

Questions & Answers for Banking of Non-Chargeable Miles Amounts

Q1. How do I bank my non chargeable miles Amounts?

A1: From the 'Secondary Master Record' screen, press F7 and select the periods you desire to have non-chargeable miles amounts banked (see job aid for further details).

Q2. How do I withdraw from the bank?

A2: Users must input a Miscellaneous Claim ('BE') that coincides with an EDO you have taken in the past.

The only exception is if an employee is laid off. In that case you can input a 'BE' Claim for the entire amount in the bank and it does not have to coincide with an EDO, provided your status is "Laid Off".

Q3. How much can I withdraw from the bank at any one time?

A3: The maximum amount you can withdraw from the Bank at any one time is your maximum daily eligible AV rate.

Q4. How can I find out what my eligible rate is?

A4: By accessing your Vacation maintenance screen from your 'Employee Master Inquiry' screen, press F6. It is the figure directly to the right of the eligible rate field.

Q5. How can I see how much is in my bank?

A5: By accessing your 'Personal Leave/Holiday' sub-screen from your 'Employee Master Inquiry' screen. It appears to the right of the bank amount field (see job aid for further details).

Q6. How long can I keep money in the bank?

A6: You can keep money in the bank until the end of the calendar year in which the miles were earned. Any remaining money in the Bank from the previous year will be automatically paid out in the first pay period in February as a B\$ claim.

Q7. What are considered non-chargeable miles?

A7: Please refer to the Bank Non-Chargeable Miles – Claim Codes list on Job Aid.

Q8. Can I retrieve money from the bank without taking a EDO?

A8: No. The only exception being if an employee is laid off.

Q9. Can I reverse my choice to bank? If so how long do I have?

A9: You have until the 2359 on the Sunday before the first Monday of the month to update your periods that you wish to have banked. Please note that this will only be done for current and future periods, not past periods. This cannot be reversed after 2359 on the Sunday – No Exceptions!

Also, please note: The Crew Management Centre (CMC) will not have access to banking information and therefore, will not be able to adjust banking miles.