

Holiday pay changes

Although legislation only supports the payment of holiday pay in respect of the first 20 days of annual leave, subject to the conditions of the agreement with Unite, easyJet has agreed, on a discretionary basis, to apply the changes to **ALL** annual leave days, therefore **THIS CHANGE WILL BE APPLICABLE TO ALL ANNUAL LEAVE DAYS TAKEN FROM 1ST APRIL 2019**

This means that for crew with a 28 day entitlement, you will now receive an additional 4 days holiday pay supplement (HPS), and for crew with a 30 day entitlement, an additional 6 days holiday pay supplement (HPS).

Your holiday pay supplement (HPS) will now be calculated using your individual average variable pay for the 3 months prior to taking your leave and the number of roster duty days for the corresponding period.

This will provide you with an individual daily rate (the HPS) for each day of leave that you take.

This change means that your HPS will be reflective of what you as an individual normally earn.

Our FAQ document lists the elements of pay which will be included, as well as a list of roster codes with explanations as to whether these will be included/excluded.

PLEASE TAKE THE TIME TO FAMILIARISE YOURSELF WITH THE CONTENTS OF THE FAQ DOCUMENT AS THIS WILL HELP YOU TO UNDERSTAND THE NEW HPS.

Your reps also have a Holiday Pay Supplement calculator tool, which they will be happy to provide you with in order to work out what your HPS rate will be each time you take leave.

If you have any further questions please do not hesitate to contact your local reps.

HOLIDAY PAY FAQ

WHY IS HOLIDAY PAY CHANGING?

Over the last few years European and UK courts have established that, to fulfil

the purpose of Working Time rules (including the Civil Aviation Working Time Regulations), to ensure that employees take sufficient leave to support their health and safety, there should be no significant financial disincentive to taking annual leave.

Therefore, holiday pay should reflect a workers' 'normal remuneration' (what a worker normally earns).

HOW SHOULD HOLIDAY PAY BE CALCULATED?

Broadly speaking, holiday pay should reflect what a worker would normally earn if they were not on holiday.

Where 'normal hours' are not applicable (such as for easyJet crew) the rate of holiday pay will be calculated by reference to an average of pay earned over a suitable reference period (generally 12 weeks).

HOW WAS HPS CALCULATED PRIOR TO 1STAPRIL 2019?

Prior to 1stApril 2019 HPS was based on an agreed day rate with Unite the Union as part of the 2016 pay deal.

SO HOW MANY DAYS WILL I BE PAID FOR?

Currently your holiday pay supplement is calculated for 24 days of leave but the payment is spread over your whole leave entitlement.

Following collaborative discussions, easyJet have agreed, subject to the conditions of the agreement with Unite and at easyJet's discretion, to pay a holiday pay supplement for every crew member for **every** holiday day (to which crew are currently entitled) meaning going forward all such holiday days will generate a HPS payment.

For crew with a 28 day entitlement this means that you will get paid for ALL 28 leave days.

For crew with a 30 day entitlement, this means that you will get paid for ALL 30

leave days

SO HOW WILL I GET PAID FOR HOLIDAY PAY NOW?

You will now be paid an individual average based on what you have earned over the three calendar months before taking your leave.

See below: HOW WILL HPS BE CALCULATED AFTER 1stAPRIL 2019?

HOW WILL HPS BE CALCULATED AFTER 1stAPRIL 2019?

From 1stApril 2019, HPS will be calculated using your individual average variable pay taken from the 3 months prior to your leave.

This sum of the elements of variable pay for this period will then be divided by the number of rostered duty days for the corresponding period.

(For example, for leave taken in April, your variable pay elements and number of rostered duty days from the months January, February and March will be used).

WHAT IF I TAKE LEAVE MID-MONTH? WHEN WILL THE 3 MONTH REFERENCE PERIOD BEGIN AND END?

If the leave was taken on 15th of a month, the 3 month reference period used would commence on the 1st of the first month and would end on the last day of the third month looking backwards.

(For example, for leave due to be taken on 15th April, the three months that would be used to calculate the average would be from 1st January to 31st March)

WHY WILL THE CALCULATION OF HPS CHANGE AGAIN IN 2020?

There are further legislative changes relevant to holiday pay which will mean that the individual average variable pay will be taken from the 12 months prior to the holiday leave as opposed to 3 months prior to the holiday leave.

If the legislative changes do not take place then easyJet will reserve the right to remain with the current 3 month calculation method.

WHAT ELEMENTS OF COMPANY VARIABLE PAY (CVP) ARE INCLUDED IN THIS CALCULATION?

The following elements of your Company Variable Pay (CVP) will be included in your Holiday Pay Supplement (HPS) calculation:

- Sector Pay
- Commission
- ADTY
- Positioning
- Office Duty codes
- Recruitment office duties
- Union office duties
- Ground Training (Trainers)
- Line training uplift
- Upranking uplift
- LVE payment
- DDO
- IDO
- Nightstop payment (both taxable and non-taxable elements)

WHAT ABOUT DISRUPTION PAYMENTS?

