

June 21, 1971

CIRCULAR TO ALL STAFF

In supercession of my Circular RD/11373 of December 13, 1968, consequent upon the recent Agreements arrived at with the AEF and the ACTSS, with effect from January 1, 1971, the following conditions of employment for locally employed staff in the United Kingdom will apply:

INDUSTRIAL STAFF

WORKING HOURS

- a) Weekly working hours for staff on day work shall normally be distributed over five days.
- b) The normal working hours for staff on night work shall be distributed over upto five nights to suit operating conditions at particular bases or Stations.
- c) The normal working hours for staff working on a double day shift or continuous three shift system, shall be spread over five shifts per week. Rostering of shifts may be spread over two or more weeks, provided that the shift cycle shall not exceed six weeks, and that the number of working days shall not normally exceed five per week (with six days at intervals to complete a shift cycle) and that the weekly hours worked shall not normally average more than 40.
- d) Staff required to change from one system to another Shift System shall be given a minimum of three days notice of such change or less by mutual agreement.
- e) Staff shall normally be entitled to a rest period of not less than 10 hours from the time work ceases on the first shift to the time work commences on the subsequent shift. In an emergency this rest period may be reduced, and the balance of entitlement will be paid at applicable Overtime rates.
- f) When operational conditions require it, staff may be called upon to work excess hours and to work when rostered on customary holidays as part of the normal cycle of the Shift.

DEFINITION OF SHIFTS

- A. a) Day Shift - will not start before 0700 hours or finish later than 1930 hours.

Any Five Days

The working week will be on a Monday to Friday basis. Nevertheless, in return for a weekly payment, staff will be required to work Saturday and/or Sundays as the workload dictates.

The requirement is confined to four (4) Saturdays and/or Sundays in any one quarter which if exceeded will be recompensed by normal overtime payments for further Saturday and/or Sunday working during the quarter. Alternative rest day (s) will be awarded in respect of the four (4) day(s) per quarter only.

- b) Early Shift - will not start before 0500 hrs or finish later than 1530 hours.
 - c) Late Shift - will not start before 1100 hrs or finish later than 0100 hours.
 - d) Night Shift - will not start before 1830 hours or finish later than 0800 hours.
- B. Shift patterns may combine any or all of the shifts above, or may consist of one of these shifts.
 - C. When Employees are required to change from one shift pattern to another they will receive notice of three clear days (or less by mutual agreement.)
 - D. Any change in existing or agreed shift patterns shall be discussed and agreed with the Shop Stewards in order to meet changes in work programme and also to provide for the most economical and efficient way of meeting the work programme changes.

PAYMENT OF SHIFT WORK

Shift Pay will be according to the following Schedule:-

SHIFT PAYMENT - RATES EFFECTIVE 1.1.71

<u>SHIFT</u>	<u>M.W.1</u>	<u>M.W.2 and Sr.Storekeeper II</u>	<u>M.W.3</u>	<u>M.W.4</u>	<u>Tradesman, Section Storekeeper, Senior Storekeeper I</u>
Continuous Shift Systems	£.5.5875	£. 5.5875	£. 5.4292	£.5.4292	£. 6.2417
Double Day (Monday - Friday)	£.2.9167	£.2.9167	£. 2.8417	£.2.8417	£. 3.2792
Rotating Double Day (5 from 7)	£.4.1250	£.4.1250	£. 4.0000	£.4.0000	£. 4.5000
Double Day (14 from 21)	£				
Sliding Double Day (14 from 21)	£.4.1250	£.4.1250	£. 4.0000	£.4.0000	£. 4.5000
Modified Double Day	£.3.5250	£. 3.5250	£. 3.4167	£.3.4167	£. 3.8875
Any Five Day	£. 1.2500	£. 1.2500	£. 1.2500	£. 1.2500	£. 1.5000
Rotating Day (5 from 7)	£. 3.4125	£. 3.4125	£. 3.3125	£. 3.3125	£. 3.8250

ALL PAYMENTS OVER A SHIFT CYCLE WILL BE AVERAGED OUT AND PAID AS
A WEEKLY SUM WHILST THE EMPLOYEE REMAINS ON THE SAME CYCLE OR SHIFT PATTERN.

