

# Terms of employment applied to Finnair Plc's cabin crew 2022– 2024

Finnair's Consolidated Collective Labour  
Agreement

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## **Definitions**

In the text that follows, 'union' stands for Transport Workers' Union AKT.

'Arrival at the base' refers to the end of duty time at the base.

# **COLLECTIVE LABOUR AGREEMENT PROVISIONS APPLIED TO FINNAIR PLC'S CABIN CREW 2022–2024**

*This book is a collection of the collective labour agreement provisions concerning cabin crew working for Finnair Plc as they are applied at Finnair Plc and within the scope of application of this collective labour agreement ('CLA').*

*The provisions are based on the general collective labour agreement concerning cabin crews and the exceptions and addenda agreed with regard to Finnair Plc.*

## **SECTION 1 SCOPE OF THE AGREEMENT**

1. This agreement formulates the terms of employment for cabin attendants (employees) employed by Finnair Plc and its Finnish subsidiaries.
2. This agreement does not apply to the cabin service department managers who have a separate employment contract in place.
3. This collective labour agreement is applied at Nordic Regional Airlines Oy and its Finnish subsidiaries in the form and under the terms and conditions separately agreed on between the parties to this agreement in the collective labour agreement protocol concerning the above companies.

When Finnair Plc establishes a company engaging in charter flight operations, into which the current business carried out operating the Boeing 757-200 aircrafts is transferred at the time of signing of this agreement, the terms of employment of employees recruited to the company after its foundation on 1 June 2005 are determined as follows:

The general collective labour agreement of the sector applies, with the exception that salaries are determined according to Finnair's protocol of signature in such a way that the earnings are multiplied by a factor of 0.94 before payment.

4. Finnair's terms of employment applicable to employees working on charter flight operations at the time this agreement enters into force will continue to apply until 31 December 2012. They have the opportunity to transfer to scheduled traffic by the date specified above with a prior notice of six months. After the above date, the terms of employment for charter flight operations apply to them.

## **SECTION 2 USE OF EXTERNAL LABOUR**

1. Agreements concerning subcontracting or temporary staffing shall include a term according to which the subcontractor or agency providing temporary staffing undertakes to comply with the general CLA of the sector and applicable labour and social legislation.

Considering the requirements of the Finnish Act on Cooperation within Undertakings and additional labour-related legislation, prior to termination or temporary dismissal of its own employees or transferring them to part-time duty, the employer must cease using temporary agency staff at the base in question save for those employees operating in duties that cannot be undertaken by the employer's own employees for reasons related to competence requirements or other similar reasons.

2. If the employer signs a long-term agreement with another company on the basis of which an employee has to work on board another company's aircraft or cabin crew members of another employer work on board the employer's aircraft, the employer shall notify the employees of this before signing the agreement.

3. The composition of crew for direct flights between Helsinki and long-haul destinations using the current and known long-haul aircraft types (A330/340, A350) is as follows:

1. The number of employees with Helsinki as their base is planned to be a minimum of five (5).
2. The number of employees with a location other than Helsinki as their base is planned to be a maximum of four (4).
3. The average number of planned destination-specific positions for employees with a base other than Helsinki (Regional Cabin Crew Member, or RCCM) is 3.0.

**Protocol entry:**

Only routes on which employees referred to under paragraphs 2 and 3 above will be used during the timetable period will be taken into account in the calculation of the average.

4. The planned division of RCCM positions is delivered to the chief shop steward no later than a month before the implementation of the division of positions. Parts of months may be used for the division of RCCM positions.

### **SECTION 3 AGREEMENTS BETWEEN CENTRAL ORGANISATIONS**

The general agreement between the Confederation of Finnish Industry and Employers and SAK valid on 1 January 2017 is complied with as part of this CLA to the extent not otherwise agreed in this CLA.

### **SECTION 4 WORK MANAGEMENT AND ASSIGNMENT AND THE RIGHT TO ORGANISE**

1. The employer is entitled to manage and allocate work and to employ and dismiss employees regardless of whether or not they belong to a trade union or professional association.
2. Employees on duty have to follow the instructions of the employer, supervisors and the authorities as well as guidelines and regulations concerning safety in flight operations.
3. An employee is not entitled to disclose any confidential matters concerning the employer or its operations to any outsiders.
4. This right to organise is inviolable for both parties.
5. By keeping statistics of average salaries within salary groups, the employer shall assign duties equally to employees to ensure that the amount of work as well as duties on Sundays and holidays are distributed as fairly and equally as possible.



## **SECTION 5 EMPLOYMENT, PROFESSIONAL ADVANCEMENT AND TERMINATION OF EMPLOYMENT**

The employees shall be chosen among candidates who meet the competence requirements specified for cabin crew by the employer and the aviation authorities and who have acceptably passed at least the basic training required by the employer.

### **5.1 Employment contract and probation period**

1. The employment contract shall have a probation period of a maximum of six months, during which the employment may be terminated by either side without a period of notice.
2. The parties recommend that the employment contract be made in writing. A model employment contract is included as an appendix (Appendix 6).

### **5.2 Seniority**

1. A CCM seniority list and an administrative seniority list are kept of all employees with a valid attestation.
2. The CCM seniority list is prepared so that it takes into account the total duration of employment as a CCM with the same employer or group of companies. In addition, the period of employment as a CCM with other companies is taken into account up to a total of seven years of service. These rules are applied to employment relationships which have commenced after 1 December 2010.

#### **Protocol entry:**

The seniority calculation rules entered into force on 1 April 2005. The new rules apply when calculating the compensation for employment under other employers for employment relationships that began after 1 December 2010.

3. A separate seniority list is kept of supervisors (purser, CPU or similar) who have received specific supervisor training and other supervisors who have signed a separate employment contract. Seniority is based on the duration of employment as a cabin supervisor with the same employer or group of companies. Seniority is otherwise determined on the same grounds as the CCM and administrative seniority.

#### **Protocol entry:**

The supervisor seniority list is compiled so that the seniority of employees who have worked in purser duties on 1 October 2007 is determined according to their CCM seniority valid on 1 October 2007. For them, supervisor and CCM seniority are the same.

Employees appointed to a supervisor position after 1 October 2007 are placed last on the supervisor seniority list according to their mutual seniority order, so that persons appointed to a cabin supervisor position on the same date are placed on the list according to their mutual CCM seniority order. For them, the calculation of supervisor seniority starts from the appointment date.

Any absences reducing seniority are taken into account in the supervisor seniority list as of 1 October 2007 so that supervisor seniority is reduced in the same way as CCM seniority.

4. Administrative seniority refers to the duration of the employment relationship(s) in the service of the same employer.
5. If the employee has been on an uninterrupted unpaid leave other than special maternity, maternity, paternity or parental leave totalling more than 62 calendar days, the total number of days is deducted from the administrative, CCM and supervisor seniority.
6. The seniority order of employees entering service by course shall be determined according to physical age, the oldest within the course first. The seniority of persons born on the same day shall be determined according to the alphabetical order at the start of the course.

### **5.3 Advancement**

1. A sufficient number of employees shall be elected among cabin attendants to work as Chief of Cabin (Senior Cabin Crew position, SCC) to lead the work of the cabin crew on board. The transfer to SCC takes place in order of seniority.

#### **Protocol entry:**

1. An employee in the Senior Cabin Crew (SCC) position cannot be made Cabin Crew Member (CCM).
  2. Supervisory supervisors who have received separate supervisor training (Purser, CPU or similar) cannot be made SCC or CCM.
  3. Supervisory supervisors (purser, CPU or similar) to receive supervisor training are only selected from the SCC group.
2. The CCM seniority order should be respected when transferring and training employees for duties that increase their earnings. In the event of employees being ordered to type training, it will be carried out by training group, starting with the youngest.
  3. When choosing employees for instructors or similar duties, the employer is not bound by the CCM seniority order.

### **5.4 Termination of employment**

1. The applicable Employment Contracts Act shall apply to periods of notice. Upon the effective date of the collective labour agreement, the periods of notice are as follows:

For the employer:

- 14 days if the employment has lasted for a maximum of one (1) year.
- one (1) month if the employment has lasted over one (1) year but for a maximum of four (4) years.
- two (2) months if the employment has lasted over four (4) years but for a maximum of eight (8) years.

- four (4) months if the employment has lasted over eight (8) years but for a maximum of 12 years.
- six (6) months if the employment has lasted over 12 years.

For the employee:

- 14 days if the employment has lasted for a maximum of five (5) years
- one (1) month if the employment has lasted over 5 years

Regardless of the periods of notice agreed, in cases mentioned in the Employment Contracts Act, the employer and employee are entitled to terminate the employment without a period of notice.

2. If the employer has to decrease the number of employees for financial or production-related reasons, the order for employment termination shall be the administrative seniority order, the youngest being first.

3. On termination of employment, allowances shall be paid on the regular payday corresponding to the date of termination. The precondition for paying severance pay is that the employee has returned any property belonging to the employer according to the employer's separate instructions.

**Protocol entry:**

Each instalment of final salary shall be paid on the salary payment day following the calculation of that part of the salary, in a similar manner as corresponding salary instalments are paid to employees.

4. An employee may not participate in courses intended for the cabin crew of another airline employer/employer providing temporary staffing or in their other operations without the employer's express permission while they are in an employment relationship with the employer.

## **SECTION 6 LOCATION OF EMPLOYMENT**

### **6.1 Base**

1. An employee is under the obligation to work in a place specified by the employer, hereinafter referred to as the Base.

2. If an employee is ordered to change Base, reasonable relocation expenses shall be covered by the employer.

3. The transfer of an employee to a new Base primarily takes place voluntarily in CCM seniority order (the oldest first). If an employee has to be ordered to change Bases, a reverse CCM seniority order shall be applied.

4. If the employer establishes new Bases, the employer shall establish a committee to deal with the matter. The committee shall include two employer and two employee representatives.

5. It shall not be possible to order an employee to move outside Finland without their approval.

## **SECTION 7 DUTIES**

1. It is the duty of an employee to provide cabin service on board an aircraft so that the safety, comfort and enjoyment of the passengers is secured as required by the employer. The passengers shall be briefed on safety equipment onboard and it shall be ensured that the passengers comply with the safety regulations.

Any permanent arrangements concerning service in the airport building shall be agreed with the chief shop steward, as necessary.

2. The employee shall sell goods to passengers on board during the flight and render accounts for the revenue according to the instructions given by the employer.

A sales commission pursuant to section 7, paragraph 2, second paragraph of the General Collective Agreement of the sector is not payable to an employee.

3. If circumstances require, an employee may be temporarily assigned to another suitable duty with no effect on income. In such cases, the profession and education of the employee shall be taken into account. These duties are assigned to employees according to the administrative seniority list, starting from the least seniority.

4. It is the duty of an employee to report any defects to supervisors and to propose actions for rectification.

5. The employer shall pay for any passports and visas needed on duty as well as vaccinations ordered by the authorities.

## **SECTION 8 SALARIES**

1. The minimum salaries and promotion between salary groups of employees are provided in an appendix (Appendix 2).

2. If the employment of an employee commences in the middle of a calendar month, also the time preceding the employment relationship during the calendar month in question is taken into account as absence in accordance with the duty time roster (Appendix 3). In force from 1 December 2016. No changes are made retroactively.

### **8.1 Hourly pay**

An employee's pay per hour shall be calculated by dividing the minimum salary by 115.5. (In force from 1 January 2017)

### **8.2 Additional duty allowance**

An employee shall be paid an additional duty allowance of 10‰ of their minimum salary for hours exceeding 110 hours per month.

For an interrupted period (a month), the hours entitling to an additional duty allowance are calculated according to the duty time rosters included as an appendix (Appendix 3).

### **8.3 Overtime compensation**

For the first twenty-six (26) hours exceeding 172 hours in a month, an hourly rate of pay increased by 50% shall be paid, and for the following hours an hourly rate of pay increased by 100%. Hours compensated according to paragraph 8.7 are not included in the overtime calculation pursuant to this paragraph. However, the statutory minimum of an overtime compensation has to be fulfilled.

For an interrupted period (a month), the hours entitling to overtime compensation are calculated according to the duty time rosters included as an appendix (Appendix 3).

### **8.4 Sunday and holiday compensation**

1. An employee shall be compensated for working on Sundays, religious holidays, Independence Day and May Day at any hour and for working on Christmas Eve, New Year's Eve and Midsummer Eve from 6:00 p.m. with an additional pay per hour for each duty hour in addition to the base salary as a Sunday and holiday compensation. The time shall be determined by the time of the Base.

2. This provision shall not apply to Christmas and New Year's Eve insofar as the working hours are compensated for on the basis of the so-called kitty policy applied to Christmas flights.

### **8.5 Saturday allowance**

Saturday allowance pursuant to section 8, paragraph 5 of the General Collective Agreement of the sector is not payable to an employee.

### **8.6 Night duty allowance**

1. An additional night duty allowance of 4‰ of the minimum salary per hour shall be paid to an employee for duty between 11:00 p.m. and 7:00 a.m.

2. If the night duty has lasted at least four hours and still continues after 7:00 a.m., the night duty allowance shall be paid until the end of the duty.

3. The time is determined according to Finnish time. However, in traffic outbound from Europe, the hours are based on the local time of the layover where the preceding rest has been given. Any seasonal changes in local times shall not be taken into account.

### **8.7 Additional pay per hour**

1. An employee shall receive additional pay per hour for hours of duty that exceed eight hours per day. The pay is calculated by multiplying the number of the employees' working hours exceeding eight by the employee's hourly pay and the progressive coefficients below.

8–10 hours,	0,5
10–12 hours,	1
12–13 hours,	2
over 13 hours,	3

## 8.8 VVV and VY compensation

1. In cases specified in the CLA, either VVV days (extra calendar days off) or VY hours (parts of a VVV day determined as 1 VY hour = 1/3 of an extra calendar day off) are accrued by the employee. One VVV day or three VY hours equal one extra calendar day off. In the duty time roster, they correspond to one day of absence, similar to one day of sickness absence or one day of annual holiday.
2. Accrued VVV days shall be paid to the employee in the month when VVV compensation is earned or on the next salary payday after the compensation application, taking pay runs into account.  
If the employee so wishes, a VVV day is placed, as far as possible, on the duty roster of the calendar month in question or the following, already published, calendar month.
3. Accrued VY hours shall be paid to the employee in the month when they are earned or on the next normal salary payday after the compensation application, taking pay runs into account.
4. One VVV day equals the employee's salary for eight hours and one VY hour is one day of the compensation for a VVV day.

Protocol entry: There is no intention to change the payment practice from what it was on 31 January 2022.

5. Starting from 1 January 2023, VVV days and VY hours are not entered in the chart.  
The VVV days and VY hours that are in the chart on 31 May 2025 will be paid to the employee as one-time compensation on 30 June 2025.

## 8.9 SCC allowance

1. Whenever an employee, in accordance with the employer's orders, is in the Senior Cabin Crew (SCC) position on board for a cabin crew including at least one other employee, the employee shall receive an SCC allowance for this special task on an hourly basis (the employee's minimum salary per hour):

aircraft with more than 300 seats	3.6‰ (from 1 April 2019)
aircraft with 250–300 seats	3.3‰ (from 1 April 2019)
aircraft with 200–249 seats	2.5‰
aircraft with 170–199 seats	2.4‰
aircraft with 150–169 seats	2.2‰
aircraft with 120–149 seats	2.0‰
aircraft with 100–119 seats	1.4‰
aircraft with 77–99 seats	1.3‰
aircraft with 70–76 seats	1.2‰
aircraft with 60–69 seats	1.1‰

2. For deadhead flights, SCC allowance shall be paid according to the type of aircraft on which the next active duty is performed. If a deadhead flight ends at the Base, the SCC allowance shall be based on the previous active duty.

The provision is abolished as of 1 April 2019. (No SCC allowance is payable for deadhead flights.)

3. SCC allowance is payable to employees to whom this CLA applies, even if the employee was not actually acting in the Senior Cabin Crew position in a situation in which the person acting as the SCC is a Cabin Service Department manager with a separate employment contract in place.

SCC allowance is paid

1. primarily to an employee who has received supervisor training (Purser, CPU or similar);
2. secondarily to an employee currently in supervisor training (CLP or similar);
3. or, if none of the above are available, to the employee with completed SCC training with the highest seniority among the cabin crew;
4. or, if none of the above are available, to the CCM with the highest seniority among the cabin crew.

4. For time-difference and long-haul flights, the CPU receives a fixed allowance of EUR 40 for a one-way leg if the CPU is the only supervisor (CPU/Purser/CLP) on the flight. In this context, an employee currently in supervisor training (CLP) is also considered a supervisor (in force from 1 October 2019)

#### **8.10 Purser allowance**

An employee who serves as a Purser shall be paid a monthly purser allowance of 7.9% of the minimum salary of the highest salary group in force.

#### **8.11 Compensation payable to an inflight substitute of SCC**

On wide-body aircrafts, an employee acting as a substitute for the SCC during flight receives a compensation of 1.5‰ for the total working hours of the flight.

##### **Protocol entry 1:**

The parties have agreed that, as of 1 July 2017, the above compensation (former so-called L4 compensation) is replaced by a new compensation that is not position-dependent. No retrospective payments are made.

##### **Protocol entry 2:**

The above compensation of 1.5‰ is payable to an employee included within the scope of application of this CLA;

1. primarily to an employee who has received supervisor training (Purser, CPU or similar) who does not receive SCC compensation;
2. secondarily to an employee currently participating in a supervisor training program (CLP or similar);
3. or, if none of the above are available, to the employee with completed SCC training with the highest seniority among the cabin crew;
4. or, if none of the above are available, to the CCM with the highest seniority among the cabin crew.

## **8.12 Standby compensation**

Standby time is compensated by the hour according to the employee's minimum hourly pay as follows:

- on weekdays 50%
- on public holidays 100%
- over Christmas (Christmas Eve from 6:00 p.m., Christmas Day and Boxing Day) 200%.

## **8.13 Other salary-related provisions**

1. If an employee is assigned to a duty that requires special knowledge beyond the employee's average knowledge or expertise unrelated to the employee's duties, and for which normally a higher pay would be given, the employee shall be paid a pre-agreed extra compensation in relation to the expertise and qualification.
2. If the employer uses an employee for the employer's advertising activities outside the employee's actual duties, the employee shall receive a separate compensation agreed on in advance. However, the time used for this kind of activity shall not be included in the employee's duty time.
3. The compensation for service as an instructor in a training activity is EUR 36.18. The specific instructor agreement applied to instructors is appended to this protocol as Appendix 10.
4. The criterion for compensating training for return to work, agreed to take place during the own time of an employee returning to work after a leave such as maternity leave or an unpaid leave of over three (3) months, is the hourly pay, but at least eight (8) hours' pay per day.
5. An employee receives an allowance of 1.0‰ per working hour when flying on other than a narrow-body aircraft of Finnair Group (so-called damp lease). No compensation is payable to an employee working as Finnair's service person in connection with wet lease (in force as of 1 April 2019).

## **8.14 Salary payment**

1. The payday is the last day of each month or the working day preceding it. The allowances for a month are paid with the salaries of the following month.

## **8.15 Additional duty allowance for SCC on wide-body aircrafts**

When departing from the Base, the duty time of an employee acting as the SCC (Purser) on a wide-body aircraft starts 15 minutes before the duty time of the other crew members. The allowance for additional duty is one hour's pay per hour plus any Night Duty, Sunday Duty and SCC Allowances applicable. Any hours of additional duty are also included in the total monthly duty time but excluded from the daily duty time, and they are not considered when defining the maximum duty time or the minimum rest time.



