slots

DFW slots will be initially planned to be evenly spaced throughout the Leave Year (Sun–Sat). The number of DFW slots during the Leave Year will equal the anticipated number of eligible Pilots on that Status at the beginning of the Leave season, divided by 26 or 27, rounded up to the next whole number.

DFW slots starting in the first 26 weeks of the Leave Year will be Summer slots and DFW slots starting in the remaining weeks of the Leave Year will be Winter slots. BA will notify Pilots on the DFW Bid form of the number of slots available in each week.

3.6.5.3 DFW Matrix Shaping (Movement Between Seasons)

It is Agreed that shaping of DFW slots is permissible in a maximum of 24 weeks and to a minimum of 50% of the initially planned slots for any week, rounded up. Because the circumstances for shaping may differ, each case will be considered by the FCSC and an Agreed matrix will be published. This matrix will show the shaping and appropriate repayment of the displaced slots.

3.6.6 Leave/DFW Points System

3.6.6.1 General

Leave and DFWs will be Allocated by reference to a points system. Separate totals will be kept for Leave points and for DFW points.

The points for each year will be jointly Agreed before the 1st October prior to the following Leave Year. Each week will be given a points value on a scale of 1 to 6, depending on the popularity of the particular week; the least popular weeks will attract the highest number of points. The points values will be the same in L/H and S/H and will apply both to Leave weeks and to DFWs.

3.6.6.2 Cumulative Points Records

BA will maintain cumulative points records for Leave and DFWs in respect of each Pilot and will publish this points totals prior to Leave/DFW Bidding. Only points earned in the 8 preceding Allocations will count towards these records. Pilots will retain Leave/DFW points records upon change of Category.

3.6.6.3 New/Stood Down Pilots

Pilots joining BA start with zero Leave/DFW points.

Pilots on long term stand down will be Allocated average Leave/DFW points for each Allocation missed.

3.6.6.4 Extra Leave

Leave above the annual entitlement will not earn points.

3.6.7 Bidding

3.6.7.1 General

Bid forms for Leave and DFW will be standard for all Fleets as shown in the Appendix.

3.6.7.2 Bidding – Change of Category

If, by the time of Leave/DFW Bid closure, a Pilot has received confirmation of their course start date, their Bid will be processed in their new Category.

3.6.7.3 Combination Bids

If combination Bids for single weeks are required, these must be clearly stated. A combination Bid will only be Awarded if both requested weeks are available. A combination Bid is shown by giving each week the same number and adding an asterisk to highlight it as part of a combination Bid.

3.6.7.4 Valid Bids

Except where Leave/DFW Days abut or Overlap, a Bid for Leave or a DFW is invalid unless there are at least 6 (L/H) or 3 (S/H) days of availability between the two blocks of Protected Days.

Wrapround Days do not count as available days, however, in order to validate a Bid and provide the required days of availability, a Pilot may waive Wrapround Day(s), indicating this with their Bid.

3.6.8 Initial Leave/DFW Allocation

3.6.8.1 Award

Leave/DFW Allocations will be made in accordance with the cumulative points records, Pilots with the highest number of points taking precedence. Any unsuccessful Pilots will then have their Leave/DFW Allocated in accordance with their next preference, before any preference of a Pilot with lower points is considered. Where a Post-Leave block immediately precedes a Pre-Leave block, the associated Wrapround Days will be Overlapped by the Leave days.

A Post-Leave application will not be Awarded to a Pre-Leave block and vice versa.

3.6.8.2 Leave Assignment

Prior to Assignment BA may increase the slots available in any week not fully taken up by the Award process.

A Pilot from whom no Leave Bid is received, or who submits an insufficient number of Leave Bids to achieve their full seasonal entitlement, will be handled as follows. After the Award process, they will be Assigned any unallocated Leave block(s) accruing the points applicable to such block(s). Should all 14 Days need to be Assigned, this may take the form of either one 14-Day block with 3 Wraparound Days before and 4 after, even when a Post-Leave block precedes a Pre-Leave block; or one Pre-Leave block and one Post-Leave block.

3.6.8.3 DFW Assignment

Prior to Assignment BA may increase the slots available in any week not fully taken up by the Award process. A Pilot from whom no DFW Bid is received or who submits an insufficient number of DFW Bids to achieve an Award will be Assigned any unallocated DFW accruing the points applicable to such a week.

3.6.8.4 Leave/DFW Overlap

If Leave days and DFW Days Overlap, the DFW Days will be lost. The Pilot will nevertheless keep the Credited Hours for both the Leave and the Overlapping DFW Days. In this case they will forfeit any Wraparound Days which are Overlapped by the DFW.

3.6.8.5 Leave Approaching Retirement

For Pilots retiring who are entitled to their full Leave entitlement (in accordance with the Employment Guide) the following handling applies:

Pilots retiring in the first 13 weeks of a Leave season may Bid to clear all or part of that Season's Leave. If they choose not to clear any, all or part of their Leave for the season, then that remaining will be paid off at Retirement.

Pilots retiring in the latter 13 weeks of a Leave season will clear all Leave for that season prior to their Retirement date. Pilots failing to Bid to achieve such clearance will be Assigned slots, including ad hoc additional slots where necessary, to ensure that all Leave is cleared prior to their Retirement date. Only where it has proved impossible to Assign such slots will Pilots have any outstanding Leave paid off at Retirement.

3.6.9 Leave/DFW Results

Promulgation will be in accordance with the Bidline calendar.

3.6.9.1 Leave Shift

The intent of this facility is to provide an element of flexibility for the individual pilot whilst not causing such an uneven distribution of Leave that subsequently it significantly affects the overall roster satisfaction of the whole status.

A pilot may request to shift an Allocated leave block to commence on the Wednesday of either the immediately preceding or immediately following week. The following will apply:

- Requests must be submitted on the Leave Move-up proforma within 14 days of the publication of the Leave Allocation results for that season.
- Requests will be denied if any moved Leave day or Wraparound day would cover a Blackout Day that was not covered already by the original footprint of the block.
- A maximum of 10% (rounded up) of leave blocks originally made available in any one week may be moved. If the number of requests exceeds this then they will be Awarded in the same order as the

original Leave Award process for that season. This percentage may be reviewed from time to time by the FCSC to ensure the intent is maintained

- Leave points and the relative position of Wraparound Days will remain unchanged.
- Regarding the availability of slots on the overall Leave matrix, the block will not occupy two slots but retain solely the original position.

3.6.10 Leave Handling

3.6.10.1 Exceeding 14 Days

Where a period of Leave exceeds 14 days it will be treated as a single Leave period. The provisions of this Section will apply unmodified.

3.6.10.2 Wrapround Days

These will be handled as if they were part of the Leave, but will not attract Credited Hours. Wrapround Days immediately preceding Leave (and the Leave itself where no Wrapround Days precede it), may form part of the Minimum Planned Rest Period of a Trip.

Entitlement to Wrapround Days is as follows:

14-day Leave block:	3 days before and 4 days after the block
7-day Pre-Leave block:	3 days solely before the block
7-day Post-Leave block:	4 days solely after the block

Where the number of Leave Days in a block is amended, the number of Wrapround Days will be pro-rated (rounded up) retaining their original position.

3.6.10.3 Promotion/Type Transfer

In the case of promotion or type transfer, Leave Allocated on the previous Status will be retained in the new Category.

Where Leave would Clash with the course (including the immediately following 14 days for Shorthaul or 21 days for Longhaul) BA will, with the agreement of the Pilot:

1. Re-allocate it in the current Leave season, on the current or future Category on a first-come, first-served basis.

Where a post-Leave block is displaced, yet only a pre-Leave Slot remains unallocated in the new Category (or vice versa), the application will, nonetheless, be accepted.

2. Re-allocate it in the next Leave season, after the initial Allocation process, on a first-come, first-served basis.
3. Attempt to re-arrange the course date.

Where none of these are possible, then the outstanding Leave will be Assigned during the subsequent (third) Leave season.

3.6.10.4 Re-Arrangement as a Result of Sickness

BA will, with the agreement of the Pilot:

1. Re-allocate the Leave in the current Leave season on a first-come, first-served basis.
2. Carry the Leave forward to the next Leave season. Where this is not possible, then the outstanding Leave will be Assigned during the subsequent (third) Leave season.

3.6.10.5 Re-Arrangement as a Result of Trip Disruption

See [Current OPS Processes, Chapter 4](#).

3.6.10.6 Points Handling Variations

In each annual Leave Year, Pilots will accrue the points attaching to the Leave blocks at the times of Allocation for the Summer and Winter Leave seasons unless:

- A Pilot changes their Allocation at their own request, in which case they will accrue the points applicable to the actual Leave taken in the Leave Year.
- A Pilot's Leave is changed by BA as described elsewhere in these Rules, in which case they will accrue the greater of the Leave points applicable to their originally allocated Leave or the alternative Leave period taken.
- A Pilot's Leave is changed due to sickness, in which case they will accrue the points applicable to the alternative period of Leave taken in the Leave Year.
- The Pilot is unable to take annual Leave allocated to them by the end of the Leave Year, for whatever reason, in which case the points accrued from the original seasonal Allocation will stand to their credit. This does not imply that Leave can be cancelled without re-arrangement.
- A Pilot swaps their Allocation, in which case they will accrue the points applicable to the actual leave in the Leave Year.

3.6.11 DFW Handling

3.6.11.1 Non-Assignable Day

The day preceding the DFW is a Non-Assignable Day. A Trip on an Awarded Trip Line that returns on this day will be retained.

3.6.11.2 Move-Up

All DFW slots from the initial seasonal Allocation which remain unallocated after that process, are available for DFW Move-Up. Slots which remain unallocated after the appropriate DFW Move-Up may be cancelled by BA prior to CAP calculation for the relevant period.

3.6.11.3 Points Handling

Pilots will accrue the points of the actual DFWs taken.

3.6.11.4 Promotion/Type Transfer

If a Pilot is unable to take their planned DFW because of Allocation to a conversion or command course, BA will, in agreement with the Pilot:

- Re-allocate the DFW in the current season, on the current or future Category on a first-come, first-served basis.
- Re-allocate it in the next Duty Free Week season, after the initial Allocation process, on a first-come, first served basis.

3.6.11.5 Swap

Pilots may swap allocated DFWs and associated points. Such requests must be made 56 days prior to the start of the month in which the first of the affected DFWs occurs. Requests to swap DFW after this date will be at BA discretion.

3.6.11.6 Re-Arranged as a Result of Trip Disruption

See [Chapter 4 – Current OPS Processes](#).

3.6.11.7 Sickness

A Pilot who is sick during their DFW will not be entitled to a replacement DFW, but will retain the points attached to the Allocated DFW. Nevertheless, if they become fit in the same or succeeding month, at the Pilot's request BA will attempt to provide an alternative 7 consecutive days free of Duty. With their agreement, a Pilot's line may be rearranged to achieve this.

Such an arrangement will take place either in the month the Pilot becomes fit or the subsequent month.

3.6.12 Leave/DFW Change

3.6.12.1 General

By utilising the following processes, a Pilot cannot be placed in a position in which they have no Allocated Leave.

3.6.12.2 Matrix Publication

The Leave/DFW slots matrix showing Allocated and unallocated Leave/DFW slots will be published with the Initial Leave/DFW Allocation and subsequently published monthly. This monthly, updated matrix represents only a snapshot of the situation at time of publication (because slots will ebb and flow with each new Allocation).

3.6.12.3 Swapping

Unallocated slots on the Leave/DFW matrix will be available up to and including the day before IB publication for the month preceding the month in which the Leave/DFW would commence. Pilots may swap their Allocated Leave with another Pilot, or move their Leave into any of these unallocated slots, on a first-come, first-served basis. Pilots may swap their Allocated DFW with another Pilot, or move their DFW into any of these unallocated slots, on a first-come, first-served basis. Leave/DFW may only be swapped within the same season.

Thereafter, unallocated slots together with any additional slots, will be available – subject to BA discretion – until IB publication for the month in which the Leave/DFW would commence.

3.6.12.4 Uneven Matching

A Pilot whose Leave swap would otherwise be denied due to a mismatch of days in the desired, unallocated Leave slot, will nevertheless have their Bid processed (in seniority order), after all other matching Bids have been processed.

Note: Wrapround Days will attach as per the slot into which the Leave has moved.

3.6.13 Leave/DFW Move-Up and Leave Shift at Move-Up

3.6.13.1 Bidding

Pilots may Bid on the relevant Leave/DFW/Leave Shift Move-Up proforma (see Appendix) in anticipation of Leave Move-Up slots being available in any particular month. Leave may be moved only within a Leave season.

Prior to CAP setting for the month, BA will decide if it is able to offer additional Leave slots/Leave Shift for that month.

3.6.13.2 Bid Closure

Bid Closure will be indicated on the Bid Package for the month preceding the month in which the Leave/DFW would commence.

3.6.13.3 Allocation

Bids will be processed as follows:

Prior to CAP-set, available Leave/DFW slots will be allocated in order of seniority to Pilots with entitlement to accrued Leave, or who wish to change their current Season's Leave/DFW.

3.6.13.4 Pilots New to BA

Leave and DFW slots may not normally be interchanged, however, following the above process, any remaining Leave slots may be changed to DFW slots (or vice versa) to accommodate their Leave/DFW requirements.

3.6.14 Special Leave

A request from a Pilot for Special Leave for personal or other reasons e.g. jury service, will be handled in accordance with the appropriate Employment Guide.

Special Leave will not attract Wrapround Days.

Special Paid Leave will attract the Monthly Per Diem credit.

The approving authority will give consideration to each application according to the merits of the case alone.

3.7 Sickness**3.7.1 Long Term Sick (LTS)**

A Pilot, who expects to be LTS for the entire month for which they would otherwise be Bidding, will have no Bid for that month.

A Pilot, who becomes LTS for the entire month after publication of the BidInfo1 package, will immediately drop any Allocated work.

Note: There is no need to hold a Medical Certificate covering the entire month for a Pilot to declare themselves LTS for the month, however BA should be informed as soon as possible.

For a LTS Pilot, before each CAP Setting a judgement will be made by Fleet Management on the likelihood of their return to fitness for the Month in question, taking into account any revalidation Training requirements. The Pilot will be informed of the need to Bid.

3.7.2 Short Term Sick (STS)

A Pilot who is planned STS in the following month (e.g. for a planned operation) may Bid in the Roster production Phases. They will receive Monthly Per Diem Credit for the days of the planned sickness. Any Trip(s) that would otherwise clash with the planned sickness will be dropped.

See also STS handling in Current Ops Section.

3.7.3 Return from Sickness

In the event of pilot returning from sickness they will be handled as follows:

- Before Bidinfo1 Publication

The pilot will be included in all stages of the process.

- After BidInfo1 and before Final CAP Set

The pilot will be handled as a neutral range bidder in the Main bidding process.

- After Final CAP Set

A Pilot returning from sickness after Final CAP Set will be considered to be a non-Bidder for that Month and will be handled as an additional RPH following re-training. FDOs, prorated if necessary, will be mutually Agreed. Reserve Points will accrue at a rate of one half of the applicable points for each half of Reserve Available days, for the Pilot's Band.

The pilot may elect to have TASS days or Trips that remain in Open Time or a mix of the two, instead of being handled as a RPH. The timings for S/H TASS and in L/H blocks of days (minimum of 3 days) will be mutually agreed with the pilot. In this instance, no reserve points will accrue. For pay purposes only, in both scenarios, the Pilot will be CAP protected for all months in which the pilot cannot bid normally.

4 CURRENT OPS PROCESSES

4.1 General

The Pre-Ops buffers for 900 hours (including notional Flying Hours associated with Reserve Available Days), Early Start/Late Finish and rest at Base (other than Allocations made after the Pilot has already returned from the immediately preceding Trip) apply for all Current Ops Processes.

No roster adjustments will be completed if they would result in a Conflict or Illegality.

4.1.1 Trading/Swapping During Freeze Period

It is intended that a Pilot will not trade or swap in Current Ops during the Freeze period of the Planning month in such a way that will cause an illegality to occur during the rostering process or have a detrimental effect on the ability of JCR to roster within an awarded High or Low Credit range.

During the Freeze Period, trading in eMaestro will not be possible for trips which depart in the last 5 days of the month prior to the Planning period.

If, despite the above a trip is dropped due to an illegality caused by trading or swapping during the Freeze Period the provisions of [3.5.10](#) will apply.

Note: When Maestro crew (Milestone 2) is replaced functionality shall be agreed which prevents pilots from trading or swapping in such a way that will cause an illegality to occur.

4.1.2 Duties

4.1.2.1 Notification

The notification to a Pilot by their Final Roster shall constitute their warning to report for all Duties on that line. They shall report accordingly unless:

1. They have notified BA that they are sick.
2. They are removed from Duty for any reason specified in these rules.
3. They are notified, as specified in these rules, of any change to their reporting instructions (for Trip Alteration see appropriate flow diagrams).

A Pilot, including a RPH, is not required to accept a change to their Reporting Time if they consider that, beginning at the new time, they would be insufficiently rested to complete the Duty. This decision is the Pilot's alone. If the Pilot does not accept the change and they are a TLH, they will become TASS for the dropped Trip.

4.1.2.2 Failure To Report

Where a TLH fails to report or reports late for a Trip or Duty such that it is either cancelled or departs without them then, unless excluded by this rule, they will retain the Credited Hours and become TASS for that Trip or Duty. The Pilot's FDP starts at the actual time of reporting.

For a failure to report the Pilot will be Assignable from the point of initial contact with Current Ops and for the immediately following 60 minutes for any alternative Trip(s). The Pilot may be requested to report for any alternative Trip departing the same day and will use their best endeavours to do so. However there may be wholly proper reasons why the Pilot may be unable to accede to this request.

When a Pilot reports late they will be Assignable from the actual report time and for the immediately following 60 minutes for any alternative Trip(s), including a Trip departing later that day. In Shorthaul there are no TASS restrictions associated with the Assignment of a single day Trip departing that day, but normal TASS off-Duty rules will apply to all multi-day Trips.

If the Pilot reports and is subsequently Assigned a Trip that departs the following day then an off Duty time will be agreed with Current Ops. Minimum rest will be planned and HOTAC will be provided to the agreed standard within a 10-mile radius of the original reporting point and allowances will be paid. Minimum rest will include a Local Night's uninterrupted rest at the hotel. The Pilot may elect to forgo the requirement of a Local Night.

If a Pilot is not Assigned a Trip departing the same day then normal TASS rules apply. For the purpose of subsequent TASS Trip Assignment, the original Trip will be treated as a Cancelled/Dropped Trip.

In the case of an RPH:

- An RPH may be Assigned any alternative Trip departing that day provided notification of Assignment is made within 60 minutes of the actual time of reporting. In all other respects the normal Reserve rules apply. TASS does not apply to an RPH, except over FDOs.

If the Trip was an NCP Trip (IOT, EOT or Draft) then the Pilot is not permitted to become TASS and will forgo the NCP credit for the Trip. If the Pilot did report then an off-Duty time must still be agreed with Current Ops.

These handling arrangements do not preclude any further action under the provisions of the Employment Guide.

4.1.2.3 Report But Did Not Depart

An off Duty time will be agreed with Current Ops.

4.1.2.4 Trip Swaps Between Pilots

After EOT opens, Pilots may exchange Trips, including exchanging a Trip for the Free Day(s) (other than Leave) of another Pilot. The handling arrangements are:

- Trip swaps should normally be undertaken using eMaestro.
- Multiple Trip swaps are invalid if there would be an overall increase in Credit.
- Pilots may swap Trips with or without the associated Credit. Once a Trip has been swapped without Credit, any future swap(s) of that Trip must also be without Credit.
- For swaps with the associated Trip Credit, the swap will be invalid if either Pilot's Bank limit would be exceeded. Any increase in Credit is CAP Bankable.
- Swaps involving Trips where either Pilot has a Training obligation, as a trainer or trainee, will be invalid.
- Trips spanning a monthly boundary may only be swapped once the second month's EOT has opened.
- A CAP Credit Trip and an NCP Credit Trip may only be swapped without the exchange of Credit.
- RPHs who have not fulfilled their Reserve obligation are not eligible for Trips Swaps within their Reserve Periods except during their FDOs provided no Trip Overlaps the 2 FDOs immediately prior to and/or following a Reserve Available Day. The 899 hour buffer, including the notional 3:30 Flying Hours for each Reserve Available Day, must be observed.
- Any change in Credit, including TASS, due to Trip Disruption or as a consequence of being Replanned will accrue to the Pilot operating the Trip.
- An Awarded Christmas Trip may only be exchanged for another Christmas Trip. An Assigned Christmas Trip may be swapped with another Pilot's Trip or with their Days off. The Christmas point and NCP stays with the Christmas Trip.
- Any trips involving positioning sectors on other carriers cannot be dropped, traded or swapped.

- A swap must not result in a change in a pilot's Bank for the planning month such that it causes an illegality to occur during the rostering process or have a detrimental effect on the ability of JCR to roster within an awarded High or Low Credit range.

4.1.2.5 Course Extension

If a Pilot's course is extended such that a previously Allocated Trip on their Line is necessarily dropped, they will continue to receive Training Course Credit until the new end date but will lose the Credited Hours of the dropped Trip.

Should the Pilot not achieve the lesser of Normal CAP or the Monthly CAP as a consequence of losing the Trip(s), they will be protected to that level.

4.1.2.6 Taxying Duties

Taxying Duties are voluntary.

When they occur as part of another Duty, e.g. taxying from engineering base to Terminal before loading or vice versa after arrival, no special action is taken on credit. The extra time taken for taxying will, of course, be included in the Flying Duty Period. When taxying is a separate Duty it will attract 4h30 NCP credit which can be off set against known TASS.

4.1.2.7 C of A Test Flights

Test Flights will only be allocated to nominated Appointment Holders. Credit will be accounted as for a Trip.

4.1.2.8 Suspension

A Pilot removed from flying Duties will have their Bidding rights suspended until they are re-instated.

4.1.2.9 Personal Trip Drop

A Pilot may request to drop a Trip for compassionate or other reasons. All such requests will be processed through Fleet Management.

4.1.3 Removal From a Trip Due To Illegality

4.1.3.1 General

In the cases below, during the three days following removal from a Trip, the Fleet Senior Manager or their representative will decide whether or not the illegal situation or qualification lapse was the fault of the Pilot. If the Pilot is responsible for the Illegality/lapse, they will lose the hours of the dropped Trip. Any credit earned as a result of Assignment within the associated TASS will be retained.

4.1.3.2 Statutory Limits

It is the responsibility of BA and the Pilot to ensure that no statutory limit is exceeded and BA will maintain a monitoring system to ensure this. If a Pilot believes a statutory limit will be exceeded they must communicate this to BA as soon as possible. Where BA becomes aware of a potential illegality the Pilot will be notified.

In Current Ops if an illegal situation would otherwise occur, the Trip that would be illegal if operated will be dropped.

If a Pilot's flying hours are projected to exceed 899 hours in 12 consecutive months, the following handling arrangements will apply:

- The lowest flying hour Trip on the Pilot's roster will be removed. Where two or more Trips share identical flying hours, the earliest departing Trip will be dropped. Where the removal of a single Trip will not resolve the projected exceedance, the Pilot may, with the agreement of Current Ops, choose to have either a higher flying hour Trip or more than one Trip removed such that the projected exceedance is resolved. The Pilot will, unless an RPH, become TASS (in LH for the days of the Trip only). However, where this projected exceedance has occurred as a result of any Assignment in that month or the immediately preceeding month, the Pilot will have Non Assignable Credit substituted.

If a Pilot's flying hours are projected to exceed 100 Flying Hours in 28 days, normally the first Trip that would cause the illegality will be dropped and the Pilot will, unless a RPH, become TASS and initially retain the Credited Hours. However, where this projected exceedance has occurred as a result of any Assignment, the Pilot will have non-Contactable TASS substituted.

4.1.3.3 Statutory Qualifications

When a statutory qualification has lapsed or is due to lapse during the days of a planned Trip plus one day, the Pilot will be removed from the Trip and notified, no earlier than 7 days before Reporting Time for the Trip, unless re-qualification has been arranged before departure. If re-qualification cannot be arranged before departure, the Trip will be dropped. The Pilot will, unless a RPH, become TASS.

4.1.3.4 ID Cards, Passports, Visas and Inoculations Expiry/Renewal

BA will maintain expiry information for the above and will publish expiry information via CrewBid.

BA will assist in the facilitation of renewal if required by the Pilot. (BA accept the cost of the Passport/Visa renewal only). Providing a Pilot has an appointment for Visa renewal, or a recorded passport application, at least 7 working days before the Trip, but the Visa/passport is not issued due to circumstances beyond their control (including sickness) the Trip will be dropped, the Pilot will become TASS.

Unless an appointment or application has been completed at least 7 working days before the Trip the Pilot will be removed from the Trip at that point if a passport, visa, or inoculation required for the Trip is not valid for the duration of the Trip +1 Day.

In the case where renewal will be completed before departure and the Pilot informs Current Operations of this renewal before Dep-2, the Trip will be retained if it is available for assignment, or become TASS where the trip is unavailable. If a Trip is dropped the credit is lost.

Note: BA will arrange renewal if required by the Pilot (BA accept the cost of the Passport/Visa renewal only). Providing a Pilot gives their passport to BA at least 7 working Days before the Trip and where renewal is not completed before departure, the Trip will be dropped, the Pilot will become TASS.

4.1.4 Bank Exceedance Approaching Retirement

If, within the last 3 complete months prior to retirement, a Pilot's Bidding has or will cause them to exceed the Bank Limit, then BA may remove the Trip(s) of least credit value that returns them below the Bank Limit.

4.1.5 Errors and Omissions

4.1.5.1 Errors From Pre-Ops

If an error was discovered from Roster production and corrected using the Errors and Omissions process as detailed in the Pre-Ops section, then Non Assignable Credit will be substituted for the days of the erroneously Awarded Trip(s).

4.1.5.2 Errors in Current Ops

If there is an error in Open Time Award, this will be corrected whenever possible. Any Pilot removed from a Trip to which they were not entitled due to an Award error, will lose the Credited Hours. However, if less than twelve hours remain before the scheduled Trip departure, the Pilot awarded the Trip in error will only be removed with the consent of the Pilot.

If a Pilot is correctly Awarded a Trip, but the Trip was only available for Award as a result of:

- The Transitional Label (TRS) not being applied then the Trip can only be removed with the agreement of the Pilot, in which case it will be replaced with TASS.
- The Trip incorrectly being removed from another Pilot then the Trip will be returned to the original Pilot and replaced by TASS.

Note: In either of the above scenarios the Pilot may elect to drop the TASS, in which case the credit will be removed. Any TASS arising under this rule will not attract the Premium Element.

In exceptional circumstances (e.g. ghost Trips created for staff training) a Trip which should not have been in Open Time may be removed from a Pilot. In this case no TASS will arise.

4.2 Time Assignable Pilots

4.2.1 General

BA may Assign alternative Duties as specified in these rules to a TASS Pilot.

Any Assignment will not create further TASS.

There is no credit limit to Assigned Duties but any excess Credited Hours over the original will be NCP plus the associated Premium Element.

Any flying Allocated must not project the Pilot beyond the 899 flying hours limit.

A Pilot will not be Assigned a Duty commencing before 0600LT (0700LT when a LHR Pilot reports direct to LGW or vice versa) immediately following Leave (excluding Wraparound Days) and DFW.

4.2.1.1 Subsequent Trip Cancellation

If a Trip allocated against TASS is subsequently cancelled, or otherwise dropped, any associated TASS will apply only over the days of the trip allocated against the TASS not the days of the original trip.

4.2.1.2 Across Monthly Boundaries

TASS for a Trip which extends into a succeeding month will be treated in two parts, the value being calculated as in the Credit Section, each part relating only to its associated month.

4.2.1.3 Release From TASS

At BA discretion a TASS TLH may, at the request of the Pilot, be released from their commitment. They will lose all the relevant TASS hours and their projected hours will be reduced accordingly.

4.2.2 Assignment

4.2.2.1 Longhaul – Arising from a Changed, Cancelled or Dropped Trip

For TASS arising as a result of a Changed or cancelled or dropped Trip, BA may Assign Duties within the Days of the Trip only. Any such Assigned Duties must commence within the Days of the original Trip.

Assignment against TASS in L/H may change to Days plus one in some circumstances (see TASS Definition).

4.2.2.2 Longhaul Pre-Ops TASS

A Duty Assigned against TASS that results from Completeness in the Rostering production process will be handled in accordance with TASS rules.

A Duty Assigned against TASS must be contained within the days of the block only, but see [Longhaul Assignment](#).

Any TASS from completeness that is less than 5 hours credit, cannot be assigned but is available for offset.

4.2.2.3 Longhaul Assignment

Long Range Rest and MBTR will apply except:

- Between Trips within TASS days or where a Trip is shortened and TASS is generated, a minimum of two Local Nights' rest will apply.

- Between the last Trip before the TASS Block and the first Trip Assigned where, if the Long Range Rest or MBTR after the original Trip had been reduced by the Pilot's Preference, as a minimum that reduced Rest Period in Local Nights, will apply. If Long Range Rest before a Trip had not been previously reduced then any Long Range Rest before the Assigned Trip must apply.
- Between the last Trip in the TASS days and the first Trip after the TASS days where, if the Long Range Rest or MBTR after the original Trip had been reduced by the Pilot's preference, that reduction in Local Nights will still apply.

BA may offer a Pilot a Trip with less than the rest specified above. If the Pilot accepts the Trip, they will be entitled to hotel accommodation and allowances. The next Rest Period at Base will include normal MBTR associated with the second Trip.

4.2.2.4 Longhaul Reduced MBTR – Request

A TASS pilot may be contacted at the Report Time of their last Duty into Base and offered a Duty within the remaining TASS with a Rest Period at Base of less than two Local Nights. The Pilot will communicate a reply to BA as soon as possible. If accepted, the Rest Period at Base will carry an entitlement to hotel accommodation and allowances. The next Rest Period at Base will include normal MBTR associated with the second Trip.

4.2.2.5 Shorthaul Assignment Before Report

For a TASS Pilot who has lost a Trip before report, see Flow Diagram **'TASS – SHORTHHAUL ASSIGNMENT BEFORE REPORT'**.

If the original TASS did not extend through midnight LT, then a Pilot may not be Assigned through midnight LT without their agreement.

Where consecutive single-day Trips have generated TASS, it is permissible, with the Pilot's agreement, to treat them as multi-day TASS.

4.2.2.6 Shorthaul Assignment After Report

Pre-existing TASS and TASS arising from Trip Disruption are handled after Report as follows:

- The Pilot is Contactable during the FDP.
- On their return to Base, if there is TASS remaining within that day, the Pilot must contact the Duty Officer.
- The Pilot must be informed of any TASS Assignment in relation to the current FDP within 60 minutes of their actual Base arrival.

- The off-Duty time of any TASS offset must remain within +2 hours of the original Trip planned off-Duty time.

Note: The Pilot's Final Roster may indicate a TASS span of +3 hours after the original Off-Duty time, however once they have Reported the Pilot is Assignable only up to +2 hours of the original off-duty time.

4.2.2.7 Shorthaul – Flying Longhaul Trips

Where a Pilot loses a Longhaul Trip or the Longhaul Trip is shortened, Longhaul TASS rules will apply. The Pilot may be Assigned Longhaul or Shorthaul Trips, however the Longhaul MBTR associated with the Current Ops TASS Processes will apply after every Trip.

4.2.2.8 Shorthaul Pre-Ops TASS

A Duty Assigned against TASS that results from Completeness in the Rostering production process will be handled as Assignment before/After Report above.

A Duty Assigned against a single day of TASS must be contained within the originally Allocated span.

Any TASS from completeness that is less than 5 hours credit, cannot be assigned but is available for offset.

4.2.2.9 TAH TASS Handling Resulting From a Re-planned or Cancelled Training Duty

Refer to *Management Pilots & Training Appointment Holders, Section 8*.

When a training Duty is re-planned (resulting in a reduction of Credit), or cancelled, the TAH will become TASS and will be handled as follows:

- Any Assigned Duty can only be used to fulfil a Training requirement
- For SH Fleets: training Duties may be Assigned under the SH TASS rules.
- For LH Fleets: training Duties may be Assigned under the LH TASS. Where Ground Duties on consecutive days are assigned against TASS arising from a dropped/re-planned Trip, HOTAC will be available on request between the Assigned Duties.
- Where consecutive Ground Duties have been cancelled, a Trainer, with their agreement, may be Assigned to a training Trip.
- Where a Ground Duty is cancelled a TAH may be Assigned a Simulator detail +/- 3 hours of the original Ground Duty.

- A cancelled simulator may only be replaced within the same day + or – 1 detail of the original Duty.

Any TASS recovery may only take place by Assignment from DEP-2 (see 'CURRENT OPS PROCESSES' – 'ALLOCATION ORDER' for appropriate handling arrangements.)

4.2.2.10 Uncovered Training Simulator Duties

Refer to *Management Pilots & Training Appointment Holders, Section 8.*

4.3 Reserve Period Holders

4.3.1 Intent

The role of Reserve Period Holders (RPHs) is to provide stability to the operation and TLHs. Except during FDOs, Reserves are intended to be as available as possible.

RPHs will be Assigned only within the Industrial Duty and FDP limits recognising that the TLH MBTR and MPRBB do not apply.

For SH Fleets a RPH is limited to a maximum of 6 consecutive days of Trips and/or standbys. Where there is a need to Assign a single LH Trip of more than 6 days the preceding Rest Period must meet the requirements of the RPH Clash and Conflict tables.

During a Reserve Period, it is recognised that problems of Conflict with Duties in a subsequent month will be best avoided by the Allocation of Standbys in the early part of the period and Trips in the latter part.

In exceptional circumstances, where a Trainer is used for Training in a non-operational role (e.g. for Line Checking) a report of this event will be e-mailed to the members of the FCSC as soon as possible.

4.3.2 General

A Pilot on HSB may telephone BA to establish the operational situation and the likelihood of call out. This process enables the crew member to adjust their readiness and, in S/H, possibly obviate the need to report for ASB.

4.3.2.1 Reserve Period – Scheme Days Off

Wherever practicable, days off should be taken in the home environment.

Day Off (Short Break)

If a Pilot is not advised of a Duty during their Contactable Period, then following day will then become a day off. This does not preclude the Pilot being Contactable, if required, on this following day.

Two Consecutive Days Off (Long Break)

A Pilot must be notified of two consecutive days off during the Contactable period prior to the first day off. This does not preclude them being Contactable, if required, on the second day.

In exceptional circumstances, in Long Haul only, this requirement may be met if an Assigned Trip includes 2 consecutive days off Downroute. The pilot will be informed and a note of the circumstances will be appended to the trip in Maestro.

HSB and Scheme

For the purposes of Scheme Rule Days Off, in certain circumstances unbroken sequences of HSB do not count as Duty (see the BA Scheme in Flight Crew Procedures Manual).

BA may only use this unbroken sequence of HSB provision in Scheme Rules Days Off for Trips that arise after 2000LT, DEP-1 (late Open Time). Notwithstanding this, a Pilot may not be Assigned more than 6 consecutive days of HSB

4.3.2.2 Commitment

A RPH whose achieved Control credit already equals or exceeds their Reserve Commitment will not be Assigned any further Duty.

4.3.2.3 Equalisation

BA will endeavour to equalise Trips and Trip credit.

4.3.2.4 Time Assignability

Except for TASS arising during Fixed Days Off, TASS does not apply to a RPH.

4.3.2.5 FDO

Except as detailed in 'FDO – Use In Exceptional Circumstances', a RPH may not be Assigned any Activity over Fixed Days Off. However, if due to downroute Disruption, any FDOs are infringed, such FDOs will be replaced by abutting them to the end of the planned FDO block. Where this occurs to the FDOs at the end of a Reserve Period, the infringed FDOs will be added to the Pilot's Leave or DFW at their discretion as additional Leave/DFW.

4.3.2.6 FDO – Use In Exceptional Circumstances

Except as follows, in no circumstances will BA Assign a Pilot any Duty into or over their FDOs. Were a situation to develop where BA is otherwise faced with a service cancellation, the infringement of these FDOs will require the permission of the Flight Ops Duty Manager. The FODM themselves will explain the circumstances to the Pilot and the date on which they will re-start their complete FDO block. The Pilot will be returned to Base at the first opportunity, irrespective of cost, and will commence their full FDO Block immediately following full Trip MBTR/Rest Period.

A written report of this event will be e-mailed to the members of the FCSC within 2 days.

4.3.2.7 Bank Exchange For FDO

At BA discretion a Pilot may be allowed to reduce their Bank by exchanging Banked hours for an additional FDO at the rate of 4 hours per day.

4.3.2.8 Open Time Bidding

A RPH having achieved their Reserve Obligation may Bid at EOT.

Additionally, a RPH may Bid at IOT/EOT for Trips Overlapping/within their FDOs provided the Award would not cause an Overlap with the 2 FDOs immediately prior to and/or following an available reserve Day. This Trip credit is NCP at the single or Premium Rate as applicable.

A RPH wishing to indicate a Preference for Trip(s) should communicate directly with Current Ops.

4.3.3 Handling

4.3.3.1 Notification

BA will give maximum possible notice of a Duty.

Trip Assignments will be Assigned from Open Time. Assignment will be with a minimum of 10 hours notice.

4.3.3.2 Start Time

On the day following Leave (including Wraparound Days), DFW or FDOs, the earliest start time will be 0700 LT (0800 LT for LHR Pilot reporting direct to LGW or vice-versa)

4.3.3.3 Contact Number

A RPH must inform BA prior to an applicable Contact Period if their telephone contact is different from that which normally applies.

4.3.3.4 Selection For Standby

BA will endeavour to share equally the standby Duties (including Airport Standby, S/H only) among RPHs.

4.3.3.5 Longhaul Trips – Minimum Rest

The minimum rest following a Trip of more than two days will be two Local Nights. This will also apply to the rest associated with the last Trip of a Reserve Period and the first Duty in the immediately following TL.

For single day Trips, the minimum rest between Trips will be 12 hours, which will include a Local Night (13½ hours between LHR/LGW reports).

Rest associated with Long Range will be preserved.

A Pilot may elect to reduce these rests in which case either HOTAC and allowances will be provided. Or at, BA's Discretion, the MBTR normally due after the first trip will be added to the MBTR after the last trip without HOTAC being provided between the trips.

HSB does not count as Duty for the purpose of Long Range Rest providing the Local Nights have not been infringed.

4.3.3.6 Shorthaul Trips – Minimum Rest

The minimum rest between Trips will be 12 hours (13½ hours between LHR/LGW reports) except that, for a report of earlier than 0600LT, the minimum preceding rest will be 14 hours.

Normally, Trip Allocations will have at least 12:30 planned rest between Trips (minimum rest plus 30 minute buffer). This buffer may be eroded by delay consistent with retaining 12 hours minimum rest.

However, for Trip Allocations made after the Pilot is off Duty at Base following the preceding Duty, only minimum rest will apply.

4.3.3.7 Shorthaul – Flying Longhaul Trips

Time off for Reserve Period Holders after a Longhaul Trip will be as follows:

Trip Length	Sub-condition	Minimum Time Off After The Trip
8 days or longer	All cases	3 Local Nights
6 or 7 days	All cases	2 Local Nights
Not exceeding 5 days	Time change from the last Slip station is in excess of 3 hours	2 Local Nights

Trip Length	Sub-condition	Minimum Time Off After The Trip
Not exceeding 5 days	Time change from the last Slip station is not greater than 3 hours	30 hours

4.3.3.8 **Moving Pre-assigned Duties For Trip Assignment & Trip Splitting**

To facilitate the Assignment of a Trip, a RPH may have a pre-Assigned Duty re-Assigned during days of Reserve availability, provided the Pilot receives at least 24 hours notice (or consents to less) and their qualification does not thereby expire. The subsequent re-Assignment must be without Clash.