PAYMENT FOR EXCESS HOURS

1. All overtime hours worked on Sundays (midnight Saturday to midnight Sunday) shall be paid at the rate of time and two-thirds the plain time rate.
2. All overtime hours worked outside the rostered hours of the normal working week (except hours worked between midnight Saturday and midnight Sunday) shall be paid at the rate of time and one-half the plain time rate.
3. All overtime hours worked on Statutory Holidays (midnight to midnight) shall be paid at the rate of time and two-thirds, and except in the case of Christmas Day or New Year's Day in Scotland, at the rate of double time.
4. For the purpose of calculating overtime each day shall stand on its own, and a full turn of duty shall be worked before overtime is reduced with the following exceptions:
 - a) Time lost for reasons acceptable to the Employer
 - b) Absence with permission
5. For the purposes of calculating overtime pay, the premium rate shall be applied to the basic weekly rate, plus such increments as have been awarded, divided by 40.

PAYMENT DURING SICKNESS OR OTHER DISABILITY

1. QUALIFYING PERIOD

During the first thirteen weeks' service there shall be no entitlement to payment of part wages or salary during sickness or accident absences.

2. PERIODS DURING WHICH PAYMENT OF WAGES OR SALARY WILL BE MADE

Payment of part wages or salary during sickness or accident absences will be made for the following periods:

after 3 months	and upto 6 months	continuous service	- upto 6 weeks pay
" 6 "	" 9 "	" "	- " 7 " "
" 9 "	" 24 "	" "	- " 8 " "
" 24 "	" 36 "	" "	- " 13 " "
" 3 years continuous service			26 " "

In all cases the entitlement to payment shall be during any one Calendar Year or any consecutive period of sickness or accident absence whichever is greater.

3. MEDICAL CERTIFICATE

Medical Certificates must be provided by the employee on the fourth day of sickness or accident absence and thereafter in accordance with the Statutory Regulations and the published regulations.

4. RE-QUALIFYING FOR WAGE OR SALARY PAYMENT AFTER EXHAUSTING ENTITLEMENT

For the purpose of calculating entitlement to payment of wages or salary during sickness or accident absence, any employee who is absent through sickness or accident at the end of the Calendar Year and who has exhausted entitlement to payment during sickness or accident in the Calendar Year, or who carries entitlement for payment during a consecutive period of absences, as provided in paragraph (2) from one Calendar Year to another, shall have no entitlement to payment during sickness or accident in the next following Calendar Year until normal duties have been resumed for a period of two weeks (12 working days when working a 6-day week, 10 working days when working a 5 day week) following a Certificate of fitness for duty.

5. PAYMENT - ALL

- (a) For calculating payment during the broken periods of a week, the normal weekly rate of payment will be divided by 5 and the resulting figure will be the daily rate of payment.
- (b) The amount of part payment of wages during sickness or accident absence shall be the normal rate of pay calculated as provided above, less the actual amount, or anticipated amount, receivable from National Insurance or from the Industrial Injuries Scheme.

6. PAYMENT - WEEKLY AND MONTHLY - RATED STAFF

Employees paid weekly or monthly will receive payment of the normal weekly or monthly rate of salary calculated pro-rata for the period of absence during sickness or accident less the amount they are entitled to receive under the National Insurance or the Industrial Injuries Scheme.

7. SPECIAL PROVISION FOR ACCIDENTS SUSTAINED ON DUTY

In case of absences resulting from accidents arising out of and in the course of employment, and for which payment of benefit is made under the Industrial Injuries Scheme, payment will not be withheld during the first thirteen weeks service. Such absences will not be charged against the periods during which payment of part wages or salary is paid during sickness.

The relevant parts of Clauses 1, 2 and 4 should be construed accordingly.

CALL MONEY

Employees who have completed a normal day or shift and have left their place of employment without being notified that they are required to work overtime and are thereafter called in to work during overtime hours, shall be paid the sum of 10/- (£0.5000) as 'Call Money'

INCREMENTAL AWARDS

Increments are awarded for efficiency and are subject to satisfactory service and conduct. They are payable from the incremental date (January 1, April 1 July 1 or October 1) nearest the anniversary of the date of appointment in the grade, until the maximum salary appropriate to the Employee's grade is attained.

HOLIDAY ENTITLEMENT

1. Staff shall have an annual leave entitlement on the following basis:

- a) Less than one year's continuous employment - one twelfth of the annual entitlement for each completed month of employment at the time the holiday is taken up to a maximum of 15 Working Days.
- b) After completion of one year's continuous employment - 15 Working Days' holiday.