## **8.16 eLearning training**

1. eLearning training is included, in its entirety, in the duty time referred to in the CLA and it must be entered in the duty roster. The duty time is included in the total monthly duty time, taking rest time into account. The training package does not need to be planned for the actual training completion time.
2. The company determines the schedule, content and amount of the calendar year training package mentioned above in such a way that the package can be taken within the specified time.
3. If necessary, the company provides premises and any required equipment for the eLearning studies.
4. This section of the CLA shall enter into force on 1 January 2023.

## **SECTION 9 DUTY TIME**

1. Duty time is defined as time spent on work and time during which an employee must be available to the employer.

Any duty assigned to the employee by the employer other than that referred to in this CLA shall also be considered duty time, unless otherwise agreed.

2. The time is determined according to Finnish time. However, in traffic outbound from Europe, the hours are based on the local time of the layover where the preceding rest has been given. Any seasonal changes in local times shall not be taken into account.

### **9.1 Start and end of duty time**

1. Duty time starts at the hour when the employee has to check in or is needed in service before the scheduled departure time according to the employer's orders.
2. Duty time ends 25 minutes after the scheduled time of arrival, unless the employer assigns other services unrelated to the flight immediately after landing.

This rule also applies when an employee is deadheaded to an aircraft for flight duty.

3. In the case of a delay, the duty time ends 25 minutes after the actual time of arrival, except on deadhead flights to the Base.
4. When departing from the Base, the duty time of an employee acting as the SCC (Purser) on a wide-body aircraft starts 15 minutes before the duty time of the other crew members. Any hours of additional duty are also included in the total monthly duty time but excluded from the daily duty time, and they are not considered when defining the maximum duty time or the minimum rest time.

### **9.2 Interruption of duty time**

1. Four hours or less between duties shall be credited in the duty time in full. At stations other than the Base, even longer periods between duties shall be

included in the duty time in full, unless the employer provides reasonable accommodation for at least three hours' consecutive rest.

2. It is not possible without the employee's consent to schedule a combination of flights in which duty time at the Base is interrupted, unless the daily minimum rest is fulfilled.

### 9.3 Regular duty time and application in practice

A = Regular duty time

B = *Application in Practice*

1.A. Maximum regular duty time is 172 hours per month and 46 hours in seven consecutive calendar days.

2.A. Maximum regular duty time is

12 hours in route traffic

flights 14 hours in time-difference, long-haul and charter flights and overlong scheduled

16 hours if the flight ends with two or more hours of deadheading

17 hours if the flight is non-stop (see section 12)

20 hours if the duty time consists only of deadheading

The employer and chief shop steward may together agree on regular duty time otherwise.

A deadhead flight from a station outside Finland to the Base with an empty aircraft may be planned to last 25 minutes more than the duty time limits in the CLA. This excess does not entitle to compensation for insufficient crew or rest area compensation.

*2.B.1. Even in circumstances in which the duty time during flight will unintentionally exceed the maximum time defined in paragraph 2 A, an employee shall extend the duty to 16 hours. An employee may exceptionally agree to exceed this maximum duty time.*

**Protocol entry:**

*The employee association recommends that employees take a positive attitude to cases in which the duty time unintentionally exceeds 16 hours when flying homeward. If duty time exceeds 16 hours, service provided on board is limited.*

*2.B.2. When departing from the Base for a flight scheduled to last 12 hours or less, an employee can refuse:*

*a) a scheduled flight departing late, causing the duty time to exceed 12 hours. The rule shall not apply to time-difference and long-haul flights.*

*b) a time-difference, long-haul, charter or overlong scheduled flight departing late, causing the duty time to exceed 14 hours.*

*c) a charter flight including one hour of night duty between 11:00 p.m. and 7:00 a.m. and which because of late departure causes the duty time to exceed 12 hours.*

*However, a reasonable period must remain for the employer to call standby employees to duty after being notified of the delay (at least the check-in period for the individual flight in question). The employees assigned to the flight are under the obligation to wait at the airport. However, if the plane is ready for departure before the employees called to duty have arrived, the original employees are under the obligation to depart for the flight.*

**Protocol entry 1:**

*If an employee departs for a flight for which there was enough time to call standby employees for duty without further delay, the employee is given one additional day off (VTV) entered in the chart for every full hour exceeding 12 (items a and c) or 14 (item b) hours. Possible refusals are subject to case-specific consideration.*

**Protocol entry 2:**

*A flight from the Base returning for the purpose of departing again shall be considered a consecutive duty period, and the provision in paragraph 9.1.1. shall apply (duty time begins at the point of check-in or at the hour when the employee is needed in service before the scheduled departure time according to the employer's orders), as well as the provision of paragraph 9.3.2.B.1, according to which an employee is under an obligation to extend the duty to 16 hours, except if duty time at departure from Base is about to exceed 12/14 hours. In such cases, the provision of paragraph 9.3.2.B.2 on the employee's right of refusal shall apply.*

**9.4 Minimum rest time**

A = Regular duty time

B = Application in Practice

1.A. At the Base, an employee shall have at least 10 hours of rest in a consecutive period of 27 hours.

At line stations, an employee shall have at least eight hours of rest within a consecutive period of 27 hours.

It must be possible to use the above rest times completely for sleep.

**Protocol entry:**

A period of 3.5 hours is added to the above rest times to make the period between duties 11.5 hours at line stations and 13.5 hours at the Base, unless otherwise agreed between the employer and the employee association.

*1.B. When an employee agrees to reduce the minimum rest time at a line station referred to in paragraph 9.4.1.A of this section, the duty time of the period causing the reduction and the duty time of the immediately following duty period shall be added together. Separate hourly compensation shall be paid according to paragraph 8.7, whenever the total duty time requires this. Reduction of minimum rest time at the Base is voluntary and no compensation is payable.*

2.A. If a rest time of at least four hours is not met between 11:00 p.m. and 7:00

a.m. local time at line stations at which the time difference does not exceed four (4) hours, this is followed by 21 hours of time off (VP) at the Base, and no work may be scheduled for the calendar day on which this time off ends. On the day following this time off, duty time may not begin before 6:00 a.m. The calculation of days off from the minimum quota after such a flight starts from the end of the 21 hours of time off (VP).

### **9.5 Days off extending minimum rest periods (buffer time, VP)**

A = Regular duty time

B = *Application in Practice*

1.A. If an employee's duty time upon arrival at the Base has been scheduled to exceed 12 hours, the employee shall have the following 18 hours off. The rule shall not apply to time-difference and long-haul flights.

*1.B. If an employee's duty time upon arrival at the Base has exceeded 12 hours, the employee shall have the following 18 hours off (VP). The rule shall not apply to time-difference and long-haul flights.*

*If an employee's duty time on arrival at the Base has exceeded 14 or 16 hours, the employee shall have the following 24 or 30 hours off (VP), respectively. The rule shall not apply to time-difference and long-haul flights.*

After a time-difference or long-haul flight, if the resource situation renders the employer unable to give the following 24/30 hours off as buffer time at the Base for unintentionally exceeding 14/16 hours of duty, 24-hour buffer time are compensated with one VVV day and 30-hour buffer time with two VVV days in the chart. (See section 15.3.7)

2.A. The provision of 18 hours off (VP) shall also be applied at line stations, whenever the scheduled duty time exceeds 14 hours. The rule shall not apply to time-difference and long-haul flights.

*2.B. The provision of 18 hours off (VP) shall also be applied at line stations if the duty time has exceeded 14 hours. The rule shall not apply to time-difference and long-haul flights.*

3.A. Upon arrival at a line station, after four (4) or more hours of night duty, the employee must have the following 21 hours off (VP), and the shift immediately following shall not be scheduled to commence before 10:00 a.m. The rule shall not apply to time-difference and long-haul flights.

Upon arrival at the Base, if night duty has lasted for four hours or more, the employee shall be given the following 21 hours off (VP). The shift immediately following shall not be planned to commence before 10:00 a.m. The rule shall not apply to time-difference and long-haul flights.

The limitations concerning the start of duty time referred to in this paragraph shall not apply to the day(s) following the above hour.

*3.B. If night duty lasts for four hours or more, the employee shall be given the following 21 hours off (VP). The shift immediately following shall not begin before 10:00 a.m. The rule shall not apply to time-difference and long-haul flights.*

*The limitations concerning the start of duty time referred to in this paragraph shall not apply to the day(s) following the above hour.*

*On time-difference and long-haul flights with four or more hours of night duty, the employee shall have the following 21 hours off at line stations and until 12 midnight on the day of arrival at the Base.*

4. Time off referred to in the above paragraphs (VP) must not be included in the days off referred to in paragraph 14.1 (KV).

## **9.6 Night duty**

A = Regular duty time

*B = Application in Practice*

1.A. A maximum of two duty periods with four or more hours of duty between 11:00 p.m. and 7:00 a.m. per roster of half a month may be planned for an employee, and three per calendar month. The employer and the chief shop steward may come to a different agreement on the matter.

The flights described above shall not immediately follow each other. This restriction does not apply to layovers.

*1.B. Standby and on-call duty as well as unplanned cases may increase the maximum number of such flights to four per month, yet a maximum of two per half-month roster.*

2.A. The shifts of an employee shall be planned so that the total flight duty time on two consecutive nights between 2:00 a.m. and 6:00 a.m. local time at the original place of departure does not exceed five hours.

3.A. Shifts to the Canary Islands must be planned so that flight duty does not exceed five hours during two consecutive calendar nights (period between 11:00 p.m. and 6:00 a.m.) calculated on the basis of local time at the original place of departure. This rule shall also apply when a flight duty is preceded by deadheading.

Provided that there will be a rest period of at least 18 hours between two shifts, only night duty longer than two hours per shift is taken into account.

4.A. In the event of night duty of more than two hours between 12:00 midnight and 7:00 a.m., the immediately following duty at the Base may begin no earlier than 10:00 a.m. on the following day.

5.A. Upon arrival at a line station, when there has been four (4) or more hours of night duty, the employee must have the following 21 hours off (VP), and the shift immediately following shall not be scheduled to begin before 10:00 a.m. If the duty starts before 10.00 a.m. after the completion of the 21-hour minimum time off, an additional calendar day off shall be given at the Base (VVV), after which duty may start at 5:00 a.m. However, duty at a line station may not be scheduled to begin before 7:00 a.m.

## **9.7 Flights lasting over 12 hours**

A = Regular duty time

*B = Application in Practice*

1.A. No more than one round-trip flight exceeding 12 hours may be scheduled for an employee on a half-month duty roster. The employer and the employee may come to a different agreement on the matter. A question concerning this is included in the crew utilisation query made each timetable period.

**Protocol entry:**

Flights outbound from Europe with two separate flights exceeding 12 hours of regular duty time shall be regarded as one flight exceeding 12 hours.

*1.B. An employee is obligated to fly two flights exceeding 12 hours per calendar month.*

*A standby and on-call employee is obligated to depart for a third flight exceeding 12 hours per calendar month. The employer and the employee may come to a different agreement on this limitation.*

## **9.8 Cancellation of duty, change of shift and postponement of the start of a duty period**

1. If an employee is informed of the cancellation of a scheduled duty less than three hours prior to the specified start time of duty, the employee shall receive one hour's pay as compensation. If an employee is informed of the cancellation after the start of regular duty time, the time from the start of duty to the time of receiving the information shall be credited as duty time, with a minimum period of two hours being observed.

An employee is obligated to take on another flight in place of the flight scheduled on the roster, the duty times of which correspond +/-1 hour to the times of the original flight, or, in case of being notified no later than 120 hours (five days) in advance, +/- 2 hours.

**Protocol entry:**

A justified reason is required for such a change.

2. If an employee is informed of a delay of the assigned flight before the duty time begins, there shall be compensation according to the rules on standby duties from the original time of check-in to the postponed check-in. This time shall not be included in duty time.

If an employee is informed of a delayed flight less than two hours prior to the planned departure from a hotel, the employee shall receive a maximum of four hours of on-call compensation.

However, the compensation according to this paragraph shall not be paid if the delay of the flight is notified at least eight hours before the start of the regular duty time and the start of the duty time has not been postponed after this.

**Protocol entry:**

The notification referred to in sections 1 and 2 is deemed given when each employee has been sent an SMS message by the company. If the notification was sent to the SCC of the flight while the crew was in briefing or during crew transport, the entire crew shall be considered to have received the notification.

3. In order to organise duties flexibly, the employer and the chief shop steward may agree upon minor permanent exceptions to the times and periods stated in

the previous paragraphs.

At line stations, minor occasional exceptions can be agreed upon in urgent cases between an employer representative or, whenever such person is not available, between the commander, and the employees, represented by the Chief of Cabin (the SCC).

4. The employer shall inform an employee as early as possible about being ordered to another flight. The employer cannot order an employee to a flight not on the roster without their approval, except for a justified reason in situations according to paragraph 1.

## **9.9 Work obligation in case of illness**

1. If a task lasting for several days is planned for the employee, and they fall ill for only part of this period, they are obligated to accept, instead of the cancelled days, on-call duty or work of which they are informed well in advance. This obligation also applies to any additional calendar days off (VVV) related to the original task.

2. If an employee falls ill on a time-difference or long-haul flight or another flight that leads to flight-related calendar days off or buffer time (VP or VVV) at the Base, the scheduled working days and the flight-related calendar days off and buffer time (VVV or VP) count as work obligation days. Primarily, flight duty or standby duty will be scheduled in place. If there is no suitable flight duty available or need for standby duty, time off is given.

3. The employee must call the employer (Crew Control) by 8:00 p.m. on the day before the work obligation day and agree on the work arrangements for the next work obligation day. If two or more work obligation days are remaining and the employee

has been scheduled a shift for the first or any of the subsequent work obligation days so that the employee is on board at 8:00 p.m., the employee must immediately after the flight at the Base contact the employer (Crew Control) for the arrangements of the next work obligation day, unless the employee and employer (Crew Control) agree otherwise.

4. The employer (Crew Control) aims to take into account NOPO wishes planned for recovery time (VVV days), which are given as time off where possible. Replacing work obligation days are agreed on with the employee in question case by case.

## **9.10 Standby and on-call duty**

1. Being on standby and on-call duty shall be voluntary after the employee has reached 60 years of age and 25 years of CCM seniority.

2. Standby does not count as duty hours.

3. On-call hours at the workplace are fully included in duty hours.

4. After reaching 25 years of CCM seniority, an employee may choose to limit standby and on-call duty so that the employee is scheduled a maximum of one standby period of one to five days per quarter (January–March, etc.).

5. An employee must take a shift that starts during the standby or on-call duty period marked in the duty roster.
6. An employee on standby cannot be called to a shift if the regular duty time extends to the employee's day off as specified in the CLA.  
The regular duty time of duty assigned to an employee on standby must not violate the scheduling rules applicable to duty time and days off.

### **9.11 Positioning and deadheading**

1. Positioning refers to a flight or other transport to reposition an employee in connection with flight duty as a passenger from one station to another. Positioning is considered duty time. Transport to the hotel after a deadhead flight is not considered duty time. However, transport from a destination or hotel to another (e.g. by bus or ferry) is considered duty time.
2. Duty time starts at the hour when the employee has to check in or is needed in service before the scheduled departure time according to the employer's orders.
3. Duty time ends 25 minutes after the scheduled time of arrival, unless the employer assigns other services unrelated to the flight immediately after landing.
4. In case of a delay, duty time ends 25 minutes after the actual time of arrival. However, on deadhead flights to Base, the duty time ends at the actual arrival time at the Base.
5. In positioning, duty time ends at the actual arrival time at the Base.
6. If the time of positioning exceeds 16 hours, employees travel in Business Class or similar.
7. On deadhead flights on company aircrafts, employees travel in Business Class. If all seats in Business Class are taken by paying customers, deadheading employees travel in Economy + / Premium Economy Class. On flights outside Europe, if a deadheading employee has to travel in Economy or Economy Comfort Class (does not apply to Economy + / Premium Economy classes), 1.5 hours shall be entered for the employee in the VY chart as compensation.

#### **Protocol entry:**

Bookings are primarily made in Economy+ / Premium Economy Class.

8. If an employee is deadheading on the employer's own aircraft without a Business Class or similar, the chief shop steward and the employer shall agree on the positioning locally.

### **9.12 Positioning with an empty aircraft**

When positioning with an empty aircraft (only employees included on the crew list on board, including any mechanic), the duty time ends as follows:

- When positioning with an empty aircraft to the Base, duty time ends 25 minutes after the scheduled time of arrival, unless the employer assigns other services unrelated to the flight immediately after landing. Debriefing time is only added for one crew if there are several crews on a deadhead



flight. This provision also applies when an employee is deadheaded to an aircraft for flight duty.

- When positioning from a domestic line station to the Base with an empty aircraft, 25 minutes of debriefing are not added to the duty time. This is also the policy when the deadhead flight includes several flight or cabin crews.

### 9.13 Duty roster and flight swapping

1. The duty roster shall be published and confirmed no later than seven days prior to its effective date. The duty roster shall be published for a calendar month. Other duty roster arrangements shall be agreed locally.

2. An employee is entitled to submit their request for 1–3 calendar days off once a month. If requests for days off have to be restricted, it is done in reverse seniority order, starting from the youngest.

An employee is entitled to submit their request for a coupon flight once a month. Coupon flights are distributed in the order of seniority taking into account the destination counter/quota.

The number of coupons is accrued as follows:

SG 4	1	coupon
SG 5	2	coupons
SG 6	4	coupons
SG 7	6	coupons

3. A study leave or leave of absence shall not be scheduled to overlap with an additional flight-related day off (VVV) or flight-related additional leave (VP).

4. When planning the rosters, morning duties shall not immediately follow evening duties, if a reasonable labour force can be obtained without this.

5. The preparation of duty rosters shall be developed in a working group composed of the employer's representative, the chief shop steward and one other employees' representative. The objective for the working group is to ensure that duty rosters take the employees' wishes and needs into account.

Biannually, the working group shall discuss the allocation of night duties to employees in the past season and decide on potential reduction of night work in the following season for employees who are clearly above the average.

6. In swapping of flights between employees, it is possible to deviate from the limits set by the CLA in accordance with locally agreed principles.

#### **Protocol entry:**

On 3 October 2014, the company and SLSY have agreed on the application of the above paragraph in such a way that, in swapping of flights between employees, the pacing of work (4+1 or 5+2) chosen by the employee does not prevent changing a duty period of six days.

## 9.14 Number of crew

1. The table on the number of the cabin crew in section 9.14.1 of the general CLA for the sector does not apply. Furthermore, the paragraph following the table (agreeing otherwise and service minimum) does also not apply.
2. The employer shall provide the chief shop steward with the number of fixed and/or flexible crews by timetable period.

### **Protocol entry:**

When the crew is short-staffed, an employee shall receive an additional hourly pay for each missing employee per flight hour, but a minimum of three hours' pay.

Flexible crew refers to a system in which the number of cabin crew varies by type of aircraft in accordance with the service level and the number of passengers.

## 9.15 Part-time duty and part-time child-care leave

1. Any part-time work shall be agreed locally between the employer and the chief shop steward.
2. Part-time child-care leave is arranged according to section 16.5. Office work, lessons and practice hours are included in duty time.
3. The maximum proportion of part-timers is 12.5 per cent of the total number of employees.

### **Protocol entry:**

When calculating the number of part-timers, employees who have transferred to part-time work because of their own request, family-related reasons or health reasons shall not be included.

The number of part-time employees shall include those in the 45/90 group, whose maximum number is 220 employees.

4. The parties shall monitor the implementation of part-time work in a working group (2 + 2) during the period of the agreement. The working group may agree on amendments and application of the rules in individual cases.

