



Employee Handbook for Pilots

Cathay Pacific Airways Limited
Hong Kong Based Pilots

Effective from 21 October 2020
(Revision 5)



INTRODUCTION

This Handbook is your essential guide to working for Cathay Pacific Airways Limited. It is designed to provide you with information covering key aspects of your employment with us.

Part I of this Handbook outlines certain benefits and allowances to which you may be entitled, which may be varied or amended by the Company from time to time.

Part II of this Handbook contains Company policies, guidelines, and procedures. All Company policies are directions from the Company to you and, although not part of your contractual terms you are obliged to comply with these directions. The policies do not confer contractual rights on you and can be varied unilaterally by the Company at any time.

The up to date version of the Handbook is available on the dedicated [COS18 page](#) on the Hub. All policies referenced in this Handbook can also be found on the Hub.

You and the Company agree and understand that it is not intended that any of the conditions of this Handbook should be enforceable by virtue of the Contracts (Rights of Third Parties) Ordinance (Cap 623) by any person who is not a party to your contract of employment.



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Defined terms

Actual Block Hours	in relation to an Officer has the same meaning as in your Conditions of Service
Basic Monthly Salary	means, in relation to an Officer and at any time, the basic monthly salary of the Officer at that time as determined in accordance with the Officer's contractual terms
Block Hour Rate	has the meaning as in your Conditions of Service
Cathay Group	means the Company and its subsidiaries, affiliates and/or joint ventures
Company	means Cathay Pacific Airways Limited
Conditions of Service	means, in relation to an Officer, the Cathay Pacific Airways Limited Pilots Conditions of Service 2018 or any subsequent iteration of such document
Guaranteed Day Off	has the meaning given to that phrase in the Rostering Guidelines
The Hub	means the Company's intranet.
Minimum Monthly Block Hours	in relation to an Officer has the same meaning as in the Conditions of Service
Monthly Productivity Pay	means, in relation to an Officer and at any time, the monthly productivity pay of the Officer at that time as determined in accordance with the Officer's contractual terms
Officer	means any person employed by the Company as a pilot
Positioning Hours	means, in respect of any Officer and in relation to any month, the aggregate in that month of the scheduled flight time of all flights on which that Officer was undertaking a positioning duty (as described in the Rostering Guidelines), irrespective of the actual flying time of such flight
Reserve Duty	means, in respect of an Officer, any duty which, in accordance with the Rostering Guidelines, is designated as a Reserve Duty

Terms and expressions defined in the Conditions of Service shall have the same meaning in this Handbook unless the context requires otherwise.



PART I: BENEFITS AND ALLOWANCES

Part I of this Handbook outlines the benefits and allowances to which you may be entitled. Unless prohibited by statute, the Company reserves the right to vary, amend or cancel each of these benefits and allowances unilaterally (including, for the avoidance of doubt, any underlying documents, policies or manuals describing any such benefit) by means of notice to you. No such amendment will have retrospective effect.

1. ANNUAL LEAVE

The amount of annual leave to which you will be entitled depends on your rank.

- Second Officers will be entitled to 21 days' annual leave per leave year.
- First Officers 1 will be entitled to 28 days' annual leave per leave year.
- First Officers 2, Captains 1, 2 will be entitled to 35 days' annual leave per leave year.
- Captains 3 and 4 will be entitled to 42 days' annual leave per leave year.

Other than to the extent required by relevant legislation, you are not entitled to any pay in lieu of accrued and untaken annual leave.

Any annual leave taken shall be deducted from your statutory entitlement under the Employment Ordinance first.

Statutory annual leave will be paid in accordance with the Employment Ordinance. Annual leave granted in excess of your statutory entitlement will be paid at the daily rate of your Basic Monthly Salary, Monthly Productivity Pay and other monthly payment(s) which are paid in respect of each day of the month during the month in which the annual leave is taken.

The administration of the leave system will be carried out in accordance with Company policy and subject to the exigencies of Company operations. This means, for example, that the Company may, in its discretion and subject to the applicable requirements of the Employment Ordinance, grant you annual leave at a time as it may reasonably consider appropriate, or cancel any annual leave and/or re-allocate any annual leave to such a time and in such a manner as it may reasonably consider appropriate. You will be notified should this occur.