BA may split a Trip for Assignment to a RPH. The remainder of the Trip will become a new Trip and be placed in Open Time.

4.3.3.9 **Trip Overlapping a Reserve Period**

A TLH crossing into a Reserve Period on a Trip will retain the Rest associated with that Trip, in accordance with the Current Ops Processes table, before undertaking Reserve Duties. A Pilot on Reserve may be allocated a Trip extending beyond the Reserve Period as follows:

- If Assigned a Trip from Open Time the Trip must not Clash with any other Activity or FDO. In order to facilitate an Assignment, the Pilot may elect to reduce their rest to not below Conflict.
- For a SH Pilot, where a Trip extends beyond the end of an RP, the Pilot will be released from Duty on their first return to Base, unless the Pilot agrees otherwise.
- If called from a Standby Duty the Pilot will complete the Trip and drop any subsequent Duties that Clash. They will be TASS for any remaining Days of the dropped Trip. In order to retain a subsequent Trip, the Pilot may elect to reduce their rest to not below Conflict.

For the purpose of credit Allocation a Pilot will cease to be a Reserve at the end of the Reserve Period.

4.3.4 Home Standby (HSB)

4.3.4.1 Contact and Report

Pilots will be Contactable throughout their Standby Period and will use their best endeavours to report for Duty at the earliest opportunity from time of contact. In any event they must be able to reach their normal Base Car Park within two hours from time of contact for subsequent report.

Where a LHR Based Pilot is required under the rules to report at LGW, or vice versa, no time limit is applicable, however the Pilot will use their best endeavours to report at the 'other' Base at the earliest opportunity.

4.3.4.2 Call Out

A Pilot may be called at any time during their Standby Period to report in that period. They may also be called for a later report time provided they are contacted during their Standby Period.

In any event, the departure time for a Trip must not be later than two hours plus the associated standard report time from the end of the Standby Period.

Where a Pilot is called from HSB to operate a Trip for which they are no longer required, they may either be utilised as an ASB (S/H only), assigned an alternative trip or released from any further Duty. Their FDP will commence from the report time of the original trip. They cannot be required to return to HSB.

The Pilot will receive the appropriate minimum report credit for the cancelled Trip plus the prorated HSB Credit for the achieved HSB, which is subject to a minimum of 2:35 Credited Hours.

4.3.4.3 Duty Limit

A Standby Period will not exceed 12 hours.

If a Pilot is called to operate from Standby, the calculated Elapsed Time from the beginning of the Standby until 30 minutes after their arrival at destination will not exceed 19½ hours. This does not affect normal FDP limitations.

4.3.4.4 Credit

A RPH will accrue 3:45 Credited Hours for each 12 hour HSB. If notified prior to the end of their last Contactable period that a HSB Duty is reduced in length, the credit will be pro-rated. Credit for a notified HSB Duty of less than 12 hours will be pro-rated, subject to a minimum of 2:35 Credited Hours.

If a Pilot is called from HSB, the period of Standby for the purpose of the Credited Hour calculation will be deemed to end at the Reporting Time of the Trip. The credit for the total Duty (HSB + Trip) is subject to a minimum of the planned Credited Hours for the Standby.

If a HSB is cancelled before the end of the Pilot's last Contactable period then no credit will accrue. If it is cancelled after that Contactable period, the credit is retained.

BA may stand down a Pilot for the remainder of their Standby in which case the planned Standby credit will apply.

4.3.4.5 Passengering

If a Pilot is called from HSB to Passenger, the maximum Duty Period will be 24 hours in L/H and 12 hours in S/H, starting from report for the Trip. The subsequent Rest Periods are as detailed in Duties and Rest Section.

4.3.4.6 Call-out For Late Report

Where, through late report, a Standby is called for service and the original Pilot also reports, the original Pilot will operate the service unless the Standby Pilot has already departed the Crew Report Centre. If the Standby Pilot does not operate the Trip, they may either be utilised as an ASB (S/H only) or released from any further Duty. They cannot be required to return to HSB.

4.3.5 Airport Standby (ASB) – S/H Only

4.3.5.1 Selection

For SHRPs the intention is to allocate ASBs equitably to all pilots on Reserve. Where possible, different pilots will be used for ASB rather than multiple ASB Assignments for a single pilot. ASB Assignment remains at BA discretion. Subsequent 'on the day' requirements for ASB will be allocated to Pilots on HSB. Credit will be calculated as a proportion of HSB credit up to report in addition to the credit described below (see also Credit & Pay Section).

4.3.5.2 Duration

Airport Standby will be for a maximum period of six hours. An ASB called from HSB will also be limited to 12 hours from start of HSB. BA may stand-down an ASB for the remainder of their Standby without loss of credit.

4.3.5.3 Call Out

An ASB will only be used when the HSB would clearly be unable to report in time.

During ASB the pilot can be called upon for a S/H duty which has a Report Time within their Standby Period. For clarity, a Report Time coincident with the end of the Standby Period is not permitted.

A Pilot will not be returned to ASB/HSB on completion of a Trip.

4.3.5.4 Limit

The Duty Period of an ASB called to operate shall be limited to 12 hours from on-Duty time at the airport, or the FDP from Report Time for the Trip whichever is the more restrictive.

4.3.5.5 Credit

An ASB will accrue credit from the required time of report at the airport.

4.4 Contactability

4.4.1 Minimum Notification

There will normally be a minimum of 12 hrs notice of a Duty, however for early start Duties commencing 0700 LT or earlier, a minimum of 10 hours notice will be given.

4.4.2 Contactable Periods

Category	Contactable Periods
TASS Pilot	1700-1800 LT
Reserve Period Holder	1700-2000 LT
Pilots on Continuation Training (CT)	0900-1000 LT 1600-1700 LT

Once informed of a Duty the Pilot is released from further contact during that Contactable period.

4.4.2.1 Acceptance of Messages

A Pilot who is within a Contactable period must either be available to be notified of Duties or make arrangements to accept messages. When a Pilot arranges for messages to be passed through a third party, acceptance by the third party constitutes acceptance by the Pilot at the time the message was passed. A telephone answering machine is considered to be a "third party".

ACARS will not be used as a formal means for Contactability. A pilot may not be Drafted during a telephone call made to British Airways.

4.4.2.2 Ground Duties During Contact Periods

If a Pilot will be unavailable during their Contactable period due to a Sim/Ground/Instructional Duty, they must contact the Duty Officer beforehand to make alternative arrangements for notification. This does not preclude BA contacting the Pilot during the Duty in question.

4.4.2.3 Variations

Contactability arrangements may be varied by mutual agreement between the Duty Officer and the Pilot. At BA discretion, a Pilot may be permitted to discharge their Contactability by contacting BA during the Contactable period.

4.4.2.4 Day Free of Duty or Day Off

If a Pilot is not contacted during their Contactable period, then the following day will become a Day Free of Duty. A Pilot on a Day Free of Duty retains any requisite Contactable period for subsequent Duty.

4.4.2.5 Notification at Base

BA may attempt to notify Pilots by personal contact, and not through a third party, of the following:

- A Draft Trip/Standby.
- Co-Pilot displacement.

BA may notify Pilots who are not routinely Contactable of any Trip Change, including any associated TASS, by personal contact or through Crew-link at the first Check-in following the Trip Change. (Notification of an Allocated Duty will be made during the Contactable period immediately following the Allocation).

Pilots accessing eMaestro will automatically be advised of any change to their Trips. Acknowledgement through eMaestro will satisfy the notification requirement.

4.4.2.6 Notification Away From Base

A Pilot is not formally Contactable when on a Trip. However, they must accept messages concerning changes to that Trip Itinerary due to down route disruption.

4.4.3 Time Assignable Pilots

4.4.3.1 At Base

A TASS Pilot will have a single Contactable Period two days prior to each known day of TASS (i.e. at Dep -2) for an Assignment starting on that day only. This means, for a TASS Block, on all days of the TASS except the last two days.

A Pilot, who acknowledges the Assignment of a Duty against TASS, in eMaestro, is released from any further Contactability associated with the days of that Duty.

Additionally, in S/H only, a Pilot who is TASS:

- Is contactable during an FDP which occurs two days prior to the TASS span.
- Whose FDP ends at Base during or after a Contactable Period is required to contact the Duty Officer immediately on completion of that Trip for a possible notification of a Duty, provided the Duty was Assigned during the Contactable Period.

4.4.3.2 Away From Base (L/H)

A TASS Pilot may be contacted at Report Time of the last Duty into Base and offered a Duty within the remaining TASS. The Pilot will reply to BA as soon as possible. Such a Duty may have a Rest Period at Base of less than two Local Nights. If the Pilot accepts the Duty, they will be entitled to hotel accommodation and allowances. The next Rest Period at Base will include normal MBTR associated with the second Trip.

4.4.4 Reserve Period Holders

4.4.4.1 At Base

A RPH will be Contactable on the day preceding each Reserve Available Day, including during a Standby Duty, regardless of the Standby finish time.

If a new Assignment is viewed in eMaestro before/during a Contactable Period it cannot be considered confirmed. However, if a RPH acknowledges such a Duty (in eMaestro) and has not been contacted by the end of the relevant Contactable Period, then that Duty is considered Assigned.

A RPH will cease to be Contactable on achieving their reserve commitment during their Reserve Period.

4.4.4.2 Additional S/H Contactability

Additionally, in S/H only, a Pilot:

- Is Contactable during a FDP.
- Whose FDP ends at Base during or after a Contact Period is required to contact the Duty Officer immediately on completion of that Trip for a possible Assignment of Duty.

4.4.4.3 Away From Base

In L/H a Pilot may be notified of a Trip Assignment or Scheme Rules Consecutive Days Off at the Reporting Time of their last Duty into Base.

4.4.5 Promotion, Type Transfer or Continuation Training

During periods of Line Training these Pilots will be Contactable each day for Trip Assignment on the following or subsequent days.

In S/H, the Pilot is Contactable during a Duty including their checking out on return to Base.

In L/H, the Pilot is not required to be Contactable on the day of their return from a Trip.

A Pilot undergoing Continuation Training is Contactable on the day preceding each day of the CT Block for Assignment to a Trip on a subsequent day.

4.4.6 Expired Checks/Recency

Where a Pilot's required check/recency has expired, they will be Contactable for the Assignment of a Duty to revalidate the qualification. The Contactability period will be by mutual agreement and normally on the day before every day of availability.

4.4.7 Training Pilots

4.4.7.1 Off Line Months & Training Blocks

If a TAH is TASS and will be unavailable during their Contactable period due to a sim/Ground Duty they must contact the Duty Officer prior to the Contactable period to make alternative arrangements for notification. This does not preclude BA contacting the Pilot during the Duty in question.

4.5 Open Time

4.5.1 Intent

The Allocation of all uncovered Duties.

To facilitate roster changes in accordance with these rules.

Uncovered Trips will be available for Award except:

- BA may Assign Trip(s) against TASS.
- Trips held back for Reserve, Recency and Assignment following Ops Cert issue.
- Trips that require a Trainer and/or Trainee.
- Royal or State Flights.
- Inaugural/publicity Flights.
- Other Trips specifically Agreed.

4.5.1.1 General

- Once Allocated, a Trip will not be removed from a Pilot except under the provisions of The Rules.
- A Pilot will not be Assigned a Trip which Clashes with another Activity except by Drafting.
- A Pilot will not be Allocated a Trip that would cause their projected hours for any rolling 12 month period to exceed 899, including any 3:30 Flying hour notional allowance for each unused future Reserve Available Day.
- A Pilot will not be Allocated a Duty which Overlaps Leave.

- A Pilot will not be Allocated more than one Trip departing on the same Day.
- Bids for Trips that Conflict with an off-line month/period are invalid.
- BA may split Trips to facilitate Allocation.
- An Altered Trip will be cancelled and a new Trip created.
- A Trip cancelled before Allocation will be withdrawn.

4.5.1.2 Eligibility

Only the following Pilots are eligible to Bid. Bids from any other Pilots are invalid.

- TLH and Pilots holding a Reserve Period Bidding outside their Reserve Period.
- RPH within their Reserve Period (and outside their FDOs) and who has achieved their Reserve Commitment.
- RPH Overlapping their FDOs preserving a Rest Period containing 3 local nights prior to or following a Reserve Available Day.

4.5.1.3 Training Appointment Holders – Access to Open Time

A TAH will not have any access to OT during their OLM/Training Block except for Assignment as follows:

- TASS arising from a cancelled or Replanned Training Duty.
- Recovery of a Training Simulator Duty.
- Draft.

4.5.1.4 Management/FTOs – Access to Open Time

Management and FTOs will not have access to Open Time, (except in the case of Draft).

4.5.1.5 Specifically Agreed Trip Extraction

In exceptional circumstances, and by prior agreement with BALPA, a Trip may be Allocated to a Pilot outside the normal Open Time processes.

4.5.1.6 New and Age Restricted Pilots

An Open Time Trip may not be allocated to a New or Age Restricted Pilot if a similarly restricted Pilot in the other Status already holds the Trip. At IOT, Captains' Bids will be processed first.

4.5.2 Trip Buying

4.5.2.1 General

Trips may be bought for:

- The required Trip(s) following Operations Certification issue.
- Recency.
- Consolidation.
- Rearranged/unplanned Route Checks.
- Training.
- CAA Flying.
- Management Pilots (see Management Section) (not Ringed Pilots).

4.5.2.2 Handling

A Pilot may decline to have their Trip bought. Pilots may offer Trips for buying by contacting Current Ops.

Where there are no offered Trips available, BA may request a Pilot holding a suitable Trip to accept displacement. The pilot will be handled as follows:

- The pilot may accept displacement and be credit protected (Protection Credit).
- The pilot may accept that the Trip is bought but request to continue on the Trip as supernumerary crew. This will be allowed at BA discretion.

The payment of the FPS is described in the Memorandum Of Agreement.

4.5.3 Miscellaneous

4.5.3.1 Trip(s) Following Operations Certificate Issue

The requirement is:

- For newly promoted Captains, 4 sectors within 7 days of obtaining their Operations Certificate.
- For newly converted Captains or Co-Pilots, 4 sectors within 10 days of obtaining their Operations Certificate.
- A Pilot shall not be Assigned to a Trip if it is already held by a New Pilot.

- An unallocated Trip may be Assigned to satisfy this requirement. If no suitable Trip is available, a Trip may be bought.

4.5.3.2 Recency

The Recency requirements are as laid down in the Training Manual.

When a Pilot's recency has expired or will have expired before their next planned Trip then, within DEP -5 of this next Trip, they may be Assigned a Trip or simulator detail, taking into account the personal requirements of the Pilot where possible. If it is not possible to revalidate the expired pilot within DEP -5, the pilot will be Assigned a simulator detail at the earliest simulator availability thereafter. Within the above days, the pilot will be Contactable for the Assignment of this Duty. This Contactability is defined in '*Expired Checks/Recency*' in the Current Ops Processes, Contactability section.

Note: This Contactability will also apply to Pilots returning from LTS and these pilots will also be handled in accordance with 'Notification' in the Promotion Type Transfer and Appointment Training section.

The handling arrangements for recency revalidation are as follows:

- No Assignment may Clash.
- The most suitable, lowest Credit-value Trip will be selected.
- Recency for stood-down Pilots will be by mutual agreement.
- Credit is CAP Payable. However, if a Pilot has Bid or Swapped Trips in such a way to cause their recency to lapse, the first 4:30 credit of their re-qualification Duty will not be recognised.
- Every effort will be made to avoid Co-Pilot displacement that would cause their Recency to lapse. However, where this occurs and revalidation cannot be arranged during any TASS, the credit for Recency renewal will be NCP including the Premium Element.

4.5.3.3 Personal Bank Withdrawal

A Pilot may reduce their Bank by:

- Pilots may PBW any Trip/TASS on their line up to DEP -5, by withdrawing banked hours equal to the planned Credit of the Trip/TASS. However, a PBW will be denied if any part of the Trip would Overlap a Closed Day.

The following handling arrangements apply to PBWs of Trips/TASS:

- PBWs that cross the monthly boundary may only be completed once IOT for the second month opens.
- The Pilot must have sufficient hours in their bank in the first month to cover the associated block of 'in-month' credit and project sufficient hours at the start of the second month to cover the carry-in credit, taking into account the bank hours deducted in the first month.
- No bank withdrawal may take place if the Pilot has a training obligation on their Trip (either as a trainer or being trained/checked).
- PBW requests within DEP-5 will be at BA discretion and will be manually processed.
- Having successfully completed a PBW, the Pilot is ineligible for the Premium Element of a subsequent OT Award within the current month until the Awarded NCP Trip credit equals the Trip credit of the PBW Trip.
- At BA discretion, a RPH may exchange Banked hours for a Day off Duty, at the rate of 4 hours per Day.
- Personal Bank Withdrawals Overlapping Christmas Day are not permitted.
- Trips picked up from IOT/EOT are not eligible for PBW.
- Trips traded with EOT are not eligible for PBW.
- A PBW must not result in a change in a pilot's Bank for the planning month such that it causes an illegality to occur during the rostering process or have a detrimental effect on the ability of JCR to roster within an awarded High or Low Credit range.

Additionally, a Pilot may directly exchange Personal Bank hours for NCP at single rate. This will not be subject to the arrangements above, but the following will apply:

- This will be actioned through an Agreed on-line form. It is intended that this will be fully automated.
- It must be for a minimum of 5 hours and, above that, in whole single hours.
- There is no limit to the number of times this facility may be used nor to the number of hours.

- It may be necessary to close this facility on certain days each month associated with the JSS freeze period. These days will be Agreed and formally notified by FAN.

4.5.3.4 Simulator Stand In

If BA has a requirement for Pilots to fill vacancies on simulator details (SIM stand in), the following handling procedures will apply:

- If a Pilot is notified prior to report that they are not required for the detail, no credit will accrue.
- No Assignment is permitted.
- No formal assessment will be made, but sub-standard performance cannot be ignored. Only a fail will be recorded in TRANCOM.

4.5.3.5 Trip(s) Held Back for RPH Assignment

Prior to DEP -5, Trips will not be held back for RPH Assignment.

From the commencement of DEP-5, BA may hold back OT Trips for Assignment to Reserves. This does not preclude a Trip originally held back being returned to OT for Bidding or vice versa.

The number of Trips held back for RPH can never exceed the projected Reserve Availability.

The following table shows an example of Trips that may be held back for Reserve and thus not allocated at today's DEP -5 process.

Day Trip Dep.	RPHs Avail	SBYs Req'd.	Max. Trips	Held Back
Tues	Sun	5	2	3

4.5.3.6 Sickness and Open Time

A Pilot may not be Awarded any Duty from Open Time that would Overlap a period of notified sickness.

The credit for any Awarded IOT/EOT Duty that is subsequently Overlapped by a period of sickness arising before Report, will be dropped. No TASS will result.

Where a Pilot becomes sick at or after report for an OT Trip, they will retain the credit and, on becoming fit, will become TASS for the remaining proportion of the Trip.

4.5.4 Initial Open Time (IOT)

4.5.4.1 Commencement

The IOT process for each month commences at publication of Final Rosters.

There will be no Assignment against TASS at IOT.

4.5.4.2 Bidding

- Bids will be made electronically.
- Pilots may Bid for Trips at plain time and/or attracting the Premium Element.
- Pilots may overwrite/withdraw Bids already submitted.
- When making a Bid, a Pilot accepts the responsibility of making them self available to carry out that Duty.

4.5.4.3 Closure

IOT Bidding closes at 02:00LT on the fourth Day following final rosters (e.g. final roster published on Monday, IOT closure on the following Friday at 02:00LT).

4.5.4.4 Award

- Awards will not Conflict with another Duty.
- Awards will offset against any pre-notified TASS.
- Bids for plain time Trips will be processed first for all Pilots before Bids for Trips to include the Premium Element are processed.
- Within each group, Bidders will be ranked in reverse YTD order and where equal, seniority will prevail.
- When systems permit, following each Award, the Pilot's YTD total will be recalculated and the ranking reordered.
- The Pilot may specify the maximum number of Trips to be Awarded.
- Where an Awarded Trip spans the monthly boundary, that portion of the Trip credit within the month is treated as NCP. The carry-out portion will be CAP Bankable or CAP Payable depending on the Pilots line type in the following month (unknown at this stage). Any Premium Element (according to the Pilot's Bid) will be applied as NCP for the entire Trip.
- An indicator will confirm completion of the IOT Award process. This will be the Pilot's notification to report for all duties on their roster.

4.5.5 Electronic Open Time (EOT)

4.5.5.1 Commencement

The EOT process for each month commences when the IOT process for that month is complete.

4.5.5.2 Handling and Award

All Trips in OT will be visible in eMaestro. This process will be on a first come, first served basis. The first Pilot who completes the transaction will be Awarded the Trip (i.e. the Pilot cannot withdraw it from view by other Pilots while they consider whether or not they wish to operate the Trip).

4.5.5.3 Closed Days

General

In order to protect the integrity of the operation, PBW and Trading with open time will be subject to Closed Days. A day will become Closed for PBWs and/or Trades with Open Time when the number of uncovered trip days on that day equals the Agreed number. Once a day is Closed for PBW, no further PBWs will be granted on that day. Once a day is Closed for Trading, no further Trades will be granted which would increase the number of uncovered trip days on that day. Closed days will re-open automatically for either PBW and/or Trading if the number of uncovered trip days on that day falls below the Agreed number.

Closed Day Parameters

The Agreed number of uncovered trip days per day at which days will become closed for PBWs and Trades with Open Time are listed in the tables below. BA will Agree with BALPA the actual PBW closed day parameters for each month and publish before EOT opens.

	Max 100 days in year*	Min 100 days in year	Remaining days in year
PBW	1	2	1
Minimum block size	2 or more consecutive days	3 or more consecutive days	3 or more consecutive days

* This includes Christmas Day, which will be Closed at zero trip days for PBW and Trades with Open Time.

When applying this table, a year is defined as a Calendar Year commencing on the 1st January.

This table below describes the limits for Trades with Open Time for each Status These apply for all days of the year except Christmas Day (described above) and Blackout Days, for which the limit will be 1:

No. of Effective Bidders	Trades with Open Time*
300 and below	2
301–500	3
501–700	4
701–900	5

* This includes Christmas Day, which will be Closed at zero trip days for PBW and Trades with Open Time.

4.5.5.4

Credit Handling

Credit for Awards will attract the Premium Element except:

- As detailed in ‘Personal Bank Withdrawal’.
- As detailed in ‘Part Time Working’.
- Where a Trip Swap with OT is completed, only the increase in Credit will attract the Premium Element.

Credit handling of carry-out Trips (**see Note below**) will depend on when the Award or swap of the Trip takes place. Until IOT for the following month opens, where an Awarded Trip spans the monthly boundary, only that portion within the month is treated as NCP. The carry-out portion will be CAP Bankable or CAP Payable depending on the Pilot’s line type in the following month, but the Premium Element will be applied as NCP for the entire Trip. Once IOT for the following month has opened, subsequent Trip Awards will be NCP for the entire Trip and will additionally accrue at the Premium Rate.

Note: When a carry out trip is swapped with Open Time, maestro does not handle the credit as per above rule. At the next opportunity this will be corrected but, until then, any pilot already with a carry-out portion will see any increase in carry-out as NCP as this will not automatically become Bankable or CAP Payable. Pilots should contact Pre-Ops before the B11 closure of the month of the Award or swap carry out element if they wish to have the credit adjusted manually in accordance with this rule.

4.5.5.5 Trip Swapping With Open Time

eMaestro will allow a pilot to swap a Trip with an Open Time Trip if the following conditions are met:

- The swap must not result in an increased Duty Day requirement in OT on a Closed Day.
- The Award must not result in a reduction in Credit for the Pilot.
- Where multiple Trip swaps are made, the sum of the credit for the Trip(s) Awarded must not result in a net reduction of Credit to the Pilot.
- For Trips departing within DEP-5, the Trip dropped must depart on a later Day than the Trip Awarded from EOT.
- Where a Trip spans a monthly boundary, provided there is an overall increase in Trip credit there may be a reduction in CAP Bankable Credit in one of the months.
- The Pilot has no training obligation on their Trip, either as a trainer or being trained/checked.

4.5.5.6 Time Assignability Notification

BA will notify a Pilot who becomes TASS at the earliest opportunity. This may include the notification of a Trip Assignment. Pilots accessing eMaestro will automatically be advised of any, and can acknowledge, TASS and/or TASS recovery.

4.5.5.7 Assignment Against Time Assignability

Assignment against TASS, in Current Ops, may take place after the commencement of EOT.

The Credited Hour value of a cancelled or dropped Trip is divided by the number of Trip days to produce a daily TASS Credited Hour value.

BA may split a Trip to facilitate Assignment against TASS.

A pilot who is or becomes TASS may be Assigned any Trip as follows:

- In L/H, refer to Definitions – TASS.
- In S/H, any Trip conforming to 'Shorthaul TASS arising from a Shorthaul Trip Assignment before Report' in the Appendix.
- In L/H, ad hoc Assignment to Shorthaul Trips of 2 Days or less. These will be limited to a maximum of 2 per Pilot per month, except with the agreement of the Pilot. Pre-/post-flight HOTAC and allowances will be offered in conjunction with such Duties.
- A Trip Assigned against TASS may not Offset any TASS prior to the Day of that Trip's Report.
- Any Credit in excess of the TASS liability will be NCP and additionally attract the Premium Element.
- TASS Credit remaining of less than 4:30 will be considered as discharged.

4.5.5.8 Award Overlapping Time Assignability

If a Pilot is Awarded a Trip that Overlaps any part of a TASS block it will be handled as follows:

- The Credited Hours for the Awarded Trip will be offset on a 1 for 1 basis. Any Credit in excess of the TASS liability will be NCP and additionally attract the Premium Element.
- The Days of the TASS block will be offset against the Awarded Trip on a 1 for 1 basis.
- Any TASS on the Day of the Award, including any earlier TASS Day(s) will not be available for Offset, except for Awards via eMaestro where the TASS will be available for offset until 0001z on the GMT day following the TASS.

Any remaining TASS Day(s) from this block, will be handled as follows:

- Where the Trip commences before the TASS block, the Day(s) will be removed in sequential order starting with the first TASS Day.
- Where the Trip ends after the TASS block, the Day(s) will be removed in sequential order starting with the last TASS Day.
- TASS Credit remaining of less than 4:30 will be considered as discharged.

4.5.5.9 Award Not Overlapping Time Assignability

A Pilot who is Awarded a Trip from OT and has, at the time of Award, future pre-notified TASS that does not Overlap the Trip will be handled as follows:

- The Credited Hours for the Awarded Trip will be offset on a 1 for 1 basis. Any Credit in excess of the TASS liability will be NCP for TLHs and additionally attract the Premium Element.
- For every 5 hours of credit offset, the TASS Days will be reduced by 1, offsetting the earliest TASS Day(s) first.
- Any Time Assignability on the Day of the Award, including any earlier TASS Day(s) will not be available for Offset, except for Awards via eMaestro where the TASS will be available for offset until 0001z on the GMT day following the TASS.
- TASS Credit remaining of less than 4:30 will be considered as discharged.

4.5.5.10 RPH Assignment

From 16:00 LT onwards on the Day of departure minus 1 Day, an RPH may be Assigned to a Duty.

4.5.6 Late Open Time (LOT)

4.5.6.1 General

LOT is for the Award of Trips arising after 20:00LT on the Day before the Trip departs.

Pilots may indicate they are willing to accept Late Open Time Trip Awards. If a Pilot cannot be contacted, BA will immediately attempt to contact the next Pilot and so on. Pilots who make themselves available must make arrangements with the Duty Officer to receive notification of any Late Open Time Award.

RPHs may indicate willingness to accept Late Open Time and these Pilots may, at BA discretion, be offered the Trip. This is to facilitate contact outside Contactable times and Allocation at short notice.

4.5.6.2 Allocation

Trips will be Allocated as follows at BA discretion:

- RPH planned to be on Standby.
- RPH volunteers.
- Late Open Time volunteers (without Conflict prior to with Conflict).

- Draft (without reference to the Draft Allocation Order).

4.5.7 Voluntary Standby

4.5.7.1 General

When a Standby requirement cannot be filled using the normal Allocation to RPHs, BA may offer standby Duties to volunteers.

Pilots may volunteer for standby Duties via eMaestro.

The handling arrangements are:

Voluntary Standby (VSB) may only be Awarded.

- A RPH may volunteer, including during their FDOs. In this case the requirement to preserve 2 Days off prior to/after a Reserve Available Day are waived.
- A TLH must preserve 2 days before Leave or a scheme day off infringement is reached following the VSB.
- It is the pilot's responsibility to ensure that total flying hours of L/H 20 hours, S/H 9 hours, are available before any statutory limit is reached.
- A Trip Allocated from this Standby will be treated as an EOT Trip Award including overlapping Wrapround Days/DFW.
- A Trip dropped resulting from a call out from standby will be handled as an 'AWARD AGAINST TIME ASSIGNABILITY'. If Trip(s) are dropped as a result of the call out only TASS overlapping the duty will be available for offset.

Note: Failure to meet the criteria above, may result in removal of the VSB (before the start of the VSB period only) with the loss of any associated credit.

4.5.7.2 Allocation Order

The following Allocation order will be used:

1. A RPH outside their Contactability Period.
2. A RPH having achieved Reserve CAP or greater.

Volunteer TLHs only. Awarded without Conflict in Rolling NCP YTD order.

4.5.8 Draft

The Draft process begins at DEP-2.

4.5.8.1 Intent

- Drafting is to cover situations for which BA cannot plan. Whilst it should be infrequent, a certain amount is acceptable. Essentially, it should be random.
- The purpose is to provide a backstop and thus avoid the risk of service cancellation.

Should frequent Drafting occur, both BA and BALPA are committed to correct the situation and return to the original intent.

4.5.8.2 Reporting to FCSC

All Drafts must be reported to the FCSC as specified in the appropriate Section.

4.5.8.3 Christmas

If a Draft Trip Overlaps Christmas Day, then the available Pilot with the lowest 'C' number will be Assigned first. This supersedes the Draft points ordering.

4.5.8.4 Training Appointment Holders

TAHs in an OLM and/or Training Blocks will not be available for Voluntary Standby nor be Drafted to a Line Trip(s) unless service cancellation would otherwise result.

4.5.8.5 Drafting to Current Trip

A Pilot may not be Drafted with regard to their current Trip.

4.5.8.6 Handling

- A Pilot will not be Drafted if the Trip would Overlap with their Leave, FDOs (but see Reserves Section), or BALPA commitments.
- A Pilot will not be Drafted if the Trip would Overlap their Wraparound Days, DFW Days (including the preceding Day), or Long Range Rest.
- Pilots who have a Trip on the same or following Day as the Draft Trip begins, will be considered last for Drafting.

For PTW Pilots see Appendices/Part Time Working/Drafting sections.

4.5.8.7 Draft Points

A Pilot Assigned a Draft Trip will accrue Draft points equal to the days/part-days of the planned Draft Trip.

4.5.8.8 Draft Order

Every reasonable attempt will be made to notify the first Pilot in the order before moving to the second and so on.

The following order will be observed, with Pilots within each group being ordered first in reverse Draft points, then reverse Rolling NCP YTD order and finally reverse seniority order.

1. To a RPH outside their Contactability on the Day prior to departure of the Trip.
2. To a RPH who has achieved their Reserve obligation or greater and outside FDOs.
3. To a TLH without Clash.
4. To a TLH causing the least Duty Days to drop.
5. To a TAH in an OLM/Training Block.
6. Reserve FDO – (the use of this process is detailed in the RPH section of Current Ops processes under FDO – Use In Exceptional Circumstances. Amongst the other requirements, the Chief Pilot or the deputised FODM must inform the Pilot).

4.5.8.9 Unexpected Co-Pilot Shortages

When all the Open Time processes for Co-Pilots have been exhausted, BA will, on the Day preceding the Trip departure:

- Request any available RHS qualified Captain without Clash to volunteer. This will be handled as a Draft Trip.
- Draft in reverse seniority order to any RHS qualified Captain without Clash.

4.5.8.10 Draft Credit and the Associated Premium Element Handling

4.5.8.11 General

For Credit see the Credit and Pay Section.

4.5.8.12 Credit Handling of a Draft Trip and Overlap – TLH

A Pilot who is Assigned a Draft Trip will receive the associated Trip Credit and Premium Element, both paid in full.

The original Trip Credit is retained.

Where a Trip(s) is dropped through the Assignment of a Draft Trip, the Pilot will become TASS for the balance of any credit and Days of the dropped Trip.

The balance of TASS Credit available is calculated by dividing the Credit of the dropped Trip by the number of Days of the dropped Trip then multiplied by the number of non-Overlapping Days of the dropped Trip.

Trip(s) Awarded against this TASS will be handled as ‘AWARD OVERLAPPING TIME ASSIGNABILITY’ or ‘AWARD NOT OVERLAPPING TIME ASSIGNABILITY’ as applicable.

Trip(s) Assigned over this TASS will not be offset and will additionally attract the Premium Element.

4.5.8.13 Handling of TASS Arising From a Cancelled or Changed Draft Trip – TLH

At the time a Pilot is notified of the cancellation/Change of a Draft Trip, the Pilot may elect to drop the TASS and forgo the Trip and Premium Element.

If the Pilot elects to retain the TASS any subsequent Trip Allocation it will additionally attract the Premium Element. TASS arising from a Draft Trip, will be handled as follows:

- Trip(s) Awarded against this TASS will be handled as ‘AWARD OVERLAPPING TIME ASSIGNABILITY’ or ‘AWARD NOT OVERLAPPING TIME ASSIGNABILITY’ as applicable.
- Trip(s) Assigned over this TASS will not be offset and will additionally attract the Premium Element.

4.5.8.14 Handling of the Premium Element for a Cancelled or Changed Draft Trip – TLH

The handling will depend on when the Pilot was notified:

PRIOR TO REPORT	If a Draft Trip is Changed, the Premium Element will only apply to the Replanned Trip Credit. If a Draft Trip is cancelled, the Premium Element will not apply.
AT REPORT	The Premium Element will only apply to the greater of the minimum report Credit or the Replanned Trip Credit.
AFTER REPORT	The Premium Element will apply to the greater of the planned or Replanned Trip Credit.

4.5.8.15 Handling of the Credit for a Cancelled or Changed Draft Trip – RPH

The handling will depend on when the Pilot was notified:

PRIOR TO REPORT	No Trip Credit or Premium Element will accrue.
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AT OR AFTER REPORT	The Trip Credit and Premium Element will only apply to the greater of the minimum report or achieved Trip Credit.
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4.5.8.16 Monthly Boundary

If a Trip extends over a monthly boundary and a TLH becomes a CAP protected Pilot or vice versa, the classification of credit will change at the boundary. Credit handling for Trips extending over a boundary is described in the Credit & Pay Section.

4.6 Trip Cancellation, Change & Disruption

4.6.1 Intent

The intent is that a Trip Awarded/Assigned to a TLH will be flown by the Pilot to whom it was originally allocated. Where the whole or part of the Trip becomes unavailable to the Pilot, they will nevertheless be returned to their original Trip (or to any remaining part of their original Trip) wherever possible, provided that another Pilot's allocated Trip is not thereby disrupted nor Drafting created.

Within this principle, a Pilot is considered to prefer to fly during their planned work periods and wish to be off-Duty when they were planned so to be.

4.6.2 General

A Pilot's Duties and/or rest may not be "TBN" on a Trip. They must have their complete Trip Itinerary at all times but it is accepted that, during downroute disruption, there may be a period of uncertainty.

In S/H, this Itinerary may include TASS.

4.6.3 Trip Cancellation (Excluding Draft Trips)

When a TLH Trip is cancelled, the Pilot will be notified, and become TASS.

4.6.4 Trip Alteration

4.6.4.1 General

This covers the case where an Altered Trip is either retained or dropped from a Pilot's line depending on the circumstances. In S/H, the handling of an Altered Trip varies depending on when the change occurs.

4.6.4.2 Trip Alteration (Leave)

Should a Trip be changed before departure from Base so that it Overlaps, or further Overlaps Wraparound Days, then the Trip will be dropped and the Pilot becomes TASS.

4.6.4.3 Re-Arrangement of Leave, DFW or PTDOs as a Result of Trip Disruption

When Trip Disruption prevents a Pilot from starting their leave or DFW (including any preceding Wraparound Days or Non-Assignable Day) or Part Time Days Off, on the planned day, then days equal in number to those days lost, will, solely at the pilots discretion, be added as follows:

- For Leave or DFW: Either to the end of that Leave/DFW or to either end of the pilots next annual Leave or next DFW. Where applicable, Wraparound days/Non-Assignable Day will be moved to continue to abut the Leave/DFW.
 - **Note 1:** If the Leave was unpaid then the pilot may instead opt to have the pay deduction reimbursed.
 - **Note 2:** For DFW this only applies if the disrupted day was not already a Duty Day.
- For PTDOs: Either to the end of that PTDO block or to either end of the subsequent PTDO block.

Each replacement Leave Day, DFW Day or PTDO will receive additional Monthly Per Diem Credit which is CAP Bankable if added at the planning stage or CAP Payable after that. If the replacement day(s) cause a Trip to drop then that Trip credit will become Protection Credit.

4.6.4.4 Trip Alteration (DFW)

Should a Trip be changed before departure from Base so that it Overlaps, or further Overlaps DFW Day(s) including the Non-Assignable Day (if this day was not already a Duty day), then the Trip will be dropped and the Pilot becomes TASS.

4.6.4.5 After Final CAP Set (Bidinfo 2)

See 'Pre-Ops Processes – Trip Alteration'.

See Flow Diagram 'Trip Alteration – Longhaul – After BidInfo 2 Pack Publication'

See Flow Diagram 'Trip Alteration – Shorthaul – After BidInfo 2 Pack Publication'

In Shorthaul, any TASS created within a Trip as a result of sector cancellation or change will be handled under Flow Diagram 'TASS – Shorthaul Assignment Before Report'

4.6.4.6 Operating in Lieu of Positioning

Only where a Trip contains a Positioning Sector(s) prior to an Operating Sector(s) in the same FDP, may the Pilot be required to operate the Positioning Sector(s) on the day.

4.6.5 Trip Disruption

4.6.5.1 General

Before departing from Base, a Pilot will always be planned/re-planned within the limits of the Duty & Rest Section. However a Pilot may, at their discretion, elect to extend up to the limit of the BA Scheme Rules.

Where disruption occurs away from Base, Flight Crew will protect the integrity of British Airways services and thus wherever possible, they will operate re-planned Duties to uphold this.

Every effort will be made to return the Pilot as close as possible to their original return date, especially where Leave, Wraparound Days, DFW and associated Non-Assignable Day, PTDOs or Golden Days are involved.

4.6.5.2 Longhaul – Disruption at Base

Nothing in this rule removes the requirement for all Trips and Duties to be planned or Replanned within the limits of the '*Duty and Rest*' Section.

- If the Pilot cannot reach the planned destination, they may be Replanned to fly to an airport en-route to the original destination in order to safeguard the service.
- The Pilot may be requested to operate an unallocated Trip departing the same day; acceptance is at the discretion of the pilot.

