

Disclaimer. This is an English translation of the company appendices for GEC. It is not a translation which is agreed upon between the parties of Kabinavtalet. In case of dispute regarding the proper interpretation of these provisions only the Swedish language version will apply.

COMPANY APPENDICES GEC

APPENDIX A PROVISIONS REGARDING TIME OFF, FLYING AND DUTY PROGRAMMES

In addition to what is provided in governmental regulations, the following shall apply:

Clause 1 Route committee

The employer shall decide on duty programmes (routes) after consultation on a so-called route committee. The committee shall include two representatives of the company and one representative of the local union organisation for each base (however not less than two).

A representative of the company shall be the chairman.

Fair and equitable scheduling shall be strived for.

This appendix shall form the basis for the committee's work.

Clause 2 Duty programme

A A duty programme shall comprise not less than four weeks or a calendar month and shall be available by e-mail and portal not less than 14 days before taking effect unless otherwise agreed with the local union organisation. On singular occasions, it may be agreed that a schedule may be sent by post to the residential address of the employee.

At Christmas and New Year's the duty programme as regards duty days and days off shall be notified not later than 14 days before the applicable programme period.

Before the planning of time off and duty over the Christmas, New Year's, Easter and Midsummer holidays, a review of the allocation shall be made with the local union organisation. C/A shall be afforded the opportunity to make requests (so-called request procedure).

B Any change of an issued duty programme shall be notified to the employee not later than 60 hours before the beginning of each duty period. A change means any change of off-duty time at the home base by more than three hours. During active duty, changes may due to unforeseen events be made upon shorter notice.

C Any change of scheduled off-duty days may be made only upon the approval of the affected C/A.

- D In order to ensure eight hours of bed rest at the home base, the period between check-out and check-in shall be not less than 11 hours.
- E The planned duty time for a cabin employee shall not exceed 47,5 hours per rolling seven-day period. Upon planning, 50% of stand-by time shall be counted. Being called up on stand-by duty and reallocation is not included in the planned duty time. In case the duty exceeds 47.5 hours per rolling seven day period, overtime compensation shall be paid according to Clause 5A.

Clause 3 Calculation of duty time

Duty time may amount to not more than 14 hours of duty, aside from stand-by calls.

Duty time includes:

- A The time for reporting for duty (i.e. start of duty time) is 1 hour before departure. From time to time the local parties may consult on airports that may require a longer check-in time than 1 hour, and amend the above rule subject to the employer's agreement.

The duty time ends 30 minutes after landing (block on). This assumes that the company does not provide for special duty after flying.

In case of timetable deviations, actual time shall be counted.

- B The time between landing and following take-off (block-to-block) which is shorter than five hours and longer stays if bed rest is not available. In case of stays longer than five hours and where bed rest is available, duty time shall be calculated according to the EUOPS sub part Q. If the stay between landing and the following take-off exceeds five hours, a day room shall be offered, or if the stay falls between 22:00 and 06:00, a hotel room shall be made available.

- C In case of a passive transfer by aircraft to and from the home base in connection with ordered duty, duty time shall be calculated, unless otherwise agreed with the local union organisation, as follows:

- 60 min check in at the home base
- 15 min check out from international flights
- 15 min check out from domestic flights

In case of passive transfer by other means of transportation than aircraft, duty time shall be calculated from the determined time for reporting for duty.

- D In case of ground duty and training, the time for reporting for duty until the end of the duty shall be counted unless otherwise agreed with the local union organisation.
- E In case of stand-by duty, 50 % of the duty time shall be counted.

- F Each day of holiday, caring for sick children, illness, leave of absence and compensation leave shall be considered to amount to 7.6 hours of duty. In case of stand-by duty, 25 % of 7.6 hours shall be deducted.

Note

In case of working hours when a working shift extends over two days, the sick pay period shall always start on the first calendar day when the C/A is out sick during the shift. The waiting day and the compensation day shall however be calculated on the basis of the shifts, even if a shift comprises parts of two days.

Clause 4 Leisure time

- A Duty may not be scheduled before 05.00 a.m. after an off-duty day or later than 11.30 p.m. on a day before an off-duty day, unless agreed with an individual C/A. This limitation also applies to other off-duty days, such as leaves of absence, holiday and compensation days.