Roster of leave dates will be published as far as possible in advance but may be subject to alteration if the exigencies of Company operations so require.

2. SICK LEAVE AND SICKNESS ALLOWANCE

You will accrue paid sick leave in accordance with the Employment Ordinance (up to a maximum of 120 days) in the following manner:

- 2 days for each completed month of service in the first year of employment.
- 4 days for each completed month of service from the second year of employment.

You will be entitled to enhanced sick leave benefits in accordance with the **Flight Crew Sick Leave Policy**. Details of this policy are available on the dedicated COS18 on the Hub [here](#).

For the avoidance of doubt, if you are unfit to fly for medical reasons then you may be assigned ground duties by the Company.



3. MATERNITY AND PATERNITY LEAVE

(a) Maternity Leave

You will be entitled to maternity leave in accordance with the Employment Ordinance. Please refer to the **Flight Crew Maternity Leave Policy** on the [Hub](#) for details.

(b) Paternity Leave

You will be entitled to paternity leave in accordance with the Employment Ordinance. Please refer to the **Flight Crew Paternity Leave Policy** on the [Hub](#) for details.

4. COMPASSIONATE LEAVE

The Company may grant an Officer compassionate leave in accordance with the Company's **Compassionate Leave Policy**. Details of this policy are available on the [Hub](#).

To apply for compassionate leave, please contact your Flight Crew People Manager (FCPM).

5. DISCRETIONARY YEAR END BONUS

You will be eligible for consideration of an award under the Company's **Discretionary Year-End Bonus Plan**. Any award is made at the absolute discretion of the Company and is made in accordance with Company policy. Details of this policy are available on the [Hub](#).

6. PROFIT SHARING

You will be eligible for consideration of an award under profit share schemes which the Company may introduce from time to time. Any such award will be made at the absolute discretion of the Company and in accordance with such profit share policy as the Company may introduce and amend from time to time.

7. PROVIDENT FUND

You will be eligible to join the Cathay Pacific Airways Provident Fund (the "**Provident Fund**").

- You will have the option to join the Mandatory Provident Fund Scheme in lieu of joining the Provident Fund.
- If you elect to join the Provident Fund then, subject always to the terms of the legal documentation governing the Provident Fund, the Company will contribute an amount equal to, at your option, either 5% or 10% of your Contribution Salary (which, as defined in the Rules of the Provident Fund, includes your Basic Monthly Salary and your Monthly Productivity Pay) to the Provident Fund each month in accordance with the Rules of the Provident Fund. Further details of such choice will be provided to you.

For information to assist you to make your scheme selection please visit the [Hub](#).

8. MEDICAL BENEFITS

You and your dependents will be eligible for medical benefits in accordance with the relevant Company policy. For details relating to medical benefits please visit the [Hub](#).

9. INSURANCE AND COMPENSATION

The payment of any benefit which is insured by the Company with an insurance company is subject to the terms and conditions of the relevant policy (including any applicable exclusions)



and conditional on receipt by the Company of the appropriate insurance proceeds from the insurance company. A failure by you to comply with the appropriate requirements of the relevant insurance policy may, therefore, compromise the payment of such benefit.

(a) Loss of Licence

The Company will insure your flying licence to a maximum of 24 months' (or the number of months remaining until you attain age 65, whichever is lesser) of your last Basic Monthly Salary plus the average of your Monthly Productivity Pay in the 12 months immediately preceding your disability which result in your loss of licence.

(b) Death Benefits

In the event of death, an amount equal to 60 months' of your last Basic Monthly Salary plus the average of your Monthly Productivity Pay in the 12 months immediately preceding the death will become payable to you.

You should note that if your death is caused by accident on duty, then death benefits may be payable under the Personal Accident Insurance rather than death benefit.

You should also note that this insurance typically does not cover the case of death arising from a criminal act perpetrated by an Officer, or from participation in certain hazardous activities. Details of such exclusions can be made available to Officers on request.

