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**CIVIL AVIATION
(WORKING TIME)
REGULATIONS 2004**



Amicus Guide



2005


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**Amicus guide to the
Civil Aviation
(Working Time)
Regulations 2004**

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This guide book is downloadable in PDF format from
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■ INTRODUCTION

These Regulations apply to cabin and flight crew on civil aircraft for public transport, working for UK based employers. Flight and cabin crew in the corporate aviation sector are covered by the Working Time Regulations, a guide to which is available separately.

■ ANNUAL LEAVE

Workers are entitled to a minimum of 4 weeks paid leave per year from their first day of employment. Each week of leave should be equivalent to the workers' normal working week, ie workers who work 5 days a week should have 20 days leave, those who work 2 days a week should have 8 days leave, etc.

Temporary workers and those who leave during the year are entitled to paid leave in proportion to their service (eg a worker who leaves half way through the year is entitled to two weeks holiday). Leave cannot be substituted with payment in lieu except where the worker's employment ends.

These conditions do not apply to contractual leave above the 4 weeks minimum. Employers may count paid bank holidays towards this annual entitlement unless the contract of employment says otherwise.

■ MAXIMUM ANNUAL WORKING TIME

Employers cannot let crew work more than 2000 hours per year and no more than 900 hours of this can be flying time. Overtime and standby duty are included in these totals.

■ REST

Crew must be allowed at least 7 rest days in each calendar month, and at least 96 rest days per calendar year. Standby duty cannot count as rest time. Rest days may include rest periods required under article 72 of the Air Navigation Order 2000. Days off should be planned and notified to crew well in advance.

■ PATTERN OF WORK

Employers must ensure crew members have adequate rest breaks. Work should be adapted to allow the best protection for crew health & safety, avoiding alternating day/night duties or otherwise disrupting sleep patterns and scheduling long rest periods especially after long flights.

■ HEALTH ASSESSMENTS

All crew should be offered a free, confidential, health assessment before commencing employment and at regular intervals thereafter.

■ NIGHT WORK

Crew members are considered to have worked night time if they work any time between 2 am and 4.59 am in their normal time zone. If a crew member suffers from health problems connected with working nights, employers should transfer them to day work where possible.

■ PROVISION OF INFORMATION

Employers must keep records of the working patterns of crew for two years, which the CAA may require sight of at any time.