2. The conditions governing the granting of Annual Leave are:

So far as is possible to suit operating conditions at particular bases and Stations, Annual Holidays will be granted at times requested by the Employees concerned, but in all cases, prior approval must be obtained. The leave year is from January 1 to December 31 and leave entitlement cannot be carried forward from one year to another, unless the Employee has been prevented from taking leave during the year owing to the special requirements.

3. On termination of employment leave shall be granted on the basis of one-twelfth of the annual entitlement for each complete month's service since the previous 1 January or from the date of engagement, whichever is the later, less any leave already taken.
4. a) In addition to the annual holiday entitlement outlined in paragraph 1 above, staff will be granted six additional days' holidays with pay during the year plus any days declared by the Queen to be Public Holidays (except when an alternative day of Public Holiday is proclaimed in respect of Christmas Day falling on a Sunday).

These six days will normally be allocated:

Easter 2 days	- Good Friday & Easter Monday
Spring Holiday 1 day	- Spring Holiday Monday
Summer Holiday 1 day	- Summer Bank Holiday
Christmas 2 days	- Christmas Day & Boxing Day In Scotland New Year's Day and 2 January will normally be allocated instead of Christmas Day and Boxing Day.

b) By local agreement, other days equivalent in number may be substituted in parts of the United Kingdom (including Channel Islands), only where it is not in accordance with local custom to observe the days referred to in paragraph 4 (a) as holidays.

c) Where a Statutory Holiday coincides with what would normally be a rostered rest day, an alternative rest day will be allocated on a normal basic day. In the case of day workers, the date of the alternative rest day will normally be announced. In the case of Shift Workers, the alternative rest day will normally be mutually agreed.

d) The day of holiday in the case of employees engaged on shift or night work shall be deemed to be the period of duty commencing on the day of the published holiday.

e) Entitlement to the additional holiday with pay specified in this paragraph shall not be given to any Employee who is absent from duty on the Working Day immediately preceding or the Working Day immediately following the prescribed holiday (excepting if this arose from any permission granted by, or other acceptable reason) or who, having been given not less than three days' written notice (either by individual notification or instructions posted on Notice Boards) that he (or she) is required for duty on a prescribed holiday and has not given any valid reason why such duty be impracticable, fails to report for duty on the prescribed holiday.

f) The six days of additional holiday will be published by notice each year, together with any alternative rest days as applied to day workers and arising out of sub-section (e).

5. Payment for hours worked on authorised holidays will be as follows:

- a)
 - i) Except as provided in sub-section (b) all hours worked midnight to midnight on Christmas Day (or New Year's Day in Scotland) shall be paid at the rate of double the plain time rate (see note below).
 - ii) Except as provided in sub-section (b) all hours worked midnight to midnight on Good Friday, Easter Monday, Spring Holiday Monday, Summer Bank Holiday, Boxing Day (or such days as may be substituted according to local custom, shall be paid at the rate of time and two-thirds the plain time rate (see note below).
 - iii) In addition to the above premium rates of pay an alternative day off in lieu will be granted with payment at the normal rate inclusive of shift pay where applicable. Such an alternative time off may be taken by mutual arrangement subject to operational needs. Every effort will be made to grant such days off by mutual agreement.
- b) Premium payment for hours worked on authorised holidays in the case of night workers and shift workers shall be for the shift commencing on the holiday.
- c) Employees required to work on an alternative rest day arising under sub-section (c) of paragraph 4 above will be entitled to compensation appropriate to overtime working as provided for under Clause - 'Payment for Excess Hours'.

NOTE

For the purposes of the plain time rate for one hour the sum of the weekly basic rate and such increments as have been awarded, shall be divided by 40.

6. In addition to the six Statutory Holidays enumerated above, a further three additional days holiday with pay during the year will be granted as follows:

REPUBLIC DAY OF INDIA
INDEPENDENCE DAY OF INDIA
MAHATMA GANDHI'S BIRTHDAY

NOTE:

The daily entitlement in all cases is based on a 5-day week. Rest days immediately preceding Annual Leave will not be included in the total number of Working Days Annual Leave granted, neither will any intervening Saturdays and Sundays.

For the purpose of calculation of Annual Leave Days granted, staff will be presumed to have come off their Shift Roster (if applicable) and upon resumption of duties after leave, may be required to commence a different shift pattern.

It is understood that negotiations regarding increased Holiday Entitlements are presently under discussion with BOAC and it is agreed that any changes resulting from these negotiations will be applied with the same effectivity date as in BOAC.