## 9.16 Other rules

1. If more than 25% of the realised duty or flight times to a specific destination or flight sequence exceed the planned times (the first monitoring period is one month, with continuous monitoring after this) the average of the realised times shall be used in the planning of crew utilisation or the planning shall be changed in other ways to comply with the CLA.
2. If the scheduled continuous duty exceeds 12 hours, employees shall be provided with curtailed rest areas of the following minimum standard:

Aircraft with 250 or more seats 4 sleeperettes

Aircraft with fewer than 250 seats 2 economy class seats

If the two rest seats are on a row with three seats, also the third seat must be reserved for employees.

## **SECTION 10 TIME-DIFFERENCE AND LONG-HAUL FLIGHTS, OVERLONG SCHEDULED FLIGHTS, POWER TEAM AND HELJCCM TEAM**

### **10.1 Time-difference flight**

1. A time-difference flight is a flight with at least four hours' time difference between the departure and arrival stations.
2. A maximum of three flights with a time difference may be scheduled for an employee in a month. However, when standby or on-call duty, a fourth such flight may be assigned.  
The employer and the employee may agree otherwise on the above limitation.
3. The planned period between time-difference flights shall be eight days. The waiting time shall be determined on the basis of the return time of the flight. In deviation from the above, if a time-difference flight includes an absence of more than six days, the planned interval between the flights shall be 14 days. These limitations also apply to standby and on-call duty.

The employer and the employee may agree otherwise on the above limitation.

### **Rest periods at line stations on time-difference flights**

4. A rest period at a line station shall be scheduled to immediately follow arrival at the time-difference destination.

Following a time-difference flight of a scheduled duration of less than 12 hours, the scheduled waiting time at the line station before the next duty shall be at least 23 hours.

The scheduled waiting time at a line station between duties is at least 36 hours following a time-difference flight of a scheduled duration of less than 12 hours, on which the regular duty time on the outbound flight is over 11 hours and the flight includes a minimum of three hours 30 minutes of night duty in the October–April period and a minimum of four hours 30 minutes in the May–September period.

#### **Protocol entry:**

The parties agree that during this agreement period, BKK is included in the 36-hour line station rest throughout the year, and CAN during the period of October–April when operating in the afternoon or evening.

A time-difference flight with a scheduled duration of less than 12 hours that meets the definition of the paragraph preceding the protocol entry may be planned with a line station rest of 23 hours if two additional calendar days off are given immediately after arrival at the Base, before the two days off from the minimum quota related to the flight.

#### **Exceptions:**

1. Flights to Japan and HKG may be planned with a minimum line station rest of 23 hours all year round.
2. HKT and KBV may be planned with a line station rest of 23

hours if SIN and HKG are not operated by a subcontractor.

If there are operations to a destination twice a day so that, at one time, a line station rest period of 36 hours is provided and, at

the other time, a rest period of 23 hours is provided, the crew rotations shall be planned crosswise so that planned line station rest of at least 25 hours shall be provided with respect to both rotations. Rest at the Base is determined according to paragraph 10.1.5, subparagraphs 1 and 4, unless otherwise agreed between the employer and the chief shop steward.

In case of a time-difference flight on which the regular duty time over the outbound and inbound flights exceeds 12 hours, the duty rosters shall be prepared so that the layover between flights at the line station is at least 42 hours. In deviation from the above, SIN may be planned with a minimum line station rest of 23 hours.

### **Rest at the Base after a time-difference flight**

5. Following a time-difference flight, two days of time off from the minimum quota (KV) shall be given immediately when arriving at the Base, unless more are due on the basis of an extended stay away from the Base (section 11).

On a time-difference flight of less than 12 hours with the scheduled period between duty times less than 36 hours, additional free calendar day (VVV) shall be given when arriving at the Base, given before the aforementioned days off from the minimum quota (KV) following time-difference flights.

If line station rest has been reduced from 36 to 23 hours, two additional free calendar days (VVV) shall be given at the Base before the two days off from the minimum quota (KV).

#### Exceptions:

1. After flights to Japan, only one additional free calendar day (VVV) is given before the two days off from the minimum quota (KV) relating to the flight.
2. After HKG flights, only one additional free calendar day (VVV) is given only after the company has confirmed in writing that the HKG route is operated by a subcontractor.
3. Only one additional free calendar day (VVV) is given after HKT and KBV flights if SIN and HKG flights are not operated by a subcontractor.

If the regular duty time of a return flight is 12 hours or more, one additional calendar day off (VVV) shall be given when arriving at the Base in addition to other time off relating to the flight. Correspondingly, if the regular duty time of a return flight is 14 hours or more, two additional calendar days off (VVV) shall be given when arriving at the Base in addition to other time off relating to the flight.

#### Exceptions:

1. After HKG or SIN flights, only one additional calendar day off (VVV) is given upon arrival at the Base only after the company

has confirmed in writing that this route are not operated by a subcontractor.

2. Only one additional calendar day off (VVV) is given after HKT and KBV flights if SIN and HKG flights are not operated by a subcontractor.

The additional calendar day off (VVV) to be given after the aforementioned 12-hour return flight may be omitted if the employee already receives two additional calendar days off (VVV) on the basis of shorter line station rest.

Following a westward time-difference flight for which no additional calendar days off (VVV) are given on the basis of the outbound or inbound flight and for which the line station rest is over 36 hours, an additional calendar day off (VVV) shall be scheduled for the Base before the two days off from the minimum quota (KV) related to the flight. Such destinations may be, for instance, ORD, YYZ or BOS.

### **Other rules concerning time-difference flights**

6. Duty time after the minimum time off following a time-difference flight may be scheduled to start no earlier than 7:00 a.m. after eastbound time-difference flights and 12:00 noon after westbound time-difference flights.

7. Following the minimum time off required after a time-difference flight, a flight that includes more than two hours of night duty shall not be scheduled for an employee.

8. In the event that a calendar day off not related to a flight should fall between duty times, the limitations on night duty and duty starting times included in paragraphs 10.1.6. and 10.1.7. shall not apply.

9. A time-difference flight is preceded by 36 hours off which may not overlap with the days off following a flight, nor shall the shift in the preceding day include duty time between 11:00 p.m. and 7:00 a.m.

10. On a time-difference flight, at least four sleeperettes shall be reserved for the crew on an aircraft with a minimum of 250 seats (on an A3xx aircraft at least six sleeperettes), and two economy class seats on an aircraft with fewer than 250 seats. If the two rest seats are on a row with three seats, also the third seat must be reserved for employees.

The company shall plan the service on board and the numbers of crew so that the minimum rest is 15 per cent of the scheduled flight time.

An exception is that the minimum rest may be less for service-related reasons, in which case it is the duty of the SCC of the flight to ensure that the crew receive a maximum possible rest period.

11. If an employee agrees to a shorter waiting time in the crew utilisation query, a time-difference flight is preceded by a 36-hour period of free time at the Base, which may overlap with the days off following a time-difference or long-haul flight, provided that there are at least three days off between flights. Such days off may include both VVV and days off from the minimum quota. In addition, the limitation of night duty as specified in paragraph 10.1.7 does not apply to employees with a shorter waiting time. The shift in the day preceding a time-difference flight may not include duty time between 1:00 a.m. and 7:00 a.m.

**Protocol entry:**

After approving the aforementioned reduction of waiting time, the employee is bound by this choice only for one timetable period.

This entry does not change the number or quality of days off following time-difference and long-haul flights in any other way.

**10.2 Long-haul flights**

1. A long-haul flight is a flight outbound from Europe, the planned one-way flight time (block time) of which from the Base to a line station is six hours or more, the distance between the Base and the line station is at least 4,900 kilometres, and the flight does not meet the definition of a time-difference flight. Flights outbound to/inbound from the Canary Islands shall not be considered long-haul flights.

**Protocol entry:**

At the time this agreement enters into force, long-haul flight refers to the Indian scheduled routes and charter traffic destinations.

**Rest periods at line stations on long-haul flights**

2. On long-haul flights of less than 12 hours, the scheduled time between duties at a line station shall be at least 21 hours, scheduled to be given immediately following arrival at the long-haul destination.

**Rest at the Base after a long-haul flight**

3. After a long-haul flight, one additional calendar day off (VVV) and at least one day off from the minimum quota (KV) shall be given at the Base. If the regular duty time of a return flight exceeds 14 hours, two additional calendar days off (VVV) and one day off from the minimum quota (KV) shall be given at the Base.

**Other rules concerning long-haul flights**

4. A long-haul flight is preceded by a continuous period of 24 hours off at the Base, which may not overlap with the periods off at the Base following a time-difference or long-haul flight, nor shall the shift during the preceding day include duty time between 11:00 p.m. and 7:00 a.m.

5. On a long-haul flight, at least four sleeperettes shall be reserved for the crew on an aircraft with a minimum of 250 seats (on an A3xx aircraft at least six sleeperettes), and two economy class seats on an aircraft with fewer than 250 seats. If the two rest seats are on a row with three seats, also the third seat must be reserved for employees.

The company shall plan the service on board and the numbers of crew so that the minimum rest is 15 per cent of the scheduled flight time.

An exception is that the minimum rest may be less for service-related reasons, in which case it is the duty of the SCC of the flight

to ensure that the crew receive a maximum possible rest period.

6. If an employee agrees to a shorter waiting time in the crew utilisation query, a long-haul flight is preceded by a 24-hour period of time off at the Base, which may overlap with the time off following a time-difference or long-haul flight, providing, however, that there are at least three days off between flights. Such days off may include both VVV and days off from the minimum quota. The shift in the day preceding a long-haul flight may not include duty time between 1:00 a.m. and 7:00 a.m.

### **10.3 Overlong scheduled flight**

1. Overlong scheduled flight refers to a round flight departing from the employee's Base and returning to it with a planned duration of over 12 hours, with the planned one-way flight time (block time) being four hours or more, and the distance between the Base and the destination being 3,450–4,400 km.

**Exception 1:**

The parties have agreed that AGP is considered as an overlong scheduled flight when duty time exceeds 12 hours.

**Protocol entry 1:**

Overlong scheduled flight refers to scheduled flights to destinations such as AGA, AQJ, FNC, HRG, RMF, VDA and SSH.

**Protocol entry 2:**

The parties agree that flights to the Canary Islands and Dubai are not overlong scheduled flights.

2. An employee can refuse an overlong scheduled flight departing late, causing the duty time to exceed 14 hours. However, a reasonable period must remain for the employer to call standby employees to duty after being notified of the delay. In this case, the original crew member is required to wait at the airport. However, if the flight is ready to depart before the standby employee registers, the employee is required to depart for the flight in question.

**Protocol entry 1:**

If an employee departs for a flight for which there was enough time to call stand-by employees without further delay, the employee shall receive one additional day off (VVV) entered into the chart for each full hour exceeding 14 hours. Possible refusals are subject to case-specific consideration.

**Protocol entry 2:**

A flight from the Base returning for the purpose of departing again shall be considered a consecutive duty period, and the provision in paragraph 9.1.1 shall apply (duty time begins at the point of check-in or at the time when the employee is needed in service before

the scheduled departure time according to the employer's orders), as well as the provision of section 9.2.B.1, according to which an employee is under an obligation to extend the duty to 16 hours, except if duty time at departure from Base is about to exceed 12/14 hours. In such cases, the provision of paragraph 9.2.B.2 on the employee's right of refusal shall apply.

## **Rest at the Base following an overlong scheduled flight**

3. After an overlong scheduled flight, a minimum of 18 hours of additional leave (VP) is given upon arrival at the Base, and these hours cannot be included in the minimum days off for the month.
4. If the actual duty time of the flight exceeds 14 hours of flight, the employee is given 24 hours of additional time off (VP) at the Base. Correspondingly, if the duty time exceeds 16 hours, the employee is given 30 hours of additional time off (VP). The above-mentioned 24/30 hours of additional time off can be compensated for as VVV days if the employer is unable to give said time off due to crew shortage. Compensation for the 24 hours of additional time off is one VVV day; for 30 hours of additional time off it is two VVV days.
5. If a flight includes four or more hours of night duty, the employee is given 21 hours of additional time off (VP) upon arrival at the Base, and these hours cannot be included in the minimum days off for the month. The shift immediately following shall not begin before 10:00 a.m.

## **Other rules concerning overlong scheduled flights**

6. The flight shall have rest areas. On an aircraft with fewer than 250 seats, the rest areas are made by reserving at least two economy class seats separated by curtains for the cabin crew for inflight rest. If said two rest seats are on a row with three seats, also the third seat must be reserved for employees. On an aircraft with a minimum of 250 seats, a minimum of four sleeperettes must be reserved for the use of the cabin crew.

## **10.4 Power team**

1. The aircraft types flown by the team at the time this agreement enters into force: A330-A350, A32S, EMJ.
2. Applying for the team is voluntary.
3. A team member undertakes to stay with the team for a minimum of one year at a time.
4. Should the company decide to terminate the team, this section shall become void. A notice period of six (6) months is required for termination.
5. The following provisions of the CLA do not apply to employees included in this team:
  - Limited number of flights exceeding 12 hours (CLA 9.7.1.A, 9.7.1.B).
  - Limitation of night duty following a time-difference flight (CLA 10.1.7).
  - Limited number of time-difference and long-haul flights including four hours or more of night duty (CLA 9.6.1.A, 9.6.1.B).
  - Limited number of time-difference flights per month (CLA 10.1.2).
  - Time lapse between time-difference flights (CLA 10.1.3).
  - Flights of more than six days (CLA 11.2).
  - The 36-hour period of time off preceding a time-difference flight (CLA 10.1.9).However, time-difference and long-haul flights are preceded by a 24-hour period of time off for the team members, unless the employee



has, for one timetable period at a time, agreed to cut the time off to 13.5 hours.

6. The moderation rule of Finnair's Consolidated Collective Labour Agreement applies (CLA 10.1.11).

A time-difference and long-haul flight is preceded by a 24-hour period of time off at the Base, which may overlap with the time off following a time-difference or long-haul flight, provided that there are at least three days off between flights. Such days off may include both VVV and days off from the minimum quota. The shift in the day preceding a time-difference or long-haul flight may not include duty time between 1:00 a.m. and 7:00 a.m., unless the employee has, for one timetable period at a time, agreed to cut the time off to 13.5 hours. In this case, duty preceding a time-difference or long-haul flight may also include duty time between 11:00 p.m. and 7:00 a.m.

7. The team members are subject to a standby and on-call obligation. If separately agreed between the company and the employee, the standby limitations of CLA 9.10.1 and 9.10.2 may be applied to standby duty.

8. If a Power team member is scheduled at least three (3) time-difference flights or at least two (2) time-difference flights and one continuous standby period of at least four boxes in the roster, the minimum number of days off from the minimum quota in such a month shall be eight (8) days in February, May, June, July, August and September and nine (9) days in January, March, April, October and November.

Practical application:

One day off from the minimum quota as specified in the CLA may be deducted from the roster for the month if at least three time-difference flights include a total of at least three VVV days, or if a minimum of two time-difference flights include a total of at least two VVV days and at least one continuous standby period of four roster boxes.

1. Three time-difference flights -> three VVV days -> one day off from the minimum quota may be deducted.

or

2. Two time-difference flights, two VVV days and one ^ continuous standby period of four roster boxes -> one day off from the minimum quota may be deducted.

3. The day off deducted cannot be a day off from the minimum quota included in the rest at the Base following a time-difference flight.

Falling ill or a change of flight at the initiative of the employee does not affect the minimum number of scheduled days off deducted.

## **10.5. Team of employees with knowledge of Japanese language and culture (the HELJCCM team)**

1. Employees are chosen to the team through a specific recruitment process. The employer defines the Japanese language and culture proficiency level required of the applicants and decides on any other selection criteria.
2. An employee previously recruited by the employer with knowledge of Japanese language and culture may apply to be included in the team. However, the employer cannot order an employee to join the team of employees with knowledge of Japanese language and culture; transferring to the team is voluntary.
3. When a previously recruited employee joins the team, all the rules of the team apply to the employee in question.
4. Employees exit the team in the way specified by the employer.
5. The Base of the team members is Helsinki, and the terms of employment applicable to Finnair cabin crew apply to them with the following exceptions:
  - An employee belonging to the team mainly works on scheduled or charter flights to Japan, as well as European and domestic scheduled flights with many Japanese customers.
  - In addition to flights to Japan, no other time-difference flights are scheduled for the employee. Furthermore, no long-haul flights, overlong scheduled flights, flights to the Canary Islands or other chartered flights except flights to and from Japan are scheduled for the employee. The employee also cannot wish to be scheduled such flights. Chartered flights specifically targeted at Japanese customers are an exception.
  - However, a standby or on-call employee may also be called to other shifts, taking into account possible visa requirements, if necessary with good reason related to crew allocation.
  - An employee has the right to make coupon wishes in accordance with the CLA. However, in deviation from the CLA, when allocating aforementioned Japanese and European flights the employer may ignore the employee's wish for flights (so-called coupon wish) for a justified reason.
  - Shift changes are possible only within the team.
  - If Japanese cabin crew members recruited by the employer before the year 2000 join the team, their minimum salary is defined applying the pay scale applied to employees eligible for SCC.
6. A maximum of four employees belonging to the team may be scheduled for one Japanese flight. If there are also RCCM positions on the flight, the total maximum number of scheduled HELJCCM and RCCM positions is four.

HELJCCM positions are not included in the average number of RCCM positions (see section 2).
7. The team's effect on cabin crew's general income development is reviewed by a separate local working group that also reviews the distribution of earnings within the team. The objective is an even distribution of earnings and flights. When necessary, the working group also makes decisions on matters such as flight

wishes related to the matter.

8. If the employer decides to discontinue the team, these CLA provisions concerning the team of employees with knowledge of the Japanese language and culture shall also become void. A minimum of six months' notice shall apply to discontinuation.

## **SECTION 11 EXTENDED ABSENCE**

1. Flights may be planned in order to limit the length of an employee's consecutive absence from Base to a maximum of 14 days (336 hours).

**Protocol entry:**

If necessary, the chief shop steward shall assist with enabling longer periods of absence.

2. Flights scheduled to last more than six days require the employee's consent.

**Protocol entry:**

If there are not enough volunteers, the chief shop steward shall assist in acquiring the necessary number of volunteer employees for the flights.

3. Compensation for extended absence pursuant to paragraph 11.3 of the General Collective Agreement of the branch is not payable to an employee.

4. Following an absence of six days, a continuous period of 36 hours off shall be given at a line station (Appendix 4).

**Protocol entry:**

However, efforts shall be made to plan the aforementioned period off to last at least 48 hours.

5. Upon arrival at the Base, an employee shall be given days off (KV) according to the following table, depending on the length of the absence (TAFB = time away from Base):

Maximum length of the absence	Days off
5–6 days (up to 144 h)	1
6–8 days (up to 192 h)	2
8–10 days (up to 240 h)	3
10–15 days (up to 360 h)	4
15 days or more	5

The above days off are included in the days off (KV) stated in paragraph 14.1.

6. On duty rosters, there shall be a minimum of 24 hours' period off before a flight with over five days (120 hours) of absence (Appendix 4).

## **SECTION 12 NON-STOP TIME-DIFFERENCE AND LONG-HAUL FLIGHTS WITH REGULAR DUTY TIME OF 12 HOURS OR MORE**

1. The maximum regular duty time on a non-stop flight is 16 hours.

The employee's consent is required for a flight of more than 14 hours.

**Protocol entry:**

If there are not enough volunteers, the chief shop steward shall assist with acquiring the necessary number of volunteer employees for the flight in question.