- If disruption prevents a Pilot departing from Base, an off-Duty time will be agreed with Current Ops and the Pilot will become TASS. The pilot will be Contactable at the first Contactable Period following minimum rest (*i.e. 12 hours*).

Providing there is no reduction of MBTR (unless the Pilot agrees otherwise), at the agreed off-Duty time BA may notify the Pilot of the requirement to operate their original Trip delayed until the next day or if unavailable, a Trip on the next day that ends no later than 2 hours after the off-Duty time of the originally planned Trip. HOTAC will be provided to the agreed standard within a 10-mile radius of the original reporting point and allowances will be paid. An additional 7:30 NCP will accrue which must be communicated to Current Ops for action.

At this stage the actual departure time of your delayed original Trip may be uncertain, and the Pilot will have to be informed later of the revised Report Time. This will be done by use of the message light. In this case, an additional 4:30 NCP will accrue.

- Minimum rest will be 12 hours uninterrupted rest at the hotel. The earliest Reporting Time for the next day will be 06:00 UK local time.

Where Shorthaul services are operated by a Longhaul Fleet and the Pilot arrives back at Base too late to have minimum rest before the next Duty, BA may either:

- Drop the remaining part of the Trip, the Pilot becoming TASS.
- Continue the Trip (HOTAC and allowances provided) with the Pilot resuming the original Itinerary when it next passes through Base.

4.6.5.3 Longhaul – Disruption Due Adverse Weather at Base

These rules reflect the unusual and inevitable chaos to the LH operation caused by adverse weather at Base and thus are less restrictive than the normal disruption rules.

See Flow Diagram 'Longhaul – Disruption Due To Adverse Weather At Base'

4.6.5.4 Longhaul – Disruption Away From Base

Away from Base, a Pilot will be re-planned within the limits of the Duty & Rest Section.

Long Range Rest will normally be preserved but, after disruption, where a crew member considers that they are sufficiently rested to complete a subsequent Duty, they may elect to reduce it.

4.6.5.5 Longhaul Delayed Arrival into Base – not applicable to RPHs

If an increase in Trip credit occurs as a result of a Pilot's Trip being disrupted such that they return on a later GMT date, any increase in credit will additionally attract the Premium Element.

If they arrive on a later GMT day:

and they are at least 6 hours later than that planned at the time of their departure from Base, and any increase in credit, including any Premium Element, is less than 3 Credited Hours, then 3 Credited Hours will be substituted.

The increase in Trip and Premium Element will be paid as NCP.

If the delayed Trip Overlaps a previously Allocated Duty, then the TASS Credit for any Overlapped days will be offset against the increase in Trip Credit.

Note: The Premium Element will always be determined by the full increase in Credit of the delayed Trip.

4.6.5.6 Longhaul Delayed Arrival Into Base – RPHS

Any increase in Trip credit will be CAP Payable in the Reserve Period.

4.6.5.7 Late Return To Base

When a Pilot returns late from a Trip due to disruption or delay, the next Trip will be operated by them provided they have a Rest Period which includes the greater of:

- One Local Night at Base (L/H)
- 12 hours free of Duty (13½ between LHR/LGW reports) (S/H)
- Long Range Rest (if applicable). Pilot may reduce this Rest Period to not below one Local Night by advising Current Operations prior to departure of the last Duty into Base.
- Minimum legal rest

It is recognised that there will be occasions when other Rest Periods at Base are eroded by disruption or delay (e.g. Rest after Short Haul Night Duties finishing at Base). Where this occurs the Intent of the Duty and Rest section will apply.

If this is not possible then the next Trip, or part Trip, will drop to Open Time and the Pilot will be TASS.

4.6.5.8 Shorthaul – Disruption (Single and Multi-day Trips)

- Where a transit of Base is involved, the crew must be informed within 60 minutes of their planned or actual Base arrival time (whichever is later), of any re-planned Trip Itinerary.
- Where a Multi-day Trip has been disrupted, a crew will be returned to the original Trip Itinerary at the earliest opportunity unless by so doing further services become unallocated.
- Before departing from Base the crew will accept delay/Trip Changes to protect BA services provided the re-planned Base off-Duty time remains within plus two hours of the original Trip planned off Duty time.
- Down route the Pilot will be returned to Base as close as possible to the original Planned off Duty time taking into account the availability of standby and protection of BA services. Where the following day is a day of Leave, DFW Day or Wrapround Day on which the Pilot would otherwise be off Duty, except in the circumstances of a BA service cancellation, BA will endeavour to return the Pilot on or as close as possible to their original return day. Reasonable expense may be incurred to achieve this objective.
- Additional sectors may be added at BA discretion within the above criteria. Each extra sector will attract 2:15 NCP and will always accrue where the number of sectors completed in a single Duty is greater than originally planned on any one day.
- The disrupted crew will not be used for ASB.
- TASS may occur as a result of Trip Disruption.

4.6.5.9 Shorthaul – Flying Longhaul Trips

Trip Disruption and Contactability will be to Longhaul rules.

4.7 Pilots Away From Base

4.7.1 General

A Pilot cannot be required to do a Standby down route, however, a Pilot must accept messages during a slip concerning disruption to their current Trip Itinerary.

4.7.2 Sickness

For sickness downroute refer to the Sickness section.

4.7.3 Absence From Hotel

If away from the hotel for long periods during the day a Pilot should advise the hotel of their likely time of return.

Where a Pilot is away overnight, they must advise BA of their contact telephone number. This can be satisfied by leaving that number at the hotel desk.

4.8 Sickness

4.8.1 Intent

A Pilot should be neither advantaged nor disadvantaged by their sickness.

4.8.2 Handling

4.8.2.1 At Base

When a Pilot reports Short Term Sick (STS), they will retain the planned Credited Hours, except any NCP Credit, of any Duty allocated in the Pre-Ops processes but dropped as a consequence of their sickness. Should they become fit during the original span of a Trip dropped due to sickness, they will then be available for Assignment under the normal TASS rules.

When a Pilot becomes fit before the end of the Trip dropped due to their sickness, the credit available for TASS recovery will be a proportional figure, calculated as the “credit days” of the original Trip.

Re-arranged Simulator or GTD will accrue additional Credit in accordance with the Training and Qualifications Section.

4.8.2.2 Downroute

When a Pilot becomes sick downroute and is not expected to be able to continue their Itinerary, they will inform the Station Duty Officer.

4.8.2.3 Extended STS

Where a Pilot reports sick and the sickness extends such that no Activities are carried out during a month, a Pilot will be protected to the monthly CAP. Any over or under projection of credit from the bidding process will be disregarded.

4.8.2.4 Return From LTS

A Pilot returning from sickness after Final CAP Set will be considered to be a non-Bidder for that Month will be handled as an additional RPH following re-training. FDOs, prorated if necessary, will be mutually Agreed. Reserve Points will accrue at a rate of one half of the applicable

points for each half of Reserve Available days, for the Pilot's Band. The pilot may elect to have TASS days or Trips that remain in Open Time or a mix of the two, instead of being handled as a RPH. The timings for S/H TASS and in L/H blocks of days (minimum of 3 days) will be mutually agreed between the pilot and Current Ops. In this instance, no reserve points will accrue. For pay purposes only, in both scenarios, the Pilot will be CAP protected for all months in which the pilot cannot bid normally.

4.8.2.5 Sickness During DFW

A Pilot who is sick during their DFW will not be entitled to a replacement DFW, but will retain the points attached to the Allocated DFW. Nevertheless, if they become fit in the same or succeeding month, at the Pilot's request BA will attempt to provide an alternative 7 consecutive days free of Duty. With the agreement of the Pilot, the Pilot's line may be re-arranged to achieve this.

4.9 Credit Handling For Time Off For Dependants

Where a Pilot has been granted Time Off for Dependants in accordance with the Employment Guide, the Credit for any lost Duties will be the same for both paid and unpaid time off and will be handled as follows:

- If a single day's Duty is lost, any CAP Bankable/Payable Credit becomes Protection Credit.
- If a multi-day Duty is lost, any CAP Bankable/Payable Credit is divided by the number of days of the Duty to produce a daily rate. This daily rate becomes Protection Credit for the days of time off and TASS credit for any remaining days.
- If the credit is NCP, the Credit is lost.

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5 BANK

5.1 Intent

A Pilot should never exceed their Bank Limit as to do so denies their colleagues access to work.

The intent of Bank is to provide stability and flexibility while credit totals ebb and flow from month to month.

Banks also exist to equalise access to credit over a period of time.

All Bids which would break the Pilot's Bank will be denied.

5.2 Bank Limit

The Bank Limits are:

- Longhaul: 45 Credited Hours
- Shorthaul: 30 Credited Hours

5.3 General

5.3.1 Availability

Banks are normally only available to TLHs, however, there are occasions when RPHs may discharge Banked hours.

5.3.2 Input/Discharge

In general, Bank hours are input when the Pilot's Bankable CAP credit total exceeds the Monthly CAP. Conversely Bank discharge takes place when the CAP credit total is less than the Monthly CAP.

5.3.2.1 Current Bank

The total hours in a Pilot's Bank at the end of the preceding month, upon which the Pay Calculation for that month is based. Following any additions or subtractions, the residual Banked hours are carried forward to the new month.

5.3.2.2 Projected Bank

The total hours projected to remain in the Pilot's Bank at the end of the month preceding the month for which the Pilot is Bidding. This total is used by the Pilot when considering their Bid(s) and by Crew Planning when processing BI2.

5.3.3 Responsibility to Remain Within the Bank Limit

A Pilot's Bank should not be increased beyond the Bank Limit. It is the Pilot's responsibility to Bid in such a way to avoid exceeding the limit.

5.3.3.1 Roster Production Process Bidding

The system is coded so that any bid that would cause a Bank to be exceeded will be invalid. (see [Part Time Working – Wind Down/Aspirational](#) section for exceptions).

5.3.4 Record of Credited Hours & Bank

An up-to-date record of the Pilot's Credited Hours and Bank will be maintained by BA and details will be available on request.

A Pilot should be aware of their Projected Bank and it is their responsibility to Bid accordingly.

5.3.5 Overdrawn Bank

If, inadvertently, a withdrawal occurs in excess of a Pilot's true Banked hour balance, the overdrawn amount will be paid back from any subsequent Bank balance at the rate of not more than 5 hours per month.

5.3.6 Termination of Employment

Upon termination of employment as a Pilot, their Banked hours will be converted into pay.

5.3.7 Change of Category

When a Pilot moves from one Category to another any Bank transfers with them. If this results in an excess of hours above the Bank Limit on their new fleet, the excess will be paid off to that limit. Any hours of Bank exceedance on their old fleet will be lost.

When a Pilot moves to a fleet without Banking provisions, their Bank will be paid off. Any hours of Bank exceedance on their old fleet will be lost.

5.3.8 Bank Overdraft Facility

When a Pilot moves into or joins a Fleet (e.g. as an NEP) operating a Banking system, on request an overdraft facility will be offered as follows:

- A maximum amount of overdraft of half the applicable Bank Limit will be available for the first three months.
- Any overdraft remaining at the end of the third month will be repaid by the end of the sixth month.

- If the Pilot remains overdrawn at the end of the sixth month, the outstanding overdraft will be reclaimed from their CAP credit at a maximum of 5 hours per month.
- A Pilot holding an Overdraft is considered to have zero Banked hours for all other Scheduling purposes.
- In cases of difficulty, the relevant Fleet will consider the individual circumstances.

5.4 Bank Exceeders

5.4.1 Handling

5.4.1.1 Identification and Penalty

If prior to final roster publication during the Freeze Period a pilot has traded/swapped in such a way that causes them to become a bank exceeder they shall be handled as follows:

In the month following the Planning Period the pilot will have all bidding rights suspended and the process will treat the pilots BANK as being at maximum (except for December when the non-bidding element of this penalty will be delayed until January Rostering).

This penalty will take place irrespective of any attempt the Pilot makes to reduce their Bank in the interim. (e.g. through PBW/Trip Drop).

5.4.1.2 Restoring Bidding Rights

A Bank Exceeder's Bid rights will be restored after one month irrespective of their Bank hours. If they are still over the limit they are required to Bid to reduce their Bank hours below the limit.

Continued exceedence by a Pilot will result in a repeat of this procedure against them.

5.4.1.3 Bank Exceedance Approaching Retirement

If, within the last 3 complete months plus the partial final month prior to retirement, a Pilot's Bidding has or will cause them to exceed the Bank Limit, then BA may remove any Trip(s) in order to keep them within the Bank Limit.

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6 FLEET SPECIFIC AGREEMENTS

6.1 Small Fleets

6.1.1 General

These rules are applicable to any fleet nominated as a Small Fleet. These are fleets in which the use of normal Bid Line Rules is impractical. Very often this will occur when a new fleet is formed or when a fleet is being run down. When either BA or BALPA consider that a fleet should be changed to or from the scheduling arrangements of this section, this will be the subject of discussion and Agreement with input from the FCSC.

The Rules for Small Fleets may need modification for a given fleet.

Unless specifically excluded by the following rules, or where these rules are silent, the main Bid Line Rules apply.

6.1.2 Reserve System

It is recognised that very small fleets may need to operate a Reserve system which uses blocks of Reserve shorter than 28 day periods. A system of Pool Blocks followed by Sterile Days may be used to assist in these circumstances. The use of the Pool Block Reserve system will be by agreement. The following principles apply unless modified by agreement:

- Pool Blocks will, as far as possible, be evenly spread through the Status list.
- Pool Blocks and Sterile Days will accrue Monthly Per Diem Rate credit for each day.
- Pilots holding Pool Blocks will cease to be Assignable on a Pool Day (except under the Drafting Rules) when their achieved credit plus projected credit equal the published CAP for the month.
- Pool Blocks will not exceed 6 days and may be followed by Sterile Days.
- Pool Blocks will be planned to cover the longest Trip departing on any day, using the combination of Pool Block and Sterile Days.
- Pool days will accommodate standby requirements; Contactability will be as for an RPH.
- Sterile Days exist as additional days into which a Trip commenced on a Pool day may continue.
- Sterile Days are otherwise handled as days free of Duty.

- Sterile Days will be followed by days free of Duty.
- Where a Trip impinges upon a Sterile Day, any excess credit above the Per Diem Rate will be NCP.
- Where a Trip is Assigned that extends beyond the last Sterile Day, the whole Trip will be a Draft Trip.

6.1.3 Bank Handling

When a Pilot joins a Small Fleet, their Bank will be paid off. Hours in excess of the Bank Limit on their old fleet will be lost. When a Pilot moves from a Small Fleet to a fleet on main Bid Line, a Bank overdraft facility will be available as described in the Bank Section.

6.1.4 Initial Bid

6.1.4.1 CAP Calculation

A CAP calculation will be made and published with the Bid Line Information. Some flexibility may be needed if there are last minute changes in aircraft/crew availability and thus the work covered by the fleet also changes. Any CAP change from the initial calculation will be by Agreement.

6.1.4.2 Bid Line Preparation

The Bid Line information for Small Fleets will not contain Trip lines but will contain:

- A list of Trips
- Reserve FDOs attached to Reserve Periods
- Recurrent Training details available for Pilots to express a Preference.

6.1.4.3 Bids and Preferences

Pilots may Bid for Reserve and state Preferences for Trips, Recurrent Training and days off, etc.

Preferences that Overlap Leave Wraparound Days, and/or DFW Days (including the non—Assignable Day) are acceptable. Pilots may also state if they are prepared to accept Allocations that reduce Rest to not less than Conflict.

Nominated BALPA Days will be submitted at this stage up to the limit of their personal BALPA credit.

These Bids and Preferences will be submitted by approved means. Where an electronic Bid/Preference has been submitted, a 'paper' Bid/Preference will only supersede it if Crew Planning confirm to the Pilot that the electronic Bid/Preference will be suppressed.

6.1.4.4 Invalid Preferences

Preferences will be denied if a Conflict would otherwise occur.

6.1.5 Trumps

6.1.5.1 General

On Agreed fleets a system of trumping will be used.

A Trump is a device to enable a Pilot to have a Preference for a Trip or a single block of up to four days off considered outside the normal seniority system.

6.1.5.2 Handling

1. The number of Trumps available to each crew member per calendar year will be Agreed for each fleet Status.
2. Trumps submitted will be considered in seniority order before the normal Preferencing process is commenced.
3. Pilots may submit more than one Trump in a month. However, a second Trump will not be considered until all other first achievable Trumps have been processed.
4. Trumps may not be used for the month of December.
5. Pilots joining a fleet part way through the calendar year will be pro-rated as follows:

Complete Months remaining in the Control Year following issue of Ops. Cert. is complete, will be divided by 12.

This fraction will be applied to the applicable full year individual Trump total, and the resulting figure rounded down to the nearest whole number.

6. Pilots who lose a trumped Trip through no fault of their own e.g. cancelled Trip, sickness, destination change, will have the Trump returned. It is the crew members responsibility to inform Flight Crew Planning. However, if this occurs in November there will no opportunity to re-use the lost Trump.
7. Unused Trumps cannot be carried over from one Control Year to the next, nor can they be transferred between individuals.

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8. BA will keep a record of successful Trumps.

6.1.6 Allocation

6.1.6.1 Work Lines

Trips, Reserve and Recurrent Training will be Allocated in the same process.

Lines of work will be constructed to the Monthly CAP + 4 with a maximum of Normal CAP + 6 taking into account any pre-allocated Activities and nominated BALPA days.

1. Trumps will be considered in Seniority order.
2. The first achievable Preference of each Pilot will be considered in Seniority order before the second achievable Preference is addressed and so on. This is known as vertical Preferencing.

On the day following Leave (excluding Wrapround Days), DFW or FDOs the earliest start time will be 06:00 LT (07:00 LT for LHR Pilot reporting direct to LGW or vice versa).

In general, all known work will be contained on the lines of work, however, at BA discretion, a small amount of work may be left in Open Time in order to assist the achievement of Preferences. The amount of uncovered work will be jointly monitored.

If a Pilot cannot be allocated credit of at least Monthly CAP-5, where possible TASS days may be added at the rate of 5 Credited Hours per day. This process will cease when the first added TASS Day takes the credit total above Monthly CAP – 5. However, when the final day added raises the CAP credit above Normal CAP +2, then it will be added only at BA discretion.

Note: The addition will depend on the amount of excess credit above Normal CAP +2 balanced by the potential use of the day.

6.1.6.2 Errors and Omissions

If there is an incorrect Allocation of a Trip from the Pre-Ops process, the Pilot affected may elect to drop such Trip(s) and Non Assignable Credit will be substituted. In these circumstances, the Pilot may elect to drop it and will lose the associated credit and forgo CAP protection. If the Pilot elects to retain it, the following will apply:

- They may bid in the Open Time process, and the credit of any Awarded Trip which impinges upon the days of the Time Assignability will be offset in direct proportion to the planned Credit of the Awarded Trip.
- There is no Contactability or Contact Period associated with this Non Assignable Credit and the Pilot must ensure Current Ops. is aware of this restriction at least 5 days before the commencement. If this is not done it will revert to TASS and normal Contactability will apply.

6.1.7 TAHs

6.1.7.1 General

TAH limitations will be as for main BLR

6.1.7.2 Handling

Handling arrangements will be as Agreed at the FCSC. They will reflect the arrangements facilitated by the main BLR.

6.1.8 Christmas Agreement

6.1.8.1 Intention

It is the intention that the Christmas Allocation process will reflect that used in Main Bid Line.

A record will be maintained of the number of Christmas out Days a Pilot has been on Duty.

6.1.8.2 General

Trips that impinge upon Christmas Day will be clearly identified.

The principles of the Main Bid Line processes will be used.

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7 TRAINING AND QUALIFICATIONS

7.1 Maintenance of Licence and Operational Standards

7.1.1 General

BA will provide facilities to maintain a Pilot's qualifications.

7.1.2 Expiry Months

On promotion to command, or after obtaining an Operations Certificate on joining a Fleet, the next simulator check, GTD and Route Check will be Assigned at BA discretion to allow a spread throughout the year. Thereafter, a Pilot will be informed of their recurrent check expiry months.

Subsequent renewals may be planned earlier than the expiry month, provided:

- their expiry Month is not changed
- they are appropriately notified on the Recurrent Training Facilities Preference Form that accompanies the IB2 package for the preceding Month.

7.1.2.1 Failure to Pre-Warn

If BA wishes to plan the check of an individual Pilot into a month where the check is not appropriately pre-warned, they may only do so with the agreement of the Pilot. In circumstances where a large number of Pilots are involved, the agreement of the FCSC will be sought.

In both instances, the credit will be NCP for TLHs and CAP Payable for BLHs and RPHs.

7.1.2.2 Unforeseen Circumstances

If due to unforeseen circumstances, BA wishes to bring forward the check of an individual Pilot into a month where the Expiry Month would be changed, they may only do so with the agreement of the Pilot. In circumstances where a large number of Pilots are involved, the agreement of the FCSC will be sought.

In both instances, the following procedure will apply:

- Whenever possible BA will pre-warn the affected Pilots by including a list of those Pilots affected on the Training Proforma with the Training Proforma package. In this case normal Allocation and credit will apply.

- If the Pilot is not pre-warned with the appropriate Training Proforma package, BA may only allocate the required Duty with the agreement of the Pilot. In this instance the credit will be NCP for TLHs and CAP Payable for BLHs and RPHs.

For Route Checks, see the Trip Buying rules.

7.1.3 Supplementary Training

If BA and BALPA agree that immediate Supplementary Training is necessary, then it may be Assigned.

7.1.3.1 Credit

Where such Assignment occurs, the credit will be NCP for TLHs and CAP Payable for RPHs.

7.1.4 Facilities

BA will publish the expiry dates of all Pilots' recurrent checks each month and the Training Facilities proforma for pilots will be made available for pilots to select their preferences for the renewal of:

- Simulator Checks (required simulator details should be allocated on consecutive days) followed by a GTD
- Simulator Checks (required simulator details should be allocated on consecutive days) without an associated GTD
- Stand alone Ground Training Days
- Route Checks
- Supplementary Training (BA will consult with BALPA on the form and frequency of such training. Supplementary Training refers to a general requirement e.g. all Pilots to see a training film for some reason by a particular date.)
- Completed Training Facilities Proforma for each month must be completed by BI1 closure of the previous month.

7.1.5 Preference

Pilots may state a Preference using the Training Facilities Proforma contained within the forms app on the iPad only.

Preferences may be narrative in form e.g. "Not between 10th and 20th of month" or "Prefer Saturday evenings".

- Because Route Check Trips will not have been selected at this stage, Pilots may state a narrative for preferred dates and/or type of Trip.
- Departures will be spread throughout the month.
- Preferences for Training Facilities within a RP will not normally be considered unless, there is no practical alternative.

7.1.5.1 Peaks

Recurrent training details will be moved away from Christmas Day and Easter Sunday and other agreed peaks. Route Checks will not impinge on Christmas Day.

7.1.6 Allocation

7.1.6.1 Separation

Whenever possible, Allocations will either abut, or be separated by:

- In Longhaul, 8 days from any other pre-allocated Activity.
- In Shorthaul, 5 days from any other pre-allocated Activity.

7.1.6.2 Order

Allocations will be processed in the following order taking into account the minimum separation above:

1. Award to Pilots whose expiry date falls on or before the date specified on the proforma.
2. Assigned to Pilots whose expiry date falls on or before the date specified on the proforma.
3. At BA discretion, Award to Pilots outside the dates specified on the proforma.

7.1.6.3 Results

At the next Pre-Process (BidInfo1) publication, the Allocation of recurrent training, and Route Checks will be advised on the Status List.

Provisional allocations of some training duties for the following month may be visible to pilots during the bidding process. Roster production for the planning period will be based on these allocations as at 48 hours prior to BI2 closure.

7.1.7 Exchange of Duties

At BA discretion, and only within a Bid Month, a Pilot may request to move or swap a pre-allocated Ground Duty. However, from Pre-Process closure to Final roster publication, no movement is permitted. This facility is also available to fleets using Small Fleet Rules, after publication of the work line.

Note: An exchange must maintain the appropriate technical content.

7.1.8 Expiry

A Pilot whose qualification in respect of statutory checks has expired or is due to expire:

- during the period will be eligible to Bid in the normal way.
- during the days of a planned Trip plus 24 hours will be removed from the Trip and notified no earlier than 7 days before Reporting Time for the Trip unless re-qualification has been arranged before departure. If a Trip is dropped for this reason, then the Trip credit will be lost if the lack of qualification is the fault of the Pilot. Otherwise a TLH will become TASS for the credit concerned. A RPH will lose the credit.

7.2 Cancellation and Re-scheduling of a Simulator, GTP or GTD

7.2.1 General

Rearrangement will be by mutual agreement. If no agreement is possible, the matter will be referred to Fleet Management for resolution with the Pilot. A Pilot cannot be obliged to accept the re-arrangement on a day that would otherwise have been a Day Free of Duty.

7.2.2 Cancellation Before Report

- For TLH/BLH normal credit will be retained.

- For RPH, credit will not be retained providing the Pilot is informed before the end of their preceding Contactable period.

7.2.2.1 Replacement in the Same Month

- For TLH/BLH no further Credit will accrue.
- For RPH, Reserve Payable Credit will accrue.

7.2.2.2 Replacement in a Subsequent Month

The appropriate Credited Hours will accrue. For a TLH this credit shall be CAP Bankable if the Duty is pre-allocated and shown on the Status List, and NCP if not shown.

For a RPH this credit will be CAP Payable.

7.2.3 Non-Completion After Report

If the Duty is not completed after the Pilot reports, normal credit will be retained.

For the replacement Duty the appropriate credit will accrue – NCP for a TLH and Reserve Payable for a RPH.

7.2.4 Non-Allocation By Omission

If the Duty is omitted, BA will attempt to arrange a mutually agreed alternative. If no agreement is possible, the matter will be referred to the Fleet Management to arrange for re-Allocation.

The credit will be NCP for a TLH and CAP Payable for a RPH.

7.2.5 Re-Allocation Under Time Assignability

The following duties may be Allocated under the Time Assignability rules:

- Re-scheduled GTD without changing the expiry month
- Re-scheduled SIM without changing the expiry month
- Re-scheduled SIM/GTP without changing the expiry month

7.2.6 Reserve Period Holders

A RPH may have their Simulator, GTP or GTD cancelled, changed or re-Assigned during days of availability to facilitate the Assignment of a Trip, provided the Pilot receives at least 24 hours notice (or consents to less) and their subsequent specified month is not made illegal. Subsequent Assignment must be without Clash.

7.2.7 Rescheduling Due to Sickness

If, due to their own sickness, a Pilot does not complete a Duty pre-allocated on the Status list, they will retain the original credit. Where a replacement Duty(ies) is arranged in the same month (or a subsequent month where the replacement Duty cannot be taken into account for control purposes), the additional credit will be NCP for a TLH or CAP Payable for RPH.

If a Pilot is sick for the replacement Duty (as above) they will lose the credit for that Duty. Any subsequent replacement Duty that is completed will be handled as above.

7.2.8 Expiry of a Qualification

7.2.8.1 Avoidance

To avoid expiry of a qualification, BA may request a Pilot to drop a Trip from their line in order to renew the qualification. In this case, where a replacement Duty clashes with an allocated Trip and contains less credit, the Pilot will be TASS. If the replacement Duty contains more credit, the excess will be NCP for a TLH and CAP Payable for a RPH.

7.2.8.2 Renewal

If a qualification has expired, re-qualification will take place at BA discretion, taking into account the personal requirements of the Pilot.

7.3 Route Check Disruption

If a Route Check is cancelled or disrupted the re-fixed check will be provided as soon as possible by:

- Using the Trip buying facilities at a time mutually agreed between Crew Planning and the Pilot.
- Assigning the RCC to the Pilot's own Trip.
- Mutual agreement, Assigning the Pilot to a RCC's Trip.

Any increase in credit resulting from the above procedure will be NCP for a TLH and CAP Payable for a RPH.

7.4 Route Check/Simulator Failure

If a Pilot fails a simulator or Route Check BA will provide facilities for a re-test and, if necessary, extra training. Where practical the date(s) of the training/check will be mutually agreed. Credit accrued will be NCP for a TLH and CAP Payable for a RPH. Any TASS resulting from a Trip dropped due to failure or retraining will be offset against the retest/training Credit.

7.5 Area and Aerodrome Qualifications

7.5.1 Initial Qualification

BA will be responsible for initially qualifying each Pilot over the areas and aerodromes relevant to the fleet.

7.5.2 Renewal

Except for initial/new qualifications as stated above, it will be the Pilot's personal responsibility to ensure that they are at all times area and aerodrome qualified in all respects to carry out their Duties.

If a self-service video tape or similar system is operating at crew reporting no credit will accrue for renewal.

7.5.3 Pre-Planned Visits

Pre-planned visits to areas and aerodromes requiring a visit will be handled in the same way as pre-selected Route Checks.

To ensure that adequate crews are available, BA may direct Pilots in reverse seniority order to obtain the qualifications required.

7.6 Promotion, Type Transfer and Appointment Training

7.6.1 Recency and Re-Validation Following LTS or Stand-down

Pilots being re-validated or regaining their recency following long term stand-down and ex-LTS, following their declaration of being fit, will be deemed to be on a Course and covered by this sub-section.

7.6.2 Allocation of Trips/Duties During a Course

During the period of any conversion or command course a Pilot shall lose their Bidding rights and may be Assigned Trips/Duties, for the purpose of training, to a maximum of Normal CAP. This figure may only be exceeded with the agreement of the Pilot. A Pilot undergoing appointment training will normally lose their Bidding rights. However, where these rights are retained, pre-allocated Duties will be promulgated in the BidInfo 1 package.

7.6.2.1 Notification

Subject to minimum rest, Trips or other training or re-validation Duties may be Assigned with minimum notification to enable them to join a Training Captain on the Training Captain's own Trip or Training Duty.

7.6.3 Safety Pilot Requirements

7.6.3.1 Minimum

For all Fleets BA will determine the minimum number of sectors which require the presence of a safety Pilot and trainees will be appropriately categorised.

The number of sectors determined above will be related to the experience level, etc. of the Trainees and that number will be built into individual training Rosters. Training Captains may not reduce this number.

7.6.3.2 Further Sectors

If additional safety Pilot sectors are required, this requirement will be met by creating new safety Pilot Trip(s) which will be entered in the Open Time Book.

7.6.4 Training Course Credit

Training Course Credit will be as specified in the Credit Section.

7.6.5 Consolidation

After the Final Check of a Command or Conversion Course:

- No Leave/DFW may be planned within 14 days for Shorthaul Pilots and 21 days for Longhaul Pilots.
- 6 sectors should be planned within 14 days for Shorthaul Pilots and 21 days for Longhaul Pilots.
- New commands must commence 2 operating sectors within first 7 days.
- Converting Captains/Co-pilots must commence 2 operating sectors within 10 days.
- No reserve duties will be allocated within the first 56 days.
- No Safety Pilot duties will be allocated within the first 28 days.

When, after IB2, a Pilot is not planned to fulfil the above criteria by the end of their consolidation period suitable additional sectors will be added by mutual agreement.

7.7 Co-Pilot Displacement

7.7.1 Intent

Established Co-Pilots should be displaced from their allocated Trips as infrequently as possible. Nevertheless, it is recognised that from time-to-time displacement will occur and the rules below provide an orderly process.

It is also recognised that Recency problems may arise as a result of displacement from the operating position. In this case, every effort will be made to protect the Co-Pilot's Recency.

These processes apply after publication of final rosters.

Note: This rule does not apply to Captains, irrespective of their operating capacity on a Trip. The only way to displace a Captain is with their agreement under Trip Buying in the [Current OPS Processes](#) section of these rules.

7.7.2 General

Where a Trip is required for training purposes, which includes the trainees final Line Check, a currently Allocated Co-Pilot may be displaced. Such a Trip requires the presence of a Training Captain in a training role only (see Trip buying in Section 4 for other displacement e.g. recurrent Route Checks, Recency etc.).

- Co-Pilot displacement will only take place from a complete Trip.
- Co-Pilot displacement will not take place from Trips which contain an FDP with a planned flying hour content of 11 hours or greater, unless the Pilot agrees otherwise.
- Co-Pilot displacement will not take place from a trumped Trip.
- Co-Pilot displacement will not take place at or after report for a Trip.

The payment of the FPS is described in the Memorandum Of Agreement.

7.7.3 With Five or More Days Notice

Where a minimum of 5 Days notice is given (e.g. notified on Sunday prior to 16:00LT for a Trip departing on the following Friday) the Co-Pilot may be displaced from a training Trip and become TASS.

7.7.4 With Less Than Five Days Notice

Where less than 5 days notice is given, the Co-Pilot may still be displaced from the training Trip. If the displacement was acknowledged using eMaestro the pilot will be made TASS and will have 24 hours from the time of acknowledgment to contact Current Ops to refuse the TASS.

7.7.4.1 Time Assignability

A TLH/BLH will have the choice of being TASS for their Trip as described above or refusing the TASS.

If the TASS is refused, the Co-Pilot will be credit protected for the displaced Trip.

7.7.5 Notification

A Co-Pilot will be considered available for notification of displacement.

A Co-Pilot may be informed of displacement at the report of a previous Trip (L/H), at report or going off Duty from a previous Trip (S/H) or by telephone contact, but not during the post- or pre-flight Rest Period of any Trip. Until the Pilot has been contacted, Non Assignable Credit will be substituted. Once the Pilot has been informed, they will be handled under the appropriate rules for displacement (5 or more Days notice or less than 5 Days notice).

The Pilot may also be informed through eMaestro. Until the Co-pilot has acknowledged the displacement, Non Assignable Credit will be substituted. Once the Pilot has acknowledged, they will be handled under the appropriate rules for displacement ('5 or more Days notice' or 'less than 5 Days notice') depending on the time at which the displacement is acknowledged.

7.7.6 Recency Lapse

Where a displacement alone would cause Recency to lapse and validation cannot be arranged during any TASS, the credit for Recency renewal (Trip or sim) will in this case be NCP.

7.7.7 Reserve Period Holders

In the event that a RPH is displaced, they will be handled in the same way as a Reserve on a cancelled Trip.

7.8 Course Cancellation

7.8.1 Before Pre-Process Bidding Closure

If a Pilot is notified that their course is cancelled before Pre-Process bidding closure, normal bidding rules for complete rostering processes apply.

7.8.2 After BidInfo 1 Closure, but Before Final CAP Set

If a Pilot is notified before Final CAP set that their course is cancelled, the Pilot should bid as normal.

7.8.3 After Final CAP Set

If a Pilot is notified that their course is cancelled after Final CAP setting, the Pilot will be handled as a RPH retaining any pre-allocated Duties. FDOs, pro-rated if necessary and rounded up, will be mutually agreed.

Reserve points will accrue at a rate of one half of the relevant full Reserve Period total for the Pilot's Band for every half days of Reserve, including FDOs, or part thereof.

For pay purposes only, the Pilot will be treated as a Trip Line holder.

The pilot may elect to have TASS days instead of being handled as a RPH. The timings for S/H TASS and in L/H blocks of days (minimum of 3 days) will be mutually agreed between the pilot and Current Ops. In this instance, no reserve points will accrue.

7.9 Unexpected Courses

7.9.1 General

An Unexpected Course is defined as a Command or Conversion course that has not been notified to the Pilot by Main Trip Bidding (Bidinfo2) closure.

If a change to an already notified course occurs between Trip Bidding (Bidinfo2) publication and Trip Bidding Closure and the change has not been acknowledged by the Pilot, it will also be treated as an Unexpected Course.

A Pilot Allocated an Unexpected Course is entitled to a Rest Period including three Local Nights prior to the course and may drop all Clashing activities. The Pilot may elect to retain some of these Activities (but not to cause a Conflict) when notified of the course.

7.9.2 Trip Line Holders

A TLH will be protected to the projected credit on their line by taking the greater of:

- The credit for all the remaining activities on their line, or
- The credit value of the Awarded line prior to the Allocation of the course.

An increase in credit resulting from the course will be CAP Payable. A decrease in credit will be restored by TASS.

7.9.3 Reserve Period Holders

Where an unexpected Course Overlaps a previously Allocated RP, the Pilot's Reserve Commitment will be prorated as follows:

For each day of the Unexpected Course (including the 3 Local Nights prior to the course) which Overlaps the RP (not including Overlapped FDOs), the Reserve Commitment will be reduced by the original Reserve CAP divided by the original length of the RP minus the original number of FDO.

Example

A planned 28 day RP with 7 FDO (2 of which Overlapped) which had a Reserve Commitment of 80 hours.

An Unexpected Course Overlaps the last 10 days of the RP.

Reserve Commitment equals 80 minus $((80/(28-7) \times (10-2)) = 49.31$

7.10 Additional Voluntary Simulator

Pilots may volunteer for extra simulator for which no credit will accrue.

No recorded training assessment will be made of these details.

7.11 Differences Course

7.11.1 General

The pilot will bid in the normal way. Any trips/activities which Clash with the Differences Block will be dropped.

All days of the Block will be credited at the Normal Per Diem Rate. The Pilot will be available for Assignment during the Block up to this credit total. The Pilot may exceed this limit at their discretion, the additional credit being CAP payable.

7.12 Continuation Training Including Picus

7.12.1 General

Where practicable, Continuation Training will be carried out in the normal course of operation. BA will designate a Pilot for Continuation Training. The Pilot will be notified in the BidInfo 1 Package that they are required for a specified CT Block.

7.12.2 Bidding and Credit

BidInfo 1, The Pilot will Bid in the normal way. Any Trips which Clash with the PICUS Block will be dropped.

All days of the Block will be credited at the Normal Per Diem Rate. The Pilot will be available for Assignment during the Block up to this credit total. They may exceed this limit at the Pilot's discretion, the additional credit being CAP Payable.

7.12.3 Availability and Rest

The Pilot is available every day of the Block for Assignment to the Training Captain's Trips. Normal planned Rest Periods will follow each Trip.

7.12.4 Contactability

A Pilot is required to be Contactable on the day preceding each day of the Block between 0900 – 1000 LT and 1600 – 1700 LT for Assignment to a Trip on the following day.

7.13 Development Training – Trainees

7.13.1 General

Development Training is non-fleet specific training required in order to fulfil a specific requirement e.g. Essentials for Command (EFC). New Development Training Courses will be subject to Agreement.

7.13.2 Notification

Pilots with a requirement to undertake a specific training course will be notified.

Where a choice exists, Pilots may express a Preference for available dates. Preferences will normally be considered in seniority order but, due to course or establishment constraints, this may not always be achievable.

7.13.3 Failure to Pre-Warn

Unexpected requirements may be rostered at BA discretion and published on the BidInfo1 Status List. Where choice exists the Pilot's wishes will be accommodated.

7.13.4 Separation

Whenever possible, Allocations will either abut, or be separated by:

- In Longhaul, 8 days from any other pre-allocated Activity.
- In Shorthaul, 5 days from any other pre-allocated Activity.

7.13.5 Exchange of Duties

At BA discretion, and only within a Month, a Pilot may request to move or swap a pre-allocated course. However, from the closure of BidInfo 1 to the Final Roster Publication, no movement is permitted. This facility is also available to fleets using Small Fleet Rules, after publication of the final roster.

7.13.6 Credit

- Credit for the trainee will be the daily Duty provided by 1.75 (SH Duty Rig), with a minimum of 4:30.
- Pre-allocated on the Status List, the credit will be CAP Bankable or Payable according to line type.
- Not pre-allocated on the Status List, the credit will be NCP for TLHs and CAP Payable for RPHs.