(c) Personal Accident Insurance

The Company will effect Personal Accident Insurance in accordance with the Employees' Compensation Ordinance.

In the event that the Company is liable to pay compensation under section 6 of the aforesaid Ordinance by reason of an Officer's death caused by accident on duty, the actual amount of compensation payable by the Company will be the higher of:-

- a sum equivalent to 60 months' of the Officer's last Basic Monthly Salary plus the average of his or her Monthly Productivity Pay in the 12 months immediately preceding the death; or
- the aggregate amount of compensation payable by the Company under the Employees' Compensation Ordinance.

10. CONCESSIONARY TRAVEL

You will be eligible for concessionary travel in accordance with the relevant Company policy. Details of this policy are available on the Hub.

11. OTHER ALLOWANCES

None of the allowances set out below will be included in the calculation of any other benefits or payments (including the determination of Provident Fund or Mandatory Provident Fund Scheme contributions) other than to the extent required by legislation.

Unless otherwise notified, all allowances will be paid at the same time as your Basic Monthly Salary.



(a) Reserve Allowance

You will be entitled to Reserve Allowance in respect of each day of Reserve Duty on which you are not called to operate an aircraft or other duties (an " **Unused Reserve Day**"). The amount of Reserve Allowance to which you are entitled in respect of a Non-flying Reserve Day shall be as follows:-

- for the first 30 Unused Reserve Days in each calendar year shall be \$0, and
- for every subsequent Unused Reserve Day following the first 30 days in the same continuous period of 12 months, the Reserve Allowance shall be determined by reference to your rank as set out in **Appendix 5**.

(b) Positioning Allowance

You will be entitled to a Positioning Allowance which will be paid in respect of each month when the aggregate of your Actual Block Hours, plus your Positioning Hours, in that month exceeds your Minimum Monthly Block Hours.

In such circumstances the amount of Positioning Allowance, to which you will be entitled, will be determined as follows:

$$\frac{[Your\ Positioning\ Hours\ \times\ Block\ Hour\ Rate]}{divided\ by\ 4}$$

(c) GDO Callout Allowance

You will be paid a GDO Callout Allowance in any situation on which you agree with the Company to work on a Guaranteed Day Off. **Appendix 6** sets out the level of GDO Callout Allowance for each rank.

(d) Ground Duty Allowance

You will be entitled to a Ground Duty Allowance which will be paid to you should you fulfil Company approved ground duties (other than your own training). For the avoidance of doubt, training which the Company requires you to take from time to time (including but not limited to your own CRM, annual emergency training, syllabus training and any other recurrent training) is not eligible for Ground Duty Allowance.

The Ground Duty Allowance is based on an 8 hour Office Day and will be pro-rated based on actual office duty time. **Appendix 6** sets out the level of Ground Duty Allowance for each rank.

(e) Sim Crew-up Allowance

You will be entitled to a Sim Crew-up Allowance for each "Crew-up" Simulator duty performed. "Crew-Up" simulator duty is any simulator duty other than for your own regulatory compliance and/ or syllabus training, including but not limited to, recency, recurrent, upgrade, type-change, and/or remedial training.

The full Sim Crew-up Allowance will be paid per "Crew-up" duty in the simulator regardless of the actual duty time. **Appendix 6** sets out the level of Sim Crew-up Allowance for each rank.

(f) First Officer Relief Qualified Allowance

Each First Officer 1 who completes his or her relief qualification training to the satisfaction of the Company and upon the successful issuance of an ATPL from the CAD, prior to that Officer



becoming eligible for the block hour step increase in salary to First Officer 2 (see the section "Promotion within a rank" of this Handbook) will be entitled to a monthly payment of a First Officer Relief Qualified Allowance.

The amount of First Officer Relief Qualified Allowance shall be, in respect of an Officer, an amount equal to 5% of Basic Monthly Salary.

(g) Overnight and Meal Allowance

When on duty away from your home base of Hong Kong you will receive an Overnight and Meal Allowance. This Allowance is to compensate you for the costs it is envisaged you will incur as a result of your being required to remain overnight away from Hong Kong. For further details please refer to the Allowances section of the Operations Manual Part A.