2. Non-stop flight planned to last 12–16 hours:
  - Minimum stay at the destination is 42 hours.
  - If the stay at destination is at least 30 but less than 42 hours, one VVV day is given; if the stay is less than 30 hours, two VVV days at the Base are given.
  - If regular duty time into each direction exceeds 12 hours, the duty time on the return flight entitles the employee to one VVV day at the Base, regardless of the number of VVV days possibly given for a shorter stay at the destination. If the regular duty time of a return flight exceeds 14 hours, the duty time on the return flight entitles the employee to two VVV days, regardless of the number of VVV days possibly given for a shorter stay at the destination.
3. A flight scheduled to last over 14 hours:
  - No more than one such round-trip flight may be scheduled for an employee in a calendar month. However, a standby or on-call employee is obligated to depart on a second such flight.
  - The interval between flights shall be at least 21 days. This limitation also applies to standby and on-call duty.

With regard to numbers of crew, the union shall be heard each timetable period.

4. If a flight according to this section is followed by deadheading from one line station to another, the minimum rest at the first line station shall be 21 (long-haul flight) or 23 (time-difference flight) hours. The remainder of an incomplete rest period shall be given after the deadhead flight before the next duty period. This also applies to positioning to the Base on the final flights of flight sequences. When determining this minimum stay at the destination, the rest/buffer period resulting from deadheading from a line station to another shall be taken into account (Appendix 4).

5. This section does not apply to Singapore flights. Instead, the following rule is applied:

A flight to Singapore may be scheduled with a minimum of 23 hours' line station rest.

If the period between duty times at the line station is 42 hours or more, one additional calendar day off (VVV) (return flight duty) and two days off from the minimum quota are given at the Base.

If the period between regular duty times at the line station is 28 hours or more, no additional calendar days off (VVV) are given at the Base for shorter line station rest. Instead, one additional calendar day off (VVV) (return flight duty) and two days off from the minimum quota (KV) are given at the Base. The prerequisite of not giving calendar days off (VVV) for a shorter rest period is the employer's written confirmation that the Singapore (SIN) flight is not operated by a

subcontractor.

If the actual period between duty times is less than 24 hours, one additional calendar day off (VVV) is given as compensation. Depending on the resource situation, this may be replaced with one VVV day entered in the chart.

## **SECTION 13 TRANSPORT TO AND FROM WORK ORGANISED BY THE EMPLOYER**

### **At the Base**

1. The employer shall organise the employee's transport to and from work (a maximum of 35 kms one way) in the following cases:
  - when duty time begins or ends between 11:00 p.m. and 6:00 a.m.; or
  - when, because of the lack of regular local public transport in the town, the employee cannot otherwise access a vehicle operating to or from the airport; or
  - when a duty period ending at the Base includes four or more hours of night duty.
2. When an employee is called to duty less than two hours prior to check-in time, an opportunity of one-way taxi use shall be organised for a maximum of 35 kilometres.
3. If the employee waives the right to use a taxi or has not had such a right to begin with, the employee will receive a homeward-journey compensation of EUR 40 per month (excluding unpaid absences lasting an entire calendar month). This paragraph 3 shall enter into force as of 1 June 2022 or later when the new taxi calling system is adopted if the adoption of the said system happens later than that.
4. The chief shop steward and the employer may locally agree on the compensation for journeys to and from work in more detail.

### **At other stations**

5. At stations other than the Base, the employer shall pay for transportation between accommodation arranged or approved by the employer and the airport or other place of duty.

## **SECTION 14 DAYS OFF**

### **14.1 Employees' days off**

1. Employees shall have at least nine days off (KV) at the Base each month. In January, March, April, October, November and December, the number of days off is ten.

Once a year on a charter flight, in a month in which an employee shall have ten days off, the employee may be given a day off according to the agreement during a layover at a line station. This requires that the consecutive time between duties is at least three calendar days with no buffer time (VP).

2. The duty roster must be compiled so that an employee has one free weekend of 81 hours each month. The free weekend includes at least one day off from the minimum quota. The scheduling of a free weekend may be agreed otherwise with the employee.

3. A single day off shall be at least 36 hours and include a calendar day. Following a single day off, duty time may not begin before 6:00 a.m.

When there are several consecutive days off, each one of them shall be at least 24 hours and one at least 33 hours, or 31 hours following a time-difference flight.

The calculation of days off starts at the end of duty/buffer time (VP). A calendar day off shall not include duty.

4. The calendar day immediately preceding an annual holiday can be scheduled as a day off within the meaning of this section in such a way that the hours exceeding a full calendar day are scheduled to be provided immediately following the annual holiday. Any transferred hours cannot overlap with any subsequent minimum free time (KV).

Duty immediately following an annual holiday period and specifically requested/desired free weekend may not be scheduled to start before 6:00 a.m.

The Sunday following an annual holiday period of at least six days ending on a Saturday is scheduled as a calendar day off upon request.

5. Shifts at the Base shall be scheduled so that an employee has at least one day off (KV) no later than after four days of duty, or, alternatively and with the employee's consent, at least two days off (KV) following a duty period of five days. The consent is given for one timetable period at a time.

6. Single days off on a confirmed duty roster cannot be changed without the employee's consent.

7. An employee's absence reduces the number of monthly days off (KV) by multiplying the number of days of absence by a factor of 0.33. The figure is rounded down.

**Protocol entry 1:**

E.g. an absence of five days:  $5 * 0.33 = 1.65$  -> the number of days off for the month (KV) is reduced by one.

**Protocol entry 2:**

With respect to part-time work pursuant to the Age Program, check the local agreement for the coefficient.

If the absence covers a calendar month, it includes all the days off for that month. The days off given immediately after annual holiday, referred to in paragraph 14.1.1, shall meet the minimum hours referred to in paragraph 14.1.3 above.

8. To ensure flexible organisation of duties, exceptions to the provisions on days off described in the paragraphs above may be agreed on between the employer and chief shop steward. However, occasional exceptions can be agreed on between the employer and the employee in question.

## 14.2 Exemption from work of employee representatives

1. The Chair of the local trade union branch shall be granted exemption from flight duties for a minimum of six days per month in order to discharge their role. These days shall not be counted as the employee's minimum days off (KV). The Chair has the right to transfer to the part-time work in the existing part-time group or be completely exempted from duty while acting as Chair.

The employer will not pay the Chair of the local trade union branch separate compensation for discharging their role or the loss of income resulting thereby. The base salary will not be paid if the Chair has been completely exempted from the duty to work. Other exemptions of the Chair shall be agreed separately on a case-by-case basis.

2. The day of the monthly committee meeting of the members (7) and deputy members (4) of the local trade union branch is not included in the minimum days off referred to in the CLA or the monthly exemption of the branch Chair from flight duty.

3. The monthly one-day exemption from duty provided for the cabin crew representative (1) or, if unable to attend, the deputy representative to attend the meeting of the AKT executive committee is not included in the minimum days off referred to in the CLA.

The monthly one-day exemption from duty provided for the cabin crew representatives (2) or, if unable to attend, the deputy representatives to attend the meeting of the AKT council is not included in the minimum days off referred to in the CLA.

The exemption from work granted to cabin crew representatives (maximum of 12) to attend AKT's meeting of delegates once in four years (maximum of three calendar days for the meeting) is not included in the minimum days off referred to in the CLA.

4. If AKT has to summon a meeting of the cabin crew division or the executive committee, relating to the cabin crew contract negotiations of a member company of Palta, genuine effort shall be made to provide the members of the cabin crew division and executive committee with time off for the meeting. The loss of income will be compensated for if the contract negotiations are connected to the company.

5. Any other exemptions from work are case-specifically agreed on between the employer and employee.

6. Members of the workplace-specific local union sub-branch committee (a maximum of 7 people) shall be given time off (1 day) for committee meetings 12 times a year. The employer shall not pay separate compensation for the duration of said exemption. As a rule, the committee meets once a month.

7. The names of the members of the organs and the meeting dates are announced well in advance with regard to roster planning.

8. All of the days referred to in this section shall be taken into account as days of absence pursuant to the duty time roster.

9. When the employer calls a representative of the personnel for local negotiations, it shall compensate the personnel delegate for the time lost as a result of local negotiations with representatives of the employer or as a result of other duties agreed with the employer. A day of annual leave or days off other than those specified earlier in this paragraph lost due to the aforementioned reasons will be compensated as a new day of annual leave or day off or by other means agreed jointly.

## **SECTION 15 COMPENSATION POLICY APPLIED TO THE TERMS OF EMPLOYMENT OF CABIN CREW**

The employer and the chief shop steward may, in individual cases, agree differently on the rules concerning the compensation practice specified in this section and section 15 of the general CLA for the sector.

### **15.1. Crew shortage on flights lasting over 12 hours**

Paragraph 15.1 of the general CLA for the sector is not applied.

### **15.2. Inadequate rest areas**

- **Scheduled:** A scheduled flight of over 12 hours shall have rest areas. If appropriate rest areas (e.g. separated from the cabin with curtains) are not available, the compensation is one VVV day.
- **Unscheduled:** One VVV day when duty time is 12 hours 10 minutes or more. The number of passengers affects the granting of compensation.
- If what was scheduled does not match the actual situation, the VVV day compensation shall be decided on a case-by-case basis.
- For time-difference and long-haul flights to which the above subparagraphs do not apply, the lack of rest areas for technical reasons is compensated with a EUR 50 compensation to each employee on the flight.

### **15.3. Inadequate buffer and rest times**

#### **At a line station**

1. Four hours or less between duties shall be credited in the duty time in full.
2. If the rest time falls short of the minimum (11.5 hours), duty hours are added up and compensation for too short buffer times (see paragraph 15.3.3) is not paid.
3. Outstation rest below 21 h (long-haul flight), 23 h/36 h (time-difference flight) and buffer times at a line station below 18 h (working hours over 14 h) and 21 h (night duty) are compensated as follows:

36 hours–	no compensation
21 hours	eight hours' pay/hour or part thereof falling short of the minimum

18 h–minimum rest one VVV day/hour or part thereof falling short of the



minimum

4. Scheduled inadequate rest at a line station 42 h (see section 12) is compensated:

If the stay at destination is 30 to 40 hours, one VVV day is given at the Base.

If the rest is less than 30 hours, two VVV days are given.

5. Transportation at the line station may affect minimum rest times.

### **At the Base**

6. If the aggregate duty time upon arrival at the Base has exceeded 12 hours, a buffer time of 18 hours follows (the rule is not applied to time-difference and long-haul flights); after 14 hours, a buffer time of 24 hours is required, and after 16 hours, a buffer time of 30 hours is required.

7. Inadequate buffer times at the Base are not compensated.

#### **Exception 1:**

After a time-difference or long-haul flight, if the resource situation renders the employer unable to give the following 24/30 hours off as buffer time at the Base for unintentionally exceeding 14/16 hours of duty, 24-hour buffer time is compensated with one VVV day and 30-hour buffer time with two VVV days in the chart. (See paragraph 9.5.1.B)

### **15.4. Lost or missing free weekend or other day off from the minimum quota**

1. A free weekend shall be given in accordance with paragraph 14.1.2, and it shall include the full days of Saturday and Sunday.

2. A free weekend shall include at least one day off from the minimum quota, unless otherwise agreed with the employee.

- Instead of a lost or missing free weekend, an employee receives a new free weekend at a time chosen by the employee. This free weekend replacement is included in the quota of minimum days off for the month in question. If the new free weekend falls on a month other than the lost free weekend, the length of the new off-duty period shall be at least 57 hours (33 hours + 24 hours), including the full days of Saturday and Sunday.
- The replacement of a lost or missing free weekend may also be taken as weekdays off, in which case the employee receives two additional weekdays off at a desired time.
- To replace a lost or missing day off from the minimum quota, the employee receives a new off-duty period at the chosen time.

### **15.5. Waiting for and sharing a hotel room**

Waiting for a hotel room is not considered duty time or rest period; looking for a hotel room is considered duty time. There is no compensation for waiting for a

hotel room for one hour (30 min following a time-difference flight or a flight including four or more hours of night duty); after that the compensation is one VVV day for each full 30 minutes, but no more than three VVV days. If an employee has to share a hotel room, the compensation is one VVV day + EUR 50/day.

#### **15.6. Delayed arrival of baggage at a line station**

If employees have to wait for their baggage at the airport at a line station for a time exceeding duty time, the waiting time is entered as duty time for two employees (one employee if there is only one piece of baggage) and the costs incurred from the delivery of the baggage to the hotel (porters, taxis, etc.) shall be compensated. Duty time is credited to a maximum of two employees regardless of whether the others remain waiting as well or whether they go to the hotel.

#### **15.7. Exceptional circumstances**

Shall always be dealt on a case-by-case basis at the Base.

#### **15.8. VY compensation**

1. More than 46 duty hours during seven consecutive calendar days  
The excess portion is transferred to the VY chart using a compensation proposal form. An excess due to a swapping of flights is not compensated.  
Excesses caused by duty roster changes made by the employer for crew utilisation reasons shall be compensated. Standby is not included in duty hours.
2. Deadheading in Business Class  
On flights outside Europe, if a deadheading employee has to travel in Economy or Economy Comfort class (does not apply to Economy + / Premium Economy classes), 1.5 hours shall be entered for the employee in the VY chart as compensation.

### **SECTION 16 SICK PAY, MATERNITY LEAVE PAY AND RIGHT TO FAMILY LEAVE**

#### **16.1. Sick pay**

1. If an employee in the employer's service is unable to work because of an illness or accident and the illness or accident is not intentionally self-inflicted and not a result of criminal activity or a reckless lifestyle or other gross negligence, the employer shall provide sick pay as follows:

If the duration of the employee's uninterrupted employment with the employer is:

- less than one year, a full pay for five weeks
- one to five years, a full pay for six weeks
- more than five years, a line station for four months.

The employee shall present an account of their disability acceptable to the

employer. If the employer requires a certificate issued by a specific doctor, the employer shall pay the costs incurred from acquiring the certificate.

2. An employee whose employment has lasted for less than one month shall receive a full pay, commencing on the second day of sickness that originally would have been a working day, up to a point where the duration of the disability meets the conditions for receiving sickness allowance under the Sickness Insurance Act. If the disability due to sickness continues for the maximum duration referred to above, the employer shall pay a salary for the waiting day as well.

3. The employment according to paragraphs 1 and 2 shall be calculated according to the aggregate duration of employment relationships if the interval between them is no more than six months. However, paragraph 2 shall not be applied until after the employment has begun.

4. Should the disability caused by an illness or accident be repeated, the employee's right to a pay shall not exceed the above-mentioned maximum disability period within a calendar year.

However, sick pay shall always be paid for the waiting period referred to in the Sickness Insurance Act.

**Guideline for application:**

- Sick pay during a calendar year is paid on the basis of the uninterrupted duration of employment for a maximum of
  - five weeks (less than one year of uninterrupted employment)
  - six weeks (one to five years of uninterrupted employment); or
  - four months (uninterrupted employment of over five years)
- During a calendar year, sick pay is not paid for longer periods in total than those stated above, both in case of several short periods of disability and one longer uninterrupted period of disability.
- In a case of recurring disability, sick pay rules are the same regardless of whether the cause of disability is the same or a different condition.
- Cases in which disability continues uninterrupted into the next calendar year (a day or days off do not interrupt a period of disability)
  - The turn of the year does not start a new pay period
  - The payment of sick pay ends when
    - the disability has continued uninterrupted for the above period of time (five weeks–four months), or when
    - the total duration of sick pay for an uninterrupted period of disability and any periods of disability in the previous calendar year reaches the maximum duration above (five weeks–four months)
  - disability that continued into the next calendar year ends (working capacity is restored) and the employee returns to work (flight duty or training) or goes on annual holiday
    - if disability recurs after this, the employee can receive sick pay for the above maximum period (five weeks–four months),

calculated from the beginning of the latter calendar year.

- A part-time employee
  - receives sick pay on the basis of the duration of employment, for a maximum period of five or six weeks or four months; the period runs through days of duty and days off.
  - in the 50/50 part-time group exceptionally receives sick pay for the months of duty; sick pay is payable on the basis of uninterrupted employment for a maximum of five or six weeks or for a maximum of four months.

5. The daily allowance according to the Sickness Insurance Act shall be paid to the employer for the period for which the employer pays sick pay or maternity leave pay.

6. If the employee falls ill once the flight has already begun, the pay pursuant to the shift in question shall be paid until the end of the shift in question. If the illness continues, payment of sick pay and absence due to illness commences from the following calendar day.

7. The change of a calendar day also applies to the beginning and end of sick leave.

8. Sick pay is calculated on the basis of average hourly earnings (KTA) per quarter.

## **16.2. Calculation of average hourly earnings (KTA)**

1. The average earnings comprise salaries paid for duty, excluding any overtime allowance for working over 172 hours per month.

2. Average hourly earnings are only calculated for employees working shifts. Average hourly earnings are not calculated for employees in ground duty.

3. Average hourly earnings are calculated quarterly. If there are 21 or more divisor days for the earning period, average hourly earnings are calculated as follows:

Average hourly earnings = euros earned/divisor days

The divisor days for a full-time employee receiving a monthly salary are all calendar days of the month in question excluding reducing days (e.g. sick leave, annual holiday, saved leave and unpaid absence as well as industrial actions).

4. Average hourly earnings are not determined for a quarter in which there are 20 or less divisor days; the average hourly earnings for the previous quarter shall remain effective.

5. The formula below is used in case of a new employee who has not yet accumulated average hourly earnings or average hourly earnings cannot be calculated for the employee due to some other reason.

Average hourly earnings = the employee's pay scale salary (base salary) x 0.5/30

6. If absence due to illness continues uninterrupted into the following quarter, the

average hourly earnings for the quarters in question shall be applied.

### 7. Full-time pay scale

	EUR	divisors	applicable period
quarter 1	January–March	December–February 90 days (91 for an intercalary	April–June
quarter 2	April–June	March–May 92 days	July–September
quarter 3	July–September	June–August 92 days	October–
quarter 4	October–	September–November 91	January–March

### 16.3. Maternity leave and special maternity leave pay

1. Employees unable to work because of pregnancy and childbirth shall receive pay for three months from the employer if the employment has lasted continuously for at least one year.

2. The pregnancy shall be reported to the employer immediately after determination.

Flight duties can be terminated immediately after pregnancy has been determined. Flight duty is possible until week 16 of pregnancy, health permitting. Upon request, night duties and/or flights of over 12 hours can be excluded from the roster.

3. An employee terminating flight duties because of pregnancy, pursuant to paragraph 16.3.2, may apply for other work assigned by the company for the duration of pregnancy. On such application, the employer shall assign other duties until the maternity leave according to the Sickness Insurance Act begins. If the employer cannot assign suitable duties to the employee, ground duty salary without work obligation shall be paid for this period of time. The employer is entitled to receive special maternity allowance from Kela for this period of time. If the employee refuses the work assigned, they lose the right to the salary.

The employee also has the right to take special maternity leave in accordance with the Sickness Insurance Act and the Employment Contracts Act.

4. The salaries referred to in paragraphs 16.3.1 and 16.3.3 of this section shall equal the ground work salary.

The salary of those transferred to ground duties because of pregnancy is calculated as follows:

Pay scale salary

Office salary:

- the office salary is calculated separately for each salary group (1–9)
- the calculation is based on the preceding holiday credit year
- allowances are reported without supervisor's allowances (SCC allowance, compensation to an inflight substitute of SCC and allowance for pursers) and ground duty salaries
- divisor days are reported
- the euros are divided by the divisor days
  - >the resulting unit rate is multiplied by 25 = ground duty salary for the

- salary group in question
- SCC allowance and compensation payable to an inflight substitute of SCC are based on the amounts realised in the previous holiday credit year.
- Allowance for pursers (fixed)

#### 16.4. Other rules

1. If the daily allowance or maternity allowance payable to the employee pursuant to the Sickness Insurance Act is higher than the salary according to this agreement, the employer will not pay a salary for the period entitling to such daily or maternity allowance, but the compensation shall be paid on the basis of the Sickness Insurance Act alone.