7.13.7 Cancellation and Re-scheduling of a Development Course

If, for any reason, a Pilot cannot undertake a rostered course, BA will identify alternative dates. A Pilot will not unreasonably refuse the offer of another date. Where part of a course is lost, (e.g. due to a participants sickness), normally only those days lost will be re-rostered.

7.13.7.1 Cancellation Before Report

For TLH/BLHs, the appropriate credit will be retained and the Pilot will be TASS (but see 'Replacement in the Same Month' below).

When Development Training is cancelled, a Pilot will become TASS and handled as follows:

- Credit for each day of the TASS will be the greater of the agreed DT day credit or 4 hours 30 minutes.

- In Shorthaul, consecutive days of TASS resulting from cancelled DT does not result in multi-day TASS, except at the discretion of the Pilot.

Reserve Period Holders

For Pilots within a RP, credit will not be retained providing they are informed prior to the start of the course, otherwise the minimum report credit will accrue for the first day only.

7.13.7.2 Replacement in the Same Month

- For TLH, the TASS arising from the cancelled course will be offset by the replacement course.

For Pilots within a RP, CAP Payable Credit will accrue for the replacement.

7.13.7.3 Replacement in a Subsequent Month

The appropriate Credited Hours will accrue. For a TLH this credit shall be CAP Bankable if the Duty is pre-allocated and shown on the Status List, and NCP if not shown.

For RPH this credit will be CAP Payable.

7.13.7.4 Re-allocation Under Time Assignability

Development Training may be re-allocated against TASS.

7.13.7.5 Rescheduling Due to Sickness

If, due to their own sickness, a Pilot does not commence or complete a Development Course pre-allocated on the Status list, they will retain the original credit. Where a replacement course is arranged in the same month (or a subsequent month where the replacement Duty cannot be taken into account for control purposes), the additional credit will be NCP for a TLH or CAP Payable for RPH.

If a Pilot is sick for the replacement Duty (as above) they will lose the credit for that Duty. Any subsequent replacement Duty that is completed will be handled as above.

INTENTIONALLY BLANK

8 MANAGEMENT PILOTS & TRAINING APPOINTMENT HOLDERS

Except where specifically varied below, Flight Technical Officers/Flight Training Officers (FTOs) are considered to be included in the term Management Pilots.

8.1 Intent

Except where specifically varied below, Flight Technical Officers (FTOs) are considered to be included in the term Management Pilots.

The intent of the Management Pilot section is to provide access to line flying for Management Pilots.

8.2 Management Pilots & FTOs

8.2.1 General

Management Pilots and FTOs will wish to familiarise themselves with their Fleet network and will extract accordingly.

8.2.2 Exclusions

Director of Flight Operations is recognised by this section but excluded from its limitations.

All other managers extracting flying under 'Management Pilots – Trip Extractions' are included in this section, however, a maximum of five individuals, in addition to the Director, are excluded from the batching process. British Airways will supply BALPA, when changes occur, with an up to date list of those excluded managers.

8.2.3 Appointments and Establishment

8.2.3.1 Records

A list of Management Appointments and Appointees will be kept by GMFO&S, BALPA and the FCSC. When changes occur, an updated list will be provided to BALPA and the FCSC. In addition their names and appointments will be annotated on the Bid Package Status List of the Fleet to which they are allocated.

8.2.3.2 Additional Appointments

If the need for new or additional Appointments occurs, these will be notified to BALPA and the FCSC.

8.2.3.3 Establishment

Management Pilots (except FTOs) will count towards the establishment of a Fleet up to a maximum of 40% of the annual planned CAP.

FTOs will count towards the establishment of a Fleet up to a maximum of 50% of the annual planned CAP.

8.2.3.4 Non-Specific Fleet Appointments

BA will endeavour to achieve a proportional Allocation of such Managers across Fleet establishments.

8.2.4 Route Checks

A Management Pilot's personal Route Check is extracted in the normal way and does not form part of the batching process.

8.2.5 Trip Extractions

8.2.5.1 Selection of Trips

For each Fleet, BA will identify batches of Trips for operation by Management Pilots. The content of the batches will be submitted to the FCSC for verification. These batches will comprise a cross-section of the Fleet Trips/destinations related to the frequency of operation, taking into account that the inclusion of certain Trip lengths would impair the requirements of the Management Pilot role.

Batches of extracted Trips may cover any sensible period to meet the required cross-section of Trips/destinations.

If any difficulties arise in the selection of suitable batches, reference shall be made to the FCSC.

8.2.5.2 Batch Regeneration

Once a batch has reduced to less than a months work for the relevant group, a further batch will be identified. Remaining Trips from the previous batch will be extracted within the next two subsequent months.

8.2.5.3 Handling

On a monthly basis, Trips will be extracted before line construction and the credit excluded from the CAP setting process. The Allocation of extracted Trips within each batch will be at the discretion of Management.

The Initial Bid Stage 1 package will list the Trip extractions for each Pilot including the total Trip credit for the month and the Control Year.

No Trips may be extracted after Initial Bid Stage 1 publication.

Extracted Trips may be shared or exchanged by Management Pilots.

8.2.5.4 Annual Maximum

The maximum amount of Trip credit that may be extracted by a Management Pilot each Control Year is 50% of the annual Flexi CAP. Royal or State Flights, Test Flights, Acceptance Flights and Drafted Trips are excluded from this total.

8.2.5.5 Inter Base/Inter Fleet Extractions

If required, Management Pilots may make inter Base or inter Fleet extractions. Where such extractions are significant, a pro-rata calculation will take place in order to balance correctly the Establishment on the affected Fleets. BA and BALPA will agree this factoring.

8.2.6 Current Ops Handling

Following publication of the IB Stage 1 package no further Management extractions may take place. Additional flying and Recency may only be obtained under the Trip buying rules.

Management Pilots may not Bid in the Open Time Book (but see Drafting).

8.2.6.1 Special Management Requirements

Exceptionally, for the purpose of carrying out a Management function, a Management Pilot other than an FTO may operate a sector(s) of a Trip held by a Line Pilot. Where the Management Pilot is required to operate less than the whole Trip, the original Pilot will be considered supernumerary for the sector(s) operated by the Management Pilot. Where the Management Pilot operates the whole Trip, the original Pilot may, at their discretion, either:

- consider the Trip to have been bought
- travel on the Trip as supernumerary

8.2.7 Trip Exchange, Cancellation, Drop or Early Return

An extracted Trip may be dropped for an important management function unknown before Bid Info 1 publication, in which case the Trip may be flown by another Pilot covered by this Section or dropped and entered in the normal Bid Line process. The FCSC will be advised and the dropped Trip returned to the batch.

Should a Management Pilot be required to return early from a Trip, any required replacement will be Assigned before departing from Base on an Itinerary which minimises disruption.

No Trips, or parts of Trips resulting from early returns, which impinges upon Christmas Day may be dropped under this rule.

A Management Trip that is subsequently cancelled will be returned to the batch and the FCSC advised.

8.2.8 Royal Flights

If a published Trip becomes a Royal or State flight and is to be flown by a Manager, it will be relinquished by the original Pilot(s) and treated as a bought Trip.

8.2.9 Avoiding Service Cancellation

In order to avoid service cancellation, Available Management Pilots may be considered for Draft.

8.2.10 Christmas Handling

8.2.10.1 Management Pilots

There is no commitment for Management to extract Trips that impinge upon Christmas Day, but Director of Flight Operations expects some of their Management to do so.

8.2.10.2 FTOs and Project Pilots

- These Pilots will Bid normally in December. At IB Stage 1 they may drop any Trip(s) that does not impinge on Christmas Day.
- Additional Trips may be extracted from the IB Stage 2 Trips prior to publication, taking into account their Fleet Seniority.

8.2.11 Ringed Trips Where They Are Required

A Pilot who is allocated a Ringed Trip will consider the Trip to have been Bought and will keep the Credited Hours and associated IP. No TASS will arise from this Trip.

8.3 Training Pilots

8.3.1 Intent

The intention of this section is:

- To select sector efficient Trips that meets the required destination visits and types of sector in order to afford the highest standard of Training and Checking.
- To minimise the number of TAHs off line to achieve the Training/ Checking programme.

- To ensure that each TAH achieves their Training commitment.

8.3.2 General

TAH Duties are defined in Schedule G of the Memorandum of Agreement.

Trainee TAHs will be handled under the Training & Qualifications Section.

8.3.3 Training Proration

When a TAH is appointed or joins the Fleet or where they give notice or is given notice, such that they are unable to fulfil their full commitment, then their Training commitment will be pro-rated from the date of completion of their Training or date of notice (0.5 and above rounded up otherwise rounded down).

8.3.4 Trip Selection

The Training Manager on each fleet is responsible for setting the route training and checking requirements.

The selection of Trips will include:

- Required destination visits and types of sector (e.g. hot and high Airports, Atlantic crossings, ETOPS etc)
- The aim for equitable route exposure for all trainees.

It is also important that the extracted Trips do not create an unreasonable impact on the line community.

Where a particular type of Trip is needed for training/checking, a set of destinations will be identified as satisfying this requirement and any extracted. Trips must be selected on an equitable basis from these destinations. Once these Trips have been selected all trainees should follow a similar set of Trips.

8.3.4.1 Seasonal Trip Extraction Agreement – L/H Fleets

On a seasonal basis, taking into account 'Trip Selection' above, the FTM will Agree with BALPA the Trips to be extracted for training/checking purposes.

Additionally, unless otherwise Agreed:

- Trips of 18 Credited Hours or less and/or 'specific required destination' visits must be extracted on an equitable basis in proportion to their frequency

- For all other Trips a maximum of 15% of the operations to each destination may be extracted per month.

Where there is a requirement to vary these extracted Trips or exceed the percentage figure within a season, this will also be subject to agreement. Any failure to reach an understanding will be referred to the FCSC for resolution.

8.3.4.2 Co-Pilot Requirement

When Training Trips are extracted the need to make these Trips available for line Co-Pilots, who will act as Safety Pilots, is at BA discretion.

8.3.5 Training Trip Extraction

Trips required for Training/Checking will be extracted prior to CAP setting.

8.3.5.1 BALPA Participation/Communication

The BALPA fleet representatives will participate on a seasonal basis to ensure that the Trips extracted meet the requirements of this section.

On request, each month's extracted Trips will be communicated to BALPA.

8.3.6 Consecutive Off Line Months (OLMS)

A TAH will not normally be Allocated more than 2 Consecutive Training Lines. However, in extremis, they may be Allocated a maximum of 3.

For TCP's, BA will use best endeavours to avoid consecutive Simulator Months.

8.3.7 Timetable For OLMS

BA will pre-warn TAHs with the IB Stage 1 package for the preceding month, that they may be required for an OLM or Partial OLM. This will be confirmed in the subsequent IB1 package.

A Pilot warned for an OLM is ineligible for leave/DFW move-up for that month.

8.3.8 Trip Drop With An OLM and/or Training Block

- At IB Stage 1 and/or Stage 2 a Trip that would Clash/Conflict with an OLM will be dropped. An Open Time Trip will not be Allocated if it would Conflict with an Off Line Month.

- At IB Stage 1 and/or Stage 2 a Trip that would Clash/Conflict with the first Duty and/or impinge on the first day of a Training Block will be dropped. An Open Time Trip will not be Allocated if it would Conflict with the first Duty and/or impinge on the first day of a Training Block.

8.3.9 OLM/Training Block Preferences

Preferences will be considered subordinate to the requirements of training/checking coverage.

Only the TAH Preference Form will be used when submitting Preferences.

8.3.9.1 Preference Closure

Preference closure will be IB1 closure of the preceding month.

8.3.10 Training Line Handling

8.3.10.1 General

- All planned training will be published on Training Lines or distributed as ad hoc training in accordance with these rules.
- The maximum number of Simulator Duties per Training Line is as detailed in TSC/TC Simulator Duties, commitment.
- At BA's discretion, Training Lines may be constructed with up to a maximum of three days carry out. Generally, carryout should be used to deliver the full Training commitment.

8.3.10.2 Credit Handling

Training Lines will be constructed to a maximum value of Normal CAP +2hrs 45mins.

Taking into account, as far as possible, Preferences from the 'TAH Preference form'. Personalised Training Lines will be constructed taking into account the following Credit:

- Pre-Allocated Activities credit.
- Simulator Duties at 4:30 Credited Hours per Duty.
- Training/Checking Trip Credit.
- BALPA credit.

Where the Credit for the construction of Training Lines remaining is less than 50% of Normal CAP, BA may either construct another Training Line or distribute the uncovered work as 'ad hoc training' amongst Trainers not on OLMs.

Where the Credit for the construction of Training Lines remaining is more than 50% of Normal CAP, BA will construct a further Training Line.

- Both cases may result in some Trips not having a pre-Allocated trainee.
- Where a Trip is subsequently used for training it will not accrue towards the trainer's 'ad hoc' total.

8.3.10.3 Back-to-Back Preference Handling

Trips back-to-back are permitted with the TC's consent (see TAH Preference form). Combinations of Trips will be limited to destinations, away from Base, within a 5-hr time zone band (e.g. Bombay/Narita is acceptable but Bombay/Los Angeles is not).

8.3.10.4 Blocking of Sims/Trips

Unless the TAH expresses a preference otherwise:

- A maximum of 5 consecutive Simulator Duties will be planned within a Block of Work.
- In S/H a Block of Work will be a maximum of 6 days, which can include any mix of Duties.
- In L/H Simulator Duties may precede but not follow a Trip.

8.3.10.5 Equalisation

As far as practical, all types of Training and Checking Duties will be equalised between TCs within any one-month.

8.3.10.6 DFW Handling

DFW credit Overlapping/within an OLM is always used to promote CAP. It cannot be paid off as NCP.

8.3.10.7 Christmas

Where a choice exists, December OLMs will be Allocated to available TAHs holding the highest 'C' numbers.

Note: No Training Duty will impinge on Christmas Day.

8.3.10.8 BALPA Reps Credit Handling

In OLMs nominated BALPA Credit will be deducted prior to line construction. The remaining credit will be divided in the appropriate ratio between Simulator and flying Duties. BALPA credit is always used to promote CAP. It cannot be paid off as NCP.

8.3.10.9 OLM Notification of Duties

Personalised TLs/Simulator Months will be published with the IB1 results of the relevant month.

8.3.10.10 Partial OLMs for Wind Down/Aspirational PTPs

During a Training Span PTP TAHs may be allocated one Partial OLM to fulfill their training commitment.

Partial OLMs will be allocated and constructed as per the provisions for OLMs/Training Lines within this Section, except:

- **For 58% PTPs**

A block of a maximum of 18 contiguous days. The duties will be planned to a maximum of 64% of Normal CAP.

- **For a 72% PTPs**

A block of a maximum of 22 contiguous days. The duties will be planned to a maximum 76% of Normal CAP.

Note: The Credit allocated may increased by 1:36 for a 58% PTP, and by 2:00 for a 72% PTP. CAP Bankable (TLH) or CAP payable (BLH) will accrue.

The duties and credit allocated will be shown on the status list.

8.3.10.11 Handling of TAHs Non Training Portion of Partial OLM

Refer to General, Section 3.7.5.1 and [Chapter 11](#).

8.3.11 TAH TASS Handling Resulting From a Re-planned or Cancelled Training Duty

When a training Duty is re-planned (resulting in a reduction of Credit), or cancelled, the TAH will become TASS and will be handled as follows:

- Any Assigned Duty can only be used to fulfil a Training requirement.
- For SH Fleets, Training Duties may be Assigned under the SH TASS rules.

- For LH Fleets, Training Duties may be Assigned under the LH TASS rules. Where Ground Duties on consecutive Days are assigned against TASS arising from a dropped/re-planned Trip, HOTAC will be available on request between the Assigned Duties.
- Where consecutive Ground Duties have been cancelled, a Trainer, with their agreement, may be Assigned to a training Trip.
- Where a Ground Duty is cancelled a TAH may be Assigned a simulator detail +/- 3 hours of the original Ground Duty.
- A cancelled simulator may only be replaced within the same Day + or -1 detail of the original Duty.

8.3.12 Access To Line Flying

A TAH will not have access to any Bidding/Allocation processes or Open Time during their OLMs, apart from:

- TASS Assignment arising from a cancelled or re-planned Training Duty.
- Recovery of a Training Simulator Duty
- For Drafting, refer to the 'Drafting Section'.

8.3.13 TAH Personal Development & Training Meetings

Within any Training Year/Training Period up to five days may be used for personal development, e.g. training skills courses or to attend a fleet training meeting, and handled as follows:

- Development days will be pre-Allocated.
- Attract Monthly CAP Bankable Credit.
- They will not accrue towards a trainer's annual commitment.

TSC meetings outside OLMs/Blocks are considered part of a TSCs annual commitment. A maximum of 3 such meetings may be planned outside OLMs/Training Blocks in a TY and handled as above. BA will make best endeavours to plan any TSC meetings within a OLM or Training Block.

8.3.14 Movement of a Simulator Detail to Cover a Specific Training Need

On the authority of the FTM, a TAH may have their Simulator Training Duty moved + or - 1 detail of the original in order to cover a specific training need. The TAH must be notified of this requirement as early as

possible and in any event at least 24 hours before the report time of the original Duty. It is acknowledged that there may be exceptional circumstances where this change may not be acceptable to the TAH.

8.3.15 Uncovered Training Simulator Duties

BA may seek volunteers for uncovered training simulator details.

Where a simulator cannot be Allocated against TASS (which itself resulted from a Cancelled/Re-planned Training Duty), from DEP-2 it may be Assigned to a TAH in a Reserve period provided there is no Overlap with FDOs.

Refer to table for the maximum no of such Duties that may be Assigned in a Reserve Period:

Contract Type	100%	50%	58%	72%	75%	85%
Max no. of Simulator duties that may be assigned to a TAH in a LHRP	2	1	1	1	1	2
Max no. of Simulator duties that may be assigned to a TAH in a SHRP	1	1	1	1	1	1

Duties that remain uncovered at final roster publication (IB Stage 1 results) will not be assigned under this rule.

8.3.16 Additional Training Lines

8.3.16.1 General

- Additional Training Lines are constructed to the same parameters as 'Training Line Construction'.
- These Training Lines are additional to the TSC/TC Training Year/ Span commitment.
- Where there is a need for Additional Training Lines, the projected number of TSC s and/or TCs will be indicated on the IB Stage 1 package for the preceding month.

8.3.16.2 Preferencing

TSCs/TCs who wish to Bid will use the TAH Preference Form. A Bid will be invalid if a TSC/TC is required for a Training Line.

A Standing Narrative Bid may be submitted.

This form must be submitted by IB Stage 1 Bid Closure of the month preceding the month in question.

8.3.16.3 Award

Bidders will be grouped in reverse order of Additional Training Lines Awarded within the Training Span/Training Year, as appropriate.

The following Award sequence will be used:

1. To TSCs/TCs in seniority order within their group of Additional Training Lines Awarded (lowest group first), who have up to 3 days of pre-Allocated Activities in the month.
2. Any remaining lines will be Awarded in order of least days of pre-Allocated Activities in the month and in seniority order, where this is equal.

Note: In the above, the word “Activities” does not include nominated BALPA days or pre-Allocated TSC Duties.

8.3.16.4 Publication

Awarded Additional Training Lines will be published with the IB Stage 1 results for the month, and will show all known Activities.

8.3.17 Training Captain Commitment

8.3.17.1 Training Lines

A TC is committed to a maximum number of Training Lines (OLMs) within a Training Span, with a limit in any one Training Year as detailed in the following table:

Contract Type	100%	50%	58%	72%	75%	85%
Max No. of Training Lines in a Training Span	8	8	4 +1 Partial OLM	5	8	8
Max No. of Training Lines in a Training Year.	5	5	3	4	5	5

Note: Additional Training Lines (ALMs) are in addition to this commitment.

8.3.17.2 Simulator Duties

The maximum number of Simulator Duties for a TC is:

Contract Type	100%	50%	58%	72%	75%	85%
Max No. of Simulator Duties for a TC in a Training Year	40	20	23	29	30	34
*S/H: Max No. of Simulator Duties per Training Line	11	6	11	11	8	9
*S/H: Max No. of Simulator Duties across 2 Consecutive Training Lines	20	10	20	20	15	17
*L/H: Max No. of Simulator Duties per Training Line	9	5	9	9	7	7

*The trainer may submit a preference for a greater number.

During a Partial OLM, the maximum number of Simulator Duties for a TC is:

Contract Type	58%	72%
*S/H: Max. No. of Simulator Duties per Partial OLM	6	8
*L/H: Max. No. of Simulator Duties per Partial OLM	5	6

*The trainer may submit a preference for a greater number.

8.3.17.3 Ad-hoc Training

In line flying months, due to unplanned circumstances or Training Credit remaining from the Training Line construction process being less than 50% of Normal CAP, a trainee may be Assigned to the TCs Trip.

The maximum sectors/FDPs that may be utilised are:

Contract Type	100%	50%	58%	72%	75%	85%
S/H: Max No. of Ad-hoc FDPs that may be utilised per Training Year	16	8	9	12	12	14
L/H: Max No. of Ad-hoc Sectors that may be utilised per Training Year	8	4	5	6	6	7

8.3.18 Training Standards Captains

8.3.18.1 Commitment

Contract Type	100%	50%	58%	72%	75%	85%
Training Line commitment per Training Year	1	1	0	0	1	1
Planned Credit hour commitment in the remainder of the Training Year for Training/ Checking/Simulator/ Ground Duties as per Schedule G	262	131	202	251	197	223

Extra Training Lines may be Assigned to discharge a portion, or all, of these credit hours. The annual credit hour commitment will be reduced by Normal CAP for each extra Training Line Assigned.

8.3.18.2 Handling and Allocation of Training Duties Outside OLMS

In any line month BA may pre-allocate Training Duties.

It is recognised that the nature of TSC duties requires close liaison between the TSC and Training administration.

These duties will be handled as follows:

- Normally, they will be planned in consultation with the appropriate TSC. In any case the consultation process must be concluded by IB1 closure for the preceding month. Alternatively, the Training Preference form may be used as a back-up.
- Unless the TSC agrees otherwise, Training Duties will normally form one contiguous block. However, in exceptional circumstances to accommodate specific requirements it may be necessary to plan more than one block. In this event the blocks will be separated by a minimum of 7 days.
- These training duties and the associated credit, will be annotated in the Status list for the appropriate TSC in the IB1 package for the appropriate month.
- CAP Bankable (TLH) or CAP Payable (BLH) Credit will accrue.

The credit for these duties will discharge towards the TSC's annual commitment.

8.3.18.3 Simulator Duties (TSCs)

The maximum number of Simulator Duties for a TSC is:

Contract Type	100%	50%	58%	72%	75%	85%
Max No. of Simulator Duties for a TSC in a Training Year	40	20	23	29	30	34
Max No. of Simulator Duties for a TSC in a Training Year 'in extremis'	52	26	30	38	39	44
*S/H: Max No. of Simulator Duties across 2 consecutive Training Lines	20	10	20	20	15	17
*S/H: Max No. of Simulator Duties in a Training Line	11	6	11	11	8	9
*L/H: Max No. of Simulator Duties in a Training Line	9	5	9	9	7	8

*The trainer may submit a preference for a greater number.

The 'in extremis' limit is to facilitate a sudden increase in sim requirements due to an increase in a training requirement for new trainers.

During Partial OLMs, the maximum number of Simulator Duties for a TSC is:

Contract Type	58%	72%
*S/H: Max. No. of Simulator Duties per Partial OLM	6	8
*L/H: Max. No. of Simulator Duties per Partial OLM	5	6

*The trainer may submit a preference for a greater number.

8.3.18.4 Ad-hoc Training (TSCs)

In line flying months, due to unplanned circumstances or Training Credit remaining from the Training Line construction process being less than 50% of Normal CAP, a trainee may be Assigned to the TSC's Trip.

The maximum sectors/FDPs that may be utilised are:

Contract Type	100%	50%	58%	72%	75%	85%
S/H: Max No. of Ad-hoc FDPs that may be utilised per Training Year	16	8	9	12	12	14
L/H: Max No. of Ad-hoc Sectors that may be utilised per Training Year	8	4	5	6	6	7

8.3.18.5 Reserve Commitment

A TSC has no commitment to RPs.

8.3.19 Training Co-Pilots**8.3.19.1 General**

For DFW handling, Christmas, BALPA Reps credit handling, see 'Training Lines Handling'.

8.3.19.2 Commitment (TCPs)

A TCP is committed to:

Contract Type	100%	50%	58%	72%	75%	85%
Max. No. of Training Blocks in a Training Year	7	4	4	5	5	6
Max. No. of Simulator duties to be assigned in a single Training Block	9	9	9	9	9	9
Max. Total of Sims. in a Training Year	58	29	34	42	44	49

For handling of Training Credited hours within Training Blocks see [Handling and Allocation of Training Duties Outside OLMS, Section 8.3.18.2](#) and [Chapter 11](#).

8.3.19.3 Recency Trip

The Recency Trip(s) covering at least 2 days, will be pre-Allocated and wholly contained within the month.

8.3.19.4 Simulator Month Construction

Taking into account BALPA nominated days and as far as possible day off Preferences, the Simulator Month will be constructed to Normal CAP + 2.45 but this may be exceeded, at BA discretion, to enable 17 Simulator Duties in the month.

The Simulator Month will be constructed taking into account the following Credit:

- The planned credit value of the Recency Trip
- Pre-Allocated Activities credit
- BALPA credit
- Pre-Allocated base flying at a notional value of 4:30 Credited Hours
- Simulator Duties at 4:30 Credited Hours per Duty

8.4 Development Trainers (CRMI(G) and/or CRMI(E))

Trainee Development Trainers will be handled under the Training & Qualifications Section.

8.4.1 Development Trainers – (Holding TRI/TRE Qualification)

8.4.1.1 General

- Development Trainer Duties are defined in Schedule G of the Memorandum of Agreement.
- Suitably qualified TAHs will be appointed to undertake Development Training.
- Development Training duties may be rostered in any month. However, prior to the commencement of a TP/TY a TAH may decline to undertake Development Training in an OLM/training block – this does not include Additional Training Lines. For the purpose of an Additional Training Line, Development Training will be handled as a pre-allocated Duty.

8.4.1.2 Commitment

- A maximum of 20 Duty Days in any TP/TY with a maximum of 10 in any one month.

- At the discretion of BA, a Development Trainer who undertakes Design Days may increase the number of Duty Days to 30 in any TP/TY to fulfil this design requirement.
- The above limits may only be exceeded by agreement between BA and BALPA.

8.4.1.3 Planning

The expected requirement for Development Trainer Duties will be published and Development Trainers may submit a Preference for these Duties.

8.4.1.4 Timetable For Development Trainer Duties

BA will pre-warn Development Trainers with the IB Stage 1 package for the preceding month that they may be required for a Development Trainer Duty. This will be confirmed in the IB1 package for the month in which the Development Trainer Duty occurs.

A Pilot warned for a Development Trainer Duty is ineligible for leave/DFW move-up for that month if it would Conflict with the Development Duties.

8.4.1.5 Equalisation

Within a TP/TY, it is the intention that, wherever practicable, Development Trainer Duties will be equalised across those suitably qualified for each type of Duty.

8.4.1.6 Handling

Unless the TAH expresses a Preference otherwise:

- Maximum Development Training Block length is 6 consecutive days.
- The first day of a block of Development Training will be a 'set-up' day.
- In S/H this block may be combined with other Duties to a maximum of 6 days (but see 'Development Training Clash and Conflict' tables).
- Each type of Development Training must be immediately preceded by a 'set-up' day.
- For the purpose of equalising Training & Checking Duties within an OLM, a Development Training day will be considered a simulator Duty.
- In addition to the Development Training days, a minimum of two simulator duties will be planned in an OLM.

This does not restrict a TAH being planned a combination of Development/Simulator duties in excess than the average number and/or maximum number of Simulator Duties in a month.

8.4.1.7 Trip Drop With a Development Trainer Duty

At IB Stage 1, a Trip that would Conflict with a Development Trainer Duty will be dropped.

8.4.1.8 Cancellation of a Course

The Trainer will become TASS and handled as in BLR Section 8, 'TAH TASS HANDLING RESULTING FROM A RE-PLANNED OR CANCELLED TRAINING DUTY'.

8.4.2 Development Trainers – Non TRI/TRE Qualified

8.4.2.1 General

This section refers to Pilots holding CRMI(G), CRMI(E) qualification or are otherwise qualified to deliver Development Training.

Development Trainer Duties are defined in Schedule G of the Memorandum of Agreement. Trainee Development Training Trainers will be handled under the Training and Qualifications Section.

8.4.2.2 Commitment

- A maximum of 20 Duty Days in any TP/TY with a maximum of 10 in any one month.
- At the discretion of BA a Development Trainer who undertakes Design Days may increase the number of Duty days to 30 in any TP/TY to fulfil this design requirement.
- The above limits may only be exceeded by agreement between BA and BALPA.

8.4.2.3 Planning

The expected requirement for Development Trainer Duties will be published and Development Trainers may submit a Preference for these Duties.

8.4.2.4 Timetable For Development Trainer Duties

BA will pre-warn Development Trainers with the IB Stage 1 package for the preceding month that they may be required for a Development Trainer Duty. This will be confirmed in the IB1 package for the month in which the Development Trainer Duty occurs.

A Pilot warned for a Development Trainer Duty is ineligible for leave/DFW move-up for that month if it would Conflict with the Development Duties.

8.4.2.5 Equalisation

Within a TP/TY, it is the intention that, wherever practicable, Development Trainer Duties will be equalised across those suitable qualified for each type of Duty.

8.4.2.6 Handling

Unless the Pilot expresses a Preference otherwise:

- Maximum Development Training Block length is 6 consecutive days.
- The first day of a block of Development Training will be a 'set-up' day.
- In S/H this block may be combined with other Duties to a maximum of 6 days (but see 'Development Training Clash and Conflict' tables).
- Each type of Development Training must be immediately preceded by a 'set-up' day.

8.4.2.7 Trip Drop With a Development Trainer Duty

At IB Stage 1, a Trip that would Conflict with a Development Trainer Duty will be dropped.

8.4.2.8 Cancellation of a Course

If a Training course is cancelled then the Trainer will become TASS and handled as in BLR Section 8, CANCELLATION BEFORE REPORT.

9 BALPA REPRESENTATIVES

9.1 Intent

The intent of this section is to enable BALPA Representatives to carry out their duties by allowing them the required time off Duty from BA. They should neither be advantaged nor disadvantaged in relation to their colleagues by performing these duties. The system adopts a daily credit of 5 hours for each BALPA day of Duty. It is noted that there is also an IP compensation, details of which can be found in the MOA.

9.2 General

The formal agreement with regard to BALPA (Trades Union) Representatives is contained in the Pilot's Agreement for Service.

BALPA will supply British Airways with an up-to-date list of Representatives and their maximum individual requested BALPA credit.

Crew Planning will use the agreed credit value in their Establishment and CAP setting calculations and as a component towards the individual's monthly CAP.

All BLRs apply to Representatives except where specifically varied.

9.3 Handling

9.3.1 Pre-Ops

9.3.1.1 General

A BALPA Representative whose Personal Credit Withdrawal Facility is 8 hours or greater is entitled to a Trip Line and will not be Allocated a Reserve Period. No trip(s) may be assigned which would cause BALPA credit to be washed out.

9.3.1.2 Bidding

BALPA Reps will have UN days (with credit of 5 hours per day) added to their Skeleton Roster on the required days, prior to the Pre-Process stages of bidding and will the Reps will be entitled to bid at all stages. UN days will clash all work and total UN credit taken into account for completion rules.

Where no UN days have been notified to Pre-Ops by the agree deadline, a single UN day will be added to the representatives skeleton roster on the first available day in the month and given their BALPA credit.

9.3.1.3 Small Fleet Preference

This SFR Preference will be accompanied with instructions nominating the days required to be left free of Duty. Each BALPA day will attract 5 hours CAP Payable Credit towards the SFR construction parameters.

9.3.1.4 TAHs in OLMS/Training Blocks

BALPA days will be indicated on the relevant pro-forma. The full BALPA credit will be taken into account during construction irrespective of the number of days indicated. No further individual BALPA days will be considered once the pro-forma closure date has passed.

9.3.1.5 Reserve Periods Allocation

A Reserve Period will not be allocated if the total BALPA credit plus any pre-Assigned activities is greater than 14 Credited Hours. If a Reserve Period is Assigned, then at IB Stage 2, the instruction nominating the days required for BALPA duties must be submitted. BALPA days will attract 5 hours CAP Payable Credit towards the Reserve Period parameters.

9.3.1.6 Return to RPH Vulnerability

Where a Representative ceases to hold a BALPA position or the allocated credit for their BALPA activities falls below 10 hours, they will become available for RPH Allocation as if they were joining the Fleet from a non-Bidline Fleet (see Pre-Ops points Handling).

9.3.2 Current Ops

9.3.2.1 Dropping Duties

Representatives requiring to drop a Duty will inform BALPA who will liaise with BA. Where this requirement is for a BA meeting, the Pilot will be both Credit and IP protected, however the Premium Element, where applicable, will not be paid.

Where this is requested for a BALPA internal meeting, and this can be accommodated, only the Credit will be protected.

9.3.2.2 Drafting

A BALPA Representative will not be Drafted if the Trip would Overlap their BALPA commitments.

10 DUTY AND REST

10.1 Intent

Nothing in this section shall be construed as either permitting the contravention of any requirement of the British Airways Scheme or interfering in the right and duty of the individual Pilot to refuse any Duty which they consider may endanger the passengers or the aircraft.

British Airways will plan Trips within Section 10 limits; these are the limits of the Pilot's contractual obligation.

British Airways accepts that, for Long Range sectors, pilots will take pre-flight rest based upon their planned operating capacity. For the purposes of these rules, whilst this is not a change to the Itinerary, should such a change be required then every attempt will be made to notify the pilot before taking their pre-flight rest. Should this not be possible then it is accepted that the pilot may not feel sufficiently rested for the planned Duty.

Nevertheless, when disruption to the plan occurs and there is no rational possibility of retrieving the situation through the use of Standby/Reserve, British Airways may request and anticipate that the crew member will be prepared to extend to the relevant Flight Time Limitations of the British Airways Scheme. BA crew management recognises and accepts that there will be wholly proper reasons why, on occasion, an individual crew member will be unable to accede to this request. Such reasons would include (but need not be restricted to) the pre-flight rest obtained, previous fatiguing Duties, the displacement of the next Trip or social commitments of an important nature.

BALPA recognises the importance and value to British Airways of the Captain's discretion and therefore undertakes not to seek to interfere or defeat the spirit and intention of these rules.

10.1.1 Narrow Body Flying Out of LHR

When the Club World product (or, if rebranded, the current Longhaul product) is provided on board, trips will be flown to the Longhaul rules, except for:

- Shorthaul Maximum FDP tables.
- Shorthaul Report Times.

10.2 General

10.2.1 Report/Briefing Times

10.2.1.1 Report Times

Report Time contains the appropriate Briefing time laid out below together with additional time for Reporting, transfer to the aircraft side and time at the aircraft prior to planned departure time etc. (but see Travelling Time Away From Base).

Heathrow	SH	1:10
	LH	1:30
Gatwick	Longhaul	1:15
	Shorthaul	1:00
All Other Stations	Longhaul/Shorthaul	1:00
All Stations	Prior to MT Pax/Posn.	0:15
Positioning by Air	Terminal 1 LHR	1:15
	Terminal 3&4 LHR	1:20
	All other stations	1:00

Note: Where best evidence shows that the nature of the airport is such that a report time of STD -1:00 is insufficient, with the Agreement of BA and BALPA, the report time will be brought forward and published in the Trip description accordingly.

10.2.1.2 Briefing Times

Briefing times are regarded as non-industrial issues and will be determined by their technical content.

For the purpose of this table, the Briefing Time only includes the time required to carry out a crew briefing.

With pre-printed briefing	Longhaul	10 minutes
	Shorthaul	10 minutes
Without pre-printed briefing	Longhaul	15 minutes
	Shorthaul	15 minutes

10.2.2 Trip Length Maxima

10.2.2.1 Longhaul

A Trip will be limited to a maximum of 14 calendar days (LT at Base).

10.2.2.2 Shorthaul

A Trip will be limited to a maximum of 5 calendar days/4 nights.

10.2.2.3 LGW TRIPS

- Trips of 3 days or more will be constructed to report direct to the “other” Base, (i.e. LGW for LHR based pilots or LHR for LGW based pilots). When a pilot reports direct to the “other” Base, in recognition of the extra journey time involved, the minimum rest planned between LGW and LHR trips (and vice-versa), in a single block of work, will be increased by 1.5 hours.
- Trips of less than 3 days will be constructed to report to/finish at, the pilot's normal home Base. For such trips, MT will be provided on request. If a pilot intends to report direct to the “other” base, they should inform Crew Ops as soon as possible, so that MT can be cancelled if not required by either pilot.

10.2.3 Local Time

Away from Base, a Pilot is deemed to be adjusted to local time when three or more consecutive 'Local Nights' free of Duty, on the same local time have been planned, whether or not Duties have been planned during the daytime.

10.2.4 Passengering

A Pilot's planned Duty Period, consisting wholly of Passengering, irrespective of the number of sectors, shall not exceed 24 hours in L/H and 12 hours in S/H.

If the Passengering Duty exceeds 14 hours, it shall be followed by a Rest Period of at least 36 hours. Such a Rest Period shall not necessarily contain two Local Nights (unless the provisions of preceding LR Rest applies).

If the Passengering Duty does not exceed 14 hours it shall be followed by the normal Rest Periods specified in Rest below.

10.2.5 Mixed Operating & Positioning

10.2.5.1 General

Any Positioning between airports by surface transport shall count as one sector towards the FDP calculation. However, when this occurs between Gatwick and Heathrow at the beginning or end of a Trip, it will not count as a sector but the total time will count towards the FDP.

10.2.5.2 Into Base

A planned Duty Period may include Positioning back to Base after operating, up to a Duty Period maximum of 12:45 hours in L/H and 12 hours in S/H. However, the portion operating as a crew member may not exceed the maximum planned FDP.

10.2.5.3 Sector Count For FDP Limits

When mixed Positioning and operating Duties are performed then the maximum Flying Duty Period shall be determined with the Positioning Sectors included in the FDP as follows:

- Positioning wholly before operating one additional sector.
e.g.

Pax Op	2 sectors
Pax Pax Op	2 sectors
- Positioning before operating, followed by further period(s) of Positioning and operating two additional sectors.
e.g.

Pax Op Pax Pax Op	4 sectors
Pax Op Pax Op	4 sectors
- Positioning by air wholly after operating no addition to sector totals.
e.g.

Op Pax Pax	1 sector
Pax Op Pax Pax	2 sectors
- Consecutive Positioning Sectors before operating count as one sector provided there is no requirement to leave the aircraft. If the Pilot is required to leave the aircraft, an additional sector is counted.
e.g.

Pax a/c change Pax Op	3 sectors
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10.2.5.4 Positioning After Operating – L/H (Inc. 2 – Crew Aircraft)

Positioning may take place after the Operating Sector(s) providing the resultant Duty does not exceed the appropriate L/H Box A FDP limits plus 30 minutes.