(h) Check and Trainers Allowance

The Company may appoint any Officer to be a Check and Trainer. Such Officers will be eligible for a Check and Trainer Allowance. The rate of this Allowance will be notified to the relevant Officers individually.

(i) Children's Education Allowance

The Company may provide to the Officer a Children's Education Allowance in accordance with the **Flight Crew Children's Education Allowance Policy**. Details of this policy are available on The [Hub](#).

(j) Monthly Allowance

You will receive a Monthly Allowance. **Appendix 7** sets out the level of Monthly Allowance for each rank.



PART II: COMPANY POLICIES

Part II of this Handbook contains Company policies, guidelines and procedures. All Company policies (including, but not limited to those set out in this Part of the Handbook) are directions from the Company to you and, although not part of your contractual terms, you are obliged to comply with such directions.

The policies do not confer any contractual rights on you and can be varied unilaterally by the Company at any time.

This Part of the Handbook does not set out an exhaustive list of the policies, guidelines and procedures which are relevant to your employment with the Company. In addition to those referred to in this Handbook, you should also familiarise yourself with:-

- the various policies and guidelines contained in the flight crew section of the Hub, and
- the Operations Manual.

The Corporate Code of Conduct and other policies mentioned in this Part II will be made available to you on your date of joining. If you wish to obtain copies of the same prior to your date of joining, please contact the Talent Acquisition team.

12. UNIFORMS

You will be required to wear a uniform whilst on duty and to comply with such directions concerning your appearance and conduct as the Company may direct from time to time.

The uniform will be provided to you by the Company. It will remain the property of the Company and must only be used whilst you are on Company business, or travelling to or from work.

Please refer to Operations Manual Part A for further information relating to uniform requirements.

13. ROSTERING

The Company will normally publish a roster on or around the 15th of each month setting out your duties in the coming month.

The roster will be determined in accordance with the Company's **Flight Crew Rostering Guidelines**. Details of these guidelines can be found [here](#) on the Hub.

14. CREW POSITIONING

(a) On Company aircraft

Where you are expected to operate immediately following a crew positioning flight, or to position immediately after operating when the total scheduled positioning sector(s) length is 6 hours or more, you will be booked and travel business class and take precedence over all passengers except full-fare business class passengers.

Where business class is not provided on a Company service, the next highest available class will be substituted.



Priority and class of travel for crew positioning before or after operating other than outlined above will be as follows:-

- Second Officers and First Officers 1B
- Captains 1B

In circumstances where the Company deems appropriate, you may be required to be positioned on a Cathay Group freighter aircraft.

(b) On other carriers

Business class travel will be provided for sectors of 3 hours or more scheduled block time subject to:-

- an interline travel agreement enabling the Company to purchase an ID50 business class ticket being available; and
- space being available on ID50.

In all other cases economy class travel will be provided.

For procedures relating to Crew Positioning and uniform requirements whilst positioning please refer to Operations Manual Part A.

15. TRAINING AND DEVELOPMENT

(a) Training

You must undergo such training courses as may be required by the Company.

You are responsible for maintaining your personal operational readiness at a standard sufficient to deliver a good performance. Such operational readiness is built upon:-

- a thorough understanding of the current procedural and operational framework of regulations procedures, limitations, guidelines and advice, and
- a robust understanding of systems management; this includes the operation of systems; the inter-relationships between systems; the implications of operations with degraded systems.

The Company may appoint any Officer to be a Check and Trainer. The Company may require a Company designated Check and Trainer to serve in a Check and Training capacity whilst the Company undertakes third party training whether on Company aircraft, in approved simulators or in other operating environments.

(b) Fleet transfers

The Company may offer an Officer the opportunity to change fleet. Such offer may be made on such terms and subject to such conditions (including but not limited to freeze periods) as the Company may from time to time decide.

(c) Seniority Policy

Each Officer employed by the Company shall be placed on the Aircrew Seniority List and assigned a seniority number based on their date of joining. Where Officers have the same date of joining, seniority will be normally be decided by (i) length of any previous service as a pilot with a Cathay Group airline; and then (ii) date of birth (the older being the more senior).



