
Working Arrangements & Annual Leave

Questions Answered Booklet

MARCH 2021

About This Booklet

Last December we indicated that we intended to return employees who had accepted New Ways of Working (NWOW) back to 100% working time and pay from March 28, 2021.

While we are still feeling the impact of COVID-19 across our business, the outlook is more positive with the vaccine roll-out programme ramping up, both in Ireland and abroad, and an underlying demand for international travel.

Given the huge sacrifices you have made over the past year, and the continued uncertainties in the aviation sector, we have been working through the best way forward. We believe that we need to do right by you because you have done the right thing by the company. But we have to be mindful of the significant uncertainty that still remains in the aviation sector.

We have therefore decided :

- In areas where NWOW have been accepted, employees will move back to 100% working time and associated pay from March 28 to September 11, 2021. This change will be seen in pay packets from April 21.

This decision is based upon the continued successful implementation of the changes agreed within NWOW in each area, as these are helping the business to make the savings that are required.

- To enable the company to make this return to 100%, you must book and take leave by using your annual leave and time off in lieu (TIL) balances by

September 11. This will support and help prepare the business for the recovery when it does come.

We have developed this booklet for employees who will be moving back to 100% hours and pay, and for specific groups of employees who continuously remained on 100% working arrangements, to explain what these changes mean and to provide information that you need to be aware of.

The information is set out in two sections:

Section 1 – Working Arrangements

Section 2 – Annual Leave

If you have any questions on the information provided, please submit them online through the iHR portal via iConnect or contact our iHR team on 1800 804 313.

Section One

Working Arrangements

This section looks at the change to working hours and associated pay and explains what this means for pay, employee pension contributions and bridging payments.

1. What changes are being made to my working arrangements?

We have decided that all employees in areas where NWOW have been agreed and in areas where new structures are being or have been implemented will move back to 100% working arrangements from March 28 to September 11, 2021. The change will apply from March 28 and will be seen in pay slips from April 21.

2. How will this impact my pay?

Your pay will increase in line with the hours you work, which will be 100% of your contracted hours.

Roster duty allowances and shift payments will increase in line with the increase in working hours.

All other allowances and cash benefits that had previously been reduced as a result of moving to 80% working arrangements will increase in line with the move back to 100% hours and pay.

3. How will my working hours be increased?

In general, your working hours will be increased to 100% of your contracted hours.

For example, if you are a full-time employee working a 4-day week (80%), your working time will be increased to a 5-day week (100%). Or if you are currently being paid for 16 hours a week, your working hours will be increased to a 20-hour week.

4. Can I remain on reduced working hours (80%)?

It may be possible for you to remain on reduced working hours (80%) however this is a business/operational decision and will be based on business needs.

If you would like to remain on reduced working hours please submit your request to your manager/supervisor who will evaluate your request in line with anticipated and future business demands, as per the normal policy.

5. How long will these new measures be in place?

These measures will apply from March 28 to September 11, 2021. While we are hopeful of a significant improvement in the external climate by mid-September, things are still very uncertain and it is difficult to make any accurate forecasts. If for any reason we need to amend the hours position again, we will communicate that directly to you in good time but before mid-September.

6. When will these changes be applied to my pay?

The changes will apply from March 28 and will be reflected in your pay slip on April 21. This means that from March 29 you will return to working your 100% contracted hours

7. Is anyone exempt from this measure?

This change in working arrangements – the move back to 100% from March 28 - will apply to all employees in areas where NWOW have been accepted and new structures have been put in place.

In addition, this decision is based upon the continued successful implementation of the changes agreed within NWOW in each area, as these changes are essential for the business to make the savings that are required on an ongoing basis.

8. Will my pension contributions re-start?

While employer pension contributions continued throughout the past 11 months, employee pension contributions were paused when reduced working hours were introduced.

Employee pension contributions for employees moving back to 100% working hours and those who remained on 100% working arrangements, will now automatically re-start from March 28. They will resume at the percentage rate that was in place prior to the reduction in working hours.

Employer pension contributions will be based on the increased employee working hours.

