Guide to roster requests.

The current EA offers all crew an equally balanced roster without the need to have to request. On top of this Sunstate Airlines uses a roster request system to facilitate out of work commitments. Requests are allocated on a first in first served basis rather than seniority based which allows all crew a fair opportunity to achieve requests. This system has an extremely high success rate which relies on crew only requesting the days that they really want off rather than trying to "write your roster." Should you require a specific day or a finish by a certain time this guide aims to help maximise success.

Requesting a day off:
- 9 requests are available. Although 9 are available, the more requests that are made, the probability of getting every request decreases. I.e. if you make 2 requests, it is highly likely you will be successful. If you make 9 requests, you may miss out on a request. This can be due to a variety of reasons but is usually due to compliance with the FRMS and EA. For the highest success rate, try to only request days you really need off. Also of note here, in iFlight, the 'bid priority' has no weighting on which request will be allocated first. I.e. if 9 requests are made, and due to FRMS 1 request must be removed, it may be your #1 priority request.
- Weekends - Preferably, request only 1 weekend per roster. A second weekend off should only be requested for a highly significant event. Request for greater than 2 weekends off will be removed. Many crew desire weekends off and by limiting your requests, everyone will be more successful. Please note: the EA requires each pilot to receive an average of one weekend off in every 4 weeks, at intervals not exceeding 6 weeks. This means there is a limit of how many weekends are available.
- DBL (Day off Before Leave) and DAL (Day off After Leave). Surrounding your annual leave and subject to EA provisions you can have DBL and DAL allocated. DBL and DAL form part of your 10 days off per roster. Due to this, the 9 available requests may be reduced based on the amount of AL in your roster period. For example, if you have 2 weeks AL in the roster period, 5 "days off" are incorporated, thus leaving 5 requests available within the 2 remaining work weeks. Out of the 5 requests available, 1 or 2 DBL or DAL may be allocated, which will further reduce the requests available. Where possible, the company will try to roster 2 DBL and 2 DAF. If this occurs and your AL was the middle 2 weeks you may end up with only 1 request in that roster period. If extra requests are made, they cannot be accommodated.
- Requests denied due FRMS or EA breach. When requesting days off, the FRMS and EA requirements must still be met. Requests for days off or trip bids that are not FRMS/EA compliant cannot be allocated. This is the most common reason for requests not being allocated. For example, in R1 you group 6 days off at the start of the roster, then in R2 you group 6 days off at the end. The middle of these 2 rosters combined may impede the FRMS requirement to have 6 days off in a rolling 28-day period, which would deny the request.
- System limitations - When you require the 1st or potentially the 2nd day of the roster off you must consider your requests at the end of the preceding roster.

For instance, the request for a trip bid or day off may be knocked out by the already allocated overnight duty. A potential solution is to request a trip bid with a "finish by" time late in the evening or request a day off on the last day of the previous roster. This would not allow an overnight to be allocated and thus allow the original request for the 1st or 2nd day of the following roster to be allocated.

Requesting trip bids
A trip request is a request for a duty that falls between a particular start and finish time and can run over multiple days.

- 9 trip requests are available. If a trip request runs over 2 days (overnight duty) then this is counted as 2 requests and if the duty runs over 3 days this is counted as 3. There is a shortfall in the system that will allow extra requests to be allocated. When requesting be mindful of the 9 requests available, as additional requests will be removed. As an example, a request for 4x3-day trips is 12 requests and is more than the permitted 9.
- Start and finish times. When requesting a trip request, try to make the time period as broad as possible. This maximises the number of duties that will fit in the time period and therefore will increase success rate.
- Requesting a specific pairing. Requesting for a specific duty (early start/ overnight) may not work. Every roster period has new pairings. It may not be the same as previous rosters.
- EA and FRMS compliance. Trip bids must also respect the EA and FRMS. Requests for overnights and multi-day trips must also respect the equity clause within the EA. Requests for a late finish into a requested day off to trigger an allowance will be removed. Requests for multiple early starts may not be allocated due FRMS requirements.

Annual Leave Calculations

When you have annual leave on your roster, in agreement with the company you will be allocated 10 days off for the month and will not be eligible for the DDO buy back. Each week effectively will encompass 2.5 days off, with the 4 weeks equating to 10 days off. Due to rounding, on weeks 1 and 3, the days will be rounded in favour of the crew. I.e. if you have 1 week of annual leave, 2.5 days of this will week be 'days off'. The remaining 3 work weeks will have 7.5 days off. A half day cannot be rostered, so this is rounded up to 8 days off.

Annual leave or LSL amount in weeks (days)	Rostered days off within work week(s)	Work days	Total Days
1 (7)	8	13	28
2 (14)	5	9	28
3 (21)	3	4	28
4 (28)	0	0	28

Part time with annual Leave

Part time amount	AL or LSL amount in weeks (days)	U/A days	Rostered days off within work week(s)	Work days	Total Days
50%	0	14	5	9	28
	1 (7)	11	4	6	28
	2 (14)	7	3	4	28
	3 (21)	3	2	2	28
75%	0	7	8	13	28
	1 (7)	5	6	10	28
	2 (14)	4	4	6	28
	3 (21)	2	2	3	28