The Aircrew Seniority List may be used by the Company for determining such benefits or entitlements as it may from time to time determine.

(d) Promotion within a rank

You will progress within a rank by reference to the aggregate of the Actual Block Hours accrued by you whilst employed by the Company at the relevant rank. Any Basic Monthly Salary, Block Hour Rate and Monthly Allowance increase will be effective on the 1st day of the month following your promotion within rank. Further details are set out in **Appendix 8**.

(e) Promotion to a higher rank

Promotion from Second Officer to First Officer and First Officer to Captain will be at the sole discretion of the Company, taking into account factors such as seniority according to the Aircrew Seniority List, the Officer's qualifications and suitability for the role, as well as the Company's operational requirements.

This process does not prevent the Company from employing Direct Entry First Officers or Captains when the Company considers such employment to be necessary or appropriate to support the long-term interests of the Company.

16. CORPORATE CODE OF CONDUCT

You must comply with the Code of Conduct and take necessary steps to ensure the Code of Conduct is complied with at all time.

The **Corporate Code of Conduct** is available on the [Hub](#).

17. NO OTHER EMPLOYMENT

If you wish to take concurrent employment, either regular or on a consulting basis, you must complete the Outside Employment Application Form & Conflict of Interests Declaration Form and obtain prior approval from your General Manager.

Approval will be given only in circumstances where the Company is of the view that the interest of the Cathay Group will not be prejudiced.

Please refer to the **Outside Employment Policy** on the [Hub](#) for details.

18. TRADE UNION AGREEMENT

The Company may, from time to time, enter into agreements with the Hong Kong Aircrew Officers' Association or any other registered trade union representing the Company's pilots. Such will not become part of the contractual terms of your employment unless otherwise expressly agreed with you in writing. The Company may, where appropriate, draw up policies to reflect its agreement with such trade union which will be notified to you.

19. DISCIPLINARY POLICY

Please refer to the **Flight Crew Disciplinary Policy** on the [Hub](#) for details.

20. GRIEVANCE POLICY

Please refer to the **Flight Crew Grievance Policy** on the [Hub](#) for details.



21. EQUAL OPPORTUNITIES

The Company is committed to supporting the principles of equal opportunities, and opposes all forms of unlawful discrimination and harassment. Please refer to the Company's **Anti-harassment Policy**, **Non-discrimination Policy** and **Diversity and Inclusion Policy** on the [Hub](#) for details.

22. INFORMATION SECURITY

You are required to keep information secure to avoid breaching privacy and confidentiality laws and obligations. Failing to keep information confidential may result in commercial, reputational or other disadvantages.

At the same time, information needs to be accessible internally and externally as appropriate and as needed.

Please refer to **Group Information and Cybersecurity Policies, Guidelines and Required Practices** on the [Hub](#) for details.

23. SOCIAL MEDIA POLICY

Social networking and the use of Internet-based and other social media tools, smartphones and tablets, is part of our everyday lives. The Social Media Policy provides guidance on the appropriate use of social media, with the aim being to protect the privacy, sensitive information and reputation of the Company and Cathay Group, their employees and other stakeholders. You are expected at all times to adhere to the policy and be respectful to others in your communications or expression when using social media.

You should keep up to date with our **Social Media Policy**. Details of this policy are available on the [Hub](#).

24. OCCUPATIONAL HEALTH AND SAFETY

The Company undertakes to provide and maintain places and systems of work that are, as far as reasonably practicable, safe and without health risk.

This is not an exhaustive list of all the policies relating to Occupational Health and Safety. You are required to familiarise yourself with all policies and information outlined in Operations Manual Part A and the Group Safety section of the [Hub](#).

- **Occupational Health and Safety Policy**
- **Health and Safety Handbook**
- **Work Injury Management Policy**

The Company may require you to undertake drug and/or alcohol testing at any time and in such form as it may reasonably determine in accordance with the **Alcohol and Other Drugs Policy**. Details of this policy are available on the Hub.



25. UPDATING OF PERSONAL INFORMATION

You must ensure your personal details are updated in the relevant Company systems at all times. Without prejudice to the generality of this obligation, a failure to keep the Company informed of your correct contact details may result in disciplinary action.