Check-out before a weekend leave shall not be scheduled after 22:00.

Check-in after weekend leave shall not be scheduled before 06.00

Upon negotiations, the local parties may make an agreement to the effect that if a C/A accepts check-in and check-out, respectively, an hour earlier/later, overtime compensation shall be paid for each actual commenced duty hour according to Clause 5 A. If such an agreement is made, the forms thereof shall be regulated as well.

- B During one year, a C/A shall receive a minimum of 17 weekends off (continuous Saturday-Sunday), corresponding to one weekend off each three weeks. Epiphany, May 1st, Ascension Day, Easter Monday and the National Day shall not be considered holidays. At least eight of these holidays shall be scheduled to comprise at least 60 hours of off-duty time between CO and CI.

During a calendar month, a C/A shall receive at least nine off-duty days. These shall be scheduled on at least two occasions, with at least two consecutive days unless otherwise agreed with the local union organisation. In addition, the C/A shall receive an additional two off-duty days per calendar year.

- C All leisure time shall be scheduled at the home base unless otherwise agreed with the local union organisation.
- D An employee shall not be scheduled for a longer time than five consecutive calendar days unless otherwise agreed with the local union organisation.
- E Unless otherwise agreed locally or with an individual C/A then:

If two consecutive duty periods (aside from stand-by calls), i.e., without an intervening day off, exceed 24 hours, these shall be followed by a day of rest. The day of rest shall comprise at least 24 hours at the home base.

- F A Trump Day Off (TDO) is a day off that the C/A requests in advance of roster publication and is guaranteed to have rostered, subject to the following restrictions:

Five days per vacation year may be TDOs at a maximum of three per month, two of which can be weekends.

Where a TDO is requested for one OR more weekdays, the company may choose not to apply clause 4B for that particular week, regarding every third weekend off, however the appropriate weekend will be returned to the C/A to ensure that two full free weekends are rostered within a six week period.

The 20th December to 7th January will not be available for awarding of TDOs. There must be five calendar days between annual leave and TDOs.

TDOs must be requested in line with the relevant roster construction deadlines and will be granted on a first come first served basis and confirmed within 7 calendar days.

Clause 5 Overtime compensation etc.

- A Duty in excess of 38 hours per week on an average per four-week period/ calendar month shall be compensated for each commenced duty hour by

$$\frac{\text{the monthly salary}}{75}$$

Monthly salary equals to tariff pay and fixed supplements.

Stand-by is calculated at 50 %

Upon agreement, compensation may instead be provided in the form of time off, by two hours for each overtime hour.

- B Compensation shall be provided according to item A above if a C/A accepts duty on (a) a scheduled off-duty day, (b) an off-duty day scheduled in connection with a day of annual leave, and (c) a scheduled day of annual leave.

However on such duty occasion, compensation shall be provided for at least

- three hours if (a) above applies
- eight hours if (b) above applies

- nine hours if (c) above applies

In respect to (c), at least nine hours of compensation applies to the first five annual leave days scheduled during the relevant annual leave year, provided the C/A has been allocated an additional five paid vacation days per year as per Appendix D, Clause 3. In this case, from the 6th annual leave day, or if the C/A has not been allocated an additional five paid vacation days per year, the minimum compensation is four hours and C/A also keeps the annual leave day to be used at another time.

This does not however apply if an agreement is made under the last paragraph of Clause 4 A.

Note

Compensation according to items A and B shall not be paid concurrently.

- C The maximum permitted number of compensation in the "compensation bank" may not exceed 50 hours at the end of each year. The employee has the right to take out the "comp time" either as cash compensation or, upon agreement with the company, as time off. If a compensation day is scheduled, it shall be counted as 7.6 hours of compensation leave.
- D In case of duty on New Year's Eve, New Year's Day, Christmas Eve, Christmas Day, Boxing Day, Easter Eve, Easter Day, Midsummer's Eve and Midsummer's Day, a C/A shall be compensated with SEK 1209 per such day in case of duty and with SEK 605 in case of stand-by duty at the home base and with SEK 1209 in case of stand-by duty at an away base.
- E A C/A on duty after 11.59 p.m. the night before an off-duty day shall be compensated according to Clause 5B and with an additional off-duty day, which shall be scheduled not later than the following scheduling period.