10.2.5.5 Operating in Lieu of Positioning

See Current Ops. – Trip Alteration

10.2.6 Travelling Time Away From Base

Planned Duty Periods will include additional time for travel in either direction between Airport and Hotel where this is Agreed to be in excess of 45 minutes in either direction.

Away from Base, for journeys from the Hotel to the Airport, the travelling time in excess of 45 minutes will be added to and will be used to determine both start time and planned length of the FDP.

The only agreed current exception: Manhattan/JFK.

Note: This planned increase will not normally affect the FDP as defined in the BA Scheme.

Rest Periods will take account of any later finishing and/or earlier commencing Duty time as a result of the above.

10.2.7 Reciprocal Sector Crewing

When the required crew complement of a Trip varies between reciprocal sectors, the following provisions will apply:

The additional Pilot will be planned to operate on the reciprocal sector as part of the operating crew, provided that as a consequence, their down-route rest would not be greater than the rest requirement of this Section plus one day, or more at BA discretion.

The in flight rest provisions will conform to the requirements of the Box system.

- For a Box A, the provisions of 'Extension of Box A' will apply.
- When the reciprocal sector of a Box D is a Box C, then the in-flight provisions for a Box C will be provided.

10.2.8 Longhaul – Flying Shorthaul Trips

In L/H, where there is a requirement for Shorthaul flying, it will be blocked in the Initial Bid package into Trips of three days or more. These Trips will be followed by MBTR. Exceptionally, a single day Shorthaul Trip may be integrated into a L/H Trip, provided the Shorthaul element precedes the Longhaul element, on the day before (however, Long Range Rest must be preserved). When crews are required to operate Shorthaul services, normal L/H rules apply except that slipping or transiting at Heathrow and Gatwick is permitted.

10.2.9 Shorthaul – Flying Longhaul Trips

When the Club World product (or, if rebranded, the current Longhaul product) is provided on board, trips will be constructed and flown to the Longhaul rules including subsequent MBTR, except for:

- Shorthaul Maximum FDP tables.
- Shorthaul Report Times.

10.3 Longhaul – Limits On Planned Flying Duty Periods

10.3.1 General

Conditions applying to Gatwick Operations are to be found in Schedule K to the Pilots' Agreement.

10.3.2 Box A Tables

These are applicable to 2 crew aircraft multi-sector operations where no sector exceeds 7 hours.

10.3.2.1 Reporting to Heathrow or Gatwick

1. TO Continental USA
(i.e. the contiguous 48 States of the USA) and Canada.

	Maximum FDP			
Report Time (local)	No. Of Sectors			
	1	2	3	4
0600-0759	12:00	11:15	10:30	09:45
0800-1259	12:00	12:00	12:00	11:15

	Maximum FDP			
Report Time (local)	No. Of Sectors			
	1	2	3	4
1300-1759	12:00	11:45	11:00	10:15
1800-2159	11:30	10:45	10:00	9:15
2200-0559	10:30	9:45	9:00	8:30

2. TO All Other Areas

	Maximum FDP			
Report Time (local)	No. Of Sectors			
	1	2	3	4
0600-0759	12:00	11:15	10:30	9:45
0800-1259	12:00	12:00	12:00	11:15
1300-1759	12:00	11:15	10:30	9:45
1800-2159	11:00	10:15	9:30	8:45
2200-0559	10:00	9:15	8:30	8:00

10.3.2.2 Into Heathrow or Gatwick

1. FROM Continental USA (i.e. the contiguous 48 states of the USA) and Canada.

For Crew not adjusted to local time.

	Maximum FDP			
Preceding Rest Period	No. Of Sectors			
	1	2	3	4
Up to 18 or more than 30 hours	12:00	11:45	11:00	10:15
Between 18 and 30 hours	11:30	10:45	10:00	9:15

For Crew adjusted to local time with Reporting Time between 0800 and 1259 LT.

	Maximum FDP			
Preceding Rest Period	No. Of Sectors			
	1	2	3	4
Up to 18 or more than 30 hours	12:00	12:00	12:00	11:15
Between 18 and 30 hours	12:00	11:45	11:00	10:15

For Crew adjusted to local time with Reporting Time between 1300 and 0759 LT.

	Maximum FDP			
Preceding Rest Period	No. Of Sectors			
	1	2	3	4
Up to 18 or more than 30 hours	12:00	11:45	11:00	10:15
Between 18 and 30 hours	11:30	10:45	10:00	9:15

10.3.2.3 Away From and Into Heathrow or Gatwick (Excluding 10.3.2.2)

For Crew not adjusted to local time.

	Maximum FDP			
Preceding Rest Period	No. Of Sectors			
	1	2	3	4
Up to 18 or more than 30 hours	12:00	11:15	10:30	9:45
Between 18 and 30 hours	11:00	10:15	9:30	8:45

For Crew adjusted to local time with Reporting Time between 0800 and 1259 LT.

	Maximum FDP			
Preceding Rest Period	No. Of Sectors			
	1	2	3	4
Up to 18 or more than 30 hours	12:00	12:00	11:30	10:45
Between 18 and 30 hours	12:00	11:15	10:30	9:45

For Crew adjusted to local time with Reporting Time between 1300 and 0759 LT.

	Maximum FDP			
Preceding Rest Period	No. Of Sectors			
	1	2	3	4
Up to 18 or more than 30 hours	12:00	11:15	10:30	9:45
Between 18 and 30 hours	11:00	10:15	9:30	8:45

10.3.2.4 Crewing & Rest

Long Range single sector operations are allocated to the relevant Box on the basis of FDP length and schedule regularity performance. Where Long Range Rest is required before a sector, it may be concurrent with the rest requirements of the previous Duty.

10.3.2.5 Extension of Box A FDP Limits, Crewing and Rest

- Crew will be scheduled above Box A to a maximum of Box A + ½ hour
- An additional, suitably qualified, type rated Pilot will be carried to provide time off task.
- For aircraft not fitted with Flight Crew bunks, a non-smoking, aisle Club seat will be provided. If any First Class seat remains available at close out, this may be utilised and the Club seat will be released.

10.3.2.6 Box B FDP Limits, Crewing and Rest

- Crew will be scheduled above Box A + ½ hour to a maximum of Box A + 1 hour
- 2 Pilot crew plus an additional, suitably qualified, type rated Pilot for in-flight relief will be carried.
- The minimum rest afterwards will contain 2 Local Nights.
- A Bunk will be available.

10.3.2.7 Box C FDP Limits, Crewing and Rest

- Crew will be scheduled above Box A limits + 1 hour to a maximum of Box A + 3 hours (Box A + 3 hours 10 minutes for LHR-HKG only).
- 2 Pilot crew plus an additional, suitably qualified, type rated Pilot for in-flight relief will be carried.
- The minimum rest afterwards will contain 2 Local Nights.
- Where the planned sector involves a time zone change of more than 5 hours, the minimum rest before will contain 2 Local Nights.
- 1 Club seat will be available.
- A Bunk will be available.

10.3.2.8 Box D FDP Limits, Crewing and Rest

- Crew will be scheduled above Box A limits + 3 hours to a maximum of the BA Scheme.
- 2 Pilot crew plus an additional, suitably qualified, type rated Captain and Co-Pilot for in-flight relief will be carried.
- The minimum rest afterwards will contain 2 Local Nights.
- The minimum rest before will contain 2 Local Nights.
- 2 Club seats will be available.
- Bunks will be available.

10.3.2.9 Bunk Dressing for Longhaul Rest Facilities

Please refer to MoA Schedule K for details.

10.3.3 Two Crew Aircraft Long Range Operations

10.3.3.1 General

Where the planned Flight Time of an Operating Sector is greater than 7 hours, the FDP will contain only one Operating Sector and the provisions and tables in this Section will apply. Schedule Regularity caters for occasions where the Block Time “on the day” exceeds the tables below. On these occasions the maximum FDP is limited by the appropriate LHR Box A table.

10.3.3.2 Two Crew Maximum Planned Block Times

1. Starting at Base (Maximum FDP limited by appropriate LH Box A table)

Maximum Block Time	
Report Time Local	
0600-0759	8:45
0800-1459	9:15
1500-1759	8:45
1800-2159	8:15
2200-0559	8:00

2. Away from Base (Maximum FDP limited by appropriate LH Box A table)

Maximum Block Time		
Preceding Rest Period	For crew not adjusted to local time	For crew adjusted to local time
Up to 18 or more than 30 hours	8:30	9:00
Between 18 and 30 hours	8:00*	8:15

* For DXB-LHR only the maximum block time is 8:15.

10.3.4 Longhaul Leisure Routes at LGW

Agreed long range (box B) routes are permitted to operate to and from LGW only without the requirement for a bunk to be provided.

In addition to the normal requirements of Box B the following will apply:

- Where a bunked aircraft cannot be guaranteed to be available then at the planning stage, (i.e. before CAP setting for that month) then each trip containing such a sector planned within Box B will attract an additional 3 credited hours on top of the normal duty rig planned trip credit.
- Where such a sector is the return one to LGW then the associated MBTR will contain 4 local nights.

-
- A First Class seat (or Club seat if there is no First Class cabin) will be provided unless the service is operated on the day by a bunked aircraft.

Note: If the service is planned assuming a non-bunked aircraft, therefore with the additional 3 hours credit and MBTR applied, these cannot be reclaimed if a bunked aircraft is available on the day. (MBTR can be reduced voluntarily as per the normal rule set.)

Likewise if the aircraft is planned (before CAP set) to operate with a bunk and if on the day the crew members are presented with a non-bunked aircraft then normal BLR Section 10 rules will apply.

10.4 Shorthaul – Limits on Planned Flying Duty Periods – EASA

10.4.1 Reference Time based on Scheme – Known State of Acclimatisation (Using EASA Scheme)

Maximum daily FDP – Acclimatised crew members

Start of FDP at Reference Time	1-2 Sectors	3 Sectors	4 Sectors	5 Sectors	6 Sectors
06:00-13:29	13:00	12:30	12:00	11:30	11:00
13:30-13:59	12:45	12:15	11:45	11:15	10:45
14:00-14:29	12:30	12:00	11:30	11:00	10:30
14:30-14:59	12:15	11:45	11:15	10:45	10:15
15:00-15:29	12:00	11:30	11:00	10:30	10:00
15:30-15:59	11:45	11:15	10:45	10:15	09:45
16:00-16:29	11:30	11:00	10:30	10:00	09:30
16:30-16:59	11:15	10:45	10:15	09:45	09:15
17:00-04:59	11:00	10:30	10:00	09:30	09:00
05:00-05:14	12:00	11:30	11:00	10:30	10:00
05:15-05:29	12:15	11:45	11:15	10:45	10:15
05:30-05:44	12:30	12:00	11:30	11:00	10:30
05:45-05:59	12:45	12:15	11:45	11:15	10:45

Note: An FDP is defined in [Section 1.11 Definitions](#).

10.4.1.1 Reduction in Planned FDP Following a Standover Day

Following a Standover Day, when the pick-up time from the hotel is between 00:59 and 04:59 UKLT inclusive, then the above FDP limits are reduced by 2 hours.

10.4.2 Unknown State of Acclimatisation (Using EASA Scheme)

Maximum Daily FDP According to Sectors						
1-2	3	4	5	6	7	8
11:00	10:30	10:00	09:30	09:00	09:00	09:00

Note: An FDP is defined in [Section 1.11 Definitions](#).

10.4.2.1 **Reduction in Planned FDP Following a Standover Day**

Following a Standover Day, when the pick-up time from the hotel is between 00:59 and 04:59 UKLT inclusive, then the above FDP limits are reduced by 2 hours.

10.4.3 **Split Duties (S/H Trips Only)**

When a scheduled Flying Duty Period consists of two sectors separated by a period of rest, which is less than 12 hours, then the Flying Duty Period may be extended beyond that permitted by the tables in this section by the amounts indicated below up to a maximum of 14 hours overall:

- Not less than 3 consecutive hours rest: Plus 1 hour
- Not less than 4 consecutive hours rest: Plus 2 hours
- Not less than 6 consecutive hours rest: Plus 3 hours
- Not less than 8 consecutive hours rest: Plus 4 hours
- Not less than 10 consecutive hours rest: Plus 5 hours

Note: a return Positioning Sector may be planned in place of the Operating Sector.

10.4.4 **Planned Shorthaul Minimum Turnrounds**

- All Turnrounds planned below 65 minutes will be fixed linked.
- Timings for Posn to Posn sectors will be Agreed before Trip publication.
- Where a meal turnround off the aircraft is required, sufficient time will be added to the turnround time to allow 30 mins at table.
- Where an aircraft change turnround is less than 100 mins transport will be provided directly between aircraft for: T3 and T5, T5 and T3, off pier stands and between different sub terminals of T5.
- Time at aircraft side is at BA discretion.

Basic Parameters For Constructing Turnrounds (in minutes)

Pax Off	Op Arr To CRC	Trav a/c to a/c	Pax Arr to CRC	Pax Arr to CRC	Chng Clths	Pax Check In	Disem-bark	Bag Pick Up	CRC to Op Dep	CRC to Pax Check In	CRC to Pax Check In	Full Brief	A/C Side
			T5	T3						T5	T3		
15	20	15	10	20	15	45	15	15	20	5	20	20	35

10.4.4.1 Planned Shorthaul Minimum Turnround Times

	Building Blocks	Turnround with a/c Change
Op to Op All LHR Terminals	15 pax off + 15 travel from a/c to a/c + 35 a/c side	65
Op to Position (T5 to T5 or T3 to T5)	15 pax off + 20 travel to CRC + 15 change + 5 travel to check-in + 45 check-in	100
Op to Position (T5 to T3 or T3 to T3)	15 pax off + 20 travel to CRC + 15 change + 20 travel to check-in + 45 check-in	115
Position to Op (T5 to T5 or T5 to T3)	15 disembark + 15 bag P/up + 10 travel to CRC + 15 change + 15 brief + 20 travel CRC to a/c + 35 a/c side	125
Position to Op (T3 to T5 or T3 to T3)	15 disembark + 15 bag P/up + 20 travel to CRC + 15 change + 15 brief + 20 travel CRC to a/c + 35 a/c side	135

10.5 Rest**10.5.1 General**

No planned Rest Period shall be less than 12 hours duration. If the rest accommodation is more than 1½ hours return journey time from the airport the 12 hours must be increased by the time above 1½ hours.

10.5.2 Trips Exceeding 12 Days

Trips exceeding 12 days will contain at least 1 Rest Period of 2 Local Nights plus an additional Rest Period of not less than 65 hours.

10.5.3 **Rest at Base**

Rest Periods at Base may be concurrent with Leave including the associated Wraparound Days, DFW and the associated Non-Assignable Day.

10.5.3.1 **L/H Minimum Base Turnround (MBTR)**

In L/H, except as varied elsewhere in these Rules, the following table shall determine the Minimum Planned Rest Period (MBTR) at Base:

Trip Length	Rest Period in Local Nights
Not exceeding 24 hours	2
Exceeding 24 hours but not exceeding 2 days	3
Exceeding 2 days but not exceeding 12 days and off Duty before 2130 local time	3
Exceeding 2 days but not exceeding 12 days and off Duty at or later than 2130 local time	4
Exceeding 12 days and off Duty before 2130 local time	4
Exceeding 12 days and off Duty at or later than 2130 local time	5

10.5.3.2 **S/H Minimum Planned Rest Between Blocks (MPRBB)**

In S/H, except as varied elsewhere in these Rules, the Minimum Planned Rest Period Between Blocks of work will be 60 hours including three Local Nights, taken at Base.

10.5.3.3 **Planned Rest Between LHR/LGW Reports – Shorthaul**

The Minimum Planned Rest will be 13½ hours.

For LHR Based Pilots, consecutive Trips reporting at LGW will retain the 13½ hour rest. Should LGW Based Lines be Agreed, the minimum rest provisions between consecutive LGW Trips may be reviewed.

10.5.4 Time Off Within a Duty – Shorthaul

When the time off task is not more than 4 hours, a quiet and comfortable place, not open to the public, will be made available. If the time off task is more than 4 consecutive hours then a bed will be provided.

Time off task commences from Pax Off and finishes when required at the A/C Side, as defined by Planned Shorthaul Minimum Turnarounds (Basic Parameters For Constructing Turnarounds).

10.6 Shorthaul Night Duties

10.6.1 Intent

This Section applies to Shorthaul Pilots involved in Shorthaul Night Duties.

These rules apply irrespective of whether the Night Duties form part of a planned or Replanned Trip, or if on-the-day delay or disruption causes a FDP to overlap the Night Duty period as defined in BLR [10.6.2](#).

10.6.2 Night Duty Definitions

Night Duty – Any Duty impinging on the period 0059 to 0459 LT to which the Pilot is (or was last) adjusted.

UK Night Duty – A Night Duty, contained within a single FDP, which begins and ends within the UK.

Non-UK Night Duty– A Night Duty, contained within a single FDP, which does not conform to the requirements of UK Night Duty (above) in that it begins or ends outside the UK.

Block of Night Duties–more than one Night Duty in a Block of Work.

10.6.3 General

- The last turnround of a Duty Period of three or more sectors, that is part of a block of consecutive Night Duties will not be planned to exceed 1½ hours.
- Hotel accommodation will be made available, on request, for Rest Periods within a block of consecutive Night Duties flown from home Base and when a Pilot completes their Duty Period at home Base following Night Duties with Rest Periods away from Base.
- Private rest accommodation, such as a lounge will be made available when a turnround at night exceeds 3 hours (unless it can be shown to be impractical). Where a turnround exceeds 4 hours, a private bedroom for each crew member will be provided.

10.6.4 Rest Prior To Night Duties

Duties immediately prior to a single or consecutive Night Duties must be scheduled to finish not later than 22.30 LT. This requirement is intended to provide a full Local Night's rest prior to the Night Duty(s), however, this requirement is waived in the circumstances of a Reserve Standby call out.

All other requirements of this section apply to the Assignment of Reserves to Night Duties.

10.6.5 Night Duties

There may be within a Block of Work:

- Two consecutive UK Night Duties with a maximum combined Duty time of 20 hours.
- Two single UK Night Duties, separated by a least two Local Nights.
- Three Non-UK Night Duties, which need not be consecutive, the last Night Duty of which must only be a single sector returning to the UK. Where this last Night Duty finishes at a UK station other than the Pilot's home Base, it may be followed, within the same Duty Period, by a Positioning Sector back to the Pilot's Base. This Positioning must depart within 2 hours of the planned arrival time of the previous sector.

10.6.5.1 Consecutive Non-UK Night Duty Limitations

Where 2 Non-UK Night Duties are consecutive, the maximum combined Duty time will be 21 hours.

Where 3 Non-UK Night Duties are consecutive, the maximum combined Duty time will be 29 hours and the maximum Duty Period of only one of those Duties may exceed 10:15 hours.

10.6.6 Rest After Night Duties

The following rules apply at all times unless otherwise stated. They include and apply to both operating and/or positioning sectors.

10.6.6.1 Rest After Night Duties Finishing at Base

After any of the following:

1. A single UK Night Duty.
2. 2 consecutive UK Night Duties, where the second Duty Period finishes at Base.
3. A single Non-UK Night Duty.

Then the following rest applies:

- Either 30 hours planned rest or a Duty commencing at 0800 LT or later on the following day, whichever provides the greater Rest Period.

After a Block of Non-UK Night Duties:

- At least two Local Nights rest.

10.6.6.2 Rest After Night Duties Not Finishing at Base

After any of the following:

1. A single UK Night Duty.
2. 2 consecutive UK Night Duties, where the second Duty Period does not finish at Base.
3. A single Non-UK Night Duty.
4. A Block of Non-UK Night Duties.

Then the following rest applies:

- Either 30 hours planned rest or a Duty commencing at 0800 LT or later on the following day, whichever provides the greater Rest Period.

Note: See 'Following Disruption/Delay/Diversion' below.

- For a Trip planned or Replanned as a Night Duty before the Reporting Time for the Trip with a single sector both outbound and return, 22 hours minimum rest will replace the 30 hours rest requirement.

10.6.6.3 Following Disruption/Delay/Diversion – Rest After Any Night Duty Not Finishing at Base

The following applies solely to Duties not planned or Replanned as Night Duties but that, on the day, become so due to Disruption (see definition of *Trip Disruption*), delay or diversion.

Following a minimum of 12 hours rest, the Pilot will operate or position a single sector back to Base such that the Pilot is off Duty within 24 hours of the preceding off Duty time or midnight UK LT whichever is earlier. The pilot will then be entitled to a minimum of 30 hours rest which will be applied as follows:

- Any Duty within this 30 hour period will be dropped. This must result in the Day immediately following day of return to Base becoming a Day free of Duty. If required, further Duties will be dropped to achieve this.
- Where the pilot's roster had no Duties planned on the Day immediately following the day of return to Base, the pilot will drop all of the next whole day of Duty that exists on their roster, irrespective of how far in the future that is. If there is currently no planned future Duty, the next subsequently planned day of Duty will be dropped once published.
- Where a pilot drops that part of a Trip to satisfy this rule, they will retain the rest of that Trip, rejoining the Trip at the first opportunity.
- Any reduction in credit as a result of the above, and that of any dropped future Duty, will be Protection Credit (PR).

Note: The above roster changes will be implemented unless the pilot indicates that they wish to retain some or all of the dropped Duties. This decision is the sole choice of the pilot and must be communicated to Global Ops by the Reporting Time for the single sector back to Base. Any such request after this time will be actioned if possible.

10.7 Meal Rules (Shorthaul Trips)

10.7.1 Intent

This section will be applicable to both L/H and S/H crews operating S/H Trips.

The intention of these rules is to ensure that crews remain properly sustained during the course of their Flying Duties. This will be achieved through provision of a balanced, varied selection of food and beverages, appropriate to the time of day.

The standard of each main meal and refreshment will be determined by Head Office Agreement.

10.7.2 General

Where there is a need to meet any shortfall of catering, or insufficient meal time exists, it will be the Captain's responsibility to make alternative arrangements, uplifting additional catering or varying the Flight Schedule, as necessary.

Catering schedules will be attached to the Trip descriptions, produced for all fleets, showing the catering provided using abbreviations to show the type of meal provided.

To qualify for this section a Duty must exceed 4½ hours Elapsed Time, (defined as Report to 30 minutes after engines off). However, regardless of the Elapsed Time of a Duty, breakfast shall be provided on the first sector of any Duty, when the planned or Replanned departure time of the first sector is at or before 0900 UK Local Time.

10.7.2.1 Frequency of Eating

Whilst five hours is considered to be a suitable time, for scheduling purposes there shall be a minimum of three hours between main meal 'eating periods'.

First class refreshments will be provided where more than five hours Duty will elapse between meal eating periods.

10.7.3
Main Meal Times/Windows

UK Local Time is used throughout.

Where a Pilot is on Duty at the target time, a meal will be supplied to be eaten onboard.

Main meals scheduled on Duty will be planned to be started as near as practicable to the following meal 'target times'. The main meals must be able to be consumed wholly within the window.

	Target	Window
Breakfast	1st sector for departure at or before 0900	
Lunch	13:30	1200 – 1500
Dinner	18:30	1700 – 2000
Night Meal	02:30	0100 – 0400

10.7.4
Handling

10.7.4.1
Meals at Table

Breakfast and a main meal require a planned minimum of 30 minutes at table, at the Agreed restaurant (CRC T5A land-side staff restaurant).

10.7.4.2
Breakfast/Refreshment – Departures From Other Stations

When the first sector departs from other than the crew's Base, breakfast will normally be available at the nightstop hotel but may occasionally be made available on board the a/c. When the above is not available, the first sector is less than 1 hour and the crew are operating another sector with the same aircraft within the same Duty Period, then the first turnaround must not be less than 35 minutes (to allow 10 minutes for breakfast).

10.7.4.3
Airport Standby

ASB Pilots will be released for 30 minutes at table, for a meal, wholly within the meal window. The stand down period will be mutually agreed between Scheduling and the Pilot.

For this rule, the relevant meal period for breakfast will be 0700 to 1000.

10.7.4.4
Crew Positioning as Passengers

Flight Crew may be scheduled to position through a meal window, provided the flight is suitably catered to the agreed standard with alternative, hot meals.

10.7.5 Meal Type (When Provided on Board)

Breakfast will be either a hot, English or Continental style. Lunch will be a first class hot meal. Dinner will be a first class hot or cold meal. (Note that only where a hot lunch was eaten on board during the same Duty Period may a cold dinner be provided.) Night meal will be a first class hot meal.

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11 CREDIT AND PAY CALCULATIONS

11.1 Intent

Nothing in this section will be interpreted as defining when a Pilot may keep or drop a Duty, retain or lose the Credit.

11.2 General

All Duties will attract Credit.

For each Pilot, BA will maintain an up-to-date record of:

- CAP credit (current and projected).
- Banked credit.
- YTD total.

Details will be available to the Pilot electronically.

11.2.1 Annual CAP Provisions

In order to cope with unforeseen circumstances the Annual CAP can be increased up to 1059 (1061 in a leap year):

- Hours above Annual CAP (1049 (1061) in Longhaul, or 1049 (1061) in Shorthaul) are paid at:
$$[(\text{Pensionable Pay} \div \text{Annual CAP}) \times 2] \text{ per hour.}$$
- A Pilot who has not been on the fleet for the complete year will have any payment pro-rated according to the number of complete months on the fleet.

11.3 Classification of Credit

Credit falls into three classifications:

11.3.1 CAP Bankable (CB)

Credit that is Allocated during the Rostering stages and handled as follows:

1. CB hours Awarded to promote the Monthly CAP
2. CB Credit Awarded in excess of the Monthly CAP will be transferred to the Pilot's Bank

11.3.2 CAP Payable (CP)

Credit earned to promote CAP which is handled as follows:

Any excess above the Monthly CAP will be converted into pay at the individual hourly rate.

Note: In summing Credit, CAP Bankable hours will always precede CAP Payable hours.

11.3.3 Non Control Payable (NCP)

For TLHs, Non Control Credit is always paid.

For Small Fleet Rules Pilots, see Pay Calculation.

11.3.4 IOT and EOT Carry-Out Trip Credit

Credit handling of carry-out Trips will depend on when the Award takes place:

- For Trips that are Awarded before IOT for the following month opens, the Trip Credit within the first month will be NCP. The carry-out portion is CAP Bankable or CAP Payable depending on the Pilot's line type in the following month (unknown at this stage). The Premium Element will be applied as NCP for the entire Trip.
- Once IOT for the following month has opened, the Trip Credit in both months will be NCP and will accrue the Premium Element.

11.3.5 Trip Swaps With Open Time

Any increase in credit will be NCP for a TLH and that increase will also attract the Premium Element.

11.4 Line Types

11.4.1 General

It is important to note that although a Line Pilot may be Allocated a Reserve Period at BidInfo 1, for Pay purposes they will be classified as either a TLH or Pilot on SFRs (see also Section 1 'Reserve Handling'). A roster containing days of Reserve will, for those days, receive monthly Per Diem Rate towards their CAP credit total for that month.

Within a Reserve Period, separate rules apply for credit accrual (see 'Reserve Excess Credit' in this Section).

11.4.2 Trip Lines

Credit is accrued as CAP Bankable, CAP Payable or NCP as described in these rules.

11.4.3 Pilots on SFRS

Credit is accrued as CAP Payable for credit allocated in the pre-ops processes. For Allocations in the current ops processes normal credit classification applies. In the Pay calculation any NCP arising from an O/T Award (i.e. Trips, volunteer Standby and/or Sim stand-in) is applied before their credit is raised to the appropriate CAP level (where necessary).

11.5 Types of Credit & Credit Handling

11.5.1 Trip Credit Calculation

Trip Credit is calculated in accordance with the Duty Rig as the greater of:

- Trip Elapsed Time divided by 4 – Measured from the planned Report Time at the start of a Trip until the planned release from Duty at the end of the Trip.

OR

- The sum of the Credited Hours for the Duties planned to make up the Trip, the credit for each Duty being the greatest of:

The planned Flight Time of the sectors of the Duty including planned Flight Time for any Positioning by air, or planned time of surface transport (except between Heathrow and Gatwick at the beginning or end of a Trip).

In L/H, the planned duration of the Duty divided by 2

In S/H, the planned duration of the Duty divided by 2

or

In L/H, 3 hours

In S/H, 4.5 hours

11.5.2 Trip Credit Handling

11.5.2.1 Recency Credit

Credit is CAP Payable. However, where the displacement of a Co-Pilot, under the Co-Pilot Displacement rule, would cause their Recency to lapse and validation/revalidation cannot be arranged during any TASS, the credit will be NCP.

11.5.2.2 Monthly Boundary

The Credited Hour value of Trips extending beyond the last day of the month will be treated as follows:

- The portion of the Trip up to and including the last day of the month will be taken as a complete Trip and the Credited Hour value calculated in accordance with the Duty Rtg.
- The remainder of the Trip will attract the balance of the full credit for the Trip.
- If a Trip extends over a boundary and a TLH becomes a CAP protected Pilot or vice versa, the classification of credit will change at the boundary in the following way:
 - Trips carrying out from a Reserve Period into a TLH Month will become NCP.
 - Trips carrying out from a TLH Month into a CAP protected Month/Period will become CAP Payable.
- NCP Trips from Open Time (except IOT) will retain their classification.

11.5.2.3 Trip Overlapping a Reserve Period

The Credited value of the Trip will be divided by the number of Trip days to produce a daily Credited Hour value. The credit apportioned within the RP will equal the number of Trip days Overlapping the RP multiplied by the daily Credited Hour value. The balance of Trip days and Credit will accrue to the TL.

11.5.2.4 Reserve Carry-Out Credit

If a Pilot in a Reserve Period operates a Trip that extends beyond the Reserve Period, the credit generated outside the Reserve Period will be handled as follows.

The first three days of the Trip which conflict with a day that would otherwise have been free of any other Duty will be paid as Non Control Payable Credit. Further days, which would otherwise have been free of any other Duty, will additionally attract **the premium element**.

11.5.2.5 A Trip Overlapping Both a Monthly Boundary and a Reserve Period

Firstly the normal monthly boundary calculation takes place. Secondly, that part of the Trip that Overlaps a Reserve Period is calculated as in 'Trip Overlapping a Reserve Period', using the credit value for the split Trip established by the monthly boundary calculation.

11.5.2.6 Co-Incident Monthly Boundaries and Reserve Periods

Where the Monthly boundary coincident with the first/last day of a Reserve Period, the Monthly boundary calculation takes precedence.

11.5.2.7 Change/Disruption

Increased credit as a result of an Altered Trip for a TLH is Non Control Payable.

Increased credit as a result of an Altered Trip for a RPH is CAP Payable.

11.5.3 Time Assignable Credit

Duties Allocated against TASS arising from a Trip that attracted the Premium Element will additionally attract the Premium Element. Unused TASS will not attract the Premium Element. Credit in excess of the TASS liability will be NCP and additionally attract the Premium Element.

If a delayed Trip Overlaps a previously Allocated Duty, then the TASS Credit for any Overlapped days will be offset against the increase in Trip Credit.

11.5.4 Protection Credit

Credit substituted for Trip or Duty credit which cannot be off-set. It retains the classification of the original credit.

11.5.5 Reserve Credit

For TLHs, any part of the month containing Reserve days will be Credited with the appropriate Monthly Per Diem Rate (CAP Bankable).

If Activities Overlap Reserve FDO(s), then both the Credit (if any) of the Activity and the FDO(s) will be retained. Credit accrued during the Reserve Available Days is Reserve CAP Payable.

Trip Credit accruing towards Reserve CAP is the Planned Trip Credit. However, if the Trip is Replanned then the Replanned Trip Credit will accrue.

Any Activity Overlapping FDOs will accrue CAP Bankable/CAP Payable/ NCP, Premium Element as appropriate.

11.5.5.1 Reserve Excess Credit

Within the Reserve Period the total of Reserve credit (including nominated BALPA credit) will be formed.

Any resulting excess of credit over Reserve CAP will become the Pilot's Reserve Excess Credit total, which is NCP. This and any other NCP earned during the Reserve Period will be accounted for at the end of the month in which the Reserve Period ends.

11.5.6 Standby – Home

11.5.6.1 RPH

A RPH will accrue 3:45 Credited Hours for each 12 hour HSB. Credit for a notified Standby Duty less than 12 hours will be pro-rated subject to a minimum of 2:35 Credited Hours.

If a Pilot is called from HSB, the period of Standby for the purpose of the Credited Hour calculation will be deemed to end at the Reporting Time of the Trip, except that the sum of the Credited Hours for the Standby and the Trip will not be less than the planned Credited Hours for the Standby.

11.5.6.2 Voluntary Standby

Voluntary Standby attracts credit at the rate of 3:45 (NCP) plus the Premium Element. This is not pro-rated except when calculating the credit for call out from Voluntary Standby.

11.5.7 Standby – Airport

Airport Standby is calculated as for a Trip and classified as CAP Payable.

11.5.8 Handling of Credit For Draft Standbys and Callout (TLH/ RPH)

See 'Current Ops Processes'.

11.5.9 Ground Duties Credit

11.5.9.1 General

When a Pilot is allocated Ground Duties away from Base, the credit is calculated as if the Duty were a Trip.

The credit for courses of a non-technical nature will be the subject of Agreement.

11.5.9.2 Ground Duty Credit

Ground Duty Credit being 4:30 Credited Hours for any single Duty involving such training as simulator, ad hoc training, taxiing as a separate Duty or meeting days.

11.5.9.3 Ground Training Day

For GTD at Base the credit will be the Duty divided by 1.75 (SH Duty Rig). Away from Base agreed travel times will be added to the Duty day (e.g. 1 hour each way for LGW-LHR) and in both cases is subject to the minimum credit of 4:35 (see also definition of GTD).

11.5.9.4 Simulator & Ground Training Period Combined

For a combined Simulator and GTP at Base the Credited Hours will be 4:40. Away from Base agreed travel times will be added to the Duty day (e.g. 1 hour each way for LGW-LHR) and in both cases is subject to the minimum credit of 4:40 (see also definition of GTP).

11.5.9.5 Simulator Stand-In

The credit for a Simulator stand-in is 4:30 NCP.

11.5.9.6 Specialist TSC Duties

For TSCs conducting specialist courses, the daily credit will be the Duty divided by 1.75 (SH Duty Rig), with a minimum of 4:30. However, the daily credit for a SFI/TRI Duty will be a minimum of 5:15 and for a TRE STDS Course Tutor it will be 6:00.

11.5.10 Training Course Credit

This applies to Courses of sufficient length to require working days and days off.

11.5.10.1 Credit Table

Type of Course	Able to Bid?	Activity	Credit
Conversion/ Command/ Differences	Yes	Up to last day of base flying/ last ZFT detail Line Training	Normal Per Diem Rate replaces all other credit that would otherwise accrue. Normal Per Diem Rate. Within the course is Assignable to the pro-rated Normal CAP. Hours worked above the pro-rated Normal CAP are paid.

Type of Course	Able to Bid?	Activity	Credit
Conversion/ Command/ Differences	No	Up to last day of base flying/ last ZFT detail Line Training	Normal Per Diem Rate replaces all other credit that would otherwise accrue. Assignable to Normal CAP.
Appointment Training	Yes	All activities not involving simulator or flying. Simulator and Line Flying	Normal Per Diem Rate replaces all other credit that would otherwise accrue. Within the course is Assignable to the pro-rated Normal CAP. Hours worked above the pro-rated Normal CAP are paid.
Appointment Training	No	All activities not involving simulator or flying. Simulator and Line Flying	Normal Per Diem Rate replaces all other credit that would otherwise accrue. Within the course is Assignable Normal CAP.
Continuation Training	No	Line Flying	Normal Per Diem Rate. Within the course is Assignable to the pro-rated Normal CAP. Hours worked above the pro-rated Normal CAP are paid.
Continuation Training	Yes	Line Flying	Normal Per Diem Rate. Within the course is Assignable Normal CAP.

11.5.11 Development Trainer Duty – Trainee

For a Development Training Duty, the credit will be the Duty divided by 1.75 (SH Duty Rig) with a minimum of 4 hrs 30 mins.

11.5.12 Development Training – Trainer

For a Development Training Duty, including any Set-up Day, the credit will be the Duty divided by 1.75 (SH Duty Rig, with a minimum of 4hrs 40 mins, excepting a Design Day when the minimum credit will be 5hrs).

11.5.13 Airtest and Base Flying Credit Calculation

Credit for Pilots, including Safety Pilots, will be the Credited Hours for the whole Trip calculated on the achieved times, subject to SH minimum report credit.

This does not apply to trainees.

11.5.14 Leave/DFW

Leave Credit and DFW Credit is calculated using the Monthly Per Diem Rate for each day of Leave/DFW and classified as CAP Bankable (TLH). For other CAP protected Pilots, the credit will be calculated using the Normal Per Diem Rate.

If Activities Overlap a DFW Day(s) then both the credit (if any) of the Activity and the DFW Day(s) is retained.

11.5.15 Short Term Sickness – Credit Handling**11.5.15.1 At Base**

At the end of the month a Pilot will be protected to their projected CAP credit for that month. This will include the Normal Per Diem Rate for days of sickness in a Reserve Period.

11.5.15.2 Downroute

A Pilot who was sick whilst on a Trip will be credited with the planned credit of the Trip or the re-planned credit based on their return to Base whichever is greater.

However, any additional credit that accrues due to the Pilot's sickness downroute and which alone causes the Monthly CAP (or Normal CAP+2 if lower) to be exceeded, will be disregarded.

11.5.16 BALPA Credit

BALPA Representatives will be provided with credit as described in BALPA Reps Section.

11.5.17 Draft Duties

For Drafted Trips, the Premium Element is additional to the full Trip credit.

For other Duties, the Premium Element is additional to the credit for that Duty.

11.5.18 Draft Trip/Duties – Credit

The Credit is NCP for a TLH and CAP Payable for a RPH.

11.5.19 Longhaul – Disruption, Not Applicable to RPHs

If an increase in Trip credit occurs as a result of a Pilot's Trip being disrupted such that if they are off-duty on a later GMT date, any returns on a later GMT date, any increase in credit will additionally attract the Draft element.

If they are off-duty on a later GMT day but no increase in Trip credit occurs (or the increase including the Draft element totals less than 3 Credited Hours), and they are off-duty at least six hours later than that planned at the time of their departure from Base, then 3 Credited Hours will be substituted.

11.5.20 RPH – Disruption

Any increase in Trip credit will be CAP Payable.

11.5.21 Direct Report Credit

Heathrow/Gatwick Based Pilots reporting direct to the other Base will receive one Credited Hour per report. This credit will be NCP.

11.5.22 Extra Sector

Extra Sector Credit. 2:15 hours NCP per extra sector completed on Shorthaul.

Note: A return to stand without getting airborne is not a completed sector.

11.5.23 Flying Allowance and FPS

The payment of the FPS following cancellation, disruption or substitution is described in the Memorandum of Agreement.

The definitive Flying Allowance Agreement is contained in the Memorandum Of Agreement (MOA) and is referred to here for guidance only.

11.5.23.1 Instructor Simulator Duties

Appointment Holders payment for Simulator details is contained in the Flying Pay Agreement.

11.5.23.2 Effect of Trip Disruption on Credit

- If a Trip is disrupted such that a slip occurs at a station other than as planned on the original Trip, or an extra slip occurs, the Trip will be re-planned and any extra credit will be classified as Re-planned Trip Credit.

- If the Trip is disrupted such that no unplanned slip occurs, even if an extra intermediate landing occurs, the Trip will be re-planned.