PASSAGE CONCESSIONS

The existing benefits under the Passage Regulations will continue to be applicable to the staff until they are modified.

NON-INDUSTRIAL STAFF

WORKING HOURS

- a) Weekly working hours for staff at London Airport on day work shall be distributed over 5 days, but may be distributed over $5\frac{1}{2}$ days in certain areas of Sales Offices in London similar to the practice followed by BOAC.
- b) The normal working hours for staff on night work shall be distributed over up to five nights to suit operating conditions at particular bases or Stations.
- c) The normal working hours for staff working on a double day shift or continuous three shift system, shall be spread over five shifts per week. Rostering of shifts may be spread over two or more weeks provided that the shift cycle shall not exceed six weeks, and that the number of working days shall not normally exceed five per week (with six days at intervals to complete a shift cycle) and that the weekly hours worked shall not average more than $37\frac{1}{2}$ in the case of Non-Industrial staff.
- d) Staff required to change from one shift system to another, shall be given a minimum of 3 days notice of such change or less by mutual agreement.
- e) Staff shall normally be entitled to a rest period of not less than 10 hours from the time work ceases on the first shift to the time work commences on the subsequent shift.

In an emergency this period may be reduced and the balance of entitlement will be paid at applicable Overtime rates.
- f) When operational conditions require it, staff may be called upon to work excess hours, and to work when rostered on customary holidays as part of the normal cycle of the Shift.

DEFINITION OF SHIFTS

i) Day Shift

The hours of work do not commence before 0700 hours or finish later than 1830 hours, worked Monday through Saturday.

ii) Rotating Day Shift

The hours of work do not commence before 0700 hours or finish later than 1830 hours, with Rotating Rest Days.

iii) Night Shift

The hours of work do not commence before 1830 or finish later than 0830 hours the following day rostered any five days of the week.

iv) Rotating Double Day Shift (excluding Sunday)

The hours of work do not commence before 0600 or finish later than 2300 rostered over six days Monday to Saturday inclusive, and are rostered to provide for two shifts - Morning and Afternoon.

Morning Shifts shall be those shifts where hours do not commence before 0600 and finish later than 1530. Afternoon Shifts shall be those shifts where hours do not commence before 1200 and finish not later than 2300.

v) Rotating Double Day Shift (including Sunday)

The hours of work are same as (iv) above, and are rostered over seven days Monday to Sunday inclusive.

vi) Rotating Double Day Shifts - may be rostered to include a combination Morning/Days/Afternoons.

vii) Continuous Shifts

Continuous Shift system is a pattern in which the individual is required to work a combination of Mornings/Afternoons/Nights, or Mornings/Days/Afternoons/Nights.

PAYMENT FOR SHIFT WORK

- a) i) Shift Pay will only be paid when shifts are physically worked.
- ii) When early and late shifts comprise at least 50% of the total number of shifts in a Rotating Double Day Shift Roster, the full weekly shift premium will apply.
- iii) When Sunday working comprises 50% of the total number of Sundays in a Rotating Double Day Shift Roster, the full weekly shift premium shall apply throughout the Roster.
- iv) The full weekly premium payment will apply when the night work element constitutes not less than 25% of the whole Continuous Shift Roster.
- v) When Morning and Afternoon Shifts do not comprise 50% of the Rotating Double Day Shift Roster, each Morning and/or Afternoon Shift worked will be paid at 1/5 of the weekly premium for such shifts worked.
- vi) Where Sunday shifts comprise less than 50% of the Sundays in the Rotating Double Day shift Roster, during those weeks where Sunday is not worked, the Rotating Double Day Shift (excluding Sunday) Premium will apply and in those weeks where Sunday is worked, the Rotating Double Day Shift (including Sunday) premium will apply.

