



FLIGHT OPERATIONS DEPARTMENT

SCHEDULING POLICY

Thursday, 14 July 2005

It will be the responsibility of the office of the Chief Pilot Planning & Scheduling to ensure implementation of this Scheduling Policy. Chief Pilot Planning & Scheduling shall plan the monthly roster, schedule pilots and monitor day-to-day changes in accordance with the Scheduling Policy. Any deviation or violation by either party will be discussed by Pilot Central Scheduling & Utilization Committee (two members from Palpa) in the meeting to be held every month on a day indicated in the Crew Roster.

I. DUTY ROSTER & FLIGHT DISTRIBUTION

Pilots will be rostered for equal flying hours at base every month, this is subject to their availability at base and their route clearance. In case scheduling is unable to roster a Pilot for his due share of flying, the reasons for such planning will be placed before the Scheduling & Utilization Committee each Month.

- a) All flight patterns will be rotated amongst Pilots, according to their turn, check requirements, route clearance, seniority and availability, on a prorata basis. All efforts will be made to equalize the number of Domestic and International days out as per base average.
- b) The Scheduling & Utilization Committee will review the difference in flying hours, "days away from base" and "days off" of each Pilot on a quarterly basis. Pilots not given their equal share of flying hours, "days away from base" and "days off" will be compensated in the subsequent quarter. Pilots lagging behind their quota due to personal reasons will not be compensated.
Pilots leaving base station during days off, on positioning to other bases, if fall short of their monthly flying quota may not be compensated for in the subsequent months.
- c) Pilots missing flights due to casual leave, sick leave etc., will be rostered in subsequent months, as and when can be accommodated.
- d) In case of introduction of a new flight pattern or a layover station, the flights will be distributed according to seniority, subject to route clearance as specified in the Training Policy.
- e) In case a flight or layover station is re-introduced within a year of it's suspension, the flight will be rostered from the seniority where it was suspended, provided the Pilot to be scheduled does not exceed the equipment's average days out quota.

- a) In case a flight is open, it would be distributed as mentioned below. Every month scheduling will issue entitled, planned flying hours / Days out of Individual if more than one Pilot falls in the same category, then senior Pilot will be assigned the flight:
- b) When a Pilot's habitual status is established then he/she will be rostered for such flight in the subsequent months for the number of flights so missed.

NOTE: Clause g will only be applicable after a decision has been taken by UCM.

2. STANDBY DUTY

- a) Standby duties will be equally distributed amongst all the available Pilots.
- b) Pilots will not be detailed for standby duty on consecutive days.
- c) Standby coverage will be provided on all equipment, on twenty four (24) hours basis, this is to cater for Pilot's sickness, casual leaves and change of equipment. Pilots will be rostered for standby duties on AM/PM basis.
- d) Pilots detailed/rostered for standby PM duty will not be rostered for a morning departure the next day.
- e) Standby Pilots will be utilized if a flight is open after final crew position is issued.
- f) Rostered standby will have 'PRIORITY' over S.B. detailed through duty letter (subject to route clearance).
- g) Standby AM will cover the flights departing between 2330 HRS and 1330 HRS (inclusive), local time and standby PM will cover the flights departing between 1131 HRS and 2329 HRS (inclusive), local time .This would also be applicable for S/B duties at international stations.
- h) When a Pilot is picked up for a flight from a standby duty, due to a ~ Pilot's leave/sickness or change of equipment after issue of final crew : position, the number of hours and days away from base will be credited towards his/her Monthly/Quarterly quota.
- i) Sick reports on Eid days, unless supported by medical certificate from Crew Medical Centre, the number of hours so missed will be deducted from his/her monthly actual flying hours.

3. PICKUP WITHOUT STANDBY DUTY

Minimum of twelve hours notice will be given for operating a flight. However in extreme exigencies, PALPA shall be intimated at the earliest of the request to operate a flight at the last moment due to non- due to non-availability of operating/standby Pilot, and

consequent to this pick up he/she, misses his/her rostered flight, half the number of hours and days away from base of the flight that the Pilot has operated, will be counted towards his/her monthly/quarterly quota.