Clause 6 Temporary re-stationing

- A Duration of stationing
Unless otherwise agreed with the affected C/A on each occasion, a temporary re-stationing shall be limited to 60 days.
- B Leisure time, rest, accommodation and travel according to local agreement.
- C Provisions regarding leisure time: Leisure time not taken out according to Clause 5 B above, may be taken consecutively immediately after the end of the stationing at the home base unless otherwise agreed with the local union organisation.

Clause 7 Stand-by duty

- A An employee scheduled for stand-by duty must be accessible and be prepared to report to duty not later than 90 minutes following a callout unless otherwise agreed with the local union organisation.
- B Stand-by duty shall be scheduled consecutively and for not more than 10 hours per day. Not more than six 10-hour stand-by duty periods may be scheduled over a four week period. Time on stand-by, except for stand-by duty at the airport, is included in the total duty time, minus 50 %.

Clause 8 Duty time at the employer's disposal

Duty time at the employer's disposal (DT) means duty time during a work period that is not used and in the duty programme marked with the designation DT. In the scheduling of DT, the limitations stated in Clause 3 shall be observed.

DT may be used under the following conditions:

1. If DT has been included in the duty programme immediately before the commencement of the duty, a C/A may not be ordered for duty before the commencement of the DT. If DT has been included in the duty programme immediately after the end of the duty, a C/A may not be ordered for duty after the end of DT.
2. In order to use DT for duty that entails an overnight stay at an away base, this must have been noted in the duty programme with a special designation – DTÖ.
3. Notice of duty shall be provided not later than at check-out or at the end of the stand-by duty before the commencement of DT.
4. If a full working day is designated as DT, the same rules shall apply as for stand-by duty according to Clause 7, however with the limitation that duty may not be planned for longer than until the end of DT.
5. If duty as well as DT are included in the duty programme for a certain day, these shall be scheduled as a continuous period.

Clause 9 Hotels

In conjunction with overnight stays or breaks where bed rest is required, the company shall arrange hotel accommodations comparable to good Scandinavian standards, where available.

As far as possible, the selection of, or changes in, crew hotels shall be made in consultation with the local union organisation.

All crew shall be planned to be accommodated at the same hotel.

Clause 10 Meals

After six hours of duty, a C/A has the right to a meal break.

Meal breaks may be scheduled in the air or on the ground on board an aircraft. Senior C/A or C/A1 shall ensure that all C/A's on board have the opportunity to eat.

In case of flying duty in excess of 6 hours from check-in to the last block-on, food shall be provided to the C/A.

APPENDIX B SALARIES

Monthly Gross Basic Salary

The employer will pay the C/A a monthly salary. The salary will be made available into a bank account designated by the C/A on the last banking day of the month. The salary is calculated per calendar month. The gross basic monthly salary is as follows.

Steg no	Years of experience	2020-11-01	2022-04-01
1	None	20 479 kr	20 930 kr
2	1 years	21 214 kr	21 681 kr
3	2 years	22 826 kr	23 328 kr
4	3 years	25 258 kr	25 814 kr
5	4 years	25 508 kr	26 070 kr
6	5 years	25 809 kr	26 377 kr
7	6 years	26 079 kr	26 653 kr

Hourly salary including holiday compensation

Salary shall be paid according to the above salary roster divided by 150.

Other supplements

	2020-11-01	2022-04-01
Senior C/A supplement per month	4624 kr	4725 kr
Variable C/A 1 supplement per BLH for temporary duty + 1.5 h	113 kr	116 kr
Production supplement per BLH	83 kr	85 kr
Instructor's supplement:		
Fixed per month	1320 kr	1349 kr
Per instructor day	660 kr	674 kr

Supplement for long duty periods (active duty)

	2020-11-01	2022-04-01
If a completed shift exceeds 12 hours, a supplement shall be paid in the amount of	528 kr	540 kr
If a completed shift is longer than 14 hours the supplement is	990 kr	1012 kr

Salary for base chief/C/A with administrative tasks

The salary shall be individual and differentiated. If the local parties do not agree on the salary level, the matter may be negotiated at the central level.

APPENDIX C TRAVEL AND PER DIEM PROVISIONS

Clause 1

During absences from the home base due to business travel and in case of duty at another place than the home base, compensation for additional costs shall be paid to the C/A according to the following.