11.5.24 TAH Credit

11.5.24.1 Credit Handling for Training Lines, Simulator Months, Base Flying, and Training Blocks

Credit will be handled as follows:

- Hours Allocated above Normal CAP in an OLM will be CAP Payable. However, a TAH may indicate within 7 Days of OLM NOTIFICATION OF DUTIES that they require this Credit to be CAP Bankable.
- Credit carried out from an OLM to a line month will be paid as NCP.
- For Training Blocks hours allocated in excess of the monthly Per Diem multiplied by the Days of the block will be CAP bankable, additionally the excess will be paid as NCP.
- Excess hours associated with base flying will be paid as NCP.
- Partial OLMs; Credit accrued during the 'Partial OLM' is CAP Bankable/Payable. 'Partial OLM' days will be credited with the appropriate Monthly per Diem Rate (CAP Bankable/Payable).

11.5.24.2 Credit Handling for Additional Training Lines

A full Additional Training Line will attract 28 hours NCP.

There will be a reduction of 1 hour NCP:

- For each day of retained pre-allocated Activity published on the line.
- For each Training Trip or Training simulator Duty day lost due to the Training Captain's sickness.
- For each 5 hours of BALPA credit used. In the event that the Training Captain is sick such that all Training Duties are lost, these NCP payments will not accrue.

11.5.25 Credit Handling for LGW Longhaul Leisure Agreement

Where a bunked aircraft cannot be guaranteed to be available then at the planning stage, (ie. before CAP set for that month) then each trip containing such a sector planned within Box B will attract an additional 3 credited hours on top of the normal duty rig planned trip credit.

This additional credit will be included in the CAP calculation. Where the extra credit was planned at IB1 then it will remain attached to the trip even if operated by a RPH. If the trip is Drafted or Awarded at IOT/EOT then the Premium Element will be paid on the whole trip credit, including on the extra 3 hours (unless the Award was single rate at IOT).

11.6 Pay Calculation

11.6.1 General

At the end of each month, for pay purposes BA will calculate the Credited Hours for each Pilot.

11.6.2 Bid Line Statement

As soon as practicable after each month, BA will supply each Pilot with a statement laying out their credit for that month including their Banked hour balance. This balance will also be shown on the final roster.

11.6.3 Termination of Employment

When a Pilot terminates employment as a Pilot, then the normal pay calculation will be applied for the month in which they terminate except that:

- Credit will be calculated against a prorated CAP according to the number of days of employment within the month.
- All Banked credit will be paid.
- BA will supply the closing statement as soon as possible after their termination date.

11.6.4 Application

11.6.4.1 Trip Line Holder

1. The total of CAP Bankable Credit will be formed and handled as follows:
 - CB hours Awarded to promote the Monthly CAP.
 - CB Credit Awarded in excess of the Monthly CAP will be transferred to the Pilot's Bank.

2. Next will be added any CAP Payable Credit and handled as follows:

Any excess above the Monthly CAP will be converted into pay at the individual hourly rate.

3. If the Pilot's hours at this point are less than Monthly CAP, available Banked hours will be withdrawn to increase the hours to a maximum of Monthly CAP. If there are insufficient Banked hours to achieve Monthly CAP, will be converted into pay at the individual's hourly rate and deducted from the Pilot's monthly salary.
4. Next, all NCP credit will be converted into pay at the individual's hourly rate and added to the Pilot's monthly salary.
5. Finally, if a Reserve Period (RP) ended in the month, any Reserve Excess credit from the RP calculation will be converted into pay at the individual's hourly rate and added to the Pilot's monthly salary.

11.6.4.2 Pilots Covered by the Small Fleet Rules (SFRs)

1. The total of CAP Payable Credit (including nominated BALPA credit), will be formed and any excess above the Monthly CAP will be converted into pay at the individual's hourly rate.
2. Next will be added NCP Awarded at IOT/EOT excluding any Premium Element.
3. If the Pilot's total hours at this point are less than the monthly CAP, the following will apply:
 - a. Where the Monthly CAP is Normal CAP +2 or less, their hours will be raised to the Monthly CAP.
 - b. Where the Monthly CAP is above Normal CAP +2, their hours will be raised to Normal CAP +2.
4. Next, all remaining NCP (including any unused from 2 above) will be converted into pay at the individual's hourly rate and added to the Pilot's monthly salary.
5. Finally, if a Reserve Period (RP) ended in the month, any Reserve Excess credit from the RP calculation will be converted into pay at the individual's hourly rate and added to the Pilot's monthly salary.

11.6.4.3 TAHs in Off Line Months

1. The total of CAP Payable Credit (including nominated BALPA credit) will be formed.
2. Any excess credit over Normal CAP will be converted into pay at the individual's hourly rate.

3. If, at this stage, the total of credit is less than Normal CAP, then their hours will be raised to Normal CAP.
4. Next, all NCP credit will be converted into pay at the individual's hourly rate and added to the Pilot's monthly salary.
5. Finally, if a Reserve Period (RP) ended in the month, any Reserve Excess credit from the RP calculation will be converted into pay at the individual's hourly rate and added to the Pilot's monthly salary.

11.6.4.4 TAHs with a Partial OLM

Any excess credit over pro-rated Normal CAP will be converted into pay at the individual's hourly rate. However, a TAH may indicate within 7 Days of OLM NOTIFICATION OF DUTIES that they require this Credit to be CAP Bankable.

11.6.4.5 Long-Term Sick (LTS)

A LTS Pilot will receive one-twelfth of their annual salary per month.

11.6.4.6 Trainee Pilot (Including Appointment Training and Continuation Training)

The calculation below will apply to all days of a course.

Where a course starts/finishes during a month, the calculation below will be made first and the result carried forward to the appropriate line type calculation (see training course table).

During the Course:

1. The total of CAP Payable Credit (including nominated BALPA credit) will be formed.
2. Any resulting excess of credit over Normal CAP together with any NCP will be converted into pay at the individual's hourly rate and added to the Pilot's monthly salary.
3. The Pilot will be paid according to their Line Type with the credit associated with the portion of their course calculated at Normal Per Diem Rate.

11.6.4.7 Pilots on Full Pay Monthly Stand-Down

Pilots stood down in this way will be CAP protected.

12 FLIGHT CREW SCHEDULING COMMITTEE (FCSC)

12.1 Intent

The FCSC is a joint BA/BALPA Committee responsible for overseeing the Bid Line system. It acts in an impartial manner. It also monitors achieved FDP performance. This function is usually delegated to the Schedule Regularity Committee.

12.2 General

The Committee will be established with three members appointed by BA and three by BALPA and will meet monthly.

It is recognised that stable membership of the Committee is desirable, nevertheless either BA or BALPA may change an appointed member by giving one month's notice in writing to the other side.

The Committee shall appoint a Chairman. This appointment will alternate annually between BA and BALPA.

In order to carry out its task individual members of the Committee will have unrestricted access to all information regarding the Bid Line System and attendant Scheduling Systems.

BA will provide the Committee with a meeting place and administrative assistance.

12.3 Quorum

The FCSC will be considered quorate when at least two members from each side are present.

12.4 Bid Package Format & Contents

The FCSC will decide the format and content of the various Bid Packages. It will also Agree the annual Bid Line calendar which will be published not later than the October IB Stage 1 package.

12.5 Drafting

The FCSC will monitor the frequency and reasons for Drafting. In order to carry out this task, details of the occasion and reasons for a Draft will be supplied to the Committee. Should frequent Drafting occur the Committee will, if necessary, correct the situation by making appropriate rule changes.

12.6 Analysis & Information

BA will provide the FCSC with the following:

- CAP Setting information.
- The flying hours planned for a fleet/Status at the CAP setting stage compared with the flying hours achieved.

This information will be provided to the FCSC on a month-by-month basis.

The FCSC will examine this information and recommend any necessary action with regard to the establishment, etc.

- A statement of the normal Reserve Levels for each Fleet.
- Monthly information on Net Low Bidder Assignments
- Increase in Trip Credit at the end of IB Stage 2A.
- Infringement of FDO.
- Draft information
- Management Batches information
- List of Appointment Holders.
- A statement of the TAH establishment for each fleet. The FCSC will examine this information and recommend any necessary action.

12.7 Reserve Recency

The FCSC will assess from the experience of previous months, whether, in the normal course of operations, enough Credited Hours fall to O/T to satisfy the requirement that RPHs achieve Recency. The FCSC has the responsibility for resolving such problems.

12.8 Clarifications, Interpretations & Amendments

If it is apparent that a rule is ambiguous, unclear or is being interpreted contrary to its original intention the Committee will issue a clarification. When deciding the outcome of a rule interpretation or clarification, it may determine the original intention of the rule rather than what is written.

Where the Committee agrees that a rule is preventing the system from working effectively within the original intent of the rules, it will issue a Rule amendment.

12.9 Rule Alleviations

An alleviation is a temporary change to the Bidline rules issued by the FCSC.

An alleviation will:

- Explain the reason for the temporary change to the rules.
- Clearly define the changed rule(s).
- Have a defined end date.

12.10 Promulgation/Implementation of Changes/Alleviations

Agreed Changes/Alleviations will be promulgated electronically to Flight Crew (by a FAN) and to the relevant BA departments. Effective date will be by agreement.

As soon as practicable the electronic version of the Bidline Rules will also be updated.

The 'paper' version of the Bidline will only be updated annually, target Month being May.

Exceptionally a Change/Alleviation can take immediate effect, in which case it will be notified as soon as practicable.

12.11 New Agreements

When required, the Committee will write appropriate Bid Line rules to cover any new agreements between BA and BALPA. Such rules will be subject to formal ratification at the next convenient BA/BALPA Head Office Meeting.

12.12 Submissions

12.12.1 General

An interpretation of any rule may be requested by BA, BALPA or any Flight Crew member. Emails received on or before the last day of a Month will be considered at the next meeting.

Decisions of the Committee will be notified to BA and BALPA by means of their minutes and to the individual Pilot by email.

Emails should be addressed to:
Fcsc.1.secretary@ba.com

12.12.2 Individuals

Where a Flight Crew member considers themselves incorrectly affected by an application of the Bid Line rules and has been unable to resolve the matter, they may write to the FCSC requesting a resolution.

If the request relates to a specific occurrence, it must be submitted to the Committee within 6 months of the occurrence.

The FCSC will communicate the results of its deliberations in writing to the Flight Crew member, normally within 3 meeting dates.

Where the Flight Crew member is dissatisfied with this outcome they may appeal to the FCSC to review their submission, explaining the grounds for their appeal and providing any further information.

The FCSC will communicate its final decision, in writing, to the Flight Crew member.

Further action may only be taken through the grievance procedure of the BA Employment Guide (EG903).

Fast Track Process – By Agreement submissions may be Fast Tracked and resolved without reference to the full committee. A reply will be sent by email from the Secretary. The submission, resolution, and reply will be recorded in the minutes of the next meeting.

12.12.3 Failure To Agree

Where the Committee fails to reach agreement on BA/BALPA issues, the matter will be referred to the BA/BALPA Head Office Spokesmen (one from each side) for resolution. In the event that they are unable to agree they may appoint an Independent Arbitrator to sit with the FCSC in order to resolve the issue.

12.13 Achieved FDP and Block Time Performance

12.13.1 General

The FCSC may devolve responsibility for monitoring FDP's and Block Times to the Schedule Regularity Committee (SRC). The SRC will have the full authority of the FCSC in access to information, reviewing results and determining any relevant action required.

12.13.2 Intent

It is the intention of this Section to ensure that the limits contained within the Duty and Rest Section are achieved on the appropriate percentage of occasions and to describe the necessary corrective action required when failures occur. It is expected that services will be planned on a realistic basis.

12.13.3 Composition

The composition of each side of the SRC will be as required by the FCSC.

12.13.4 Responsibilities

When performance does not achieve the minimum percentage required, the Trip Itinerary and/or crewing levels will be amended to conform, unless the FCSC agree otherwise. If performance subsequently improves such that the minimum percentage is achieved, the original Trip Itinerary and/or crewing levels may be restored.

BALPA may request information on the achieved values of any scheduled Duty Period and BA will provide this data within seven days of the receipt of the request. If the data demonstrates that the appropriate limits are not being met, then the appropriate corrective action will be taken.

The FCSC will review Long Range Sectors prior to the commencement of each season and make any necessary changes.

12.13.5 New Schedules

A New Schedule is one for which no relevant experience exists.

BA will use best evidence available when setting a New Schedule, taking into account the view of the SRC with regard to the appropriate Trip Itinerary and/or crewing levels. If a New Schedule fails following a minimum of 2 months accumulated data between the start of the season and June (Summer) and the start of the season and December (Winter), corrective action will be taken, commencing 2 months from the end of the last month monitored, for the remainder of the season. At the end of the season within which a schedule first appears, it will cease to be monitored as a New Schedule.

12.13.6 Season to Season Planning

Where a like season schedule is replanned such that the Flying Period permits a change to Trip Itinerary and/or crewing levels, then this service will be monitored as a New Schedule. Achieved Flying Duty Periods will be monitored against the Flight Duty Period limits as described in the Section on Duty and Rest.

Within the first two months should statistical failure occur then correction will take place for the next month where CAP set is yet to take place.

Where the appropriate criteria as described in the section of Achieved FDP and Block Time Performance is met then replanning will be considered realistic.

12.13.7 Special Circumstances

When a rapid and significant change of circumstances occurs (e.g. ATC dispute, airspace closure, war, etc.) then BA shall immediately inform the FCSC. The FCSC will decide if the circumstances warrant a change to the appropriate Trip Itinerary and/or crewing levels.

12.13.8 Test Duties

Test Duties will be monitored seasonally.

Test Duties demonstrate a schedule may be replanned in a subsequent like Season, against the Flight Duty Period limits as described in the Section on Duty and Rest, such that will meet the required criteria described in the section on Achieved FDP and Block Time Performance.

The SRC will review the correction, prior to commencement of the next like season allowing Trip Itinerary and/or crewing levels to be planned against the Flight Duty Period limits as described in the Section on Duty and Rest.

12.13.9 Monitoring of FDPs and Block Times

The SRC will monitor:

- All services that have an FDP within one hour of the relevant Box limit in the Duty and Rest Section.
- All Block Times within 30 minutes of the maximum LRBT limit.
- Any other FDP/LRBT that it may deem necessary.

FDPs and Long Range Block Times (LRBT) for each fleet will be monitored seasonally by Summer and Winter. Summer and Winter seasons will be as published in the BA Timetable.

When a service is monitored, all such services in a season will be monitored, including those which do not reach the planned destination. A service which does not reach its planned destination will be reviewed by the FCSC to determine whether it should form part of the performance assessment.

12.13.10 FDPs – Box A

12.13.10.1 Criteria

Achieved Flying Duty Periods should be less than or equal to the applicable limits in the Section on Duty and Rest on at least 75% of occasions over a season.

12.13.10.2 Handling

Achieved Flying Duty Periods will be monitored seasonally by Summer and Winter against these Criteria.

12.13.10.3 Corrective Action

Where a Service fails to achieve the Criteria in a season, corrective action will take place in the next like season (i.e. Winter for Winter, Summer for Summer) following the failure.

12.13.11 FDPs – Long Range Box B, C & D

12.13.11.1 Criteria

Achieved Flying Duty Periods should be less or equal to than the applicable limits contained in the section on Duty and Rest on at least 50% of occasions over a season.

12.13.11.2 Handling

Achieved Flying Duty Periods will be monitored seasonally by Summer and Winter against these Criteria.

12.13.11.3 Corrective Action

Where a service fails to achieve the Criteria in a season, corrective action will take place in the next like season (i.e. Winter for Winter, Summer for Summer) following the failure.

12.13.12 Block Times – 2 Crew Box A

12.13.12.1 Criteria

Achieved Block Times should be less than or equal to the applicable limits contained in the section on Duty and Rest on at least 50% of occasions over a season.

12.13.12.2 Handling

Achieved Block Times will be monitored seasonally by Summer and Winter against these Criteria.

12.13.12.3 Corrective Action

Where a Block Time fails to achieve the Criteria in a season, corrective action will be take place in the next like season (i.e. Winter for Winter, Summer for Summer) following the failure.

12.13.13 Monitoring LGW Longhaul Leisure Agreement

If a bunked aircraft was provided on less than 90% of occasions over a season then the next like season will, for the whole season, be planned as if operated by a non-bunked aircraft, (ie. the 3 hours extra credit/MBTR will apply). For the purposes of this monitoring, all occasions where the 3 hours extra credit was planned and the sector operated by a non-bunked aircraft will be treated as if operated on the day by a bunked aircraft.

Additionally, at the point in the season where it becomes evident that the 90% success criteria cannot now be achieved then, from the month subject to the immediately following CAP setting, the sector will be planned with the additional 3 hours credit.

Note 1: The latest date for any such correction in the Winter season will be CAP setting for March and for the Summer season will be CAP setting for October.

Note 2: At any time during a season BA may plan the trip with the additional 3 hours credit, all such occasions being treated as if operated on the day by a bunked aircraft.

13 PART TIME WORKING

13.1 Part Time Working – Right to Request

13.1.1 Intent

This section contains arrangements specific to Pilots working on a part-time basis under the Right to Request provisions.

Unless specifically excluded by the following rules, or where these rules are silent, the main Bidline Rules apply.

It permits a Part Time Pilot to work 50% or 75% of their Fleet's Monthly CAP output.

It is the intention that PTPs deliver the appropriate proportion of Monthly CAP.

13.1.2 PTDO Handling

The PTDOs per month will be 14 for a 50% Pilot and 7 for 75% Pilot.

BA will allocate individuals a fixed pattern of PTDOs. These Days will form a contiguous block and commence every 28 Days. PTDOs will start and finish on the same Day as Reserve FDOs. There will be no change to the pattern of PTDOs.

A PTP will be pre-allocated Credited Hours, for projection purposes only, for each PTDO within the month, at the Monthly Per Diem Rate, which will be used for roster construction and the control of monthly output/pay calculations.

13.1.2.1 Swapping of PTDOs

The Intent of this rule is not in any way meant to reduce PTPs availability for reserve.

Two Part Time Pilots on the same contract type may elect to swap a block of PTDOs with each other.

Pilots wishing to swap must inform pre-ops at least 56 days prior to the start of the month in which the first block of PTDOs begins.

13.1.3 Banks

The operation of Banks will be monitored by the FCSC.

13.1.4 Reserves

13.1.4.1 Commitment

PTPs will undertake the standard Reserve Periods. However, the points Allocated for RPs will be increased as detailed in 'Reserve Banding' to reflect the reduced amount of full-time flying.

13.1.4.2 Reserve Allocation and Reserve Slide

A Reserve Period will not be Assigned if it Overlaps Part Time Days Off, Leave, Leave Wrapround, DFW including the non-Assignable Day associated with a DFW.

A Reserve Period may nonetheless be Awarded if the FDOs Overlap Part Time Days Off, Leave Wrapround or the non-Assignable Day associated with a DFW.

Reserve Shift will always take precedence over Reserve Slide.

In Longhaul, when there is a gap of 3 days or fewer, between the PTDOs and RP, then the RP will be slid to abut the PTDOs to form a contiguous block. However, should there be any Activities within these days then the RP will be slid to abut these Activities.

If this Reserve Slide would cause the RP to start before the planning period, the RP will be shifted to commence on the first day of the planning period.

In the event that Reserve Slide takes place, the placement of FDOs will continue to comply with the Type1/Type 2 Extra LHRP construction rules.

Note: This Reserve Slide will not cause a Christmas OUT RP to be become a Christmas IN RP or vice versa.

13.1.4.3 Voluntary Movement of FDOs

Pilots may advise Pre-Ops of a preference to have their FDOs moved to better accommodate known peaks of Open Time. Acceptance is at BA discretion.

13.1.5 Pre-Ops Processes

13.1.5.1 Pre-Process (BidInfo1) – (Right to Request)

RTR Pilots can bid at the Pre-Process stage for Reserves, Leave Slide and Credit Ranges and for December rosters Christmas Out Trips (See [Christmas](#) below).

13.1.5.2 Trip Bidding (BidInfo 2) – (Right to Request)

It is the Pilot's responsibility to maintain their Recency.

Bids for Trips that would Overlap PTDOs are invalid unless the PTP has added a Roster Waive bid where they can bid to overlap the 1st day of the PTDOs or the 1st and 2nd days of the PTDO.

13.1.6 Current Ops

13.1.6.1 Current Ops Handling

A PTP cannot be Drafted into or during their PTDOs.

13.1.6.2 Open Time

RTR Pilots have access to IOT and EOT at any time, including during PTDOs. Trips Allocated will not attract the Premium Element until individual total hours, measured over the Part Time Cycle, equals the sum of the Monthly CAPs over that cycle.

13.1.6.3 Trip Change

Normal Trip Change rules will apply. However, if a Trip that did not previously impinge on PTDOs is Changed such that it now Overlaps a PTDO, the Pilot may choose to drop the Trip and become TASS.

13.1.6.4 Trip Disruption

See '[Trip Disruption](#)' in the Current Ops Processes section.

13.1.6.5 Drafting

A PTP cannot be Drafted into or during their PTDOs.

13.1.7 Training/Checks

13.1.7.1 SIM/SEP/Development Training (DT)

- Preferences for SIM, SEP and Development Training that overlap PTDOs or do not abut PTDOs will only be Awarded at BA discretion.
- Assignment of SIM, SEP and Development Training Duties may abut but not impinge upon PTDOs.
- Any training undertaken when a PTP is available for work will count towards the minimum commitment but not attract NCP.

13.1.7.2 Route Checks

Preferences for Route Checks Allocated during PTDOs will count towards the Pilot's monthly commitment and will not attract NCP.

13.1.7.3 Consolidation RTR Part Time

To ensure that sufficient time is available for consolidation following a course, part time pilots would remain full time for the following periods:

- New command: 6 months.
- Command on type: 6 months.

- All other conversion courses: 2 months.

Note: Leave/DFW entitlements will be adjusted on a pro-rata basis.

13.1.8 Duty and Rest

Rest Periods at Base may be concurrent with PTDOs.

13.1.9 Leave/DFW

13.1.9.1 Entitlement

Leave/DFW entitlement each season:

- A 50% PTP will be entitled to 1 x 4 Day plus 1 x 3 Day block of leave and 1 x 4 Day DFW.
- A 75% PTP will be entitled to 1 x 6 Day plus 1 x 5 Day block of leave and 1 x 5 Day DFW.
- For the longer block, the Bid will be considered against the Post Leave slots and the shorter against the pre-leave slots.

13.1.9.2 Handling

Part Time Pilots may be Awarded leave or DFW blocks as annotated on the appropriate Bidding form. The Leave/DFW block will commence on the planned start Day and be shortened to reflect the reduced entitlement. The PTP may request that the Award is moved to commence later provided it ends within the span of the original block. Where consecutive weeks of Leave are Bid for separately and subsequently Awarded, the PTP may elect to have either week moved to form a single, contiguous block.

The PTP must inform pre-ops of their request prior to Leave/DFW Move Up closure for the month in which the planned Leave block commences.

Leave/DFW will only be Assigned wholly outside PTDOs. It may be necessary to increase the number of Leave/DFW slots in order to accommodate the Assignment of Leave/DFW.

13.1.9.3 Wraparound Days/Non-Assignable Day

Wraparound Days will retain their normal position. For 50% PTPs, their will be two Wraparound Days before the shorter block and one after the longer block. For 75% PTPs there will be two Wraparound Days before the shorter block and two after the longer Block. DFWs will be preceded by a non-assignable Day.

13.1.10 Pay

The PTP will be handled as a TLH for pay purposes.

13.1.11 Christmas

13.1.11.1 Bidding for Trips

- For December a PTP may Bid during the Pre-Process stage for any Christmas OUT trip including one that overlaps their PTDO days.
- PTDOs that are overlapped by any bid will be available for Christmas OUT Assignment.

13.1.11.2 Bidding for Reserve

- For December a PTP may Bid during the Pre-Process stage for a Christmas Out Reserve Period. PTDOs may not be overlapped by Reserve Available Days, but may be overlapped by FDOs.
- PTDOs that are overlapped by any bid will be available for Christmas OUT Assignment of any Reserve Period with FDOs overlapping those same PTDOs.

13.2 Part Time Working – Wind Down/Aspirational

13.2.1 Intent

This section contains arrangements specific to Pilots working on a part-time basis under the Wind Down/Aspirational provisions as detailed in the Annual Bid Document.

Unless specifically excluded by the following rules, or where these rules are silent, the main Bidline Rules apply.

It permits a Part Time Pilot to work 58% of their fleets Monthly CAP output averaged over 2 months or 72% of their Fleet's Monthly CAP output averaged over 3 months.

13.2.2 Handling

The PTP will be planned a sequence of full time months and part time months.

- A 58% contract will comprise one month based on delivering 100% of Monthly CAP (full time month) followed by one month based on delivering 16% of Monthly CAP (part time month).
- A 72% contract will comprise two months based on delivering 100% of Monthly CAP (full time month) followed by one month based on delivering 16% of Monthly CAP (part time month).

- During a part time month, a PTP will be pre-allocated Credited Hours equalling 84% of Monthly CAP for projection purposes only. This Credited Hour value will be used for roster construction and the control of monthly output/pay calculations.
- During a change over month, a 58% PTP will be pre-allocated Credited Hours totalling 42% of Monthly CAP for projection purposes only. This Credited Hour value will be used for roster construction and the control of monthly output/pay calculations.

13.2.2.1 Change of Sequence

In order to ensure that the PTP is not planned for the same sequence each year, each PTP will be planned to alter their sequence of Full Time Months and Part Time Months.

New patterns: Both 58% and 72% PTPs will therefore utilise consecutive PT months within the following patterns:

72% pattern:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
PATTERN A	F	P	P	F	F	P	F	F	P	F	F	P
PATTERN B	F	F	F	P	F	F	P	F	F	P	F	F
PATTERN C	P	F	F	F	P	F	F	P	F	F	P	F

58% pattern:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
PATTERN A	F	P	P	F	P	F	P	F	P	F	P	F
PATTERN B	P	F	F	P	F	P	F	P	F	P	F	P

Old patterns:

- For 58% PTPs there will be a biennial change, based on the month in which the Pilot became part time. During the 2 consecutive change-over months, the PTP will not have access to BidInfo 1 (except where December is a change over month), but will have the option of bidding as a TLH at BidInfo 2. There will be no requirement for a PTP to satisfy a Hot Spot requirement during a change over month. If a PTP's projected credit in a change over month is less than CAP -15 they will be wiped. Output levels during each change over month will be 58% of the Monthly CAP
- For 72% PTP the sequence of months will change each year, based on the month in which the Pilot became part time.

13.2.3 Pre-ops Processes

13.2.3.1 Reserve

13.2.3.1.1 Commitment

PTPs will undertake the standard Reserve Periods. However, the points Allocated for RPs will be increased as detailed in 'Reserve Banding' to reflect the reduced amount of full-time flying.

13.2.3.1.2 Award

PTPs may be awarded any RP including one that carries-out into a subsequent part time month.

13.2.3.1.3 Assignment

PTPs may only be assigned a RP if it is wholly contained within Full Time Months

13.2.3.2 Recency

It is the pilot's responsibility to maintain operational recency as defined in OM A.

Failure to achieve or maintain Recency will be handled under the recency provisions of BLRs.

13.2.3.3 Bidding

13.2.3.3.1 Full Time Month

In a Full Time month, a PTP is eligible to bid as a full time pilot.

If the following month is a part time month, and any carry-in Credit plus any pre-allocated Activity exceeds 16% of Normal CAP, a notional Bank calculation will be made based on Normal CAP for the part time month. Normal CAP is used, as at this stage the actual CAP for the following month has not been set.

A Bid for a carry-out Trip or RP into the PTPs part time month that would cause their notional Bank to be broken in the part time month will be invalid.

The carry-out portion of any Assigned Trip into a part time month will be limited to 3 days.

No carry-out Trip may be Assigned if the PTP has any pre-allocated activities during the first 7 days of the following full time month.

13.2.3.3.2 Part Time Month (Except Old Pattern Change of Sequence Months)

It is intended in a Part Time Month, that a PTP will deliver 16% of Monthly CAP.

They will have a Neutral Credit Range with the upper limit increased by 10 hours and have access to the Pre-Process Leave Slide and Christmas Out bidding.

In the Main Bidding stage they are restricted to Bidding for Hotspot Trips.

When the part time month's CAP is published, it will be used to determine the Bank calculation. At this stage, if the Monthly CAP for the part time month is below Normal CAP and the PTP would otherwise become a Bank exceder, the excess credit above the Bank Limit will be CAP Payable.

13.2.3.3.3 Trip Bidding (BidInfo 2) – 'Hot Spots'

Hot Spots are intended to alleviate problems of work coverage. There will be sufficient Hot Spot Trips available for PTP to Bid.

The following Agreed trips are considered Hotspots. BA can, at its discretion, define additional days as hotspots in a month.

- The 1st day of a part time month.
- Any trip overlapping the Agreed Hotspot parameters.
- For Pilots with Consecutive Part time months a trip which touches both months (regardless of which days it touches in the Planning Period).

If it is apparent to a PTP that there are no Hotspots identified that, in combination with any pre-allocated Duties/Activities in the preceding or following month, will allow Recency to be maintained they must inform Pre-Ops before BidInfo2 Closure. Pre-Ops and the PTP will agree alternative days for the PTP to maintain Recency.

13.2.3.3.4 Trip Bidding in a Part Time Month (BidInfo2)

In a part time month:

If a PTP elects to bid they will be part of Initial Award, including Fallback. A PTP may only bid over a Hotspot.

If the PTP has any pre-allocated activity in a part time month they will be handled as follows:

1. Allocated one Trip day or TASS day or Simulator duty.
 - The PTP will not be CAP protected.
 - Any Award in the PTM that would cause the Bank Limit to be exceeded will be retained with the excess credit above the Bank Limit being CAP Payable.
2. Assigned Carry-in Trip or TASS of 2 or 3 days.
 - The PTP will be CAP protected.
 - A PTP will not be Awarded any Trip that would break their Bank limit.
 - It will be assumed that a pilot with a 2 or 3 day Assigned carry-in will not bid. In the event that they wish to bid they should contact PreOps before BidInfo 2 closure.
3. Awarded carry-in Trip or TASS of 2 or more days or 4 days of a carry-in Reserve Period.
 - The PTP will not be CAP protected.
 - A PTP will not be Awarded any Trip that would break their Bank limit.

If a PTP is above the bottom of their Credit range as a result of any pre-allocated activities they may bid. Any credit in excess of the Bank limit will be CAP Payable.

The award of trips to all pilots including part time pilots will be limited by the upper end of the credit range.

After the Initial Award process a PTP will not be included in the Global constraint and Crew Repair phases.

If the recency requirement as defined in OM A cannot be met, taking into account a pilot's availability in the following month, BA may Assign a recency Trip during the PTM during the Roster build process and prior to roster publication; Credit is CAP Payable.

This trip should be the most suitable lowest credit value trip.

After publication of Final Rosters the PTP pilot will be handled as described in the Current Ops section (*Miscellaneous*) under *Recency*.

13.2.3.4 Bank

Normal Bank Rules will apply.

13.2.4 Leave/DFW

13.2.4.1 Entitlement

Leave/DFW entitlement each season:

- A 58% PTP will be entitled to 2 x 4 day blocks of leave and 1 x 4 day DFW.
- A 72% PTP will be entitled to 2 x 5 day blocks of leave and 1 x 5 day DFW.
- For allocation one block will be considered against the Pre-Leave block and the other against the Post-Leave block.

13.2.4.2 Leave/DFW Handling

Part Time Pilots may be Awarded Leave or DFW blocks as annotated on the appropriate bidding form. The Leave/DFW block will commence on the planned start day and be shortened to reflect the reduced entitlement. The PTP may request that the Award is moved to commence later provided it ends within the span of the original block. Where consecutive weeks of Leave are bid for separately and subsequently Awarded, the PTP may elect to have either week moved to form a single, contiguous block. The PTP must inform pre-ops of their request prior to Leave/DFW Move Up closure for the month in which the planned Leave block commences.

If as a result of the Award of Leave/DFW during a part time month the Pilot becomes a Bank Exceeder, the normal bank exceeder rules will be applied in the following Full Time Month.

Leave/DFW will only be Assigned wholly contained within a full time month. It may be necessary to increase the number of Leave/DFW slots in order to accommodate the Assignment of Leave/DFW.

13.2.4.3 Wrapround Days

Wrapround days will retain their normal position. For 58% PTPs, there will be two Wrapround Days before the Pre-Leave block and two after the Post-Leave block. For 72% PTPs there will be two Wrapround Days before the pre-leave block and three after the Post-Leave Block. DFWs will be preceded by a Non-Assignable Day.

13.2.5 Current Ops Processes

Any day free of Duty in a Part Time month will be treated as a Part Time Day Off.

13.2.5.1 Open Time

PTPs have access to IOT and EOT in full and part time months. Trips Allocated will not attract the Premium Element until individual total hours, measured over the Part Time Cycle, equals the sum of the Monthly CAPs over that cycle.

13.2.5.2 Trip Change

Normal Trip Change rules will apply. However, if a Trip is changed such that it now Overlaps a day within a part time month that was previously free of Duty, the Pilot may choose to drop the Trip and become TASS.

13.2.5.3 Trip Disruption

See '[Trip Disruption](#)' in the Current Ops Processes section.

13.2.6 Recurrent Training

If the PTPs expiry month for sim/line check or GTD falls in a part time month, it will be brought forward to a full time month, without changing it's original expiry month. There must be a minimum of 14 days between the last day of recurrent training and the first day of a part time month. For old patterns, this restriction does not apply during change over months, although any required recurrent training will be rostered as early in the change over month as practicable.

13.2.7 Consolidation ASP Part Time

To ensure that sufficient time is available for consolidation following a course, part time pilots would remain full time for the following periods:

- New command: 6 months.
- Command on type: 6 months.
- All other conversion courses: 2 months.

13.2.8 Duty and Rest

Rest Periods at Base may be concurrent with a part time month.

13.2.9 Christmas in a Part Time or Old Pattern Change of Sequence Month

In the month of December a PTP may Bid for a Christmas OUT Trip during the Pre-Process stage, They may be not be Assigned a Christmas OUT Trip.

13.2.10 Pay

In a PTM, the PTP will be handled as a TLH for pay purposes.

13.3 Part Time Working 85% and 92% PT Contracts

13.3.1 Intent

This section contains arrangements specific to Pilots working on a part-time basis under the 85% and 92% provisions as detailed in the Annual Bid Document.

Unless specifically excluded by the following rules, or where these rules are silent, the main Bidline Rules apply.

It permits a Part Time Pilot to work 85% or 92% of their Fleet's Monthly CAP output.

It is the intention that PTPs deliver the appropriate proportion of Monthly CAP.

13.3.2 Handling

During the Pre-Ops rostering stages a Pilot on the 85% contract will have a Monthly and Normal CAP set at 85% of the published Monthly and Normal CAPs.

During the Pre-Ops rostering stages a Pilot on the 92% contract will have a Monthly and Normal CAP set at 92% of the published Monthly and Normal CAPs.

Credit Ranges will be set to the same widths as for full time pilots.

13.3.3 Leave DFW

13.3.3.1 Entitlement

Leave/DFW entitlement each season:

- A 85% PTP will be entitled to 2 × 6 day blocks of leave and 1 × 6 day DFW.
- A 92% PTP will be entitled to 1 × 6 and 1 × 7 day blocks of leave and 1 × 7 day DFW.

13.3.3.2 Leave/DFW Handling

Part Time Pilots may be Awarded leave or DFW blocks as annotated on the appropriate Bidding form. The Leave/DFW block will commence on the planned start Day and be shortened to reflect the reduced entitlement. The PTP may request that the Award is moved to commence later provided it ends within the span of the original block. Where consecutive weeks of Leave are Bid for separately and subsequently Awarded, the PTP may elect to have either week moved to form a single, contiguous block.

The PTP must inform pre-ops of their request prior to Leave/DFW Move Up closure for the month in which the planned Leave block commences.

13.3.4 Wrapround Days/Non-Assignable Day

Wrapround Days will retain their normal position.

For 85% PTPs, there will be 3 Wrapround Days attached to each leave block.

For 92% PTPs there will be 3 Wrapround Days before the 6 day block and 4 after the 7 day Block.

DFWs will be preceded by a non-Assignable Day.

13.3.5 Reserves

Reserve Periods and FDOs will be as for Full time pilots.

13.3.6 Current Ops Processes

A PTP cannot be Drafted into or during their Part Time Days Off.

13.3.6.1 Open Time

PTPs have access to IOT and EOT. Trips Allocated will not attract the Premium Element until individual total hours, measured over the Part Time Cycle, equals the sum of the Monthly CAPs over that cycle.

13.3.6.2 Trip Change

Normal Trip Change rules will apply. However, if a Trip is changed such that it now Overlaps a day within a part time month that was previously free of Duty, the Pilot may choose to drop the Trip and become TASS.

13.3.6.3 Trip Disruption

Where disruption occurs away from Base, Flight Crew will protect the integrity of BA services and thus wherever possible, they will operate re-planned Duties to uphold this. BA will endeavour to return the Pilot as close as possible to their original return date, especially where Leave/DFW/part time months' days free of Duty would be infringed.

13.3.7 Consolidation 85% and 92% Part Time

To ensure that sufficient time is available for consolidation following a course, part time pilots would remain full time for the following periods:

- New command: 6 months.
- Command on type: 6 months.
- All other conversion courses: 2 months.

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14 APPENDICES

14.1 Clash and Conflict Tables

MBTR/MPRBB or Rest Periods at Base may Overlap Leave (inc. Wrapround Days), DFW (inc. the non-Assignable Day), PTDOs and FDOs.

In Shorthaul at Base:

- Where a Trip is Assigned, the 12 hours minimum rest must span 2 GMT Days but need not include a Local Night.
- Normally, Trip Allocations will have at least 12:30 planned rest between Trips (minimum rest plus 30 minute buffer). This buffer may be eroded by delay consistent with retaining 12 hours minimum rest.
- For Trip Allocations made after the Pilot is off Duty at Base, minimum rest will apply (i.e. the 30-minute buffer will not apply).
- Roster combinations involving Early Starts/Late Finishes will be planned to have a 10 minute buffer on the BA Scheme 9:00 Duty average.

For SH night Duties (any Duty impinging on the period 0059 – 0459 LT to which the Pilot is (or was last) adjusted.) see Duty & Rest/Shorthaul night Duties.

For the purposes of Assignment only, the rest associated with SH night duties will be preserved.