If the employee receives pay for a period of sickness or childbirth during the period entitling to a daily or maternity allowance, she shall without delay provide the employer with the accounts necessary for applying for the daily or maternity allowance to be paid to the employer in accordance with section 28 of the Sickness Insurance Act.

2. Should the daily and maternity allowance referred to in the Sickness Insurance Act be changed to be primary in relation to the salary whilst this CLA is effective, the procedure shall be as follows:

- The employee shall only be paid, in addition to the sick pay payable under the Employment Contracts Act, the difference in the pay for sick leave as stated in this CLA and the daily allowance, and correspondingly, the difference in the pay for the maternity leave as stated in this CLA and the maternity allowance. Payment of this part of the salary requires that the employer has received an account of the amount of daily or maternity allowance already paid or to be paid to the employee.
- If an employee is responsible for the daily or maternity allowance not being paid altogether or being paid less than she is entitled to according to the Sickness Insurance Act, the employer has the right to deduct the amount of daily or maternity allowance according to the Sickness Insurance Act not being paid in its entirety or in part due to the employee's actions from the pay for sick leave or maternity leave.

3. If an employee returning from a family leave has to wait for training for return to work, the employee shall receive a pay equalling ground duty salary for the waiting time and is under an obligation to perform alternative duties assigned by the employer. The employer and the employee may come to a different agreement on the matter. For instance, the employee may be given unpaid leave for the waiting period.

Training for return to work agreed to take place during the own time of an employee is compensated on the basis of the hourly pay but a minimum of eight hours' pay per day.

4. The parents of an adopted child have the same rights to parental leave and child-care leave as biological parents.

5. The employer shall pay for medical examinations and specialist fees if the aviation physician used by the employer requires them to evaluate the

employee's capacity for work on the employer's initiative.

### **16.5. Part-time child-care leave**

1. An employee's right to part-time child-care leave is determined according to the Employment Contracts Act in force.
2. The duty time is planned at a maximum of 82.5 hours per calendar month. A separate duty time roster is applied to the group with regard to duty time (Appendix 3).
3. An employee is scheduled a minimum of 11 days off (KV) in January, March, April, October, November and December and a minimum of 10 days off (KV) in February, May, June, July, August and September.
4. No time-difference or long-haul flights are scheduled for the group.
5. A maximum of two night duty flights per month may be scheduled for an employee. No overlay flights or standby duties are scheduled for an employee.
6. An employee has the right to present wishes for days off similar to a full-time employee. With respect to flight wishes, an employee has the right to make check-in and check-out wishes.
7. A 25% deduction from the base salary will be made, and any flight-specific allowances and allowance for pursers are paid normally. In any cases of delay, the working hours exceeding 82.5 hours per month will be compensated for on the basis of single hourly rate. Any additional duty allowance will be paid after 110 hours.
8. Transfer to the part-time group takes place on the grounds pursuant to the legislation in force.

The transfer to the part-time group follows a period of advance notice of two calendar months. It is possible to apply for admission to the group once per calendar year. The employee's part-time child-care leave is based on a fixed-term agreement expiring after the fixed period.

9. The employee has the right to suspend the part-time child-care leave for a justified reason or by mutual agreement; in this case, the notice period is a minimum of one month, unless otherwise agreed.

### **16.6. A child's illness**

1. A parent or guardian of a child under 10 years of age is entitled to compensation in accordance with the provisions of this CLA concerning sick pay due to a short, necessary and temporary leave taken to arrange care or care for the child if the child is suddenly taken ill. The precondition for the payment of the compensation is that both parents or guardians are employed outside the home and that an account is provided of the absence according to the rules of sick pay in this CLA. This also applies to single parents and foster parents.

The above can be agreed on locally otherwise.

2. Similar compensation according to the same criteria shall be paid to an employee if the other spouse or guardian is unable to participate in the care of the child for reasons such as illness, travel, stay at another location because of work, studies, training or other similar temporary obstacle and no other care is available as stated in this paragraph. When this paragraph is applied, studies are considered equal to working.

**Guideline for application:**

Whenever the arrangement of care or the care lasts 1, 2, 3 or 4 working days, the absence shall be regarded as an absence referred to in the agreement. Eligibility for compensation is subject to the provision of an account of the child's sickness and the consequent absence in the same manner as if the employee themselves were ill, as outlined in the CLA and company policies.

3. Absence is allowed for the parent or guardian of the child according to the agreement. The right to absence only applies when both parents are employed outside the home, with the exceptions referred to in paragraph 16.6.2 above. The employee shall primarily make effort to arrange the care of the child. If this is not possible the employee may stay home to care for the child.

4. Compensation for parents or guardians for the sickness of a child shall be paid for a maximum of four (4) working days. Absence due to the sickness of a child is considered equal to working days as referred to in the Annual Holidays Act. The term 'single parent' also refers to a person who has permanently moved apart from the spouse without a decision on legal separation or divorce, or a person whose spouse is unable to participate in caring for the child due to military service or reservist duty.

## **SECTION 17 ANNUAL HOLIDAY AND HOLIDAY BONUS**

Annual holiday, annual holiday pay and annual holiday compensation are determined according to the Annual Holidays Act. When calculating annual holiday pay, work on Sundays and other holidays shall also be taken into account.

### **17.1. Annual holiday pay**

1. Formula for the calculation of additional holiday pay for annual holiday:

Accrued additional holiday pay/additional holiday pay divisor \* (annual holiday multiplier/days of annual holiday earned)

2. When an employee returns from a family leave, holiday pay will be paid in accordance with the ground duty salary if the employee has not accumulated 90 days or more of flight duty after returning from the family leave before the end of the holiday credit year. The amount of ground duty salary is determined according to the employee's salary group during the leave.

**Protocol entry:**

An increase in the pay scale salary does not remove



accumulated supervisor's allowances. Supervisor's allowances are paid according to the amount of the previously calculated ground duty salary.

3. The annual holiday pay of an employee paid by the hour, who earns three days of annual holiday per month pursuant to paragraph 17.2.5 of the CLA, is 13.3 per cent of the salary paid or due for payment to the employee for duty time during the holiday credit year, excluding any increase payable for any emergency work and for any overtime work pursuant to law or agreement (so-called percentage-based annual holiday pay) (in force for annual holiday pay payable for the holiday credit year beginning on 1 April 2019).

4. If an employee's annual holiday is given during family leave or between family leaves, the amount of the annual holiday pay is the ground duty salary, unless the employee has accumulated a minimum of 90 days of flight duty during the holiday credit year. When reviewing the flight duty pursuant to the 90-day rule, the divisor days and accumulated earnings are only determined with regard to the flight duty period. Ground duty salary and divisor days are not taken into account in this case.

**Guideline for application:**

- Flight duty of a minimum of 90 days refers to a period of 90 days during which the employee is in flight duty or could be scheduled flight duty.
- If there is a minimum of 90 days of flight duty as agreed in this section, the additional holiday pay is calculated similarly to that of other full-time employees, meaning that the divisor days are actual.
- With regard to part-time employees and those employees whose duty time has changed during the holiday credit year, the Annual Holidays Act shall be applied.
- If the holiday taken was accumulated during several holiday credit years, the pay for the days of holiday is calculated based on the holiday credit year during which the holiday was earned.

**17.2. Earning of annual holiday**

1. An employee whose employment has continued uninterrupted for at least a year by 31 March is entitled to an annual holiday of 2.5 days per each month of the holiday credit year with at least 14 working days or similar days of duty.

2. That part of the annual holiday exceeding 24 days is given outside the holiday period (2 May–30 September).

3. If the employer transfers annual holiday days intended for the holiday period outside the holiday period with the employee's consent, such days of holiday shall be given multiplied by 1.5.

4. When an employee who has previously been in the employment of the company is rehired into permanent employment, they shall be credited after one year of service the previous service as an employee of the Group when annual holidays are granted.

5. An employee whose employment has lasted for at least 14 years by 31 March is entitled to three days of annual holiday per each month of employment during the year.

### **17.3. Holiday bonus**

1. The holiday bonus is 50% of the annual holiday pay.
2. The holiday bonus shall be paid on the condition that the employee has started the annual holiday on the date notified or agreed and is returning to work immediately after the annual holiday. However, the holiday bonus shall be given even if the employee has been absent from work immediately prior to the beginning or after the end of the annual holiday with the consent of the employer while the employment lasts, or if the employee has not been able to start working due to a reason referred to in the Annual Holidays Act.

### **17.4. Payment of annual holiday pay and holiday bonus**

1. The annual holiday pay is paid according to payroll periods, unless the employee requests that it be paid before the beginning of the holiday or a part thereof. In such a case, the employer strives to pay the annual holiday pay at least three days before the beginning of the holiday. The above request must be made to the employer no later than the time when the holiday or part thereof is approved.
2. The holiday bonus is paid on the paydays of 15 July and 15 December.

If the employer follows the practice that the payday is the last month of each month (or the working day preceding it), the holiday bonus is paid on the June and November paydays.

## **SECTION 18 PAID LEAVE**

1. The following absences of one day shall not be deducted from the employee's salary and annual holiday:
  - The employee's own marriage and the registration of a relationship if the day would normally be a working day
  - The employee's own 50th or 60th birthday, falling on a working day
  - The funeral of a family member or next of kin

#### ***Protocol entry:***

Next of kin refers to the employee's spouse or common-law spouse, the employee's own children or those of the spouse or common-law spouse, the employee's own parents and siblings or those of the spouse or common-law spouse.

2. In addition, other comparable absences may be agreed on locally.

## **SECTION 19 DAILY ALLOWANCE, OVERNIGHT STAY AND MEALS**

### **19.1 Daily allowance**

1. The employer shall pay daily allowance to employees to cover expenses incurred on duty trips, excluding duty at the Base.

For other than the aforementioned duty travel, an employee shall receive travel compensation according to the employer's applicable duty travel regulations.

2. The current provisions of the Finnish National Board of Taxes on daily allowance shall apply.

3. Should substantial structural changes take place in the basis for paying daily allowance to a particular group of the employer's staff, a committee shall be appointed to adjust the principles of this section for the payment of daily allowance. The committee shall include two employer and two employee representatives.

### **19.2 Overnight stay**

The hotel agreement appended to this agreement shall be followed as part of this agreement.

### **19.3 Meals**

1. Cabin crew members shall have the opportunity to eat during shifts that last six hours or longer. The employee's opportunity to eat in accordance with an average meal schedule shall be taken into account in the shift, especially when the shift covers the normal meal times (for example, if duty time begins at 11:00 a.m. and ends at 10:00 p.m., an opportunity for two meals must be provided).

2. Coffee, tea, refreshments or fresh water must be available to employees on board during flights.

3. When planning service procedures, attention shall be paid to the provision of clear instructions on times of rest and meal breaks.

## **SECTION 20 UNIFORM**

1. When in customer service or assigned to duties for which this is separately provided, an employee is obligated to wear a tidy uniform, complying with the employer's uniform regulations and paid for by the employer, and otherwise follow any specific orders issued by the employer. Any changes to the rules concerning uniforms shall be negotiated between the employer and the chief shop steward before their effective date.

2. Employees shall pay 25% of the purchase cost of shoes and purses to be worn with the uniform as well as of the laundry and other maintenance costs.

## **SECTION 21 INSURANCE**

1. In addition to providing insurance in accordance with the Finnish Employment

Accidents Insurance Act, the employer shall, at its cost, provide the employees with group life insurance, aviation accident insurance and passenger insurance.

2. In addition to statutory accident insurance, the insurances provided by the employer must together cover any accidents and sudden illnesses that may occur during work or official travel.

3. Amount of compensation

A = Compensation for a death caused by an accident, an infectious disease or illness. The amount of compensation is EUR 42,100.

Bb = One-time compensation for permanent and complete disability caused by an accident and in cases of partial disability the relative share of the sum insured based on the degree of disability. The compensation is two times A.

D = Expenses without limits when travelling abroad, for treating an accident or sudden illness (in Finland, expenses for treatment are compensated according to the Finnish Sickness Insurance Act).

The levels of compensation (= sum insured) shall be reviewed annually. The index number 2,191 of the earnings and consumer prices index of 2005 shall be used as reference, with a 50/50 weighting. Compensation levels shall be increased when, according to index increments, the compensation amount A should increase by at least EUR 1,700, which means that the insurance sums will increase in multiples of EUR 1,700 from 1 April onwards, which is the beginning of the next insurance period.

4. The employer shall compensate an employee for work-related baggage, at its fair value, that is lost or damaged during a duty flight. The compensation shall be due for payment if the baggage has not been found a month after its being lost. In the event that an employee is forced to stay overnight at a line station following the loss of baggage, the employee is entitled to purchase reasonable necessary leisure-time and overnight stay articles.

## **SECTION 22 CHIEF SHOP STEWARDS, EMPLOYEE REPRESENTATIVES AND OCCUPATIONAL SAFETY AND HEALTH DELEGATES**

1. Employees shall have the right to elect a chief shop steward and deputy chief shop steward. The provisions concerning chief shop stewards are applied to the deputy shop steward when they perform the chief shop steward's duties for a minimum of two weeks.

The election of employee representatives and the occupational safety and health delegate is agreed on locally.

2. In order to carry out their duties, the chief shop steward has the right to weekly exemption from work, where necessary, as follows:

Number of employees represented	Exemption/week
---------------------------------	----------------

Max 100	4 hours
101–300	10 hours
301–500	25 hours
over 500	fully exempt

Exemption from work of employee representatives is agreed on locally.

3. The income of the chief shop steward and the occupational safety and health delegate must not be decreased for attending to duties related to their position. The method of compensation for the loss of earnings and remuneration must be agreed on locally.

4. In addition to what is agreed in the general agreement between the Confederation of Finnish Industry and Employers and SAK, the chief shop steward is also entitled to receive the following information in writing:

- Once a year, a report stating the start dates of new employees' employment relationships and the duration of fixed-term employment relationships and the reason why the contract is fixed-term
- A report of terminated employment relationships and lay-offs, including the duration of lay-offs
- A quarterly report of the earnings referred to in paragraph 4.5 of this CLA and monthly hours of duty

5. The employer shall inform the shop steward well in advance about the introduction of new aircraft types, route structure and training and about the influence of these matters on employment relationships. In addition, the employer shall provide the chief shop steward and the occupational safety and health delegate with the opportunity to participate in designing the working premises onboard aircraft as well as safety-enhancing equipment and solutions.

The working group shall pay particular attention to rest area solutions.

When new aircraft types are purchased or existing ones are substantially modified, a working group of 2 + 2 members shall be established to focus on the interior solutions already at the designing stage.

6. The chief shop steward's right to participate in the appointment of pursers is agreed on locally.

7. The chief shop steward has the right to receive information about the use of external labour and the reasons for this as well as about the number of external employees used and their working hours.

8. The employer shall provide the chief shop steward with the opportunity to monitor the preparation of pairings and flight combinations per timetable period or whenever the flight program is substantially changed.

## **SECTION 23 LOCAL AGREEMENT**

1. Local agreement as referred to in the provisions of this agreement is possible between the employer and the employee or chief shop steward. The agreement must not be in conflict with the legislation or the collective labour agreement, and

the parties must not be persons other than those referred to hereinabove.

An agreement signed with the chief shop steward is binding on the employees he/she is considered to represent.

2. The agreement is valid for a fixed period or until the end of the CLA period.

3. The agreement shall be concluded in writing if either party requires it. If the agreement is valid for over one month, it shall always be made in writing. If an agreement that has been valid for less than a month is renewed, it shall be concluded in writing.

4. The local agreement referred to here is part of the collective labour agreement.

## **SECTION 24 EMPLOYMENT AND CHANGE SECURITY**

The Employment Contracts Act provides for employees' right to employment leave.

## **SECTION 25 MEETINGS AT THE WORKPLACE**

1. Employees may organise meetings concerning the circumstances at the workplace at suitable premises assigned by the employer outside duty hours on the following preconditions:

- Holding a meeting at the workplace must be agreed on with the employer three days before the meeting if possible.
- The organiser of the meeting is responsible for the costs and orderliness of the meeting and the cleanliness of the meeting facilities.

2. The organisers of the meeting have the right to call representatives of the parties of the CLA to the meeting.

## **SECTION 26 COLLECTION OF MEMBERSHIP FEES**

When authorised by the employee, the employer shall collect the employee association membership fees from the employee's salary and deposit them into the account of the employee association according to the instructions. At the end of the year, the employee shall be given a statement of the sum withheld.

## **SECTION 27 OTHER PROVISIONS**

### **27.1 Industrial peace**

Any industrial action directed at this CLA or any of its provisions is forbidden. However, legal industrial action is permitted.

### **27.2 Mixed crew**

The cabin crew for each flight is planned in such a way that all cabin crew

members are employees working for Finnair. Taking flights with mixed crews (AY/KR) is voluntary.

### **27.3 Productivity and efficiency**

The opportunity to open 10 overnight destinations with a planned eight-hour rest period. This includes the previously agreed LHR overnight destination. The flight may be direct or have stops; the block time is approximately 3.5 hours. A delay of at least 30 minutes from schedule on the outbound flight is compensated

with one VVV day. No flights shall be planned before or after the aforementioned overnight flight. The limitations concerning the start time and night duty following a night duty flight will be waived if there is a free day between these that is not related to the flight (a free box in the roster).

## **SECTION 28 DISPUTE RESOLUTION**

1. Any disputes concerning the interpretation or breach of this agreement shall first be negotiated between the employer and the chief shop steward. If a consensus cannot be reached in this manner, the matter shall be negotiated between the Service Sector Employers PALTA and the Transport Workers' Union AKT, both of which may submit the matter for resolution by the Labour Court. If the parties jointly agree, the matter may also be submitted for resolution by an arbitration court.
2. Negotiations shall begin without delay on a proposal of either party and no later than two weeks after the proposal.
3. Minutes checked by both parties shall be kept of the negotiations, whenever required by either party.

## **SECTION 29 PRINCIPLE OF CONTINUOUS NEGOTIATIONS**

The parties agree that either party may bring any issue related to the collective labour agreement, other terms of employment or other work-related matter to negotiations between the parties during the agreement period.

## **SECTION 30 TERM OF AGREEMENT**

1. This agreement shall be in effect from 16 February 2022 until 31 January 2024, continuing thereafter for one year at a time, unless either party gives notice of its termination in writing no later than two months prior to its expiry.

### **Structural change and competition in the industry**

As a result of any structural changes taking place in air traffic or if so required by the competitive and financial situation during the term of agreement, negotiations will be initiated by request of either party on the actions required by the situation, including changes in the CLA, with which the company's financial situation can be stabilised and the production cost of cabin crew can be brought to the level required by the competitive situation together with other employees.

2. The party giving notice of termination of the agreement shall submit a specified memorandum to the other party concerning proposed alterations. If this procedure is not followed, the notice of termination shall be null and void.
3. The rules of this agreement shall be effective until a new agreement enters into force or until the negotiations between the parties have been declared terminated, by either negotiating party.



Transport Workers' Union AKT

## **PROTOCOL OF SIGNATURE 16 February 2022**

### **Terms of employment applied to Finnair Plc's cabin crew (Finnair's Consolidated Collective Labour Agreement)**

Time: 18 March 2022

Place: Service Sector Employers PALTA's office, Helsinki, Finland

Present:

Service Sector Employers PALTA  
Tuomas Aarto  
Minna Ääri  
Pasi Vuorio

Transport Workers' Union AKT  
Ismo Kokko  
Harri Pasanen

#### **1. Starting point**

Today, 18 March 2022, amendments to the terms of employment applied to Finnair's cabin crew, pursuant to the National Conciliator's proposal for settlement given on 15 February 2022, have been signed between the signing unions.