As it currently stands, the disruption payment remains a manual process. The company has committed to automate this process and upon implementation this will also form part of the HPS.

WHAT ABOUT LANGUAGE ALLOWANCE?

As it currently stands, the language allowance payment for those of you who speak additional languages is an annualised payment, paid over 12 months and therefore not a variable element.

Language allowance will continue to be paid as a separate element in months where leave has been taken.

WHAT IF I AM ON GDMT/RNM?

The daily rate you receive for GDMT/RNM is an average. The HPS is also an average. It would be unfair to use an average of an average.

Therefore, your HPS will be based on your last known individual average. However, the payment amount will not appear on your pay supplement as it will be processed manually. The amount will appear in your payslip.

WHAT IF I HAVE JUST RETURNED FROM MATERNITY AND THEREFORE DO NOT HAVE AN INDIVIDUAL AVERAGE?

When an individual returns from maternity and takes holiday leave, the HPS will be based on the last known individual's average.

As this is a manual payment it will not appear on your pay supplement but will appear in your payslip

WHAT IF I AM RETURNING AFTER PERIOD OF LTS?

If you are returning from LTS your HPS will be based on your last known individual average. The payment amount will not appear on your pay supplement as it will be processed manually. The amount will appear in your payslip.

WHAT WILL HAPPEN IF I HAVE BEEN ON ULV FOR A MONTH?

During the 3 months prior to the holiday date if there is a period of 15 days or more in which no pay was received (which means that you have received no pay at all, including basic pay) then that month would be excluded from the calculation and an earlier month would be used to top up the calculation.

HOW DO I CALCULATE MY DAILY HOLIDAY PAY SUPPLEMENT (HPS)?

In order to calculate this payment, you need to add up all of the payments for

the elements listed above for that last 3 calendar months prior to taking your leave.

You then need to divide this by the number of duty days you have worked in the 3 corresponding calendar months.

This will give you your HPS for each day of leave you take.

For example:

	Nightstop NT	Nightstop TX	Positioning	LVE	Comm	Sector pay	Airsstndby	Officeday	RCMT	DDO	IDO	Uprank	Line Train	union day	TOTAL	DUTY DAYS
JAN	25.00	5.73			279.98	285.93									596.64	15
FEB			35.00		193.80	454.28	21.87								704.95	18
MAR	25.00	5.73			242.54	380.58	21.87								675.72	15
															1,977.31	48

In the above example, the CVP elements were calculated based on duties in January, February and March and divided by the number of rostered duty days in the same period.

The HPS supplement in this example is £41.19 per day for each days leave taken in April.

Your Workplace Representatives have created a HPS Calculator (as above), which we can provide to you in order to assist you in calculating your individual HPS.

WILL THIS CALCULATION BE THE SAME?

No.

Your calculation is individual and will vary each month depending on what you have worked and earned for the previous 3 calendar months.

WHAT IS CLASSED AS A DUTY DAY?

As a general rule, all days you are rostered to work are classed as duty days. To clarify whether some of the codes which appear on your roster are classed as a duty day or not, please refer to the table below:

REST	Classed as a duty day As a REST day is subject to change
D/O	NOT classed as a duty day
GDO	NOT classed as a duty day
WD/O	NOT classed as a duty day
DDO	NOT classed as a duty day Although you have worked in to your day off, for the purposes of calculating HPS this will not be classed as a duty day. The higher the number of duty days the less your HPS will be, as you are dividing the amount by more days.
IDO	NOT classed as a duty day Although you have worked in to your day off, for the purposes of calculating HPS this will not be classed as a duty day. The higher the number of duty days the less your HPS will be, as you are dividing the amount by more days.
LVE	Classed as a duty day As you are taking a day away from work
ULV	NOT classed as a duty day As you have secured this day away from work and are losing a days salary
ULV2	Classed as a duty day ULV2 is management authorised ULV. This would be used in a situation where it was not possible to release you from a duty day but the reasons for taking the ULV mean that you will not be attending work. In this case this would be classed as a duty day
HOSP	Classed as a duty day
SICK	Classed as a duty day
LTS	NOT classed as a duty day
NSO	Classed as a duty day
RFSD	Classed as a duty day
DECL	Classed as a duty day
UNFT	Classed as a duty day
FTGD	Classed as a duty day

AMA	Classed as a duty day This code is a temporary code and will be changed by base management to reflect the reason for absence.
COMP	Classed as a duty day
CMPU	Classed as a duty day
JURY	NOT classed as duty day

WHEN WILL THIS CHANGE TAKE EFFECT?

The implementation date of the changes is the 1stApril 2019.

WHEN WILL MY HPS BE PAID?

As per other elements of variable pay the HPS will be paid one month in arrears.

As an example if leave is taken in April this would be paid in the May payroll and visible on the May payslip.

WILL WE RECEIVE BACKPAY?

The company will backdate the new HPS to the start of the leave year, 1stApril 2019, this will be paid in your July pay.

PLEASE SPEAK TO YOUR BASE REPS IF YOU HAVE ANY QUESTIONS.