14.1.1 Pre-Ops Processes

Condition	Clash (Assignment)	Conflict (Award)
Between Trips (see also L/H Back-to-Back Agreement)	In LH MBTR In SH 12½ hours (14 for reports involving LGW) except when MPRBB is required.	In LH 1 Local Night In SH 12½ hours
Preceding planned date of leaving	A Pilot may not be Allocated any Duty on their last two Days of service.	A Pilot may not be Allocated any Duty on their last two Days of service.
Preceding an OLM	Overlapping the first Day of the OLM.	Overlapping the first Day of the OLM.
Between any Duty and simulator detail/associated training Day	The greater of 2 Local Nights or MBTR.	2 Local Nights
Between a simulator or other Ground Duty and a Trip	1 Local Night OR Long Range Rest if required by the Trip.	1 Local Night
Between simulator details and/or Ground Duties	12 hours	12 hours
Between a Trip and a Ground Duty (other than SIM)	The greater of 1 Local Night, Long Range Rest or MBTR	1 Local Night
Between a Trip and a conversion/command course	3 Local Nights	2 Local Nights
Between a Golden Day and simulator detail/associated training Day	2 Local Nights	1 Local Night
TLHs following Leave (excluding Wraparound Days), DFW or FDO	0600 LT report (0700 LT for LHR Pilot reporting direct to LGW or vice-versa)	Not applicable

Condition	Clash (Assignment)	Conflict (Award)
Between a Trip and a subsequent Development Training Duty	Courses of 3 Days or less: In LH MBTR In SH 12 hours Courses of 4 Days or more: In LH MBTR SH 2 Local Nights	In LH 1 Local Night In SH 12 hours
Between a single Development Training Duty or Block of 3 Days or less and a subsequent Trip	In LH 1 Local Night In SH 12 hours	In LH 1 Local Night In SH 12 hours
Between a Development Training Block of 4 Days or more and a subsequent Trip	2 Local Nights	In LH 1 Local Night In SH 12 hours

14.1.2 Current Ops Processes – TLH

Condition	Clash (Assignment)	Conflict (Award)
Between Trips (see also Current Ops Processes – Late Return To Base)	See the TASS/Drafting Clash and Conflict tables	In LH 1 Local Night In SH 12½ hours
Preceding planned date of leaving	A Pilot may not be Allocated any Duty on their last two Days of service	A Pilot may not be Allocated any Duty on their last two Days of service
Preceding a Duty in an OLM	Impinging upon the last 2 Days preceding the first Duty of the OLM	Impinging upon the last Day preceding the first Duty
Between any Duty and simulator detail/associated training Day	The greater of 2 Local Nights or MBTR.	2 Local Nights
Between the last Trip as a TLH and first Trip as a RPH	MBTR/MPRBB (except where a contiguous Block of Work can be formed)	N/A
Between a simulator or other Ground Duty and a Trip	1 Local Night OR Long Range Rest if required by the Trip.	1 Local Night
Between simulator details, or Ground Duties	12 hours	12 hours
Between a Trip and a Ground Duty (other than SIM)	The greater of 1 Local Night, MBTR, or Long Range Rest	1 Local Night

Condition	Clash (Assignment)	Conflict (Award)
Between a Trip and a conversion/Command course	3 Local Nights	2 Local Nights
Between a Trip and a subsequent Development Training Duty	Courses of 3 days or less: In LH MBTR In SH 12 hours Courses of 4 days or more: In LH MBTR SH 2 Local Nights	In LH 1 Local Night In SH 12 hours
Between a single Development Training Duty or Block of 3 Days or less and a subsequent Trip	In LH 1 Local Night In SH 12 hours	In LH 1 Local Night In SH 12 hours
Between a Development Training Block of 4 Days or more and a subsequent Trip	2 Local Nights	In LH 1 Local Night In SH 12 hours

14.1.3 To TASS Pilots

Condition	Clash (Assignment)	Conflict (Award)
Between Trips within the TASS block	In LH 2 Local Nights In SH 12½ hours (14 for reports involving LGW). For LH Trips in SH see Shorthaul – Flying Longhaul Trips in Current Ops Section.	In LH 1 Local Night In SH 12½ hours
LH Assignment. Between the last Trip before the TASS Block and the first Trip Assigned in the TASS block	MBTR and Long Range Rest, or if previously reduced by the Pilot, that reduced number of Local Nights. If Long Range Rest before a Trip had not been previously reduced then any Long Range Rest before the Assigned Trip must apply.	1 Local Night
TASS on same Day as a Trip (S/H)	Turnround Logic	Turnround Logic
Between the last Trip in a TASS block and a following Trip (see also L/H Back-to-Back Agreement)	In LH MBTR, or if previously reduced by the Pilot, that reduced number of Local Nights. In SH 12½ hours (14 for reports involving LGW) unless MPRBB infringed when MPRBB applies.	In LH 1 Local Night In SH 12½ hours

Condition	Clash (Assignment)	Conflict (Award)
Preceding planned date of leaving	A Pilot may not be Allocated any Duty on their last two Days of service.	A Pilot may not be Allocated any Duty on their last two Days of service.
Preceding an OLM	Impinging upon the last 2 Days of the preceding month	Impinging upon the last Day of the preceding month
Between any Duty and simulator detail/associated training Day	The greater of 2 Local Nights or MBTR.	2 Local Nights
Between a simulator or other Ground Duty and a Trip	1 Local Night OR Long Range Rest if required by the Trip.	1 Local Night
Between simulator details or Ground Duties	12 hours	12 hours
Between a Trip and a Ground Duty (other than SIM)	The greater of 1 Local Night, MBTR or Long Range Rest	1 Local Night
Between a Trip and a conversion/command course	3 Local Nights	2 Local Nights
Following Leave (excluding Wraparound Days), DFW or FDO	0600 LT report (0700 LT for LHR Pilot reporting direct to LGW or vice-versa)	Not applicable
Between a Trip and a subsequent Development Training Duty	Courses of 3 Days or less: In LH MBTR In SH 12 hours Courses of 4 Days or more: In LH MBTR SH 2 Local Nights	In LH 1 Local Night In SH 12 hours
Between a single Development Training Duty or Block of 3 Days or less and a subsequent Trip	In LH 1 Local Night In SH 12 hours	In LH 1 Local Night In SH 12 hours
Between a Development Training Block of 4 Days or more and a subsequent Trip	2 Local Nights	In LH 1 Local Night In SH 12 hours

14.1.4 To RPHS

Condition	Clash (Assignment)	Conflict (Award)
Between Trips (including the last Trip of a Reserve Period and the first Trip outside a Reserve Period) or between a Trip and Standby. See also L/H Back-to-Back Agreement.	In LH 2 Local Nights except for Trips of 2 Days or less where 1 Local Night applies. In SH 12½ hours (14 for reports involving LGW) except following a LH Trip – see Shorthaul – Flying Longhaul Trips in Current Ops Section	In LH 1 Local Night In SH 12½ hours
Preceding an OLM	Impinging upon the last 2 Days preceding the first Duty	Impinging upon the last Day preceding the first Duty
Between any Duty and simulator detail/associated training Day	The greater of 2 Local Nights or MBTR.	2 Local Nights
Between a simulator or other Ground Duty and a Trip	1 Local Night OR Long Range Rest if required by the Trip.	1 Local Night
Between simulator details, Ground Duties, consecutive Standbys or between Standby and a Trip (except when called out on the Day).	12 hours	12 hours
Between a Trip and a Ground Duty (other than SIM)	The greater of 1 Local Night, MBTR, or Long Range Rest.	1 Local Night
Between a Trip and a conversion/command course	3 Local Nights	2 Local Nights
Following Leave (including Wrapround days), DFW or FDO	0700 LT report (0800 LT for LHR Pilot reporting direct to LGW or vice-versa)	Not applicable
Between a Trip and a subsequent Development Training Duty	Courses of 3 Days or less: In LH MBTR In SH 12 hours Courses of 4 Days or more: In LH MBTR SH 2 Local Nights	In LH 1 Local Night In SH 12 hours
Between a single Development Training Duty or Block of 3 Days or less and a subsequent Trip	In LH 1 Local Night In SH 12 hours	In LH 1 Local Night In SH 12 hours
Between a Development Training Block of 4 Days or more and a subsequent Trip	2 Local Nights	In LH 1 Local Night In SH 12 hours

14.1.5 Open Time Awards

Condition	Clash (Assignment)	Conflict (Award)
Between Trips		In LH 1 Local Night In SH 12½ hours
Preceding planned date of leaving		A Pilot may not be Allocated any Duty on their last two Days of service.
Preceding an OLM		Impinging upon the last Day of the preceding month
Between any Duty and simulator detail/associated training Day	Not applicable to this table	2 Local Nights
Between a simulator or other Ground Duty and a Trip		1 Local Night
Between simulator details or Ground Duties		12 hours
Between a Trip and a Ground Duty (other than SIM)		1 Local Night
Between a Trip and a conversion/Command course		2 Local Nights
Between a Trip and a subsequent Development Training Duty		In LH 1 Local Night In SH 12 hours
Between a single Development Training Duty or Block of 3 Days or less and a subsequent Trip	Not applicable to this table	In LH 1 Local Night In SH 12 hours
Between a Development Training Block of 4 Days or more and a subsequent Trip		In LH 1 Local Night In SH 12 hours

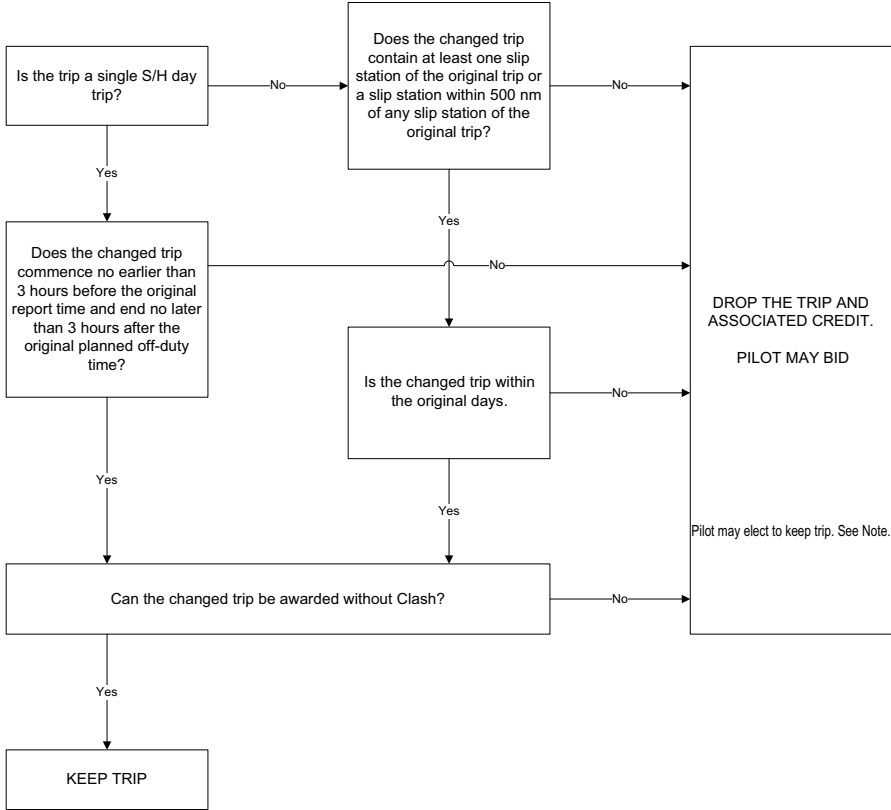
14.1.6 Drafting

Condition	Clash (Assignment)	Conflict (Award)
Between a Trip and subsequent Drafted Trip.	In LH 1 Local Night (or Long Range Rest if required). In SH 12½ hours (14 for reports involving LGW).	
Between the Drafted and subsequent Trip. Note: In the event that a Clash or Conflict would otherwise occur, the subsequent Trip will be dropped.	In LH 2 Local Nights In SH 12 hours (13½ for reports involving LGW) unless MPRBB infringed when 2 Local Nights applies.	Not applicable to this table
Preceding planned date of leaving	A Pilot may not be Allocated any Duty on their last two Days of service.	
Preceding an OLM	Impinging upon the last 2 Days of the preceding month	
Between a Drafted Duty and simulator detail/associated training Day	2 Local Nights	
Between a simulator or other Ground Duty and a Drafted Trip	1 Local Night OR Long Range Rest if required by the Trip.	
Between simulator details	12 hours	
Between a Drafted Trip and a Ground Duty (other than SIM)	1 Local Night OR Long Range Rest if required by the Trip.	
Between Ground Duties (Training Pilots only)	12 hours	
Between a Drafted Trip and a conversion/command course	3 Local Nights	
Between a Trip and a subsequent Development Training Duty	Courses of 3 Days or less: In LH MBTR In SH 12 hours Courses of 4 Days or more: In LH MBTR SH 2 Local Nights	
Between a single Development Training Duty or Block of 3 Days or less and a subsequent Trip	In LH 1 Local Night In SH 12 hours	Not applicable to this table

Condition	Clash (Assignment)	Conflict (Award)
Between a Development Training Block of 4 Days or more and a subsequent Trip	2 Local Nights	

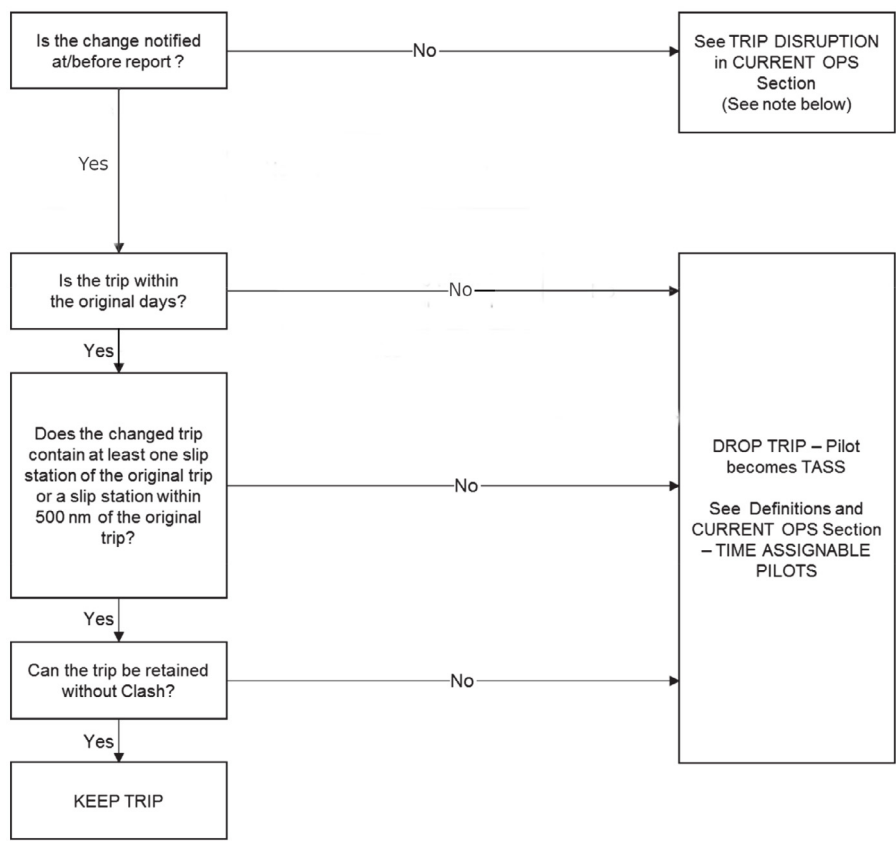
14.2 Flow Charts

14.2.1 Trip Alteration Before BidInfo 2 Publication



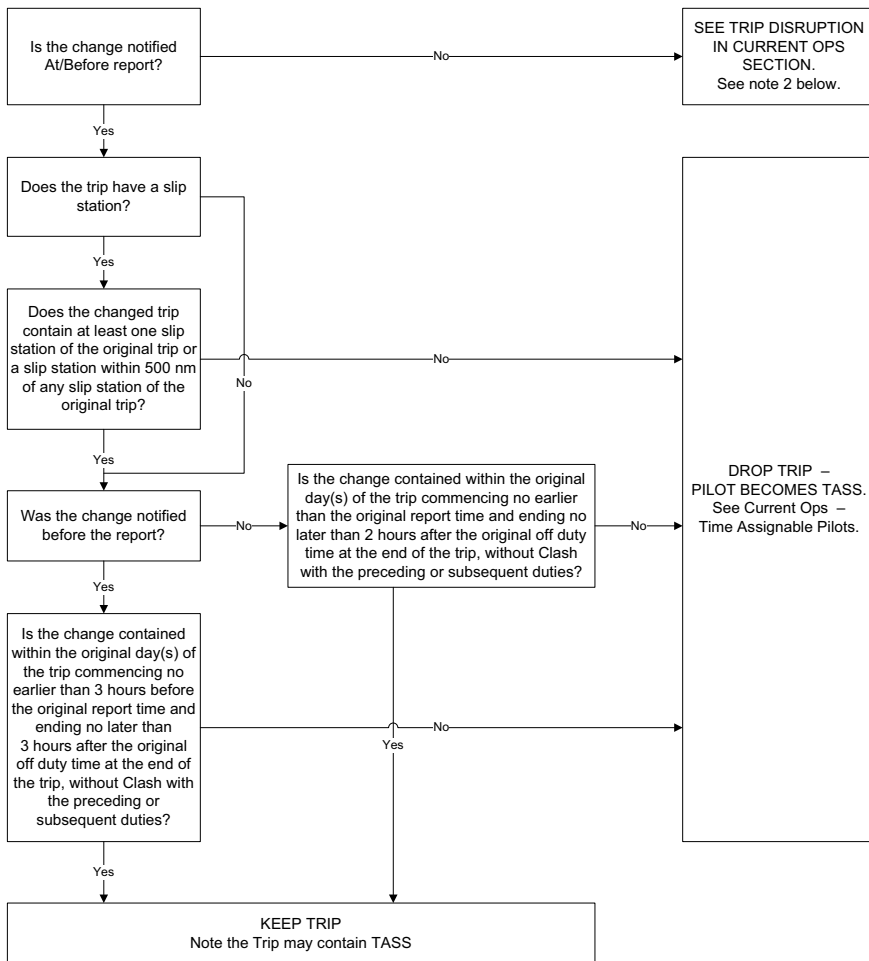
Note: A pilot wishing to keep a trip must contact pre-ops on, or prior to, the last working day before BidInfo 2 closure. The retention of a Changed or Altered Trip must not cause another Trip to Clash.

14.2.2 Trip Alteration – Longhaul – After BidInfo 2 Publication



Note: If it can be shown that a change to a Pilot’s Trip Itinerary was notified after report but was known at the Pilot’s report time then the Trip will become a Draft Trip.

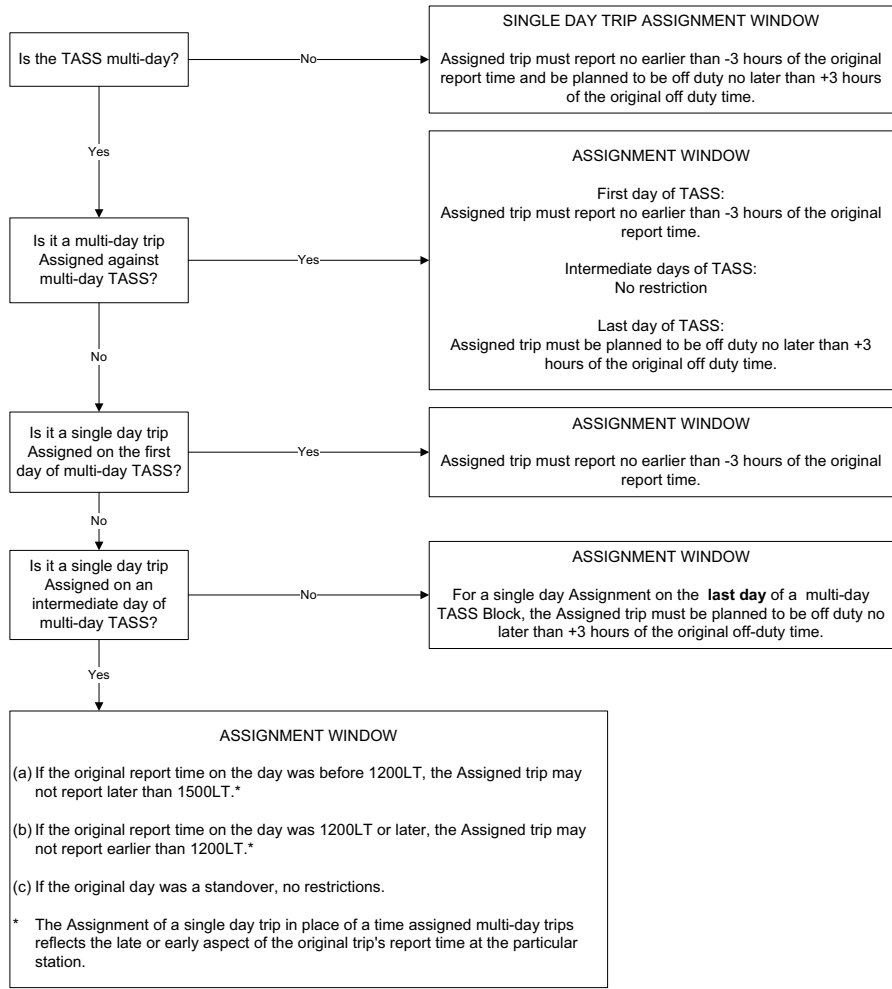
14.2.3 Trip Alteration – Shorthaul – After BidInfo 2 Publication



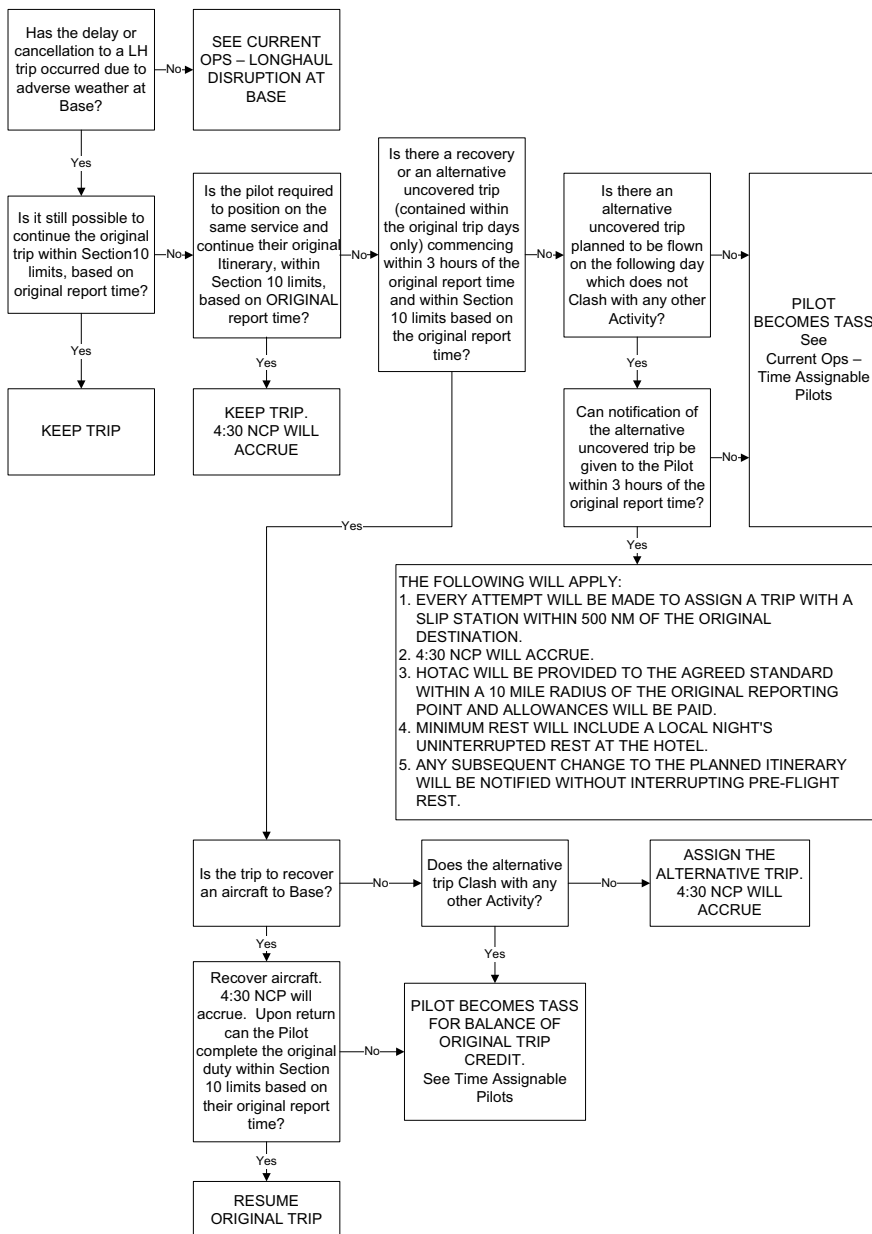
Note 1: Between BidInfo 2 publication and report, additional sectors may be added at BA discretion provided that they are contained within the above criteria. Each additional sector will attract 2:15 NCP.

Note 2: If it can be shown that a change to a Pilot's Trip Itinerary was notified after report but was known at the Pilot's report time then the Trip will become a Draft Trip.

14.2.4 Shorthaul TASS Arising From a Shorthaul Trip – Assignment Before Report



14.2.5 Longhaul – Disruption Due To Adverse Weather at Base



14.3 Christmas

14.3.1 Intent

The Christmas rules provide an equitable system for the Assignment of Christmas OUT Trips and Reserve Periods. They take into account every year a Pilot was on Duty, as a BA Pilot, on Christmas Day, starting from and including Christmas 1998.

- For these purposes a Pilot is one who appeared on the BA master seniority list on the relevant Christmas Day.

Note: Pilots may be required in certain circumstances, to provide acceptable proof that qualified duties have been undertaken.

14.3.2 General

A Pilot who is sick at Base on Christmas Day is considered to be Christmas IN.

14.3.2.1 Christmas Day Duty/Trip

Any Duty/Trip that impinges on Christmas Day (UK Local Time)

14.3.2.2 Christmas Out Annotation

- On Joining the Airline a Pilot is annotated 'C0'
- The first time a Pilot is Allocated a Christmas OUT Duty they will be annotated 'C1'.
- The next time the Pilot is Allocated a Christmas OUT Duty they will be annotated 'C2', and so on.

14.3.2.3 Christmas Out Activities

The following Activities will be considered Christmas OUT:

- A Pilot on Duty/Trip that impinges on Christmas Day
- A RPH not on a FDO on Christmas Day.
- A Pilot who was TASS on Christmas Day.

14.3.2.4 Christmas Duty – Family Travel Arrangements

Details will be sent out to all pilots by November BI2 pack publication.

14.3.2.5 Bank Exceeders

Bank exceeders who would have their Bidding rights suspended in December will have this penalty delayed until January.

14.3.3 Handling

14.3.3.1 TAHs

Where a choice exists, December OLMs will be Allocated to available TAHs holding the highest 'C' numbers.

Note:- None of these Lines have Duties impinging on Christmas Day.

14.3.3.2 Recurrent Training

Recurrent training details will normally be moved away from Christmas Day, Boxing Day and New Year's Day.

Training Preferences will be handled as normal.

14.3.4 Identification

Each Pilot, including FTOs and Project Pilots, on the Status List will be annotated with the appropriate 'C' number by April each year. The November IB1 'C' number annotation, with the addition of joining Pilots, will be used for Christmas Allocation. No corrections will be made to the 'C' numbers after the November Pre-Process (BI1) closure.

14.3.5 Reserve Points, Error Handling

For the purpose of the November and December Reserve Allocations, no corrections to Reserve points will be made after the November Pre-Process (BI1) closure.

14.3.6 BidInfo 1

14.3.6.1 Flight Technical Officers & Flight Training Officers

See Management Section.

14.3.6.2 Christmas OUT Trips

Trips that impinge on Christmas Day will be identified in the BidInfo Pack as Christmas Out.

14.3.6.3 Reserve Periods

Reserve Periods without FDOs impinging on Christmas Day will be identified in the BidInfo pack as being Christmas Out.

14.3.6.4 Bidding at BI1

Generally over 90% of Reserve Periods, both IN and OUT, are Assigned in December.

Assignment of Christmas OUT Trips varies from Fleet to Fleet and is generally well below 50%.

Please note that unawarded Reserve OUT periods are Assigned to available Pilots holding lowest 'C' numbers.

It is important to understand that if a Pilot wishes to be OUT for Christmas or anticipates a requirement to be OUT, the Pilot must Bid for sufficient OUT Activities or, (if vulnerable) risk the Assignment of an OUT Trip/ Reserve Period over which the Pilot will have no control.

Bids are held in CrewBid and can be made in any order. The same priority can be given to multiple bids.

When the bids are imported to JCR they are sorted into their relative priority order for each of the following types and held in separate bid tables:

- Christmas Out Reserve
- Christmas Out Trip
- December Reserve (Christmas In)

For Example. A bid for Christmas Out Reserve(s) at priority 4 and Christmas Out Trip(s) at Priority 1, 4 and 5 and December Reserve (Christmas In) at priority 2, 3 and 6 would become:

- Christmas Out Reserve @ priority 1
- Christmas Out Trips @ priority 1,2 and 3
- December Reserve (Christmas In) @ priority 1, 2 and 3

Any bid for a Christmas Trip assumes the pilot wishes to waive industrial rest associated with that trip for the purposes of the Pre-Process only. This does not mean industrial rest is waived as part of the Main Trip Allocation process.

Bids can be submitted for multiple Activities but only one can be Allocated as part of the Pre-Process (BI1).

14.3.6.5 Pre-Process Allocation (BidInfo1)

1. Award Christmas Out Reserve Periods.
2. Assign Christmas Out Reserve Periods to available Pilots who have the lowest 'C' number. Where these Pilots have the same 'C' number then lowest Reserve Points total will be used.
3. Award Christmas Out Trips (including available PTPs).
4. Assign Christmas Out Trips to available Pilots who have the lowest 'C' numbers, in reverse seniority order (including available PTPs).

All legal leave slides on each status will be Awarded at this stage unless this causes feasibility to fail for that status, in which case ALL leave slides on that status will be denied.

5. December Reserves (Christmas In) Award as per normal Reserve process.
6. December Reserves (Christmas In) Assignment as per normal Reserve process.

A Pilot may only be allocated a single activity from the first 6 steps and once allocated they are then excluded from any remaining Reserve or Trip Allocations during B11 (except for Trumps where applicable).

7. Trumps (Where applicable).
8. Credit Range Allocation.

14.3.6.6 Invalid Bid

Any trip that triggers an illegality on the pilot's skeleton roster will be deemed illegal and not awarded.

14.3.6.7 Trip Change

If a Trip is changed after Bidinfo 1 publication and becomes a Christmas Out Trip it will be dropped.

14.3.7 Main Trip Allocation Process (BidInfo 2)

The normal Main Trip Allocation process will apply for December.

14.3.7.1 Open Time – Christmas Out Trips

For Christmas OUT Trips, there will be an additional Allocation process at DEP -10 which will reflect the Dep-2 Allocation process.

14.3.8 Open Time – Post Christmas Trips

For Trips departing between 26th December and 3rd January inclusive, the following differences to the normal Current Ops processes will occur:-

The DEP -5 processes will take place at DEP -10.

The DEP -2 processes will take place at DEP -5. Additionally, during this period and at BA's discretion, this DEP -2 process may be repeated at DEP -4, DEP -3 or DEP -2.

There will be no change to the chronology of the DEP -1 processes.

For Christmas OUT Trips, there will be an additional Allocation process at DEP -10 which will reflect the Dep -2 Allocation process.

14.3.9 Credit

14.3.9.1 Standby

Pilots on HSB not called out on Christmas Day will attract an additional 4 hours NCP credit.

Any ASB Duty on Christmas Day will attract an additional 8 hours NCP credit.

14.3.9.2 Trips

For the NCP payment below Trips **must** be operated and comply with the following:

- Trips departing on Christmas Day will attract an additional 8 hours NCP credit.
- Trips spanning Christmas Day and Trips which have an actual off Duty time at Base after 1200LT Christmas Day will attract an additional 8 hours NCP credit.
- Trips which have an actual off Duty at Base up to and including 1200LT on Christmas Day will attract an additional 4 hours NCP credit.

14.4 Longhaul Back-to-Back Agreement

This section has been replaced with EASA Back to Back in the Main Rostering Stage – see 'Waive EASA Rest' Bid Option.

14.5 L/H Fleets With Trip/Credit Anomalies

14.5.1 Planned Trip Criteria

- 3 day Trips
- 3 or more time zone crossings from GMT
- Rest Period at slip station between 18 and 30 hours
- Trip credit less than 17 hours
- Planned standard crew complement

14.5.2 Handling

14.5.2.1 Preparation

When 60% or more of the total Trip credit on a Fleet is comprised of these Trips, BA and BALPA will agree what action will be taken. The options include activation of the process below.

14.5.2.2 Implementation

When 75% or more of the total Trip credit on a Fleet is comprised of these Trips, unless another option has been agreed, the following process will take place each month:

On the Agreed Fleet, the Credit per Trip-day will be established for the entire planned operating programme. If this figure falls below 5h02m, the maximum permissible Monthly CAP will be depressed (along with a commensurate reduction in the maximum Annual CAP), in accordance with the following table:

Ave. Credit/Trip-day triggers	Monthly effect	Annual effect
<05:02	-1	1031
<04:57	-3	1007
<04:52	-4	995
<04:47	-6	971
<04:42	-7	959

This calculation provides a non-linear CAP depression of either 12 or 24 CAP points (annualised), which would need to be addressed by the appropriate Fleet establishment. (The non-linear arrangement is necessary to recognise a reduction in each month of a CAP Year utilising only whole numbers).

The average Trip Credit per day may vary from month-to-month. This will result in a reduction in the Normal and maximum plannable CAPs for the relevant month.

14.5.2.3 Reversion

Conversely, when the percentage content of the total Trip credit decreases below 60%, the support mechanism will cease.

14.5.3 Application

There are no current fleets to which this section applies.

14.5.4 Funding

The cost of this process will be funded during the 1998 BEP negotiations from agreed changes to the Bid Line system.

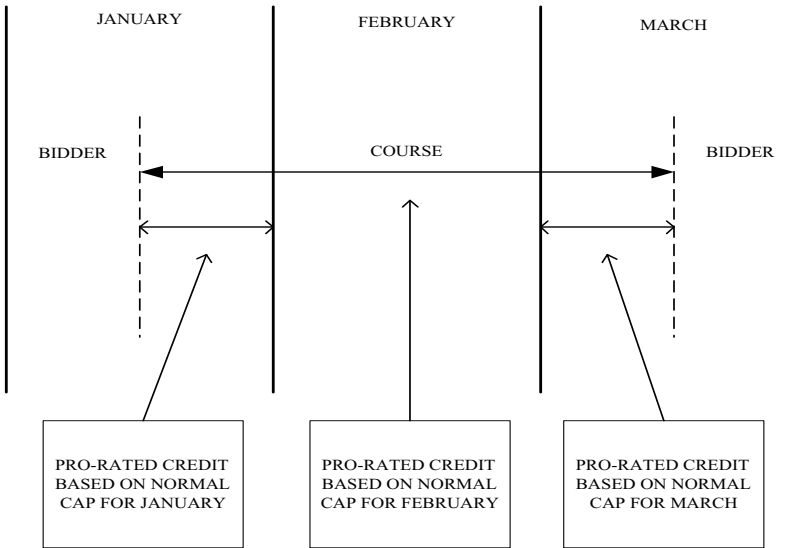
14.6 CAP Calculation

Total Trained Strength	
Minus No Bid Management (Inc Ftos)	
Minus Crew Under Training (For Whole Month)	
Minus Long Term Sick	
Minus Off Line Instructors	
Minus Instructors On Pre-allocated Training Lines	
Minus Off Line Route Check Captains	
Minus Other No Bidders	
Equals Total Effective Strength	(A)
Total In Period Trip Credit	
Plus Carry-in Credit	
Minus Management/Fto Extractions	
Minus Pre-retirement Extractions	
Minus Route Check Extractions	
Minus Training Line Extractions (Captains Only)	
Minus Positions Not Required Due Training (Co-Pilots Only)	
Minus Off Line Instructors Recency Extractions	
Minus Off Line Route Check Captains Recency Extractions	
Equals Total Credit For Line Construction	(B)
Sim Check Credit	
Plus Gtd Credit	
Plus Route Check Credit	
Plus Development Training Credit	
Plus Pre-retirement Trips (Bidders Only)	
Plus Union Reps Credit (Bidders Only)	
900 Hours TASS	
Plus Other Non Trip Credit	
Equals Total Non Trip Line Credit	(C)

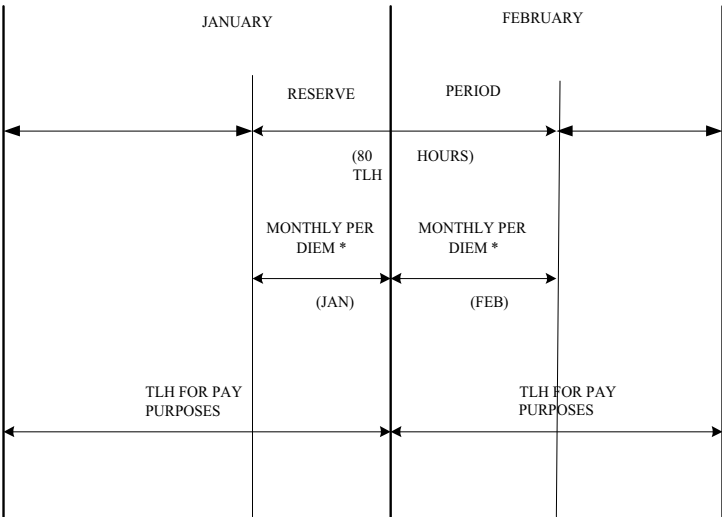
Leave Days	
Plus Dfw Days	
Plus Reserve Days	
Plus Days Unavailable Due Courses Etc.	
Divided By Days In The Month	
Equals Crew Unavailable	(D)
Reserve Non Availability Allowance	
Plus Trip Credit For Reserves	
Equals Total Hours To Reserve	(E)
(B) = Net Trip Credit For Line Construction	(F)
(B + C – E) = Net Credit For CAP Calculation	(G)
(A – D) = Net Available Strength	(H)
(G H) = Monthly CAP	(J)
(F J) = Number Of Trip Lines	(K)
Number Of Reserve Periods Commencing In The Month	(L)
(A – (K + L)) = Number Of Blind Lines	(M)

14.7 Credit Calculation – Examples

14.7.1 Course Credit



14.7.2 Reserve Credit



* MONTHLY PER DIEM IS USED TO ACCUMULATE CAP CREDIT AS TLH. THE CALCULATION OF ACTUAL RESERVE PERIOD CREDIT IS EXPLAINED IN SECTION 11 'RESERVE CREDIT'.
IT IS IMPORTANT TO NOTE THAT ALTHOUGH LINE PILOTS MAY BE ALLOCATED A RESERVE PERIOD AT IB STAGE 1, FOR PAY PURPOSES THEY WILL BE CLASSIFIED AS A TLH/PILOT ON SFRS.
THIS IS A GENERIC DIAGRAM AND DOES NOT ACCOUNT FOR THE CREDIT HANDLING OF CAP BANKABLE/PAYABLE TRIPS AWARDED OVERLAPPING FDO.

14.8 Training Preference, Leave and DFW Forms

14.8.1 Training Pilots Preference Form

Status	Name	Name Code	Staff Num	Fleet	Month	Sen Num.

Closure Date: TUESDAY 30TH JUNE 2009

Completed bid forms should be returned to:-

Europe 3B (HFB3), Waterside, PO Box 365, Harmondsworth, UB7 0GB

FAX Number:- <Number>

Preference 1 - Block	
No of Days	Period

Preference 2	Preference 3	Preference 4	Preference 5	Preference 6
Single Day	Single Day	Single Day	Single Day	Single Day

Other dates required e.g. BALPA REP days, JP, School Governor days.