9. I was making an Additional Voluntary Contribution (AVC) – will that continue?

If you started an AVC after April 26, 2020 while employee contributions were paused, then this payment will end. If you would like to continue this AVC please contact our iHR team.

If you had an AVC in place before employee pension contributions were paused then this contribution will automatically restart at the same value that applied before April 26, 2020.

10. Can I pause my pension contributions?

No, you are not able to pause your pension contributions. If you are currently working 100% of your contracted hours or returning to 100% of your contracted hours, you have to pay a minimum employee contribution of 5% into your pension scheme.

11. I was not making pension contributions previously - can I start now?

Yes. You can join the company pension scheme by completing the Member Application form which you can find on iConnect.

If you have completed one year's continuous service you have been auto enrolled in our pension scheme from the anniversary of the date you joined daa.

Your employee pension contributions will start on March 28 at the minimum employee contribution of 5% of your pensionable salary. The employer pension contributions will continue at a rate of 7% of your pensionable salary. You will

not however need to make any retrospective payments into your pension scheme.

If you wish to increase your percentage contribution, please raise a ticket through the iHR portal via iConnect or contact our iHR team on 1800 804 313.

12. Will my bridging payment also restart?

If you are currently working 100% of your contracted hours or are returning to 100% contracted hours and pay from March 28, then yes, your bridging payment deduction will start at the same value as prior to repayments being paused. This will be reflected in your pay slip on April 21.

13. If I am on sick leave after March 28, what sick pay will I receive?

The existing sick pay schemes will continue to apply. You will continue to be eligible for either 100%, 75% or 50% sick pay, less social welfare, based on your current sick pay scheme.

However, your sick pay will be pro-rated based on the increased or your continued reduced contracted hours.

14. What will this mean for me if I am on maternity or adoptive leave or other protected leave?

If your maternity or adoptive leave (protected leave) started before March 28 and you work in an area where colleagues are returning to 100% working hours and pay from March 28, then your pay will also increase in line with your contracted hours.

Section Two

Annual Leave

This section looks at the requirement to take leave and explains what this means, how much leave must be taken, the types of leave that can be taken and the dates by when the leave must be taken.

1. Why am I being asked to take annual leave and/or TIL?

To enable the company to make this return to 100% working time and pay, you must take leave by using your annual leave and TIL balances over the next six months. This will help prepare the business for the recovery when it does come.

Leave balances built up a lot last year, and TIL balances were not reduced by as much as would normally be the case. There is an urgent business need to burn down annual leave and TIL.

When booking your leave, you should book from any carried forward leave first, TIL balance next and then draw from your current annual leave balance.

If you do not book the leave in the correct sequence your hours will be recategorised in our time and attendance systems on your behalf.

2. I have to take 20 days leave by September 11. That's a lot of leave - how will this work?

In practice, this will mean that during the 24 weeks from March 28 until September 11, you will have to take 20 days annual leave/TIL.

Ten days leave must be taken in the 14-week period between March 28 and June 26 and be booked on the system by April 17.

The remaining 10 days leave must be taken in the 10-week period between June 27 and September 11 and booked on the system by June 19.

This will enable employees to take a proper break during the peak summer period. This is usually a challenge in many areas; however, we expect to be quieter this summer and want to support our teams to use up leave before the autumn when we are likely to be busier.

At some point during this March 28 - September 11 period, you should take two consecutive weeks of leave, which is in line with leave guidelines. As always, all leave must be requested and then agreed with your line manager.

3. Will my annual leave entitlements be updated on the system to reflect this increase in my working arrangements?

Yes, your annual leave balance will be increased on a pro-rata basis from March 28.

4. What will happen to any carried forward leave?

In light of the challenges of the past year, employees will be permitted to carry any outstanding carried forward leave from previous years until September 11, 2021, at which point it will be written down if unused.

This will provide employees with a six-month period in which to manage any carried forward leave balances.

5. What happens if I don't book my first 10 days annual leave by April 17?

If you have not booked your leave on the system by April 17 then the leave will be assigned to you and allocated to you based on business demands or operational requirements.

6. If I've already booked or taken annual leave/TIL in 2021, does this count towards the 20 days?

Yes, any annual leave/TIL already taken between January 1 and March 27 will count towards the minimum 10 leave days that you need to take before June 26.

