

THE YEARLY SCHEDULE FOR ALTERNATING WORK-RETIREMENT PROGRAM PARTICIPANTS

Obligations for the employer

Your company's alternating work-retirement program, which comes under the CRPN Board of directors' decision No. 2017-79 (see [appendix](#)), requires you each year to send CRPN **your yearly schedule for your air crew members over age 50 who are participating in the alternating work-retirement program**

As from January 1st, 2019, pensions being claimed through the alternating work-retirement program can be paid either on a full calendar month basis or on the basis of 6 to 15 days each month (the participant's number of days off work must be the same each month and be set for the entire year) as determined by your company agreements (alternating work-retirement on a full-month and/or on a partial-month basis).

Schedules must be submitted to CRPN **by email**, with a breakdown by air crew member category, **by December 15th** for the following year.

In your email subject field, please specify: Alternating work/retirement program/ year/ company name/ Air crew category, and make sure to include the following information in the body of your message :

- Employer name
- Air crew category (technical air crew/ commercial air crew)
- The year being scheduled
- And attach an **Excel file (XLSX)** using the model input file described below and available at the following [link](#) to enter your data.

CRPN is not able to process files that do not meet the following formatting requirements.

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Model input file for your data:

Title	Format	Description
French social security number	CHARACTERS (13)	13-character French social security number without space
LAST NAME (*)	CHARACTERS (30)	No special characters
FIRST NAME (*)	CHARACTERS (30)	No special characters
DATE OF BIRTH	DATE	DD/MM/YYYY
JANUARY (*)	NUMERIC (2)	Number of days off work between the first and last day of January
FEBRUARY (*)	NUMERIC (2)	Number of days off work between the first and last day of February
MARCH (*)	NUMERIC (2)	Number of days off work between the first and last day of March
APRIL (*)	NUMERIC (2)	Number of days off work between the first and last day of April
MAY (*)	NUMERIC (2)	Number of days off work between the first and last day of May
JUNE (*)	NUMERIC (2)	Number of days off work between the first and last day of June
JULY (*)	NUMERIC (2)	Number of days off work between the first and last day of July
AUGUST (*)	NUMERIC (2)	Number of days off work between the first and last day of August
SEPTEMBER (*)	NUMERIC (2)	Number of days off work between the first and last day of September
OCTOBER (*)	NUMERIC (2)	Number of days off work between the first and last day of October
NOVEMBER (*)	NUMERIC (2)	Number of days off work between the first and last day of November
DECEMBER (*)	NUMERIC (2)	Number of days off work between the first and last day of December

(*) IN CAPITAL LETTERS

Note: The expected values for each month are 0 or 30 for the full-month basis, or either from 6 to 15 or 0 for the partial-month basis. **This means that the only accepted values for the scheduling cells are: 0, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, and 30, and refer to the number of days off work for that month.**

[Appendix](#)

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Decision No. 2017-79 from CRPN's Board of directors

With regard to partial claims for entitlements through the alternating work-retirement program

By a majority vote of board members either in attendance or represented, the Board of directors hereby replaces decision No. 2012-24 with the following decision, effective January 1st, 2019:

The Board of Directors:

1. Hereby authorizes CRPN to institute a simplified procedure for filing and processing retirement pension applications. This procedure consists:

- Of submitting a pension application containing:
 - a certificate of termination of employment and compensation,
 - the amendment to the member's employment contract which covers their participation in the alternating work-retirement program,
 - an employer-produced schedule of months off work (for the full-month basis), or days off work (for the partial-month basis) for which the member is applying to claim a CRPN retirement pension. Any changes must be submitted by the employer and can only apply to periods of one or more full calendar months (in the cases listed below), or take account of an amendment to the employment contract which terminates the member's participation in the alternating work-retirement program, whether on the full-month or the partial-month basis, for the current year;
- Of submitting an employer-produced year-long schedule of months (full-month basis) or monthly numbers of days (partial-month basis) off work for members liable to draw a pension through the alternating work-retirement program;
- Of submitting an employer-produced copy of the company agreement and its amendments with regard to the alternating work-retirement program;
- Of submitting an employer-produced schedule of months or monthly numbers of days off work for the following year, by December 15th of each year.

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2. Hereby calls on CRPN to check that the company agreement setting up an alternating work-retirement and its amendments incorporate the provisions set forth below:

- The full-month basis must alternate periods of work with unpaid periods off work over the course of a calendar year. The percentages of time on and off work will be set by the employer based on company needs and stipulated in an amendment to the employment contract. The partial-month basis must consist of 6 to 15 days off work per month (the number of days off work must be the same each month for the entire year);
- Neither the employer nor the member alone can change the schedule that has been set for the year. However, the schedule can be changed for the current year, but only to take account of an amendment to the employment contract which terminates the member's participation in the alternating work-retirement program. Additionally, the schedule for the full-month basis can also be modified due to a "force majeure" event and other situations listed in the agreements;
- Members participating in the alternating work-retirement program agree not to engage in any paid professional air crew employment during their scheduled periods off work;
- Qualifying members' schedules of months or monthly numbers of days off work must be submitted to CRPN in standard report format, sorted by air crew member category, by December 15 of the year prior to eligibility.

3. Hereby sets forth that notional entitlements will be reassessed on a yearly basis, once the employer-submitted yearly payroll reports for the member's year of air crew employment have been taken into account (members to which this applies will be able to view their new notional entitlements after reassessment), and further sets forth that periods of employment accrued after the effective date for the member's partial pension under the alternating work-retirement program will count toward the calculation of the member's pension on the effective date for their full retirement.

In addition, on January 1st of each year, entitlements claimed under the alternating work-retirement program will be updated according to the "IVP" (pension variation index), while entitlements not claimed through the alternating work-retirement program will be reassessed according to the current "IVSC" (Corrected wage variation index).

4. Hereby confirms that, in the event of any violation of procedure, CRPN will not pay benefits to the air crew member and will suspend payment of benefits under the alternating work-retirement program.