- vii) Where Continuous Shift pattern is worked and the night Shift element is less than 25% such night shifts will attract 1/5 of the Shift Premium for Night Shift for each Night Shift worked. The remaining shifts worked will attract 1/5 of the Shift Premium for Rotating Double Day Shift (including Sunday or Excluding Sunday as the case may be) for each Shift worked.

b) RATES OF WEEKLY SHIFT PREMIUM

<u>Type of Shift</u>	<u>C-1/C-2/C-3</u>	<u>C-4/C-5</u>	<u>D-6/D-7/D-8</u>
Rotating Double Day (Excluding Sunday)	£.4.13	£.4.63	£.5.00
Rotating Double Day (Including Sunday)	£.4.87	£.5.37	£. 5.37
Continuous	£.6.50	£.7.37	£. 7.37
Night (Any 5 out of 7)	£.7.37	£.7.75	£. 8.87
<u>For Rotating Day Shifts</u>			
Working 1 Sunday in 6	£.1.55	£.1.93	£. 1.93
Working 1 Sunday in 5	£. 1.75	£.2.13	£. 2.13
Working 1 Sunday in 4	£. 2.25	£.2.63	£. 2.63
Working 1 Sunday in 3/2/1	£. 3.25	£.3.63	£. 3.63

NOTE:

C-Scale Staff rostered to work shifts commencing on any or all of the six Statutory Holidays, will not receive Shift Allowance, but will be paid the number of rostered hours evaluated by straight time for Christmas Day and by one-half for the other five days in addition to their normal rate.

D-Scale Staff rostered to work shifts commencing on any or all of the six Statutory Holidays will not receive Shift Allowance, but will be paid £.8.00 for Christmas Day and £.5.00 for the other five days in addition to their normal rate.

- c) Any change in existing Shift Pattern shall be discussed and agreed with the Shop Stewards.

PAYMENT FOR EXCESS HOURS

Staff required in any pay week to work in excess of their normal hours determined in accordance with sub-paragraph (c) of Paragraph "Working Hours" above, shall be compensated as follows:

i) C-SCALE STAFF

For hours in excess of normal weekly hours payment at one-and-one-half times the plain time rate (time-and-one-half) will be made for weekdays, and for Sundays at one-and-two-third times the plain time rate (time-and-two-third).

For working on an authorised holiday in addition to time-off-in-lieu, following premium payment will be made:-

CHRISTMAS DAY - All hours worked will be evaluated at double time- that is in addition to the weekly/monthly salary an additional payment at plain time rate for rostered hours worked and at twice the plain time rate for hours in excess of the rostered hours.

OTHER FIVE STATUTORY BANK HOLIDAYS All hours worked will be evaluated at one-and-two-third times the plain time rate (time-and-two-third), that is in addition to the weekly/monthly salary an additional payment at two-third times the plain time rate (two third-time) for rostered hours worked and at one-and-two-third-times the plain time rate (time-and-two-third) for hours in excess of the rostered hours.

ii) D-SCALE STAFF

For working on an authorised holiday in addition to time-off-in-lieu, following premium payment will be made:

CHRISTMAS DAY	-	£.8.00
OTHER FIVE STATUTORY BANK HOLIDAYS	-	£.5.00 (per day)

iii) C-SCALE AND D-SCALE STAFF rostered to work on any or all of the three Indian National Holidays shall be compensated by grant of corresponding time off in lieu at a time or times as far as practicable, mutually convenient to Employer and Employee.

For any EXCESS hours worked on any or all of the three Indian National Holidays, payment will be made at one-and-two-third times the plain time rate (time-and-two-third) to C-Scale Staff and at plain time rate to D-Scale Staff.

iv) For the purpose of calculating premium rates of pay, the weekly rate shall be divided by $37\frac{1}{2}$ to arrive at the plain time rate for one hour.

INCREMENTAL AWARDS

Increments are awarded for efficiency and are subject to satisfactory service and conduct. They are payable from the incremental date (January 1, April 1, July 1 or October 1) nearest the anniversary of the date of appointment in the grade, until the maximum salary appropriate to the Employee's grade is attained.

PAYMENT DURING SICKNESS OR OTHER DISABILITY

1. QUALIFYING PERIOD

During the first thirteen weeks' service there shall be no entitlement to payment of part wages or salary during sickness or accident absences.

2. PERIODS DURING WHICH PAYMENT OF WAGES OR SALARY WILL BE MADE

Payment of part wages or salary during sickness or accident absences will be made for the following periods:

After	3 months & upto 6 months' continuous service	- upto 6 weeks' pay
" 6 "	9 "	" 7 "
" 9 "	" 24 "	" 8 "
" 24 "	" 36 "	" 13 "
" 3 years continuous service		26 "

In all cases the entitlement to payment shall be during any one Calendar Year or any consecutive period of sickness or accident absence whichever is greater.

3. MEDICAL CERTIFICATE

Medical Certificates must be provided by the employee on the fourth day of sickness or accident absence and thereafter in accordance with the Statutory Regulations and the published regulations.