Clause 2

Travel per diem

Whole or half-day allowance of SEK 220/110 is paid at the start of the flight duty and applies to all working days in connection with an overnight stay in Sweden.

When operating in Finland issued allowance of SEK 600 is instead valid for all working days in connection with an overnight stay.

The Swedish Tax Agency's regulations (tax free amounts) apply in respect to any other countries.

Clause 3

Time qualifying for a per diem is counted from the stated check-in time before take-off from the home base until 15 minutes after landing at the home base.

APPENDIX D HOLIDAY

Clause 1

Holiday shall be granted according to law with the additions set out below.

Clause 2

At the beginning of each calendar year, the company shall in consultation with the personnel organisation draw up holiday lists for the different personnel categories. The holiday lists may not, after having been adopted, be departed from without special reason.

Clause 3

The main holiday shall be scheduled during the period 15 May– 15 September.

C/A is entitled to 25 paid vacation days per year of which 20 days are continuous, during the main holiday period. The employer may, however, choose to only schedule a 15 consecutive days holiday during the main holiday season (3 calendar weeks). In such cases, C/A is entitled to an additional 5 paid vacation days per year. The remaining days beyond the 15 consecutive days are to be taken outside of the main holiday season.

Clause 4 Holiday pay, holiday compensation

Clause 4:1

Holiday pay comprises the regular monthly salary during the holiday period, plus a holiday supplement as set forth below.

The holiday supplement for each paid holiday day consists of 0.8 % of the C/A's current monthly salary at the time of the holiday.

In this context, “monthly salary” means the fixed cash monthly salary, and any fixed salary supplement (e.g., fixed shift, stand-by, emergency, overtime and travel time supplements or similar) per month.

Regarding a change in percentage of full working hours, see Clause 4:4.

0.5 % of the sum of the variable salary elements paid during the accrual year.

Variable salary elements means in this context production supplements and variable CA 1 supplements.

To the “sum of the variable salary elements paid during the accrual year” shall for each partial or whole calendar day of holiday pay qualifying absence be added an average daily income calculated by dividing the variable salary elements paid during the accrual year by the number of employment days (defined according to Section 7 of

the Holiday Act) excluding holiday days and whole calendar days with holiday qualifying absence during the accrual year.

Note

The holiday supplement of 0.5 % requires that the C/A has earned full paid holiday. If this is not the case then the holiday supplement shall be adjusted upwards by multiplying 0.5 % by the number of holiday days that the C/A is entitled to.

Clause 4:2

Holiday compensation is calculated as 4.6 % of the current monthly salary per untaken paid holiday day plus a holiday supplement calculated according to Clause 4:1. Holiday compensation for a saved holiday day shall be calculated as if the saved day had been taken the holiday day when the employment terminated, regarding percentage of full working hours - see Clause 4:4.

Clause 4:3

For each taken unpaid holiday day a deduction shall be made from the C/A's current monthly salary by 4.6 % of the monthly salary.

Clause 4:4

If a C/A during the accrual year has had a different percentage of full working hours than on the occasion of the holiday, the relevant monthly salary at the time of the holiday shall be prorated in relation to his share of the full regular working hours at the workplace during the accrual year.

If the percentage of full working hours has changed during a calendar month, then in the calculation, the percentage shall be used that has applied during most calendar days of the month.

Clause 4:5

In case of payment of holiday pay the following shall apply:

Main rule

The holiday supplement of 0.8 % shall be paid at the regular salary payment occasion in connection with or immediately following the holiday. The holiday supplement of 0.5 % shall be paid not later than at the end of the holiday year.

Clause 5

Clause 5:1

If a C/A has a right to more than 20 paid holiday days, the C/A has right to save these excess holiday days, provided that he/she does not during the same year take out holiday previously saved. The number of saved days may amount to not more than 25.

Clause 5:2

Saved holiday days shall be taken in the order they have been saved.

Clause 5:3

Holiday pay for saved holiday shall be calculated according to 4:1 above.

Clause 5:4

If a C/A wishes to save holiday, this shall be notified in connection with the planning of the main holiday.

Clause 5:5

If a C/A wishes to take out saved holiday, this shall be notified in connection with the planning of the main holiday.