The renewed collective labour agreement shall be in effect from 16 February 2022 until 31 January 2024, with the amendments mentioned below.

#### **2. Period of the agreement**

1. This agreement shall be in effect from 16 February 2022 until 31 January 2024, continuing thereafter for one year at a time, unless either party gives notice of its termination in writing no later than two months prior to its expiry.

##### **Structural change and competition in the industry**

As a result of any structural changes taking place in air traffic or if so required by the competitive and financial situation during the term of agreement, negotiations will be initiated by request of either party on the actions required by the situation, including changes in the CLA, with which the company's financial situation can be stabilised and the production cost of cabin crew can be brought to the level required by the competitive situation together with other employees.

2. The party giving notice of termination of the agreement shall submit a specified memorandum to the other party concerning proposed alterations. If this procedure is not followed, the notice of termination shall be null and void.

3. The rules of this agreement shall be effective until a new agreement enters into force or until the negotiations between the parties have been declared terminated, by either negotiating party.

### **3. Salary increases**

#### **3.1 Salary increases in 2022**

Salaries will not be increased in 2022.

#### **3.2 Salary increases in 2023**

Pay scale salaries will be increased on 1 January 2023 or from the start of the pay period beginning soonest thereafter with a general pay increase, the amount of which will be defined by 31 December 2022 using the following calculation model:

The general increase percentage shall be calculated as the mean arithmetic value (two decimal places) of the general increases specified in the collective labour agreements for the reference sectors below that are known by 31 December 2022, taking into account the durations and effective dates of the general increase periods:

- Collective labour agreement for salaried employees in technology industries (Industrial Union and Technology Industries of Finland),
- Collective labour agreement for the chemical basic industry (Industrial Union and Chemical Industry Federation of Finland)

Possible locally agreed items are included in the general increases of the reference sectors in the amount specified in the collective labour agreement.

The amount of negotiated pay increases in the reference sectors is subtracted by the cost effect percentage that the parties to said collective labour agreement have agreed for changed employment terms with a cost effect and that they have specified in their terms of employment solutions.

If reference sectors implement non-recurring items pursuant to the collective labour agreement during the above review period that are not a result of a computational transfer of negotiated pay increases to a later date but are completely separate from them, an arithmetic mean value is calculated for such non-recurring items of all two reference sectors. A non-recurring item according to the calculation shall be implemented for the employees covered by this collective labour agreement at the date of the general increase (rounded to the nearest full euro and in proportion to duty hours for part-time employees). If any of the reference sectors does not have a negotiated settlement for the period in question on 31 December 2022, the sector is left out of the divisor for the calculation of the non-recurring item.

If some individual contract category does not have a negotiated settlement for the period in question on 31 December 2022 or the general pay increase of some individual contract category, calculated applying the above principles, is zero or negative, it is left out of the calculation of the general increase for 1 January 2023. If no reference sector has reached a negotiated settlement by 31 December 2022, the parties shall agree on possible changes to the review periods and the implementation

dates and methods of pay adjustments.

If the unions cannot reach agreement on the amount of the general pay increase by 31 January 2023, a board of arbitration shall be established to resolve the dispute on the initiative of either party. Each party shall appoint two members to the board, and the National Conciliator shall be called as its chairman.

The board shall issue its decision by 15 March 2023. The costs of the board shall be equally divided between the parties.

#### **4. Structural amendments to the collective labour agreement**

##### **4.1 Paragraph 2 of section 8.7 (Additional pay per hour) is removed**

##### **4.2 Section 8.8 (VVV and VY compensation) is amended as follows:**

1. In cases specified in the CLA, either VVV days (extra calendar days off) or VY hours (parts of a VVV day determined as 1 VY hour = 1/3 of an extra calendar day off) are accrued by the employee. One VVV day or three VY hours equal one extra calendar day off. In the duty time roster, they correspond to one day of absence, similar to one day of sickness absence or one day of annual holiday.

2. Accrued VVV days shall be paid to the employee in the month when VVV compensation is earned or on the next salary payday after the compensation application, taking pay runs into account.

If the employee so wishes, a VVV day is placed, as far as possible, on the duty roster of the calendar month in question or the following, already published, calendar month.

3. Accrued VY hours shall be paid to the employee in the month when they are earned or on the next normal salary payday after the compensation application, taking pay runs into account.

4. One VVV day equals the employee's salary for eight hours and one VY hour is one day of the compensation for a VVV day.

Protocol entry: There is no intention to change the payment practice from what it was on 31 January 2022.

5. Starting from 1 January 2023, VVV days and VY hours are not entered in the chart. The VVV days and VY hours that are in the chart on 31 May 2025 will be paid to the employee as one-time compensation on 30 June 2025.

##### **4.3 Section 8.10 (Purser allowance) is amended as follows:**

An employee who serves as a Purser shall be paid a monthly purser allowance of 7.9% of the minimum salary of the highest salary group in force.

**4.4 Paragraph 1 of section 8.14 (Salary payment) is removed and paragraph 2 is amended as follows:**

The payday is the last day of each month or the working day preceding it. The allowances for a month are paid with the salaries of the following month.

**4.5 Paragraphs 1 and 2 of section 8.16 (eLearning training) are amended as follows and a new paragraph 4 is added:**

1. eLearning training is included, in its entirety, in the duty time referred to in the CLA and it must be entered in the duty roster. The duty time is included in the total monthly duty time, taking rest time into account. The training package does not need to be planned for the actual training completion time.
2. The company determines the schedule, content and amount of the calendar year training package mentioned above in such a way that the package can be taken within the specified time.
4. This section of the CLA shall enter into force on 1 January 2023.

**4.6 Appendix 2 (Base salaries of Finnair Plc's cabin attendants) to the collective labour agreement is amended as follows:**

**APPENDIX 2**

**BASE SALARIES OF FINNAIR PLC'S CABIN ATTENDANTS**

The following old salary groups will be eliminated as of 1 June 2022: the trainee salary group (SG 0) and SG

1. The old salary group SG 2 is increased by EUR 10. The employees in the salary groups to be eliminated are transferred to the new salary group SG 1 (old SG 2) starting from 1 June 2022. Employees to be recruited as of 1 June 2022 will start directly in the new salary group SG 1.

Pay scales as of 1 June 2022:

<b>SG</b>	<b>Time</b>	<b>EUR</b>
SG 1	– 4 yrs	1,603.0
SG 2	4–6 yrs	1,707.73
SG 3	6–8 yrs	1,836.03
SG 4	8–11 yrs	1,929.55
SG 5	11–16 yrs	2,244.75
SG 6	16–22 yrs	2,449.44
SG 7	22–29 yrs	2,586.33
SG 8	29 yrs.-	2,641.5

**4.7 Section 13 (Commuting expenses to and from work) is amended as follows:**

**4.8 The heading of section 13 is changed to TRANSPORT TO AND FROM WORK**

## **ORGANISED BY THE EMPLOYER**

### **Section 13 is amended as follows:**

#### **At the Base**

1. The employer shall organise the employee's transport to and from work (a maximum of 35 kms one way) in the following cases:
  - when duty time begins or ends between 11:00 p.m. and 6:00 a.m.; or
  - when, because of the lack of regular local public transport in the town, the employee cannot otherwise access a vehicle operating to or from the airport; or
  - when a duty period ending at the Base includes four or more hours of night duty.
2. When an employee is called to duty less than two hours prior to check-in time, an opportunity of one-way taxi use shall be organised for a maximum of 35 kilometres.
3. If the employee waives the right to use a taxi or has not had such a right to begin with, the employee will receive a homeward-journey compensation of EUR 40 per month (excluding unpaid absences lasting an entire calendar month). This paragraph 3 shall enter into force as of 1 June 2022 or later when the new taxi calling system is adopted if the adoption of the said system happens later than that.
4. The chief shop steward and the employer may locally agree on the compensation for journeys to and from work in more detail.

#### **At other stations**

5. At stations other than the Base, the employer shall pay for transportation between accommodation arranged or approved by the employer and the airport or other place of duty.

### **4.9 Paragraph 2 of section 16.3 (Maternity leave and special maternity leave pay) is amended as follows:**

2. The pregnancy shall be reported to the employer immediately after determination.

Flight duties can be terminated immediately after pregnancy has been determined. Flight duty is possible until week 16 of pregnancy, health permitting. Upon request, night duties and/or flights of over 12 hours can be excluded from the roster.

### **4.10 Paragraph 1 of section 16.6 (A child's illness) is amended as follows:**

1. A parent or guardian of a child under 10 years of age is entitled to compensation in accordance with the provisions of this CLA concerning sick pay due to a short, necessary and temporary leave taken to arrange care or care for the child if the child is suddenly taken ill. The precondition for the

payment of the compensation is that both parents or guardians are employed outside the home and that an account is provided of the absence according to the rules of sick pay in this CLA. This also applies to single parents and foster parents.

The above can be agreed on locally otherwise.

## **5. Working groups**

### **5.1 Local agreement**

The parties shall establish a working group to develop local agreement. The parties shall appoint their representatives to the working group.

### **5.2 System for wishes for days off and flights**

The parties shall establish a local working group intended to adjust the details of the day-off and flight wish system according to the structures of the available, modern system.

The outcome of the working group's work shall be submitted to the collective labour agreement parties for approval.

### **5.3 Implementation of the family leave renewal**

The parties shall establish a working group, which implements, by the time that the family leave renewal enters into force, the adjustment

of the CLA's maternity and paternity leave pay provisions, due to nomenclature, so that it is in line with the family leave renewal. The implementation is done so that costs do not increase and the number of paid days off remains at the pre-renewal level.

If the working group's work has not been completed by the time the act enters into force, the maternity leave pay provision will be applied so that an employee entitled to pregnancy leave and allowance would be entitled to receive pay during pregnancy leave and parental leave for a total period that is equivalent to the period for which the employee would have received maternity leave pay. The paternity leave pay provision will be applied so that a father entitled to parental leave and allowance would be entitled to receive pay during parental leave for a period that is equivalent to the period for which he would have received paternity leave pay.

### **5.4 On-call duty and standby**

The parties shall establish a local working group to find a solution to increase equality in the allocation of on-call and standby shifts. The outcome of the working group's work shall be submitted to the collective labour agreement parties for approval.

### **5.5 Hotel agreement**

The parties shall establish a local working group to renew the hotel agreement and especially to review the functionality of the hotel agreement and the hotel selection process. The outcome of the working group's work shall be submitted to the collective labour agreement parties for approval.

**Paragraph 2.2.5 of Appendix 5 (Hotel agreement) to the collective labour agreement is amended as follows:**

**2.2 Hotel room-related requirements: (in North American destinations)**

2.3 .5. The hotel must have room service or another 24/7 meal delivery service, or alternatively room service or another non-24/7 meal delivery service complemented by 24/7 snack vending machine/shop.

This amendment shall be in force until the end of the CLA period.

**5.6 Instructor agreement**

The parties shall establish a working group, with the task and goal of jointly developing training activities by moving to an hourly paid instructor model in a manner that supports the wellbeing at work for those working as instructors as well as the meaningfulness of their work. The working group composition is 3+3, and one working group member is a Finnair Plc employee working as instructor and selected by AKT's branch 208. The outcome of the working group's work shall be submitted to the collective labour agreement parties for approval.

**5.7 Duty time group**

The parties shall establish a working group to find consensus on matters related to duty time. This is in particular related to tasks essentially associated with work, such as applying for secondary passports, visas and medical documents. The outcome of the working group's work shall be submitted to the collective labour agreement parties for approval.

Helsinki, 18 March 2022

**Service Sector Employers PALTA**

**Transport Workers'  
Union AKT**

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Tuomas Aarto

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Ismo Kokko

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Minna Ääri

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Harri Pasanen

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## BASE SALARIES OF FINNAIR PLC'S CABIN ATTENDANTS

The following old salary groups will be eliminated as of 1 June 2022: the trainee salary group (SG 0) and SG 1. The old salary group SG 2 is increased by EUR 10. The employees in the salary groups to be eliminated are transferred to the new salary group SG 1 (old SG 2) starting from 1 June 2022. Employees to be recruited as of 1 June 2022 will start directly in the new salary group SG 1.

Pay scales as of 1 June 2022:

<b>SG</b>	<b>Time</b>	<b>EUR</b>
SG 1	– 4 yrs	1,603.0
SG 2	4–6 yrs	1,707.7
SG 3	6–8 yrs	1,836.0
SG 4	8–11 yrs	1,929.5
SG 5	11–16 yrs	2,244.7
SG 6	16–22 yrs	2,449.4
SG 7	22–29 yrs	2,586.3
SG 8	29 yrs.-	2,641.5

Purser allowance 208.69

Hourly compensation for time in excess of the time limits stated below

<b>Duty time Coefficient</b>	8...10	10...12	12...13	more than 13 hrs
	0.5	1	2	
SG 1	6.94	13.88	27.76	41.64
SG 2	7.39	14.79	29.57	44.36
SG 3	7.95	15.90	31.79	47.69
SG 4	8.35	16.71	33.41	50.12
SG 5	9.72	19.44	38.87	58.31
SG 6	10.60	21.21	42.41	63.62
SG 7	11.20	22.39	44.78	67.18
SG 8	11.44	22.87	45.74	68.61



### CHRISTMAS FLIGHT SPECIAL COMPENSATION KITTY

Formation of Christmas-time special compensation kitty:

Duty hours for all flights between 24 December at 3:00 p.m. and 25 December at 12 midnight are pooled.

The duty hours of an individual flight are multiplied by two, and the result is additionally multiplied by the number of cabin crew on said flight (only taking into account employees whose Base is Helsinki). (Formula:  $2 \times \text{duty hours} \times \text{number of CCMs} = \text{flight-specific kitty}$ ).

The total kitty consists of the kitties of all individual flights.

Allocation of the kitty:

The kitty is divided between Christmas-time flights so that, in addition to the pay and compensations specified in the CLA, additional hourly pay is paid for the duty hours of the entire pairing (outbound and inbound flights) in accordance with the specified coefficient (for example, coefficient 1 => single hourly pay, coefficient 2 => double hourly pay, etc.). The coefficient draws the amount indicated by it from the kitty. The final balance of hours deposited into and drawn from the kitty should be 0, deviation into each direction approximately 15.0.

CLA 8.4 second paragraph: This provision shall not apply to Christmas and New Year's Eve insofar as the working hours are compensated for on the basis of the so-called kitty policy applied to Christmas flights.

**DUTY TIME ROSTERS**

**45 h per month**

Working days and days off	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
Days of absence	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
Basic hours	45.0	43.4	41.8	40.2	38.6	37.0	35.4	33.8	32.1	30.5	28.9	27.3	25.7	24.1	22.5	20.9	19.3	17.7	16.1	14.5	12.9	11.3	9.6	8.0	6.4	4.8	3.2	1.6

<b>Full-time</b>																												
Working days / days off	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
Days of absence	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
Max. regular duty time	172.0	165.9	159.7	153.6	147.4	141.3	135.1	129.0	122.9	116.7	110.6	104.4	98.3	92.1	86.0	79.9	73.7	67.6	61.4	55.3	49.1	43.0	36.9	30.7	24.6	18.4	12.3	6.1
<b>Additional duty allowance for hours exceeding 110 hours</b>	<b>110.0</b>	<b>106.1</b>	<b>102.1</b>	<b>98.2</b>	<b>94.3</b>	<b>90.4</b>	<b>86.4</b>	<b>82.5</b>	<b>78.6</b>	<b>74.6</b>	<b>70.7</b>	<b>66.8</b>	<b>62.9</b>	<b>58.9</b>	<b>55.0</b>	<b>51.1</b>	<b>47.1</b>	<b>43.2</b>	<b>39.3</b>	<b>35.4</b>	<b>31.4</b>	<b>27.5</b>	<b>23.6</b>	<b>19.6</b>	<b>15.7</b>	<b>11.8</b>	<b>7.9</b>	<b>3.9</b>
Overtime compensation 50% for hours exceeding the max. working hours, after which the compensation is 100%	26.0	25.1	24.1	23.2	22.3	21.4	20.4	19.5	18.6	17.6	16.7	15.8	14.9	13.9	13.0	12.1	11.1	10.2	9.3	8.4	7.4	6.5	5.6	4.6	3.7	2.8	1.9	0.9

<b>90 h per month Age program</b>																												
Working days/days off	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
Days of absence	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
Max. regular duty time/additional allowance	90.0	86.8	83.6	80.4	77.1	73.9	70.7	67.5	64.3	61.1	57.9	54.6	51.4	48.2	45.0	41.8	38.6	35.4	32.1	28.9	25.7	22.5	19.3	16.1	12.9	9.6	6.4	3.2

**82.5 h per month part-time child-care leave**

Working days/days off	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
Days of absence	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
Max. regular duty time	82.5	79.6	76.6	73.7	70.7	67.8	64.8	61.9	58.9	56.0	53.0	50.1	47.1	44.2	41.3	38.3	35.4	32.4	29.5	26.5	23.6	20.6	17.7	14.7	11.8	8.8	5.9	2.9
<b>Additional duty allowance for hours exceeding 110 hours</b>	<b>110.0</b>	<b>106.1</b>	<b>102.1</b>	<b>98.2</b>	<b>94.3</b>	<b>90.4</b>	<b>86.4</b>	<b>82.5</b>	<b>78.6</b>	<b>74.6</b>	<b>70.7</b>	<b>66.8</b>	<b>62.9</b>	<b>58.9</b>	<b>55.0</b>	<b>51.1</b>	<b>47.1</b>	<b>43.2</b>	<b>39.3</b>	<b>35.4</b>	<b>31.4</b>	<b>27.5</b>	<b>23.6</b>	<b>19.6</b>	<b>15.7</b>	<b>11.8</b>	<b>7.9</b>	<b>3.9</b>

For hours exceeding 82.5 h per month, simple hourly wage is paid

# 31 days

45 h per month																															
Working days/days off	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	
Days of absence	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	28
Basic hours	45.0	43.5	42.0	40.5	39.0	37.5	36.0	34.5	33.0	31.5	30.0	28.5	27.0	25.5	24.0	22.5	21.0	19.5	18.0	16.5	15.0	13.5	12.0	10.5	9.0	7.5	6.0	4.5	3.0	1.5	1.6

Full-time:																															
Working days/days off	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	
Days of absence	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	28
Basic hours	172.0	166.3	160.5	154.8	149.1	143.3	137.6	131.9	126.1	120.4	114.7	108.9	103.2	97.5	91.7	86.0	80.3	74.5	68.8	63.1	57.3	51.6	45.9	40.1	34.4	28.7	22.9	17.2	11.5	5.7	
<b>Additional duty allowance for hours exceeding 110 hours</b>	<b>110.0</b>	<b>106.3</b>	<b>102.7</b>	<b>99.0</b>	<b>95.3</b>	<b>91.7</b>	<b>88.0</b>	<b>84.3</b>	<b>80.7</b>	<b>77.0</b>	<b>73.3</b>	<b>69.7</b>	<b>66.0</b>	<b>62.3</b>	<b>58.7</b>	<b>55.0</b>	<b>51.3</b>	<b>47.7</b>	<b>44.0</b>	<b>40.3</b>	<b>36.7</b>	<b>33.0</b>	<b>29.3</b>	<b>25.7</b>	<b>22.0</b>	<b>18.3</b>	<b>14.7</b>	<b>11.0</b>	<b>7.3</b>	<b>3.7</b>	<b>48</b>
Overtime compensation 50% for hours exceeding the basic hours, thereafter the compensation is 100%	26.0	25.1	24.3	23.4	22.5	21.7	20.8	19.9	19.1	18.2	17.3	16.5	15.6	14.7	13.9	13.0	12.1	11.3	10.4	9.5	8.7	7.8	6.9	6.1	5.2	4.3	3.5	2.6	1.7	0.9	12