Any leave already booked between March 28 and June 26 will also count towards the minimum 10 days annual leave that you need to take before June 26.

Any leave already booked between June 27 and September 11 will count towards the 10 days leave that you need to take before September 11.

7. Can I take my full 20 days annual leave before June 26?

In theory yes - if you have the balance then you can take the full 20 days before June 26. Again, just to remind you, all leave applications must be requested and then agreed directly with your line manager.

8. How much annual leave days or TIL do I have to book?

If you are a full-time employee working a 5-day week, you are required to book and take a minimum of 20 days between March 28 and September 11.

If you are a reduced hours employee working a 4-day week, you are required to book and take a minimum of 16 days between March 28 and September 11.

9. What happens if I don't have 20 days leave to take?

If you don't have 20 days annual leave to take you have the option of using any TIL balance or to take a maximum of 5 days annual leave from your 2022 balance.

10. I am on a net hour roster, what does this mean for me?

If you have a net hour roster our iHR team will contact you to explain what this means for you.

11. When will I receive my roster?

Your Manager/Supervisor will share a copy of your roster with you by March 19.

12. When will my roster be on the system so I can book my annual leave?

Your roster will be available on the system by March 28.

13. If I have already booked two weeks leave and I am now moving from 4 days to 5 day do I need to book additional days?

Yes - the original annual leave you booked would only have amounted to 8 days over the two weeks. You will need to book an additional 2 days annual leave as you will be taking 10 days and not 8.

14. How will Public Holidays and Company Holidays payments be treated?

Public Holiday or Company Holiday payments will be processed as normal and in line with your roster – as a payment or as time in lieu.

15. If I was on long-term sick leave, what annual leave must I take ?

If you have been absent from the business on long-term sick leave, you will be required to take 20 days annual leave when your sick leave ends and before you return to your workplace.

16. What does this mean if I am on maternity or adoptive leave (protected leave)?

If your maternity or adoptive leave started before March 28 and you work in an area where colleagues are returning to 100% time and pay from March 28, your hours and pay will also increase.

When your maternity or adoptive leave (protected leave) ends you will be required to take 20 days annual leave on your return to your workplace and before September 11.

If you return to the workplace after September 11 you will be required to take your 20 days when your maternity leave ends and before your return to your workplace.

If your maternity or adoptive leave is due to start on or after March 28, the increase to your hours will also apply and will continue until the end of your maternity or adoptive leave period.

When your maternity or adoptive leave ends you will be required to take 20 days annual leave on your return to your workplace – less any leave you might have taken from January 1 – September 11.

17. Can I cancel any planned parental leave?

Yes, you can cancel any parental leave that you were planning on taking from March 28 in agreement with your manager/supervisor. This can be replaced with annual leave, again in agreement with your manager/supervisor.

18. I am currently on permanent health insurance/income protection, how will the changes affect me?

If you are currently in receipt of Income Protection, the benefit payable from your PHI policy did not reduce and therefore will not increase.

Claims that are in progress will be based on your salary at your first date of absence.

19. Can I swap off my allocated shifts?

You should continue to follow existing practices to apply for swaps in areas where this is facilitated.

20. If my “bulk leave” has been scheduled in my area - does this count towards my 20 days?

Typically, bulk leave equates to 10 annual leave days for a fulltime employee working a 5-day week. If you have booked bulk leave between March 28 and September 11 then yes those days will form part of the 20 days and the remaining 10 days then need to be booked and taken by September 11.

In Summary

We hope we have provided the information you need to explain the change to working hours and pay and the requirement to take leave.

Below is a summary of the recent changes announced:

- In areas where NWOW have been accepted and areas where new structures are being or have been put in place employees will move back to 100% working time and pay from March 28 to September 11, 2021. The change will be seen in pay packets from April 21.
- To enable the company to make this return to 100%, you must book and take leave by using your annual leave and time off in lieu (TIL) balances over the next six months. This will help support and prepare the business for the recovery when it does come.

However, if you have any questions on the information provided or have further questions, please submit them online through the iHR portal via iConnect or contact our iHR team on 1800 804 313.

We will update this document to answer any further questions we receive.