4. ROSTER CHANGES

1. Changes in the roster due Corporation's requirement will only be made with the approval of the Director Flight Operations, or in his absence, by Chief Pilot Planning & Scheduling, and only when absolutely essential and for the following reason.

- a) Pilot request (mutual changes, etc.)
- b) Sickness, casual leave or family sickness.
- c) Involving flight duty time limitations due delays.
- d) License, Passport, Health papers and Visa requirements.
- e) Training requirements, e.g. Flight training, Route checks, under supervision flying and route familiarization flying etc.
- f) To accommodate First flight.
- g) Charters, Extra sections, Ferry, VVIP flights and changes of equipment.
- h) Consequential changes due to above mentioned reasons.
- i) The hours/days out lost due to changes of patterns/flights will be compensated in subsequent month.

2. The hours/days out involved due to changes of patterns/flights will be adjusted in the subsequent month.

5. MUTUAL CHANGES

- a) Mutual changes will only be approved if they do not involve multiple changes in the roster or effect route clearance.
- b) Normally, mutual changes will be accepted for the same type of duty, all done well in advance by signing the mutual change form. Mutual changes after the working hours will only be entertained in exceptional cases by the Chief Pilot Planning & Scheduling or his nominee.
- c) Pilots who have changed their flights mutually will be considered to have operated their original flights and gained original planned days out and flying hours. Habitual mutual changes (more than 12 in a Calendar year will be discouraged).

6. CREW CHANGE ON DELAYED LIGHTS

If there is a rolling delay after pick up of crew and the Pilots are likely to exceed flight duty time limitations of ten (10) hours, then the Pilots shall be relieved of duty at their request or the Corporation may change the crew, however in case the maximum flight duty limitations of sixteen (16) hours is likely to be exceeded then standby crew must be picked up. In case standby Pilots are not available, other available Pilots will be picked up for the flight. If change of crew is not possible, the same crew may be detailed for the flight after providing necessary rest. The maximum flight duty limitation of sixteen (16) hours shall not be exceeded.

7. DELAYED DEPARTURE

- a) The crew of such flights will be notified of the expected departure and arrival time at base. When scheduled departure is significantly delayed, pilots will be notified as far in advance as is practicable, consistent, with the circumstances.
- b) In case of delayed departure of a flight, Cockpit Crew will be informed of such delay as far in advance, as possible, before pick up time, to enable them to utilize the delay towards their rest. If the Crew concerned is not so informed by 30 minutes prior to schedule pick up time, his flight duty time, shall be deemed to have commenced from the original reporting time of the flight.
- c) If a Cockpit Crew has gone on rest after completion of duty he will not be scheduled on another Corporation duty during the same calendar day. However, at outstations a Cockpit Crew may be detailed on duty during the same calendar day after minimum rest.
- d) Pilot in Command may delay a flight en-route for the purpose of rest even without exceeding the flight duty time limitations if in his opinion; continuation of flight may endanger the safety of operation.
- e) In case of delay of more than three (3) hours for flights returning to base, families of Pilots will be informed.

8. TWO FLIGHTS A DAY.

Cockpit Crew may be scheduled for two consecutive flights a day ex- base provided.

- a) Maximum scheduled flight time (Block time) of 8 1/2 hours, and 4 sector is not exceeded.
- b) The Maximum scheduled flight duty time of 10 hours is not exceeded.
- c) Such flights do not fall between 2200-0600 hours Local Time.

9. SICK REPORT AT OUTSTATION

No credit for dead heading will be given for a flight while returning to base after reporting sick at an outstation. No slip will be allowed between the station where the Pilot reported sick and his/her base.

10. CREW MOVEMENT

Pilots operating flights, traveling supply, proceeding on or returning from days off, leave etc., must enter their names in the Movement Register, in Flight Operations at all stations, where such registers are provided.

11. TWO CAPTAINS OPERATION

In extreme exigencies the Corporation may detail two Captains on a flight. The Captain originally scheduled for the flight will be the pilot-in-command, unless mutually agreed otherwise.