90 h per month Age program																															
Working days/days off	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	
Days of absence	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	28
Max. regular duty time / additional duty allowance	90.0	87.0	84.0	81.0	78.0	75.0	72.0	69.0	66.0	63.0	60.0	57.0	54.0	51.0	48.0	45.0	42.0	39.0	36.0	33.0	30.0	27.0	24.0	21.0	18.0	15.0	12.0	9.0	6.0	3.0	3

82.5 h per month part-time child-care leave																														
Working days/days off	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
Days of absence	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
Max. regular duty time	82.5	79.8	77.0	74.3	71.5	68.8	66.0	63.3	60.5	57.8	55.0	52.3	49.5	46.8	44.0	41.3	38.5	35.8	33.0	30.3	27.5	24.8	22.0	19.3	16.5	13.8	11.0	8.3	5.5	2.8
<b>Additional duty allowance for hours exceeding 110 hours</b>	<b>110.0</b>	<b>106.3</b>	<b>102.7</b>	<b>99.0</b>	<b>95.3</b>	<b>91.7</b>	<b>88.0</b>	<b>84.3</b>	<b>80.7</b>	<b>77.0</b>	<b>73.3</b>	<b>69.7</b>	<b>66.0</b>	<b>62.3</b>	<b>58.7</b>	<b>55.0</b>	<b>51.3</b>	<b>47.7</b>	<b>44.0</b>	<b>40.3</b>	<b>36.7</b>	<b>33.0</b>	<b>29.3</b>	<b>25.7</b>	<b>22.0</b>	<b>18.3</b>	<b>14.7</b>	<b>11.0</b>	<b>7.3</b>	<b>3.7</b>

For hours exceeding 82.5 h/month, simple hourly wage is paid

# 30 days

## 45 h per month

Working days/days off	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
Days of absence	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Basic hours	45.0	43.5	42.1	40.6	39.2	37.7	36.3	34.8	33.4	31.9	30.5	29.0	27.6	26.1	24.7	23.2	21.8	20.3	18.9	17.4	16.0	14.5	13.1	11.6	10.2	8.7	7.3	5.8	4.4	2.9	1.5

<b>Full-time</b>																																
Working days/days off	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	
Days of absence	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Basic hours	172.0	166.5	160.9	155.4	149.8	144.3	138.7	133.2	127.6	122.1	116.5	111.0	105.4	99.9	94.3	88.8	83.2	77.7	72.1	66.6	61.0	55.5	49.9	44.4	38.8	33.3	27.7	22.2	16.6	11.1	5.5	
<b>Additional duty allowance for hours exceeding 110 hours</b>	<b>110.0</b>	<b>106.5</b>	<b>102.9</b>	<b>99.4</b>	<b>95.8</b>	<b>92.3</b>	<b>88.7</b>	<b>85.2</b>	<b>81.6</b>	<b>78.1</b>	<b>74.5</b>	<b>71.0</b>	<b>67.4</b>	<b>63.9</b>	<b>60.3</b>	<b>56.8</b>	<b>53.2</b>	<b>49.7</b>	<b>46.1</b>	<b>42.6</b>	<b>39.0</b>	<b>35.5</b>	<b>31.9</b>	<b>28.4</b>	<b>24.8</b>	<b>21.3</b>	<b>17.7</b>	<b>14.2</b>	<b>10.6</b>	<b>7.1</b>	<b>3.5</b>	
Overtime compensation 50% for hours exceeding the basic hours, thereafter the compensation is 100%	26.0	25.2	24.3	23.5	22.6	21.8	21.0	20.1	19.3	18.5	17.6	16.8	15.9	15.1	14.3	13.4	12.6	11.7	10.9	10.1	9.2	8.4	7.5	6.7	5.9	5.0	4.2	3.4	2.5	1.7	0.8	

## 90 h per month Age program

Working days/days off	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
Days of absence	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Max. regular duty time / additional duty allowance	90.0	87.1	84.2	81.3	78.4	75.5	72.6	69.7	66.8	63.9	61.0	58.1	55.2	52.3	49.4	46.5	43.5	40.6	37.7	34.8	31.9	29.0	26.1	23.2	20.3	17.4	14.5	11.6	8.7	5.8	2.9

<b>82.5 h per month part-time child-care leave</b>																																
Working days/days off	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	
Days of absence	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Regular duty time/month max.	82.5	79.8	77.2	74.5	71.9	69.2	66.5	63.9	61.2	58.5	55.9	53.2	50.6	47.9	45.2	42.6	39.9	37.3	34.6	31.9	29.3	26.6	24.0	21.3	18.6	16.0	13.3	10.6	8.0	5.3	2.7	
<b>Additional duty allowance for hours exceeding 110 hours</b>	<b>110.0</b>	<b>106.5</b>	<b>102.9</b>	<b>99.4</b>	<b>95.8</b>	<b>92.3</b>	<b>88.7</b>	<b>85.2</b>	<b>81.6</b>	<b>78.1</b>	<b>74.5</b>	<b>71.0</b>	<b>67.4</b>	<b>63.9</b>	<b>60.3</b>	<b>56.8</b>	<b>53.2</b>	<b>49.7</b>	<b>46.1</b>	<b>42.6</b>	<b>39.0</b>	<b>35.5</b>	<b>31.9</b>	<b>28.4</b>	<b>24.8</b>	<b>21.3</b>	<b>17.7</b>	<b>14.2</b>	<b>10.6</b>	<b>7.1</b>	<b>3.5</b>	

For hours exceeding 82.5 h per month, simple hourly wage is paid

**REST AND BUFFER TIMES AT BASE AND LINE STATIONS (OTHER THAN TIME-DIFFERENCE AND LONG-HAUL FLIGHTS)**

Buffer time refers to the continuous rest time following a single flight that has to be given immediately after the flight as follows:

<b>LENGTH OF DUTY TIME</b>	<b>REST/BUFFER TIME AT LINE STATION</b>	<b>BUFFER/REST AT BASE</b>
<b>12 h or less</b>	<b>11.5 h</b>	<b>13.5 h</b>
<b>Over 12 h</b>	<b>11.5 h</b>	<b>18 h</b>
<b>Over 14 h</b>	<b>18 h</b>	<b>24 h</b>
<b>Over 16 h</b>	<b>18 h</b>	<b>30 h</b>
<b>Night duty of over 4 h</b> (between 11:00 p.m. and 7:00 a.m.)	<b>21 h</b>  The following shift should be scheduled so that it does not begin before 10:00 a.m. If duty starts before 10:00 a.m., after the minimum rest of 21 hours has been realised, one additional day off shall be given at the Base, after which duty may start at 5:00 a.m. However, the scheduled start of duty at a line station may not be before 7:00 a.m.	<b>21 h</b>  The following shift may include night duty, but the immediately following flight cannot be a night duty flight = 4 or more hours of night duty. The shift immediately following shall not begin before 10:00 a.m. If the flight requires recovery days and/or days off, a shift cannot start before 7:00 a.m.

## REST PERIODS AT BASE AND LINE STATIONS FOR TIME-DIFFERENCE AND LONG-HAUL FLIGHTS

<b>TIME-DIFFERENCE FLIGHTS</b>	<b>REST AT A LINE STATION</b>	<b>BUFFER/REST AT BASE</b>
<b>Outbound flight of under 12 h</b>	<b>36 h</b>	Buffer on the day of arrival until 12 midnight + <b>55 hours</b> (East) or <b>60 hours</b> (West)
<b>Outbound flight of under 12 h</b>	<b>23 h</b>	Buffer on the day of arrival until 12 midnight + <b>VVV +55 h</b> (East) or <b>60 h</b> (West)
<b>Outbound flight over 11 h, of which night duty in May–September 4 h 30 min and October–April 3 h 30 min</b>	<b>36 h</b>	Buffer on the day of arrival until 12 midnight + <b>55 h</b> (East) or <b>60 h</b> (West)
<b>Outbound flight (excl. flights to Japan) over 11 h, of which night duty in May–September 4 h 30 min and October–April 3 h 30 min</b>	<b>23 h</b>	Buffer on the day of arrival until 12 midnight + <b>2xVVV +55 h</b> (East) or <b>60 h</b> (West)
<b>Return flight duty time over 12 h</b>		Buffer on the day of arrival until 12 midnight + <b>VVV +55 h</b> (East) or <b>60 h</b> (West)
<b>Return flight duty time over 14 h</b>		Buffer on the day of arrival until 12 midnight + <b>2xVVV +55 h</b> (East) or <b>60 h</b> (West)
<b>Outbound and return flight duty time over 12 h</b>	<b>42 h</b>	Buffer on the day of arrival until 12 midnight + <b>VVV +55 h</b> (East) or <b>60 h</b> (West)
<b>Non-stop flight/scheduled of over 12 h</b>	<b>42 h</b>	
<b>Flights to Japan</b>	<b>23 h</b>	Buffer on the day of arrival until 12 midnight + <b>1xVVV + 55 h</b> (East)

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<b>LONG-HAUL FLIGHTS</b>	<b>REST/BUFFER TIME AT BASE</b>	<b>REST AT A LINE STATION</b>
<b>Return flight duty time under 14 h</b>	<b>21 h</b>	Buffer on the day of arrival until 12 midnight + <b>VVV+31 h</b>
<b>Return flight duty time over 14 h</b>	<b>21 h</b>	Buffer on the day of arrival until 12 midnight + <b>2xVVV +31 h</b>
<b>Non-stop outbound flight duty time over 12 h</b>	<b>42 h</b>	

NB. SIN line station and Base rest times are agreed on separately.

Following a westward time-difference flight for which no calendar day off will be given based on the outbound or inbound flight and in which the line station rest is over 36 hours, an additional day off shall be scheduled at the Base (earned day off) before the two days off from the minimum quota related to the flight. Such destinations may be, for instance, ORD, YYZ or BOS.



**APPLICATION**

This is an agreement between the company and the chief shop steward of the cabin crew (representative of the union) on the choice of hotel.

If an external party is responsible for the selection on behalf of the company, the company shall be responsible for ensuring that this agreement is complied with.

**SECTION 1 HOTEL STANDARD**

The room shall be at least for single occupancy in a modern first class hotel operating under the name of an international Western hotel chain. (4–5 stars, international rating) (e.g. JW Marriot, Marriot, Sheraton, Hyatt, Inter-Continental, Hilton, Renaissance) Examples of hotel chains which cannot be considered of a sufficient standard because of the too high quality level variation between individual hotels include Holiday Inn, Best Western and Comfort Inn; however, this is the case when taking the overall supply at the destination into account.

**SECTION 2 CHOICE OF HOTEL****2.1. General Requirements:**

2.1.1 . The hotel must be situated at the centre of the destination town and accessible through good transport connections, in an appropriate location for crew transport and the security and adequate rest of the crews.

If the destination is, for example, a holiday island, the location of the hotel shall be jointly agreed upon. (Representative of the company and the union)

Case-specific exceptions can be agreed on for justified reasons between the company and the union.

Protocol entry:

The company and the union agreed in connection with the savings agreement on 6 October 2014 that the crew hotels in Incheon/Seoul and Narita/Tokyo may be located in their current places (the area where the hotel is located on 6 October 2014).

2.1.2 When the layover is less than 11.5 h, the hotel shall be situated in an appropriate location for rest, which the parties have jointly approved.

**2.2. Hotel room-related requirements: (in North American destinations)**

2.2.1 In areas where tap water is not drinkable, bottled, drinkable water must be available in the rooms.

2.2.2 The room shall be located in a hotel in an area agreed upon by the parties, taking into account the external and internal level of noise both during the day and at night.

2.2.3 It must be possible to darken the room also during daytime.

2.2.4 The room must have adjustable air conditioning or heating, as needed.

2.2.5 The hotel must have room service or another 24/7 meal delivery service, or alternatively room service or another non-24/7 meal delivery service complemented by 24/7 snack vending machine/shop.

2.2.6 At the employee's request, the hotel shall provide a room meeting the criteria that is located on a floor accessible to the local fire brigade.

2.2.7 If the hotel only has rooms available for the crew with a connection door, the person staying on the other side of the door must be a member of the same company's crew.

2.2.8 The CIS Destination Info shall include a statement about medical service meeting the company's standard.

### **2.3. Security requirements:**

The security requirements are included in Appendix A to this agreement: "Security requirements".

### **2.4. Exceptional circumstances**

2.4.1 For those occasions when the agreed hotel is not available, the circumstances and location permitting, a temporary hotel shall be agreed on. Information and instructions concerning the temporary hotel shall be included in the CIS bulletin.

2.4.2 In exceptional circumstances, the supply of well-known international hotel chains and the valid alternatives on the hotel selection list shall be primarily relied on as provided in section 1 with applicable restrictions.

Both parties shall contribute to a rational hotel solution.

### **2.5. Other matters:**

2.5.1 . If the duty times scheduled by the company are such that it is not reasonable to expect the employee to have breakfast at the hotel, the employee shall be entitled to a meal of the same standard at a convenient time at the agreed hotel. This may refer to a similar meal ordered from room service or taken at some other restaurant at the hotel.

2.5.2 The SCC of the flight and all those flying in purser position shall have the opportunity to use the hotel's broadband connection free of charge, either in their own room or a separately assigned location, such as the hotel's business centre.

## **SECTION 3 HOTEL SELECTION PROCEDURE**

### **3.1. Scheduled traffic, leisure flight traffic and charter flights**

3.1.1 The parties shall maintain an up-to-date destination-specific list of hotels that are suitable as crew hotels and meet the standard.

Considering the supply of the destination locality, the list should include at least three hotels. Effort should be made to provide the parties with information on the hotels proposed for the list at least three months before the list is confirmed. During this time, it is verified that the terms of the hotel agreement are fulfilled. Both the company and the

union have the right to propose hotels suitable as crew hotels to be added to the list. If any of the hotels on the list is found not to be in compliance with the selection guideline, both parties have the right to remove this hotel from the list.

3.1.2 The company shall perform the selection of the crew hotel for each traffic period. The hotel shall be chosen from the destination-specific list specified in paragraph 3.1.1 and compiled by the company and the union. The list shall be ready and signed for on the part of the company and the union no later than four weeks before the signing of the hotel agreement.

3.1.3 If a selected hotel turns out to be contrary to the selection guideline and, therefore, unsuitable as a crew hotel, measures shall be immediately taken to change the hotel.

3.1.4 The company shall notify the union of the party preparing the agreements and the contact person.

3.1.5 The company shall present the offers of the hotels on the list to the representative appointed by the union before the final selection.

3.7. Representatives of the parties shall confirm the approved hotel list with their signatures. The employer makes the selection between the hotel candidates on the approved hotel list.

3.8. As a rule, choosing hotels in new destinations in which crew regularly stays overnight as well as disagreements related to hotel selection require a visit to the location. The parties recommend that the visit be conducted by the representatives of the company and the union and that they also stay overnight in the hotel in question.

If the visit is performed while on duty, it shall be arranged so that it does not breach the fit for flight section of OMA.

3.9. The representative appointed by the employer shall take care of bookings and agreements.

#### **SECTION 4 CHANGE OF HOTEL**

The employer can change the hotel to another hotel on the jointly approved hotel list. Otherwise the hotel can only be changed by mutual agreement of the parties.

If mutual understanding on the hotel is not possible between the chief shop steward and the employer, the matter shall be taken to be settled by the unions.

#### **SECTION 5 BULLETINS**

5.1. The information and services contained in the hotel agreement have to be communicated to the chief shop steward immediately after the selection of the hotel.

5.2. The company shall notify employees of the contents of the hotel agreement by means such as the CIS Destination Info and ensure the updating of this information. The information shall contain at least the name, address and telephone number of the hotel as well as the services and transport arrangements included in the hotel agreement.

#### **SECTION 6 WAITING FOR A HOTEL ROOM**

6.1. An employee having to wait for a room for over an hour (a half an hour after a time-

difference flight or a flight having four or more hours of night duty) shall receive a compensation of one VVV day off per every full half an hour, yet a maximum of three VVV days off.

6.2. If an employee has to find a hotel room at the layover destination, the total time spent for this shall be credited as duty time (CLA 15.5).

In both cases, the minimum rest time shall be realised in addition to the time spent waiting and searching.

## **SECTION 7 SHARED HOTEL ROOM**

7.1. Each employee shall have a room of single occupancy. If necessary, several hotels may be used. If an adequate number of rooms cannot be obtained and an employee has to share a room with another crew member, each shall receive 1 VVV + EUR 50/day as compensation.

7.2. In cases such as an arrangement for a flight sequence, even partly shared accommodation must be separately agreed between the chief shop steward and the employer.

## **SECTION 8 HOTEL INVOICE**

8.1. The employer shall compensate the costs incurred from the hotel accommodation either so that the hotel invoices the employer directly or the crew pays the invoice with a credit card or cash from their travel funds and accounts it in connection with accounting of the travel funds.

It is the duty of the SCC of the flight to supervise the interests of the company by means such as checking the invoices when paying for a hotel with cash from travel funds.

8.2. The hotel invoice may be inclusive of all hotel room facilities and a reasonable breakfast on the hotel premises and possible compulsory gratuities.

Employees are responsible for paying any other expenses, such as room service, private phone calls, etc. If the invoice includes any expenses that the company is not liable to pay, these shall automatically be deducted from the salary of the person in question.

As a rule, an agreement with a hotel requires a signature of the hotel resident on the invoice.

8.3. A proper breakfast means an opportunity to have a warm and wholesome meal (cf. American breakfast), including, for instance, coffee or tea, juice, yoghurt, fruit, bread and eggs, unless otherwise agreed. In unclear situations, the CC of the flight decides on the content of a reasonable breakfast.

## **SECTION 9 TERM OF AGREEMENT**

The term of this agreement is the same as that of the collective labour agreement between the Service Sector Employers PALTA and the Transport Workers' Union AKT (until 31 January 2024); however, the local parties may, as necessary, agree upon amending this agreement to have the same content as the hotel agreement of the Finnish Air Line Pilots' Association. The joint objective is to negotiate on potential changes together with the Finnish Air Line Pilots' Association.



**24 February 2011**

1. Finnair's corporate security unit acts as the company's representative in matters related to the security of hotels in cooperation with the representative appointed by the hotel.
2. Hotels' security arrangements shall be assessed in accordance with the Hotel Security and Emergency Procedures (HSEP) form defined by the company's corporate security unit.
3. The HSEP form shall be used for the preselection of hotels together with the Request for Proposal (RFP) form.
4. A representative appointed by the company's corporate security unit conducts the hotel security assessment in compliance with the HSEP form.
5. The hotel shall fulfil the legislation and authorities' regulations of the destination country concerning the method of construction, fire safety, crime security, rescue services and hygiene, among other things. Regardless of the national provisions of the destination country, the hotel shall fulfil at least the requirements described in sections 5.1–5.5.

5.1. The rooms and the hotel facilities shall have an automatic fire alarm and extinguishing system.

5.2. The different facilities shall be divided into appropriate fireproof sections. In addition, the hotel shall have appropriate, accessible and clearly marked emergency exits.

5.3. It must be possible to lock the door of the room from the inside so that it can only be opened from the outside in an emergency. The door shall have a security lock, a security chain or a security loop.

5.4. The balcony door shall be lockable only from the inside.

5.5. The room or the hotel shall have a safety deposit box for the retention of valuables, passports and other documents.