4. RE-QUALIFYING FOR WAGE OR SALARY PAYMENT AFTER EXHAUSTING ENTITLEMENT

For the purposes of calculating entitlement to payment of wages or salary during sickness or accident absence, any employee who is absent through sickness or accident at the end of the Calendar year and who has exhausted entitlement to payment during sickness or accident in the Calendar year, or who carries entitlement for payment during a consecutive period of absence, as provided in paragraph (2) from one Calendar year to another, shall have no entitlement to payment during sickness or accident in the next following Calendar year until normal duties have been resumed for a period of two weeks (12 working days when working a 6-day week, 10 working days

when working a 5-day week) following a Certificate of fitness for duty.

5. PAYMENT

- (a) For calculating payment during broken period of a week, the normal weekly rate of payment will be divided by 5 and the resulting figure will be the daily rate of payment.
- (b) The amount of part payment of wages during sickness or accident absence shall be the normal rate of pay calculated as provided for above, less the actual amount, or anticipated amount, receivable from National Insurance or from the Industrial Injuries Scheme.

6. PAYMENT - WEEKLY AND MONTHLY - RATED STAFF

Employees paid weekly or monthly will receive payment of the normal weekly or monthly rate of salary calculated pro-rata for the period of absence during sickness or accident less the amount they are entitled to receive under the National Insurance or the Industrial Injuries Scheme.

7. SPECIAL PROVISION FOR ACCIDENTS SUSTAINED ON DUTY

In case of absences resulting from accidents arising out of and in the course of employment, and for which payment of benefit is made under the Industrial Injuries Scheme, payment will not be withheld during the first thirteen weeks service. Such absences will not be charged against the periods during which payment of part wages or salary is paid during sickness.

The relevant parts of Clauses 1, 2 and 4 should be construed accordingly.

HOLIDAY ENTITLEMENT

ANNUAL LEAVE

1. A. Subject to the conditions stated herein, weekly rated Non-Industrial Staff (L-Scale) shall be entitled to Annual Leave on the following scale:

(i) EMPLOYEES UNDER 18 YEARS OF AGE

2 weeks per annum
(10 working days)

plus one working day for each year of
service after the first year up to a

maximum

3 weeks per annum
(15 working days)

Annual leave continued

(ii) EMPLOYEES 18 YEARS OF AGE AND OVER

3 weeks per annum
(15 working days)

Plus 1 working day after the 4th year of service

(16 working days)

"

7th year of service
(17 working days)

"

10th year of service
(18 working days)

B. Subject to the conditions stated herein, annually-rated Non-Industrial Staff (D-Scale) shall be entitled to Annual Leave on the following scale:

- (a) After 1 year's continuous service and during the subsequent 4 years' continuous service - 18 working days
- (b) After 5 years' continuous service - 19 working days
- (c) After 10 years' continuous service - 20 working days

NOTE:

The daily entitlement in all cases is based on a 5-day week. Rest days immediately preceding Annual Leave will not be included in the total number of Working Days Annual Leave granted, neither will any intervening Saturdays and Sundays.

For the purpose of calculation of Annual Leave Days granted staff will be presumed to have come off their Shift Roster (if applicable) and upon resumption of duties after leave, may be required to commence a different shift pattern.

2. The conditions governing the granting of Annual Leave are:

- a) The leave year is from January 1 to December 31. Leave entitlement cannot be carried forward from one year to another, unless the employee has been prevented from taking leave during the year owing to special requirements.
- b) The annual entitlements enumerated in paras 1 (A) and 1(B) accrue after the completion of one year's employment and thereafter in each leave year. Staff with less than one year's continuous employment will be permitted, subject to the exigencies of the service, to take leave calculated on the basis of one twelfth of the annual entitlement for each completed month of employment.