10. EXECUTIVE PILOT UTILIZATION

All Management Pilots will follow Corporation Policy as to their planned hours and days out per month.

These hours / days out will be reviewed quarterly by the UCM and action taken accordingly. In case of reduction flying, the quota of executive pilots will be reduced proportionally.

Management Instructor Pilots will not be utilized for more than one transition training per year.

13. INSTRUCTOR PILOTS ON SIMULATOR DUTY ABROAD

Instructors proceeding for simulators at outstations will be rostered for the number of flying hours in proportion to their availability at base, e.g. if the monthly flying average is thirty (30) hours and the Instructor has proceeded on a simulator trip at outstation for ten (10) days, then he will be rostered for twenty (20) days on a pro rata basis, i.e., twenty (20) hours only.

14. NON- AVAILABILITY OF TRANSPORT:

In case of failure of transport to report to a Pilot, one hour and thirty minutes (1:30) or one hour fifteen minutes (1:15) before International or Domestic departures respectively, the Pilots shall endeavour to contact the Flight Operations or make arrangements to come to the Airport for the flight in time. The transportation charges will be reimbursed to the Pilot on his/her arrival at the airport. On arrival if the transport is not available 00:30 mins. After Block on, alternate arrangements (Taxi) shall be made.

15. OFF-DAYS ON RELIGIOUS HOLIDAYS

- a) All possible efforts will be made to give days off on religious holidays like Eid etc. to Pilots according to their turn. Proper record of these days-off will be maintained by Crew Scheduling and monitoring.
- c) Efforts will be made not to plan simulator training during these above mentioned Holidays.
- d) Pilots availing Eid etc. at their hometowns while on a layover flight would be considered to be off for the purpose of marking these days-off.

16. DAYS-OFF

- a) All Pilots will be entitled to ten (10) days off, at base each month. Such days off will be in period of twenty four (24) consecutive hours, and will be counted after giving a rest of double the flight duty time or twelve (12) consecutive hours, whichever is more. These days off will be considered after required rest. Entitlement of days off in a month may be reduced by the number of days for which leave is taken by the Pilot in that month on prorata basis.

At least three (3) days off at base will be indicated in the roster, if any of these days off are not indicated in the roster, these will be treated as refused days off. However subject to Pilot's concurrence these days off may be utilized, in which case refused days off credit will be given. As far as possible these marked days will be according to Pilot's request, if made prior to tenth (10) of each month.

In case of short haul flights, each flight crew shall be relieved from all duties for at least 24 consecutive hours once: during 7 consecutive days.

When required to be away from base for tow (2) days or more, the pilot will be entitled to the following days off, immediately upon his/her arrival at base, after availing required rest.

Consecutive days away from Base	Entitled days off
2 – 4	2
5 – and more	3

- b) When exigencies demand the above days off may be reduced by twenty four (24) hours (e.g. 2 days to 1 day), provided that the pilot is informed at least twelve (12) hours before the flight standby, and acknowledgement obtained from him or her, and also provided that the duration of the subsequent flight so scheduled does not exceed two (2) days away from base, and does not disturb his/her subsequent roster slip flight.
- c) If more than ten (10) days off are available at base, in a month, such days in excess, will be open for duty and marked as available in the roster. In case a Pilot is scheduled for duty on his or her planned days off, as indicated in his/her monthly roster, those days off shall be credited to his/her, even if his/her entitlement can be met during the later part of that particular month.

17. MISSING OF ASSIGNMENT DUTY SICK REPORT

In circumstance where manipulation of the safeguards provided to Pilots/Flight Engineers missing their flights due to genuine and unavoidable reasons, could occur, leading to disruption of roster of other flight crew, the flight crew who habitually and unreasonably miss assigned duties (penalties applicable only after decision has been taken in the UCM) shall be liable to penalties described below.

- a) If a Cockpit Crew misses a particular flight or a flight pattern habitually, he/she will be on actual hours.
- b) When a Cockpit Crew's habitual status is established as per para above, then he/she will be rostered for such flight in the subsequent months for the number of flights so missed. The list of such crew will be submitted by Chief Pilot. Planning & Scheduling.
- c) No credit for dead heading will be given for a flight while returning to base after reporting sick at an outstation. Notwithstanding any thing contained in this chapter, no slip will be allowed between the station where the crew reported sick and base.