6. The hotel shall have a rescue plan or comparable document as required by the authorities of the destination country.

#### 7. Security deviation

7.1. Security deviation refers to a slight deviation observed in the arrangements, functions or systems described in the hotel's HSEP form.

Typically, such deviations include, for example, use of emergency exits contrary to the regulations, broken exit lights, non-functioning locking of doors or other comparable events that are short-term in nature and which can be remedied or restored by the hotel to be in accordance with the description immediately or within a short period.

7.2. If a CA staying at a hotel or other employee or representative of the company observes a security deviation, they shall immediately report it to the person in charge of security at the

hotel or other hotel representative. In addition, the deviation shall be reported to the company's corporate security unit.

7.3. The corporate security unit is responsible for monitoring the measures required by the reported deviation together with the person in charge of security appointed by the hotel.

7.4. A security deviation or observing one does not constitute a precondition for changing a hotel as described in section 3.1.3.

7.5. A security deviation recurring often or which the hotel neglects to remedy or restore despite the company's demands may also constitute a serious security deviation as described in section 8.

## 8. Serious security deviation

8.1. Serious security deviation refers to a change observed or occurring in the arrangements, functions or systems described in the hotel's HSEP form that is long-term or permanent in nature and which clearly weakens the hotel's overall security level. A serious security deviation is an event or change that cannot be remedied or restored to be in accordance with the description by the hotel's own measures or this will take several weeks.

8.2. If a CA staying at the hotel or other employee or representative of the company observes a serious security deviation, they shall immediately report it to the person in charge of security at the hotel or other hotel representative. In addition, the deviation shall be reported to the company's corporate security unit.

8.3. Immediately after receiving the information, the corporate security unit shall take measures to assess the impact of the reported serious security deviation on the hotel's overall security level. This shall be performed in cooperation with the representative appointed by the hotel and the company representative responsible for this agreement. On the basis of the assessment, the corporate security unit may make a proposal to change the hotel in question.

8.4. A serious security deviation makes up a precondition for changing the hotel as described in section 3.1.3. of the hotel agreement.

**EMPLOYMENT CONTRACT TEMPLATE**

1. PARTIES TO THE CONTRACT OF EMPLOYMENT	Employer	Business location or domicile
	Employee	
	The aforementioned employee undertakes to perform the work appointed to them by the aforementioned employer for compensation under the employer's management and control and pursuant to the following terms.	
2. TERM OF THE CONTRACT OF EMPLOYMENT	Commencement date of employment..... / At start of employment a probation period of .... months shall apply  The employment contract is in force <input type="checkbox"/> until further notice <input type="checkbox"/> for a fixed term, until .....; grounds: .....	
3. DUTY TIME	The employment is <input type="checkbox"/> full-time <input type="checkbox"/> part-time; the average weekly duty time is ..... hours  The employee undertakes to perform Sunday and additional duty if necessary; a compensation shall be payable for such work pursuant to the law and the collective	
4. DUTIES AND BASE	.....	
5. SALARY AND PAY PERIOD	Salary at start of employment is.....The pay period is .....	
6. PERIOD OF NOTICE	<input type="checkbox"/> pursuant to the collective labour agreement	
7. COLLECTIVE LABOUR AGREEMENT	The collective labour agreement concerning cabin crew shall be complied with during the employment.	
8. OTHER TERMS	(If necessary, provided on a separate appendix; possible appendix shall be signed by both employer and employee)	
9. DATE AND SIGNATURES	This Contract (and any possible appendices thereto) has been made in two identical copies, one for each party.	
	Place	Time
	Employer's signature	Employee's signature



## SEPARATE AGREEMENT CONCERNING INSTRUCTORS

### 1. Scope of application

1.1 This agreement is applied to cabin crew members (hereinafter referred to as “CCM”) employed by Finnair Plc, when an employee has an instructor period scheduled in the duty roster. This agreement applies to instruction work performed for Finnair Flight Academy.

### 2. Salary

2.1 Instructor compensation is paid per day of instruction. In addition, the monthly base salary pursuant to the collective labour agreement shall be paid for the instruction period.

**Protocol entry 1:**

*Instructor compensation is as follows:*

*Instructor compensation is EUR 77 per day, EUR 385 per week and EUR 1,540 per month. The rate per day is obtained by dividing the compensation per month, EUR 1,540, by 20 (days).*

**Protocol entry 2:**

*If an employee works as an instructor for an entire calendar month, instructor compensation is paid for a minimum of 20 days or 21 days and a maximum of 22 days, depending on the total number of working days and national holidays in a month.*

### 3. Duty time and days off during a training period

3.1 Duty time constitutes a maximum of 7.5 hours a day and 37.5 hours a week. The rest period not included in duty time is 30 minutes. Flexible working hours may be agreed on in the employment contract.

*Guideline for application:*

- a) The working week begins on Monday*
- b) Regular working hours take place between 7:00 a.m. and 5:00 p.m. or, alternatively, between 12:00 noon and 10:00 p.m.*
- c) An office day is entered as 7.5 hours in the duty roster. The rest period not included in duty time is 30 minutes.*

3.2 During a training period, an employee’s weekly days off are Saturday and Sunday or Sunday and Monday.

3.3 A training period may be scheduled to last from one working day to a period of a full month. If the training period covers a full calendar month, it includes all the days off for that month. Instructors must undertake to work full-time in flight duty during their period as instructor. However, possible part-time child-care leave is implemented in flight duty in the 82.5 hour group and in training work by reducing the duty time in accordance with the Employment Contracts Act. If the training period includes a national holiday or Christmas Eve or Midsummer’s Eve falling on a weekday, it is a day off for the instructor. Correspondingly, the Saturdays of the Ascension Thursday week and Epiphany week included in a training period are days off (if Epiphany is a weekday other than Saturday).

Instructor compensation for the training period is not reduced for the duration of national holidays.

3.4 Work performed at the initiative of the employer in addition to the maximum regular working hours provided by law is considered overtime. Pay for overtime is based on the grounds pursuant to the Working Hours Act. In addition to the grounds pursuant to the Working Hours Act, the following applies to overtime work:

1. If the work performed by the instructor continues into the following day, it counts as work performed in the preceding day when calculating the overtime compensation, up to the hour when the instructor's regular working hours normally begin. These hours are not included when calculating the regular working hours of the latter day.
2. Daily and weekly overtime performed on a Saturday or a national holiday or the eve thereof is compensated for by a salary increase of 100% for all overtime hours.
3. The hourly overtime compensation for a training period is calculated by dividing the combined pay scale pay of the instructor and the instructor compensation for a month (EUR 1,540) by 148.

3.5 The training period is processed as absence in accordance with the CLA between Palta and AKT, and the duty time roster of the CLA between Palta and AKT is applied to it.

3.6 An employee's absence referred to in paragraph 3.3 reduces the minimum number of days off for the month (from the minimum quota) by multiplying the number of days of absence by the coefficient 0.33. The figure is rounded down.

**Protocol entry:**

*The same practice as in section 14, paragraph 1.7 of the CLA between Palta and AKT is followed (reference to the section: Finnair's Consolidated Collective Labour Agreement).*

*For example, a training period of seven days (week):  $7 * 0.33 = 2.31$  -> the minimum number of days off during a flight duty period is reduced by two.*

3.7 With regard to the minimum days off in a month, the number of days off (days off from the minimum quota) pursuant to section 14, paragraph 1.1 of the CLA between Palta and AKT are followed (*reference to the section: Finnair's Consolidated Collective Labour Agreement*).

3.8 The monthly weekend off is considered given if the duration of the training period is at least 14 days and the training period includes two calendar day periods of either Saturday and Sunday or Sunday and Monday (two consecutive calendar days off between Saturday and Monday). The minimum duration of a separate weekend off during a training period is 60 hours (Friday 6:00 p.m.– Tuesday 6:00 a.m. = 60 hours). Otherwise, a weekend off pursuant to the collective labour agreement between Palta and AKT is scheduled for the flight duty period.

**Guideline for application:**

*For instance, if the training period commences on a Wednesday and ends 14 days later on a Tuesday, the monthly weekend off has been realised.*

**Protocol entry:**

*A missing weekend off is compensated for pursuant to the collective labour agreement between Palta and AKT: 'section 15, paragraph 4. Compensation practice complied with in cabin crew's terms of employment.' (Reference to the section: Finnair's Consolidated Collective Labour Agreement).*

3.9 The start and end dates of the training period are entered in the duty roster. The duration of the training period determines the hourly limit of additional duty for the month and the number of days off in accordance with the duty time roster of the CLA between Palta and AKT. The actual working days are collected from the training period as divisor days in calculating the annual holiday pay. No standby is entered in the flight duty period for a month during which the instructor has a training period ("NOSTAND-BY").

#### **4. Falling ill and average hourly earnings**

4.1 In case of absence due to sickness, an employee receives the normal average hourly pay for a scheduled training period. Either "SD" or "SA" is recorded in the duty roster.

4.2 The day-specific instructor compensation (EUR 77) is included in the calculation of average hourly earnings. (*Salary type: 3431 'compensation for training'.*)

#### **5. Seniority and flight wishes**

5.1 A CCM's seniority is accumulated pursuant to the collective labour agreement between Palta and AKT during training periods.

5.2 During a flight duty period, the rights to present wishes for days off and flights are the same as those for full-time CCMs.

5.3 VVV days may not be wished for during an instructor period.

#### **6. Travel regulation**

Travelling regulations in accordance with the travel rules applied to the company's employees. If an employee in the role of an instructor travels so that at least part of the travel falls on a weekend and the employee has not received 60 hours of uninterrupted time off, the instructor shall receive time off during the training period corresponding to the travel time. The instructor and the training supervisor together schedule the time off.

#### **7. Vocational training**

When the company provides vocational training for an instructor or sends the instructor to training events related to their work, direct costs resulting from the training are reimbursed without reducing the monthly salary. If the training takes place in a different locality, the daily allowance and other compensations for expenses shall be paid in accordance with the company travel policy applied to employees.

## **8. Other terms of agreement**

8.1 This agreement shall enter into effect on the date of signing, and it is part of Finnair Plc's Consolidated Collective Labour Agreement.

8.2 In addition to this agreement, the collective labour agreement between PALTA and AKT concerning Finnair Plc in force at a given time shall be complied with as applicable with regard to terms of employment. (For example, period of the agreement, resolution of disputes, insurance etc.)

8.3 The terms and conditions of shift work can be agreed on locally between the employer and the chief shop steward. (What is previously stated above does not refer to shift work.)

8.4 An instructor shall receive an evening allowance of 13% of the basic hourly pay  
8.5 for work carried out between 6:00 p.m. and 11:00 p.m. and a night duty allowance of 25% of the basic hourly pay for work carried out between 11:00 p.m. and 7:00 a.m.

Work carried out on a Sunday or a religious holiday is subject to a Sunday duty allowance, which is 100% of the normal pay. In addition, evening and night duty allowances are paid as normal.

Service Sector Employers PALTA Transport Workers' Union AKT

## **APPENDIX 8**

### **AGREEMENT ON THE SUMMER HOLIDAY SYSTEM OF FINNAIR'S CABIN CREW**

With this agreement, the company, the chief shop steward for cabin crew and the signing unions agree on the summer holiday system applied to cabin crew.

#### **1. Summer holidays**

Employees are divided into five rotation months by eligibility and training groups with respect to summer holidays. These rotation months are May (5), June (6), July (7), August (8) and September (9). An employee moves from one rotation month to the next each year in the order 9, 7, 5, 6 and 8. Employees are divided into rotation months in the agreed manner.

A rotation month includes 24 days of holiday.

After a time-difference or long-haul flight, holiday may begin on the day directly following earned days off, provided that the days off from the quota for the flight are given immediately after the holiday.

If an employee has a minimum of 18 days of holiday in September, no winter holiday shall be scheduled for the employee for October unless the employee requests this.

The company determines an employee's rotation month at the beginning of employment or, at the latest, before the first summer holiday. If the distribution of employees between rotation months becomes unbalanced, the company shall allocate a new rotation month for a person moving to a new training group or person who has been in a dormant employment relationship during the previous summer holiday period. The new rotation month shall be determined during the January preceding the summer holiday period. Any annual holiday given to a person in a dormant employment relationship during the previous summer holiday period does not make the employment relationship active in this review.

#### **2. Transfer of holiday**

Summer holidays are divided in periods of 24 days of holiday within the rotation month where possible. The company may transfer an employee's holiday outside the rotation month if the traffic need or saved holidays do not make it possible to give the holiday during the rotation month. Before the transfer, the potential balancing effect of outside rotation wishes will be reviewed.

If an employee's summer holiday period has to be transferred outside the rotation month, the transfer is made in a reverse seniority order, primarily towards the centre of the holiday period and secondarily towards the beginning or end of the holiday period, taking into account the traffic needs and saved holidays.

As a rule, at least 18 days of holiday of a rotation holiday taking place in May (5) or September (9) shall be taken during said rotation month. In granting outside rotation wishes, the wishes of employees in the June, July and August rotation months are prioritised.

Holidays shorter than 24 days of holiday are allocated during the rotation month.

Holiday is considered to have been given during the rotation month, also in case the holiday begins at the most three calendar days during the month preceding the rotation month or ends at the most three calendar days during the month following it. However, the holiday must be given during the summer holiday period.

### **3. Holiday wishes and order of allocating holidays**

In addition to wishes concerning their own rotation month, an employee may also make holiday wishes concerning other periods.

Summer holidays are allocated by eligibility and training groups as follows:

1. saved holidays with a minimum duration of 24 days of holiday
2. days of holiday pursuant to one's own rotation
3. holiday pursuant to one's own rotation that must be transferred fully or partly outside the rotation month
4. days of holiday wished outside one's own rotation by order of seniority (days of holiday requested on an outside rotation wish)
5. saved holidays with a duration of under 24 days of holiday by order of seniority
6. LU days

### **4. Saved holidays**

An employee may each year save the part of holiday exceeding 24 days to be used at a later agreed time (a maximum of 6 days) by informing the company separately of this in connection with the ordinary summer holiday query.

During the summer holiday period, consecutive saved holidays comprising a minimum of 24 days are allocated before regular holidays. Saved holidays comprising fewer than 24 days will be allocated during the summer holiday period where possible after annual holidays in accordance with the order specified above. If more saved holiday wishes are made for the summer holiday period than can be realised, the employer shall reject the wishes in reverse order of seniority by training and eligibility group, provided that no other annual holidays have been granted for the period in question for any employee of said training/eligibility group. Wishes for saved holidays must be presented in connection with the regular holiday query.

In the 50/50 and seasonal fluctuation -based groups, the annual holiday and requested saved leave of employees included in or transferring to the group are scheduled for free months. When transferring to the group, an employee is also entitled to compensation for saved leave not taken out in accordance with the Annual Holidays Act.

## **5. Confirmation of holidays**

The company aims to publish advance information of summer holidays for employees during April, and the scheduling of the holiday will be confirmed, at the latest, on the later of the 5th day of the month preceding the holiday or one month before the beginning of the holiday.

## **6. Termination and entry into force of the agreement**

This agreement may be terminated by either party to expire on 30 September each year. The other party must be notified of the termination in writing a minimum of three (3) months in advance.

This agreement replaces the agreement that entered into force on 2 May 2013.

Helsinki, 15 February 2019

Finnair Plc

Chief shop steward for cabin crew

Service Sector Employers PALTA Transport Workers' Union AKT

## APPENDIX 9

### AGREEMENT ON THE WINTER HOLIDAY SYSTEM OF FINNAIR'S CABIN CREW

With this agreement, the company, the chief shop steward for cabin crew and the signing unions agree on the winter holiday system applied to cabin crew.

#### 1. Order of allocation of holidays in the winter holiday period (1 October–30 April)

Winter holidays and saved holidays are allocated in the following order in order of seniority by eligibility and training group, where possible:

1. saved leaves of a minimum of 6 days
2. annual holidays
3. saved leaves of under 6 days
4. LU days
- (5. Saved leaves of section 2.3)

#### 2. Saved leaves

##### 2.1 . Saving holiday

Employees may annually save the part of holiday exceeding 24 days to be used at a later agreed time (a maximum of six days) by informing the company separately of this in connection with the summer holiday query.

##### 2.2 Allocation of saved leaves

Requests for taking out saved holidays must be made in connection with the regular annual holiday query.

During the winter holiday period, saved leaves of a minimum of six (6) days wished for in the winter holiday query are allocated before the actual annual holidays. If more requests for taking out saved holiday are made for a specific period than can be realised, the employer shall reject the requests in reverse order of seniority by training and eligibility group, provided that no other annual holidays have been granted for the period in question for any employee of said training/eligibility group.

2.3 Requesting to take out saved leave pursuant to the advance notice period of the Annual Holidays Act. If an employee requests to take out saved leave and this is in compliance with the advance notice period of the Annual Holidays Act, the saved leave will only be granted if there are available holiday slots during the time in question.

2.4 In the 50/50 and seasonal fluctuation -based groups, the annual holiday and requested saved leave of employees included in or transferring to the group are scheduled for free months. When transferring to the group, an employee is also entitled to compensation for saved leave not taken out in accordance with the Annual Holidays Act.



### **3. Holiday requests**

The company publishes a holiday query for employees concerning winter holidays and saved leaves well in advance of the following winter holiday period. If an employee has not made any holiday requests, the company may schedule the holiday at its discretion.

### **4. Confirmation of holidays**

The company aims to publish advance information concerning holidays and saved leaves for employees by 8 September. The scheduling of a holiday is confirmed in accordance with the Annual Holidays Act no later than two weeks before the beginning of the holiday, with the exception of October, for which the advance information is also a confirmation.

### **5. Termination of the agreement**

The agreement is valid until further notice. This agreement may be terminated by all parties to expire on 30 April each year. The other parties must be notified of the termination in writing a minimum of 3 months in advance.

This agreement replaces the agreement that entered into force on 17 September 2012.

Helsinki, 15 February 2019

Finnair Plc

Chief shop steward for cabin crew

Service Sector Employers PALTA Transport Workers' Union AKT

## APPENDIX 10

### SICK PAY AND WORK OBLIGATION IN CERTAIN SITUATIONS

The following practices are agreed to be recorded as an appendix to the collective labour agreement by signature protocol on 28 November 2016.

#### **Sick pay**

If an employee falls ill during a layover, the person is transferred, if permitted by the sickness, as 'deadhead' to the Base on the return flight entered in the duty roster. With regard to crew usage, a notification of the matter is entered in the duty roster, based on which the employee is not paid salary for the shift cancelled due to sickness; pay for the time in question is paid as sick pay. The return flight or shifts will not be deleted from the duty roster.

If an employee falls ill at the Base during time off between shifts on a calendar day on which the employee has two separate shifts, the shifts will not be removed from the duty roster.

With regard to crew usage, a notification of the matter is recorded in the duty roster and salary will be paid for the first shift based on being at work. The pay for the second shift missed due to falling ill will be paid as sick pay.

#### **Work obligation**

If an employee falls ill for a time-difference or long-haul flight, the scheduled working days and additional calendar days off related to the flight (VVV days) are counted as work obligation days. The employee shall call the crew assignment office on the last day of the sick leave by 8:00 p.m. if they assume that they will be capable for work the following day. Primarily, flight duty or standby duty will be scheduled in place. If there is no suitable flight duty available or need for standby duty, time off is given. However, the employee and the employer (crew assignment office) may separately agree otherwise. For instance, the employee may promise to call the crew assignment office about the work arrangements at an agreed time.

The crew assignment office aims to take into account NOPO wishes planned for flight-related additional calendar days off (VVV days), which are given as time off where possible.

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