- c) So far as is possible, Annual Holidays will be granted at times requested by the employees concerned, but in all cases prior approval must be obtained. At the time the holiday is taken employees will be permitted to anticipate their entitlement for the next six months on the understanding that should for any reason their services cease before completion of the following six months, any unearned leave that had been taken will be considered as leave without pay and adjusted accordingly when settling the wages account.
 - d) Staff absent from duty without permission granted or for other acceptable reason, will have such absences charged against the annual holiday entitlement accrued as on the first day of such absence. In the event of employees being absent from duty without permission for periods in excess of the total leave entitlement, payment of wages for such periods of absence in excess of the holiday entitlement will be withheld.
3. Any employee terminating employment without having been granted Annual Leave in the leave year in which termination occurs, shall have the leave entitlement calculated and discharged in the following manner:
- (i) if the employee is being discharged for misconduct there shall be no entitlement.
 - (ii) if the employee has completed less than twelve months' continuous service at the time of termination, leave entitlement for the year in which termination is effected shall be calculated on the basis of one-twelfth of the annual entitlement for each completed month's service since the commencement of the current leave year, or from the date of Confirmation in service if no leave has been granted since employment commenced. The balance of leave due shall be granted immediately following the date of termination.

NOTE:

It is understood that negotiations regarding increased Holiday entitlements are presently en train with BOAC, and it is agreed that any changes resulting from these negotiations will be applied with the same effectivity date as in BOAC.

STATUTORY HOLIDAYS

- (a) (i) In addition to the Annual Holiday entitlement outlined in paragraph 1 above, staff will be granted six additional days holiday with pay during the year plus any days declared by the Queen to be Public Holidays (except when an alternative day or Public Holiday is proclaimed in respect of Christmas Day falling on a Sunday).

These six days will normally be allocated:

Easter	2 days - Good Friday and Easter Monday
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Spring Bank Holiday	1 day	- As determined by Royal Proclamation
Summer Bank Holiday	1 day	- As determined by Royal Proclamation
Christmas	2 days	- Christmas Day & Boxing Day

- (ii) In addition to the six Statutory Holidays enumerated above a further three additional days Holiday with pay during the year will be granted as follows:

Republic Day of India

Independence Day of India

Mahatma Gandhi's Birthday

- (iii) Where a holiday coincides with what would normally be a rostered rest day, an alternative rest day will be allocated on a normal basic day. In the case of day workers, the date of the alternative rest day will normally be announced. In the case of shift workers, the alternative rest day will normally be mutually agreed.
- (iv) The day of holiday in the case of employees engaged on shift or night work shall be deemed to be the period of duty commencing on the day of the published holiday.
- (v) Entitlement to the additional holidays with pay specified in this paragraph shall not be given to any employee who is absent from duty on the working day immediately preceding or the working day immediately following the prescribed holiday (excepting if this arises from any permission granted, or other acceptable reason).
- (vi) The nine days of additional holiday will be published by notice each year, together with any alternative rest days as applied to day workers and arising out of Sub-section (iii).
- (b) Staff required to work on any or all of the six authorised Statutory Holidays will receive payment for such day or days worked at the rates indicated under the heading - Payment for Excess Hours and for Holidays - and will also be granted an alternative day off in lieu with pay at the normal rate for each day of holiday worked. For the purpose of calculation "one day's pay" shall be one-fifth of the weekly basic pay.
5. Staff required to work on an alternative rest day arising under Sub-section (iii) paragraph 4 (a) above will be entitled to compensation to overtime working.

PASSAGE CONCESSIONS

The existing benefits under the Passage Regulations will continue to be applicable to the staff until they are modified.


M.A.S. Dalal
Regional Director, UK

- cc. Head Office, Bombay
- cc. The Chief Personnel Manager, Santa Cruz
- cc. The Comm. Manager-Admn, Bombay
- cc. The Sr. Accounts Officer, Pay Accounts, Santa Cruz
- cc. The Manager, London
- cc. The Manager, London Airport
- cc. The Resident Engineer, London Airport
- cc. The Operations Manager (WD) London Airport
- cc. The Asst. to RDUK
- cc. The Reservations Manager, UK
- cc. The Cargo Sales Manager, UK
- cc. The Passenger Sales Manager, UK
- cc. The Regional Accounts Manager, UK
- cc. The Publicity Manager, UK
- cc. The Airport Manager, London
- cc. The Supplies Manager, LAP
- cc. The Manager, Catering/Cabin Services, LAP
- cc. The Chief Flight Purser, LAP
- cc. The Cargo Service Manager, LAP
- cc. The Traffic Liaison Officer, Airways Terminal, London
- cc. The Dist. Sales Manager, Glasgow
- cc. The Dist. Sales Manager, Leeds
- cc. The Dist. Sales Manager, Cardiff
- cc. The Dist. Sales Manager, Birmingham
- cc. The Dist. Sales Manager, Manchester
- cc. The Sales Rep. Southall
- cc. The Manager, Ethnic Sales