18. PRODUCTIVITY / REGULATORY RECORD.

Corporation will maintain a detailed record of the productivity and regularity of each Pilot, balance flying hours and number of days-out (International and Domestic separately) and provide such records accordingly, to the Association. If flying hours / days out (International/ Domestic) cannot be equalized during the calendar year, such hours / days shall be carried over to the next year.

19. REQUEST FLIGHTS:

- a) Pilots are required to make all requests, for a particular Flight pattern or “marked days off” in writing and submit the same to the office of Chief Pilot Planning & Scheduling by the tenth (10) of every month.
- b) Pilots may request for a particular International Flight pattern once in every six month and/or for a particular domestic flight pattern, every two months.
- c) Efforts will be made to accommodate pilots as per their requests, keeping in view their turn, days out, seniority and operational requirements. The request for long International layover Flight patterns will only be entertained, if the pilot's International days away from base are within the equipment's average International days-out quota. The Pilots will be rostered for their base flight patterns only, subject to relevant clearances. However, they may request for a flight pattern other than their Base Flight pattern, such requests will only be entertained once in every six (6) months. The scheduling section will maintain proper record of such requests.
- d) All requests will be pre assigned on the roster; the Scheduling section will maintain a proper record of all requests.

20. PRIVILEGE LEAVE:

- a) All Pilots will submit their leave choices to the Chief Pilot Planning & Scheduling by 30th each year.
- b) Every Pilot will be required to give three (3) distinct choices of leave periods, during which he/she wishes to avail his/her, privilege leave in a year.

- a) Leave choices will be accommodated according to seniority and turn (same period every year particularly summer months may not be repeated). However, if it is not possible to accommodate Pilots according to their first choice, then he/she will be planned for second or third choices, in order of seniority. If no leave choice is received from the Pilot then he/she will be planned for leave in the available month irrespective of his/her seniority. Priority however, will be given to pilots giving leave choice.
- d) Leave roster will be prepared by the Scheduling section and circulated to all Pilots beginning of December each year. The leave roster prepared for the year will be considered as leave application and strictly followed. In case the leave cannot be granted due Corporation requirements, then the Scheduling Section will raise the required refusal form and submit it to Admin Section for leave accumulation with a copy to individual at the end of each calendar year.
- e) Contingency factors, affecting privilege leave will be discussed in the UCM.
- f) Pilots must avail leave as per leave roster. However, with the permission of Chief Pilot Planning & Scheduling, a Pilot may make a mutual change/adjustment in the leave roster.
- g) Pilots on leave, who do not report for duty after expiry of the duly approved leave will not be entitled for any guaranteed payment and will be paid according to the actual hours flown.

21. POSTING

If no pilot is willing to proceed on posting then all such required positions will be filled in reverse order of seniority including those pilots undergoing under supervision flying.

22. G.D TRAVEL

The rules of G.D. Travel will be as per the GD Travel policy issued by the Director Flight Operations from time to time.

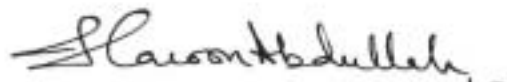
23. VVIP FLIGHT days out

VVIP crew days out will be included in the monthly quota of the pilot, however if due to a VVIP flight a pilot falls short of average days, he will be compensated accordingly. However, the FDTL for VVIP Crew shall be applicable as per the relevant ANOs.

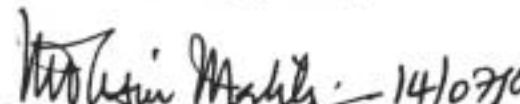
24. HOTEL at Crew Change Station

If at any normal crew change station hotel accommodation is not made available within 00:30 mins of arrival at the hotel, total waiting time will be counted towards duty, excluding transportation time.

 14/07
 Chief Pilot Planning & Scheduling

 14/07/05
 General Secretary (PALPA)


 Director Flight Operations

 14/07/05
 Vice President (PALPA)