Training Line <i>(Tick as appropriate).</i>	
Additional Training Line <i>(Tick as appropriate).</i>	
TSCs willing to reduce block to less than 6 days? <i>(Tick as appropriate).</i>	
Willing to reduce rest below Clashing level? <i>(Tick as appropriate).</i>	
Willing to exceed a Block of Five Simulators? <i>(Tick as appropriate).</i>	
Willing to exceed the maximum simulators in a month? (11 Shorthaul, 9 Longhaul). <i>(Tick as appropriate).</i>	
Prefer Early / Late / Mixed starts. <i>(Annotate E, L or M).</i>	
Prefer Short / Long / Mixed trips. <i>(Annotate S, L or M).</i>	
Accept Back to Back trips (L/H only). <i>(Tick as appropriate).</i>	

Notes:-

- 1) Preferences will be processed iaw with BLR Section 8.
- 2) Narratives will **NOT** be accepted.

14.8.2 Leave/DFW Move Up Form

Status	Name	Name Code	Staff Number	Fleet	Month	Sen. Num.

LEAVE/DFW MOVE UP, LEAVE SHIFT & STAND DOWN REQUEST

RETURN FORM TO: Europe 3B (HFB3), Waterside, PO Box 365, Harmondsworth, UB7 0GB

Fax No: <Number>

LEAVE MOVE UP

Original dates.....

Requested dates.....

PLEASE TICK WHETHER REQUEST RESULTS FROM:

Sickness.....Training.....Personal Preference.....Outstanding.....

DFW MOVE UP

Original dates.....

Requested dates.....

PLEASE TICK WHETHER REQUEST RESULTS FROM:

Sickness.....Training.....Personal Preference.....Outstanding.....

LEAVE SHIFT REQUEST

Original dates.....

SHIFT LEAVE TO START ON:

Wednesday before(tick).....or, Wednesday after (tick).....

14.8.3 Training Facilities Form

Status	Name	Name Code	Staff Number	Fleet	Month	Sen.Num.

Appointment Holder

Tick

RECURRENT TRAINING FACILITIES PREFERENCE

RETURN FORM TO: Europe 3B (HFB3), Waterside, PO Box 365, Harmondsworth, UB7 0GB

Fax No: <Number>

Bid Closure: Wednesday 08th July 2009 (09.00 Local)

Please Bid if expiry is at/or before the end of October 2009

Dates	4 Day Sim / GTD / CE		3 Day Sim / GTD or CE		2 day Sim		1 Day CE		1 Day GTD	
	Available	Pref	Available	Pref	Available	Pref	Available	Pref	Available	Pref
01/09/09										
02/09/09										
03/09/09										
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30/09/09										

Narrative (incl. R/Ck preference):

14.8.4 Leave Form

Status	Name	Name Code	Staff Number	Fleet	Sen. Num.

<SEASON / YEAR> LEAVE BID

Note: Bids will be processed in accordance with the rules.

RETURN FORM TO: 2nd Floor Meridian North, Compass Centre S759, PO Box 365, Harmondsworth, Middlesex. UB7 OGB

Fax No: <NUMBER>

CLOSURE DATE: <DATE>

SEVEN DAY BLOCKS (Wrapround Days Before)				EIGHT DAY BLOCKS (Wrapround Days After)				15 DAY BLOCKS		
DATES	PTS	AVL	BID	DATES	PTS	AVL	BID	DATES	PTS	BID
<DATE RANGE>				<DATE RANGE>				<DATE RANGE>		
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				<DATE RANGE>						

14.8.5 DFW Form

Status	Name	Name Code	Staff number	Fleet	Sen. Num.

<SEASON / YEAR> DFW BID

Note: Bids will be processed in accordance with the rules.

RETURN FORM TO: 2nd Floor Meridian North, Compass Centre S759, PO Box 365, Harmondsworth, Middlesex. UB7 0GB

Fax No: <NUMBER>

CLOSURE DATE: <DATE>

[illegible]

14.9 Annual Leave Points

2002	SUMMER	7 Day	8 Day	15 Day		DFW
1	06-Apr-02	4	-	8	07-Apr-02	4
2	13-Apr-02	4	4	8	14-Apr-02	4
3	20-Apr-02	4	4	9	21-Apr-02	4
4	27-Apr-02	5	5	10	28-Apr-02	5
5	04-May-02	5	5	10	05-May-02	5
6	11-May-02	5	5	9	12-May-02	5
7	18-May-02	4	4	8	19-May-02	4
8	25-May-02	4	4	8	26-May-02	4
9	01-Jun-02	4	4	8	02-Jun-02	4
10	08-Jun-02	4	4	7	09-Jun-02	4
11	15-Jun-02	3	3	6	16-Jun-02	3
12	22-Jun-02	3	3	6	23-Jun-02	3
13	29-Jun-02	3	3	6	30-Jun-02	3
14	06-Jul-02	3	3	5	07-Jul-02	3
15	13-Jul-02	2	2	4	14-Jul-02	2
16	20-Jul-02	2	2	3	21-Jul-02	2
17	27-Jul-02	1	1	2	28-Jul-02	1
18	03-Aug-02	1	1	2	04-Aug-02	1
19	10-Aug-02	1	1	2	11-Aug-02	1
20	17-Aug-02	1	1	2	18-Aug-02	1
21	24-Aug-02	1	1	2	25-Aug-02	1
22	31-Aug-02	1	1	5	01-Sep-02	1
23	07-Sep-02	4	4	9	08-Sep-02	4
24	14-Sep-02	5	5	10	15-Sep-02	5
25	21-Sep-02	5	5	10	22-Sep-02	5
26	28-Sep-02	5	5	8	29-Sep-02	5
	05-Oct-02	-	3	-		

2002/03	WINTER	7 Day	8 Day	15 Day		DFW
27	05-Oct-02	3	-	6	06-Oct-02	3
28	12-Oct-02	3	3	7	13-Oct-02	3
29	19-Oct-02	4	4	8	20-Oct-02	4
30	26-Oct-02	4	4	9	27-Oct-02	4
31	02-Nov-02	5	5	11	03-Nov-02	5
32	09-Nov-02	6	6	12	10-Nov-02	6
33	16-Nov-02	6	6	12	17-Nov-02	6
34	23-Nov-02	6	6	11	24-Nov-02	6
35	30-Nov-02	5	5	8	01-Dec-02	5
36	07-Dec-02	3	3	5	08-Dec-02	3
37	14-Dec-02	2	2	3	15-Dec-02	2
38	21-Dec-02	1	1	2	22-Dec-02	1
39	28-Dec-02	1	1	3	29-Dec-02	1
40	04-Jan-03	2	2	5	05-Jan-03	2
41	11-Jan-03	3	3	6	12-Jan-03	3
42	18-Jan-03	3	3	7	19-Jan-03	3
43	25-Jan-03	4	4	8	26-Jan-03	4
44	01-Feb-03	4	4	8	02-Feb-03	4
45	08-Feb-03	4	4	8	09-Feb-03	4
46	15-Feb-03	4	4	8	16-Feb-03	4
47	22-Feb-03	4	4	8	23-Feb-03	4
48	01-Mar-03	4	4	7	02-Mar-03	4
49	08-Mar-03	3	3	6	09-Mar-03	3
50	15-Mar-03	3	3	6	16-Mar-03	3
51	22-Mar-03	3	3	6	23-Mar-03	3
52	29-Mar-03	3	3	7	30-Mar-03	3
	05-Apr-03	-	4	-		

14.10 Bid Line Calendar

The Bidline calendar is issued annually by the FCSC by FAN.

14.11 London City (LCY) Airbus Operation

14.11.1 General

The following rules describe the necessary variations to main Bid Line Rules for Pilots established on this fleet. Unless specifically excluded by the following rules, or where these rules are silent, the main Bid Line Rules apply.

BALPA support future expansion of the mainline BA operation at LCY. This Agreement specifically covers, and is limited to, the LCY-JFK operation with two A318 aircraft.

14.11.1.1 Mix of Flying

For the purposes of the Bid Line Rules, this is a Shorthaul fleet flying Longhaul Trips. It will comprise a mix of LCY-SNN-JFK-LCY Longhaul Trips and LHR originating Shorthaul Trips. The intent of this Agreement is to ensure coverage of the LCY Longhaul Trips and that operational recency requirements are maintained.

Note: The term "Medium Haul" is not a Bidline definition, and only relates to pay scales, as described in the Pilots' MOA.

14.11.1.2 Recency Requirements

There are additional regular recency requirements specific to the LCY operation. These are as stated in the BA Training Manual.

For planning purposes it is assumed that a Reserve Period will contain one LCY approach and landing. If the normal length of Reserve Periods proves to create recency problems then BA and BALPA undertake to examine the use of shorter Reserve Periods.

14.11.1.3 Travelling to/from LHR and LCY

The LCY Longhaul Trips will be planned to report at LHR with MT provided to take Pilots to/from LCY. The planned Reporting Time at LCY will be at STD-60 minutes.

The planned travelling times, in either direction, between LHR and LCY will initially be 2 hours for all journeys. If it becomes apparent that the planned MT time for any particular journey is incorrect, data for that discrete journey (e.g.. the weekday early arrival) will be gathered and presented to FCSC. Any adjustments to the planned Trips and resultant Trip Credit will be made for the first possible Pre-Ops Trip planning opportunity. In determining the time for any particular journey the average

time from this data will be used as a minimum for the journey on that day (e.g. the journey may prove to be quicker at weekends than on weekdays).

14.11.1.4 Reserve System

Reserve cover will be provided by a mixture of Hotel Standby (HOS) and conventional Longhaul Reserve Periods. For the purposes of calculating allowable FDP limits the HOS will be treated as Home Standby (HSB).

HOS will be a single Duty day applicable solely for the purposes of the LCY Agreement. The HOS day will only be linked to, and preceding, all Trips that contain the first departing LCY-SNN service each day. The only exception to this requirement is where there are no planned LCY-SNN services on that preceding day.

A Pilot on HOS may only be used to cover that day's LCY-SNN service(s) or to prevent disruption to LCY services down-route, e.g. due to sickness in either SNN or JFK.

A Pilot on HOS will report to the Agreed LHR hotel, at the report time for the first departing LCY-SNN service on that day. They will remain on HOS until the last LCY-SNN service has departed. Thereafter, the Pilot will be off Duty at the Agreed hotel and will report, as normal, for their rostered LCY Trip the following day.

Pilots on HOS will endeavour to be ready to be picked up by MT as soon as possible following call-out but in any case within 30 minutes.

14.11.1.5 Hotel Standby (HOS) Credit

An HOS Duty will be planned with a minimum of 4:30 Credited Hours. If a Pilot is called from HOS then credit will be calculated according to the Longhaul Duty Rig, but always subject to the 4:30 hours minimum for the HOS day.

14.11.1.6 Hotel Standby (HOS) Allowances

TAFB will be paid for the continuous period from report for the HOS until the end of the associated Trip.

14.11.1.7 Home Standby (HSB)

Except as stated in this section, normal HSB rules apply.

14.11.1.8 LCY Reserve Period Holders – Intent

The role of the LCY RPH is to provide stability to the LCY Longhaul operation and LCY TLHs.

In the event that service cancellation would otherwise occur, and without jeopardising the LCY operation, the LCY RPH may be called out from HSB on the day, to provide cover for normal Shorthaul LHR work, for single day Trips only.

In the event that a LCY RPH has been used to cover normal short haul work, no LCY Pilot will be Drafted for LCY Trips whilst this RPH is unavailable due to this short haul commitment.

14.11.2 Pre-Ops Processes – General

14.11.2.1 CAP Calculation

A single CAP will be set for the combined LHR & LCY Airbus fleets.

14.11.2.2 Leave & Duty Free Weeks

There will be separate Leave and Duty Free Week Allocation processes for LCY Pilots who are, or who are expected to be, qualified for LCY operations before the start of that Leave season.

Normal Leave/DFW rules will apply except that LCY Pilots who become LCY qualified may have any Leave/DFW that was Allocated on a different fleet/Status reallocated to ensure adequate cover for the LCY operation. The re-allocation process will be as for Promotion/Type Transfer in the main Bid Line Rules.

14.11.3 LCY Work Allocation Processes

14.11.3.1 General

LCY Pilots will bid at IB1 following an initial LCY Trip and Reserve Allocation. These processes for LCY Pilots will not reduce the number of Trip Lines available for main Shorthaul Airbus Pilots that would have been available without the LCY Pilots. The volume of LCY work will have been taken into account when determining the number of Trip Lines to be published for bidding.

14.11.3.2 LCY Trip/Days Off/Reserve Initial Allocation

LCY Reserve Periods will be published for bidding in the IB Stage 2 pack for the preceding month. Also Pilots may submit Preferences for LCY Trips and Days Off using the approved proforma provided in the IB2 pack for the preceding month. Bid closure for all of these will be at that preceding month's IB2 Bid closure. RPH Allocation will be processed first.

The detail of the format and number of Preferences for Trips and Days Off and the processing of these will be specifically Agreed. The intent is that there will be at least one vertical pass for a Trip or Days Off, followed by horizontal filling of the lines in seniority order according to any remaining Preferences.

For the purpose of interpreting the definition of a Preference, the only exceptions to Allocation of LCY Trip & days off Preferences in normal seniority order are:

1. To ensure that all LCY Trips are covered, and
2. To ensure that LCY Recency requirements are satisfied.

Recurrent Training (SIM, SEP, GTD) Allocation will be coordinated with the processing of LCY Trip & Days Off Preferences.

Note: A Preference for specific Days Off has no status beyond this initial Allocation process.

14.11.3.3 Ringed Trips for LCY

At LCY the Ringed trip will be allocated to the manager after all preference bids from the Pilots on status have been considered. The Pilot who has been allocated the Ringed trip will be notified in the Initial Bid Pack that this trip has been extracted. A Pilot may indicate on their preference submission that they wish to keep their allocated trips.

14.11.3.4 Notification of Results of Preference Allocation Process

The results of the Preference Allocation process will be published in the IB1 Bid pack for that month. They will appear as pre-allocated Duties on the Status list.

Note: Days Off will not be specifically annotated.

14.11.3.5 IB1 Bidding – Valid Bids

- Any Trip Line that does not contain a Carry Out Trip in its published form in the main Airbus IB1 pack. Normal Clashing rules will apply to Bids submitted for these lines.

Bids for all other lines will be invalid.

A LCY Pilot who does not bid or submits insufficient Bids at IB1, will be Allocated a blank Trip Line (but retaining their LCY Trips), and will be treated as a TLH at IB2.

14.11.3.6 IB1 Award

Bids from LCY Pilots will be processed in Seniority Order within the combined Status list. Normal Allocation rules will apply.

No Allocated LCY Trip may be dropped in this process.

14.11.3.7 IB1 Results and IB2 Process

IB1 results will be published in the same way as for all other Airbus Pilots. Any LCY Allocations as shown on the IB1 Status list will be shown along with any IB1 Awards.

For IB2, LCY TLHs will be treated as main LHR Airbus Pilots and subject to the normal Allocation rules except that any Bid for a Carry Out Trip will be invalid and no Carry Out Trip can be Assigned.

14.11.4 Current Ops

14.11.4.1 General

All normal rules apply, with the following exceptions:

- A LCY Trip may not be subject to a PBW or Trade with Open Time, if that would cause a LCY Trip to become uncovered.
- For any PBW, Trade with Open Time or Trip Swap of a LCY Trip it is the responsibility of both Pilots to ensure the associated HOS remains with the Trip.
- Trip Swaps between Pilots must observe the LCY recency requirements.
- Removal from a Trip due to Illegality: where an alternative exists then the LCY Trip will be retained.
- A Pilot will not be Assigned any Trip that would cause a LCY Trip to be Clashed.

14.11.4.2 Direct Reporting to LCY

All Pilots except those on HOS may report directly to LCY. A Pilot intending to report directly to LCY should inform Crew Ops of this by 1600LT on the day preceding the Trip. It is accepted that this requirement may not be able to be met by a Pilot called out from Reserve or HSB.

14.11.5 Part Time Pilots

14.11.5.1 Recency Requirements

The LCY Recency requirements apply equally to Part Time Pilots.

14.11.5.2 RTR PTW

For Right to Request Part Time Pilots, if the LCY recency requirements cannot be achieved due to Leave/DFW falling within the PTPs days of availability, it will be necessary to move either the Leave/DFW or PTDOs to ensure recency compliance. Where this is necessary, such movement will be mutually agreed with the Pilot in advance of the month in question.

14.11.5.3 Aspirational PTW

For Aspirational Part Time Pilots, a Carry In LCY Trip or any LCY Trip Allocated during a part time month will be deemed to satisfy the Hot Spot requirement.

14.11.6 Training Appointment Holders

14.11.6.1 Training Line Handling

During an OLM a TAH will be Assigned training duties as described in MANAGEMENT PILOTS & TRAINING APPOINTMENT HOLDERS.

If a TAH is unable to maintain the LCY recency requirements during an OLM they are required to regain recency for LCY ops in the simulator. The responsibility to organise this simulator detail rests with the TAH, and no credit or IP will apply.

14.11.6.2 Reserve Commitment

TAHs are subject to the normal LCY Reserve Commitment. Reserve points will accrue in the same way as for normal LHR TAHs.

14.11.6.3 Training Standards Captains

TSCs may occasionally be used for LCY training duties and to maintain route experience (see MANAGEMENT PILOTS & TRAINING APPOINTMENT HOLDERS). In addition, for each sector flown in either an operating or training capacity 1:48 NCP will accrue. For Positioning Sectors in support of the LCY operation or LCY training 1:48 NCP will accrue on Longhaul sectors only (e.g. it will not apply for LCY-SNN). For base training in support of the LCY operation after the inaugural service TSCs will receive 1:00 NCP for each day of base training provided. These payments are calculated using the Shorthaul pay scale.

14.12 Ex-BMI Phase 2 Airbus Handling

14.12.1 Process for Extracting Trips for Phase 1

With agreement from BALPA a representative cross section of trips will be extracted before CAP Set for allocation to Phase 1 pilots.

Any trips not allocated here will be included in the JSS roster building and the CAP Setting process.

14.12.2 Process of Distribution of Trips to Phase 2

Trips will be divided into Ex-BMI and regular BA pools by an automated process with a balancing element intended to produce an even distribution of trip credit across the status.

Ex-BMI Phase 2 Captains will then be treated as a separate fleet for rostering purposes only.

14.13 Small Fleet Rules Agreement for 787 and A380

14.13.1 General

For both fleets there is an expectation that a move to full Bidline will take place upon delivery of the eighth aircraft on that fleet. Prior to this there will be a review of the transition plan after aircraft six. Each fleet will be using full Bidline by aircraft ten.

Unless specifically excluded by the following rules, or where these rules are silent, the main Bidline Rules apply. Rules in [Chapter 6](#) (Small Fleets) apply only where specifically stated.

14.13.2 Reserve System

A system of 6 day Pool Blocks followed by 2 Sterile Days will be used. Each Pool Block will be preceded by 2 days free of duty, and 2 days free of duty will follow the Sterile Days.

Normal Reserve Banding will apply and Pool Blocks will be allocated in the same way as for Reserve Periods. For each complete Pool Block points will accrue as for Reserve Periods (see Section 3 Reserves – Banding).

Upon transition of the fleet to Reserve Periods under full BLR, the points total for each pilot will be divided by 3.5 (rounded up).

Pool Days will accommodate standby requirements; Contactability will be as for an RPH.

The 2 planned Days free of duty immediately before the Pool Block will be non-Awardable and non-Assignable and will accrue Monthly Per Diem Rate credit for each Day. During Current Ops BA may remove the non-Awardable status at its sole discretion but the non-Assignable status will remain.

14.13.2.1 Handling

Sterile Days exist as additional days into which a Trip commenced on a Pool Day may Overlap. Sterile Days are otherwise handled as days free of Duty.

No trip will be Allocated that departs within the 2 planned Days free of duty immediately following the Sterile Days. However, a Trip Assigned and starting within the Pool Days may carry-out into them. Upon completion of the Pool Block the non-Awardable restriction will be removed but the non-Assignable status will remain. These Days will not have any credit attached.

A pilot holding a Pool Block will cease to be Assignable on a Pool Day (except under the Drafting Rules) when their achieved credit during the Pool Block equals the total of Monthly Per Diem Rate for the Pool Days and Sterile Days.

For the purpose of the Clash and Conflict tables, a pilot in a Pool Block will be treated as a RPH.

14.13.2.2 Credit

Pool Blocks and Sterile Days will accrue Monthly Per Diem Rate credit for each day. Any achieved credit within the Pool Block in excess of this total will be NCP.

Where a Trip impinges upon a Sterile Day, the credited value of the Trip will be divided by the number of Trip days to produce a daily Credited Hour value. The credit apportioned within the Pool Block will equal the number of Trip days Overlapping the Pool Block multiplied by the daily Credited Hour value. The balance of the credit in excess of the Monthly Per Diem Rate for each Sterile Day overlapped will be NCP.

Where a Trip Assigned within the Pool Block extends beyond the last Sterile Day, the whole Trip will be a Draft Trip. The credit calculation will be as for a Trip impinging upon a Sterile Day (see above). The Premium Element is additional to the full Trip credit.

14.13.3 Bank Handling

Because of the temporary nature of these fleets operating to SFR, when a pilot joins either Small Fleet they may elect to have their Bank paid off down to a minimum of 10 hours remaining. This is to assist the later transition to full Bidline Rules. Upon transition to full Bidline, a Bank overdraft facility will be available as described in the Bank section.

14.13.4 Initial Bid

14.13.4.1 CAP Calculation

See [Chapter 6](#) (Small Fleets – CAP Calculation).

14.13.4.2 Bid Line Preparation

The sole bid pack will be published on SFR Bid Pack publication date. It will not contain Trip lines but will, amongst other things, contain:

- A list of all Trips available.
- The average trip length for the setting of the vertical pass separation gap.
- All other pre-allocated activities for that month.
- A list of Pool Blocks available for bidding for that month.
- A list of Recurrent Training details for subsequent month(s) available for Pilots to express a Preference.

Vertical pass bids and Trump preferences must be submitted by Vertical Bid Closure Date. For BALPA reps, nominated BALPA Days (to a maximum of one day for each 5 hours personal BALPA credit, rounded up) will be submitted at this stage.

- Each Vertical Pass Bid will be for a specific Trip on a specific date.
- Each Trump preference can be either for a specific trip or a single block of up to four days off.
- Bids and Preferences that Overlap Leave Wraparound Days, and/or DFW Days (including the non-Assignable Day) are acceptable. A pilot may opt to work in their Wraparound days but otherwise they will be protected at no cost to their Bank.
- Pilots may also state if they are prepared to accept Allocations that reduce Rest to not less than Conflict.

Bids for the vertical pass must conform to the separation gap criteria. Bids will also be denied if a Conflict would otherwise occur.

Vertical Pass Results will be available via Interbids shortly after bid closure. Interbids will show the activities allocated so far and all remaining uncovered work.

Carmen preferences can be submitted prior to Horizontal Preference closure via the Interbids form.

Final Rosters will be published approximately three days after Horizontal Preference closure (note: these rosters can not be loaded into eMaestro until final rosters for full Bidline fleets are published and so swapping will not be possible until that time).

Bids for Recurrent Training for the next month must be submitted by the promulgated dates.

14.13.4.3 Longhaul Vertical Pass Separation Gap

The vertical pass will be for trip bids only and this will retain MBTR unless the pilot opts otherwise. It will be processed in seniority order and a Trip will be Awarded, if available, provided it conforms to the separation rules.

A bid will be valid where the trip, including any associated MBTR, either abuts or is separated by a minimum number of days from any other pre-allocated Activity and associated MBTR (including Long Range Rest). This minimum number of days will be set with the aim of not preventing the Allocation of another trip in the gap. If the average trip length (rounded down) is 'n' days then the minimum separation gap will be 'n+2' days. A bid will be invalid if the gap is less than 'n+2'. A pilot may maintain or reduce the gap by indicating their willingness to work in Wraparound or Duty Free Week days, or by reducing MBTR, partly or in full (but not less than Conflict), for that trip or a preceding trip.

The following exceptions apply:

- Immediately before Wraparound days, it is the trip days (not including MBTR) that must abut the Wraparound day or a minimum gap of n+2 days must follow the trip (including its associated MBTR).
- A bid for a trip immediately before any Leave days or Duty Free Week days will be valid provided the associated MBTR abuts or overlaps these days.
- A bid for a trip immediately following any Leave or Duty Free Week days will be deemed to abut if it starts on or before the third day following these days.

An amount of work remaining uncovered at final roster publication is acceptable to assist the achievement of bids and Preferences. However, this rule is not intended to significantly reduce the ability to roster work. If a work coverage problem is identified as being caused by the application of this rule then the rule may be amended. Any such amendment will be by Agreement.

14.13.5 Trumps

See [Chapter 6](#) (Small Fleets – Trumps) with the following exceptions:

- Initially three Trumps will be available to each pilot per calendar year.
- This number will also be pro-rated for Training pilots to reflect their training commitment.
- Two Trumps will be available to Part Time pilots.
- Trumps will be available in December but processed after Christmas out Allocations.

14.13.6 Allocation

14.13.6.1 Work Lines

See [Chapter 6](#) (Small Fleets – Work Lines) with the following exceptions:

- Trips, Pool Blocks and Recurrent Training will be allocated as detailed in Bids and Preferences General.
- After Trumps, the first achievable Preference for the vertical pass of each Pilot will be considered in Seniority order before the Preferences for the horizontal line fill are addressed.

14.13.6.2 Errors and Omissions

See [Chapter 6](#) (Small Fleets – Errors and Omissions).

14.13.7 TAHs

See [Chapter 6](#) (Small Fleets – TAHs).

14.13.8 Christmas Agreement

See [Chapter 6](#) (Small Fleets – Christmas Agreement) with the following addition:

- For December only the vertical pass will include the Allocation of all Christmas out duties and will be processed before Trumps.

14.14 Category C Airfields

14.14.1 General

The following rules describe the necessary variations to main Bid Line Rules for Pilots on the Volunteer List. Unless specifically excluded by the following rules, or where these rules are silent, the main Bid Line Rules apply.

Cat C Aerodromes qualification requirements are such that specific training and recency is required for a Captain to operate to these destinations. Captains will be invited to volunteer for specific CAT C destinations and a list compiled in seniority order. Where there are insufficient volunteers the most junior pilots will be assigned to the Volunteer List and undertake the required training.

14.14.1.1 Intent

To ensure that there are sufficient Captains qualified to operate to these destinations whilst providing stability for operational planning.

14.14.2 Definitions

14.14.2.1 Reserve Day

A single day where a pilot may be allocated a HSB primarily to cover a Cat C Operation.

14.14.2.2 Cat C Trip

A trip to a Cat C Aerodrome.

14.14.3 Pre-Ops Processes – General

14.14.3.1 Training Preference

Pilots may state a Preference using the Training Facilities Proforma to enable initial qualification.

14.14.3.2 Cat C Trips/Reserve Day Initial Allocation

Pilots may submit Preferences for Cat C Trips, Reserve Days and Days off Preferences via email approximately one week before BidInfo 1 publication.

The detail of the format and number of Preferences for Cat C trips, Reserve Days and Days off and the processing of these will be specifically Agreed. The intent is Recency requirements will be processed first and Assignment will be limited to one Cat C Aerodrome Trip and one Reserve Day per calendar month.

14.14.3.3 Notification of Results of Preference Allocation Process

The results of the Preference Allocation process will be published in the BidInfo 2 Bid pack for that month. They will appear as pre-allocated Duties on the Status list.

Note: Days Off will not be specifically annotated.

14.14.4 Current Ops

14.14.4.1 General

All normal rules apply, with the following exceptions:

- A Cat C Trip/Reserve Day may not be subject to a PBW or Trade with Open Time, if that would cause the duty to become uncovered by a Cat C qualified pilot.
- Trip Swaps between Pilots must observe the Cat C aerodrome recency requirements.
- Removal from a Trip due to Illegality: where an alternative exists then the Cat C Trip/Reserve Day will be retained.
- A Pilot will not be Assigned any Trip that would cause a Cat C Trip/Reserve Day to be dropped.

14.14.4.2 Reserve Day Utilisation

Without jeopardising the Cat C operation, a pilot on HSB specifically covering a Cat C airfield may be called out from this HSB on the day, to provide cover for normal Short haul LHR work, for single day Trips only, without Clash. In the event that a Cat C qualified pilot has been used to cover normal short haul work, no Cat C qualified pilot will be Drafted for a Cat C operation whilst this HSB pilot is unavailable due to this short haul commitment.

14.14.4.3 Reserve Day Release

A pilot may be released from HSB at BA discretion with no credit adjustment permitted to the HSB credit.

14.14.5 Credit Handling

14.14.5.1 Reserve Day Credit

The credit for each Reserve day will be a minimum of 4:42 Credited Hours.

14.14.6 Part Time Pilots

14.14.6.1 Recency Requirements

The Cat C Aerodrome Recency requirements apply equally to Part Time Pilots.

14.14.6.2 RTR PTW

For Right to Request Part Time Pilots, if the Cat C Aerodrome recency requirements cannot be achieved due to Leave/DFW falling within the PTPs days of availability, it will be necessary to move either the Leave/DFW or PTDOs to ensure recency compliance. Where this is necessary, such movement will be mutually agreed with the Pilot in advance of the month in question.

14.14.6.3 Aspirational PTW

For Aspirational Part Time Pilots, any Cat C Trip Allocated during a part time month will be deemed to satisfy the Hot Spot requirement.

14.15 Moscow Longhaul Operation

14.15.1 General

In summer 2012 Moscow (DME) became a Longhaul destination. The following collates the details in the scheduling requirements contained within the Agreements concluded in 2012. The Agreements are valid for as long as the service does not have a Shorthaul product and so continues to be a Longhaul service.

Where hotel accommodation is required the hotel will be agreed between BA and BALPA and will include complimentary transport arrangements to and from the Crew Report Centre. Pilots using their own vehicles may use the hotel parking arrangements for their hotel stay on a pay and claim basis and then take their car to the crew car park for the trip.

14.15.2 LHR-DME-LHR Night Duty

This duty may be planned 70 minutes beyond the Section 10 limit. The following handling arrangements will be applied.

- The Trip will be planned as a four day Trip, including four sectors with a single night hotel accommodation at LHR between the two Night Duties. Hotel accommodation will be made available on request before and after the trip.

Additional credit will be added to the trip such that the total credit is equivalent to that if planned as DME nightstops. For 747, B767 and A320 aircraft types the additional credit per Night Duty will be 47 minutes.

14.15.2.1 Trip Splitting

Because of the complexities surrounding the arrangements for booking the hotel rooms and the credit adjustment, it is necessary to prevent the splitting of the trip by "sector swapping". The only way the four day trip can be split is by Current Ops for reasons such as sickness and disruption when a pilot has to drop half of the trip. In this situation the following arrangements will apply:

- A hotel day room will be available on request both before and after the duty.
- The enhanced credit will apply.
- Should this single LHR-DME-LHR duty be Assigned (Reserve, TASS or Draft) then an extra local night of rest afterwards will apply (it will be 2 local nights). This will be applied as Long Range Rest.

14.15.3 LHR-DME-LHR Non-Night Duty

This duty may be planned beyond the Section 10 limit. The following will apply:

- The trip will be planned as a single day trip.
- Hotel accommodation will be made available on request for the nights before and after the trip.
- Additional credit will be added to the trip such that the total credit is equivalent to that if planned as a DME nightstop.
- For the operation from Winter 2012 this additional credit per duty will be 74 minutes.

14.16 Bid Types

14.16.1 Award/Avoid Bids

Award Bids are single trip property bids which can be used to add desired trips into weighted trip pools.

Avoid Bids are single trip property bids which can be used to 'freeze' trips in their current trip pool or the supply pool.

An Avoid bid will only impact Award bids placed after it in the Bid group.

14.16.1.1 Trip Length

Award/Avoid trips of a specific length. The length can be defined within a defined range of days. Trip length is calculated as the number of calendar days (Base local time) touched by the trip.

14.16.1.2 Stop

Award/Avoid trips that has specific properties on the stops. The properties are the location of the stop (airport), the length of the stop and the start time of day of the stop.

If at least one stop in the trip fulfills the given properties then the trip will be Awarded/avoided.

If two or more of the properties are specified, they all have to be fulfilled for a stop to match the bid.

14.16.1.3 Carry-out Credit

Award/Avoids trips with the specified carry out credit from the Planning Period into the next month.

14.16.1.4 Deadhead

Awards/Avoids trips that start (first leg), end (last leg), or contain any leg with a deadhead.

14.16.1.5 Layover with Length

Awards/Avoids trips with a layover at a specific station and/or with a specific length. All trips that have at least one such layover starting (time zone at the layover station) in the defined period will be Awarded/Avoided from the bid group.

14.16.1.6 Legs Per Duty

Award/Avoid trips that have a certain number of legs in the duties. If any duty in the trip has the specified number of legs, then the trip will be Awarded/Avoided.

14.16.1.7 Trip Number

Awards/Avoids trips with a specific trip number.

14.16.1.8 Trip Report Time

Award/Avoids trips with a specified report time (start of briefing period).

14.16.1.9 Trip Release Time

Awards/Avoids trips with a specified release time (end of de-briefing period).

14.16.1.10 Trip Credit

Awards/Avoid trips with a specified trip credit.

14.16.1.11 Fixed Links

Award/Avoid trips with a specified number of fixed links

14.16.1.12 Flight Number

Award/Avoid trips containing a specific flight number. The trip must contain at least one leg with this flight number and that leg has to start (local time) within the defined period.

14.16.1.13 Crewing Level

Award/Avoid trips with a specified crewing level.

14.16.1.14 Trip Turnaround Time

Award/Avoids trips where the connection time between all legs in a duty of the trip is in a specified range.

14.16.1.15 Trip on Duty

Award/Avoids trips where all the duties of the trip are contained in a specified time of day (local time).

14.16.1.16 Trip Type

Awards/Avoids trips with a specified type.

Trip types currently supported:

1. Domestic – trip has only domestic airports.

-
2. International – trip is not domestic.
 3. Charter – first flight number is suffixed with “C”.
 4. Heavy Out – first leg is marked with work code “X”.
 5. Heavy In – last leg is marked with work code “X”.
 6. Layover – West USA/Canada – trips with a layover at airports defined in JCR in that region.
 7. Layover – Central USA/Canada – trips with a layover at airports defined in JCR in that region.
 8. Layover – East USA/Canada trips with a layover at airports defined in JCR in that region.
 9. Layover – Caribbean – trips with a layover at airports defined in JCR in that region.
 10. Layover – South America – trips with a layover at airports defined in JCR in that region.
 11. Layover – Middle East – trips with a layover at airports defined in JCR in that region.
 12. Layover – India – trips with a layover at airports defined in JCR in that region.
 13. Layover – Far East – trips with a layover at airports defined in JCR in that region.
 14. Layover – West – trips with a layover at airports defined in JCR in that region.
 15. Layover – East – trips with a layover at airports defined in JCR in that region.
 16. Layover – Scandinavia – trips with a layover at airport defined in JCR in that region.
 17. Layover – France – trips with a layover at airport defined in JCR in that region.
 18. Layover – Germany – trips with a layover at airport defined in JCR in that region.
 19. Layover – Italy – trips with a layover at airport defined in JCR in that region.
 20. Layover – UK – trips with a layover at airport defined in JCR in that region.
 21. Layover – Mid-Haul – trips with a layover at airport defined in JCR in that region.

- 22. B787 – all legs operated by equipment B787.
- 23. B777 – all legs operated by equipment B777.
- 24. A350 – all legs operated by equipment A350.
- 25. A380 – all legs operated by equipment A380.
- 26. Deadhead First – first leg in trip is deadhead.
- 27. Deadhead Last – last leg in trip is deadhead.
- 28. Deadhead Any – any leg in trip is deadhead.

Note: Airports for each Layover Region above will be published in Crewbid as a report each month.

14.16.1.17 Time Away from Base

Awards/Avoids trips with a specified time away from Base trip = duration.

14.16.1.18 Trip Credit Per Day

Awards/Avoids trips with a specified trip credit per day.

14.16.1.19 Trip Credit Per Duty

Awards/Avoids trips with a specified trip credit per duty.

14.16.1.20 Trip Block Time Per Day

Awards/Avoids trips with a specified trip block time per day.

14.16.1.21 Trip Block Time Per Duty

Awards/Avoids trips with a specified trip block time per duty.

14.16.1.22 Downline Report Time

Awards/Avoids trips with a specified report time.

14.16.1.23 Downline Release Time

Awards/Avoids trips with a specified release time.

14.16.1.24 Report Airport

Award/Avoid trips that reports from a specific airport.

Options currently LHR and LGW.

14.16.1.25 Fly with

Award/Avoid trips that are planned to the flown with a specified Captain.

This Bid is Limited to First Officers ONLY.

14.16.1.26 Work

AWARD – Crew can bid for accepting any trip in the defined period.

OR

AVOID a – Can bid to avoid any work touching the defined period.

14.16.2 Rule Relaxation Bids (Waive Bids)

Rule relaxation bids are bids that express the willingness of a crew member to relax certain industrial rules so that they get a higher chance to get other bids fulfilled.

If any of the Waive Willing to work bids are included in a pilot's final Bid Group then be aware that they will be apply during Fallback.

Bid Element	Description
Waive Industrial Rest	Relax industrial rest. Having selected this the Optimizer can relax rest down to the Conflict (Award) Column of table 14.1.1 .
Waive EASA Rest	Relax the minimum rest after a trip to be able to be allocated a B2B trip connection. The rules waived by crew is (ORO.FTL.235) Minimum rest before a flight duty period and Minimum local nights of rest at Home Base to compensate for time zone differences.
Waive Willing To Work DD	Allow placing Awarded trips over the duty-free week.
Waive Willing To Work WR	Allow placing Awarded trips over the wraparound days.

Bid Element	Description
Waive Willing To Work NA	Allow placing Awarded trips over the NA days.
Waive Willing To Work FDO	Allow placing Awarded trips over Free Days Off. Note that this bid won't relax Only allowed overlaps with FDO portion of Awarded reserves and thus will not apply to the two FDOs adjacent to RP.
Waive Willing To Work PD1, PD2	Allow placing Awarded and Assigned trips over PD blocks. User can also specify whether work can be allocated on the first two, or just the first day of the block.

14.16.3 Roster Bids

Roster bids are bids that should be respected for the complete roster in the current planning period. Below the different roster bids supported in JCR are listed.

Bid Element	Description
Max Length Of-Working Period	If this bid is placed, the length of the wops on the roster will not exceed the number of days decided by the bid. Pre-Assignments that are work will contribute to wop length.
Min Days Between Working Periods	If this bid is placed, the number of calendar days off between wops will be at least number of days decided by the bids. Rest between consecutive locked wops does not count towards the limit placed by the bid.
Max Number Of Working Periods	If this bid is placed, the number of working periods on the roster will not exceed the number decided by the bid. Completely locked wops do not count towards the max limit.

Bid Element	Description
Working Period Report Time	If this bid is placed, the report time of wops starting in the planning period will respect the limits placed by the bid. The limits are placed as a range in the bid table. Locked trips do not count towards this roster bid.
Working Period Release Time	If this bid is placed, the release time of wops starting in the planning period will respect the limits placed by the bid. The limits are placed as a range in the bid table. Locked trips do not count towards this roster bid.
Max Number Of Nights Away	If this bid is placed, the number of nights away on the roster will respect the limit placed by the bid. The number of nights away is defined as the number of days touched by the trip in homebase time. Locked trips do not count towards the max nights away limit.

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