26. PERSONAL INFORMATION COLLECTION STATEMENT

Please refer to the Company's **Personal Data Privacy Policy** and **Personal Information Collection Statement** on the [Hub](#) for details.

27. SECURITIES TRANSACTIONS

The Code for Security Transactions for Relevant Employees, with which you are required to comply, apply to dealings in the securities of the listed companies in the Swire Group, including the Company. Please refer to the **Code for Securities Transactions by Relevant Employees** on the Hub for details.

28. IT POLICIES

Please refer to the following IT Policies on the Hub for details:

- **Email Policy**
- **Connection from Home/Out of Office Policy**
- **Security related policies including, mobile device, password and corporate data**



APPENDICES



Appendix 1
Basic Monthly Salary
(effective 1 December 2018)

Rank	Basic Monthly Salary (HKD)
Second Officer 1	31,384.00
Second Officer 2	35,000.00
First Officer 1	48,125.00
First Officer 2	58,334.00
Captain 1	72,917.00
Captain 2	82,496.00
Captain 3	93,334.00
Captain 4	105,595.00

Note: The above rates may be adjusted downwards if you work less than your Minimum Monthly Block Hours (as defined in your Conditions of Service 2018) due to swapping. For further details of such adjustment, please refer to the Rostering Guidelines.



Appendix 2
Minimum Monthly Block Hours
(effective 1 January 2021)

Fleet	Minimum Monthly Block Hours
747	35.00
777	49.00
A330/A350	46.67
A320	35.00



Appendix 3
Block Hour Rate
(effective 1 January 2021)

747	Block Hour Rates (HKD)
Second Officer 1	896.69
Second Officer 2	1,000.00
First Officer 1	1,375.00
First Officer 2	1,666.69
Captain 1	2,083.34
Captain 2	2,357.03
Captain 3	2,666.69
Captain 4	3,017.00

777	Block Hour Rates (HKD)
Second Officer 1	640.49
Second Officer 2	714.29
First Officer 1	982.14
First Officer 2	1,190.49
Captain 1	1,488.10
Captain 2	1,683.59
Captain 3	1,904.78
Captain 4	2,155.00

A330/A350	Block Hour Rates (HKD)
Second Officer 1	672.51
Second Officer 2	750.00
First Officer 1	1,031.25
First Officer 2	1,250.01
Captain 1	1,562.51
Captain 2	1,767.77
Captain 3	2,000.01
Captain 4	2,262.75



A320	Block Hour Rates (HKD)
First Officer 1	1,375.00
First Officer 2	1,666.69
Captain 1	2,083.34
Captain 2	2,357.03
Captain 3	2,666.69
Captain 4	3,017.00



Appendix 4
Target Annual Block Hours
(effective 1 January 2021)

Fleet	Target Annual Block Hours
747	600
777	840
A330/A350	800
A320	600



Appendix 5
Reserve Allowance
(effective 1 December 2018)

Rank	Amount (HKD)
Second Officer	1,500
First Officer	3,000
Captain	4,500



Appendix 6

GDO Callout Allowance; Ground Duty Allowance; Sim Crew-up Allowance

GDO Callout Allowance
(effective 1 December 2018)

Rank	Amount (HKD)
Second Officer	1,500
First Officer	3,000
Captain	4,500

Ground Duty Allowance
(effective 1 April 2020)

Rank	Amount (HKD)
Second Officer	1,500
First Officer	3,000
Captain	4,500

Sim Crew-up Allowance
(effective 1 April 2020)

Rank	Amount (HKD)
Second Officer	1,500
First Officer	3,000
Captain	4,500



Appendix 7
Monthly Allowance
(effective 1 September 2019)

Rank	Amount (HKD)
Second Officer 1 and 2	14,000
First Officer 1	20,000
First Officer 2	22,000
Captain 1 and 2	30,000
Captain 3 and 4	33,000

You will not receive a Monthly Allowance whilst you are eligible for Accommodation and Rental Assistance Policy 2021 and Hong Kong Pilot Allowance transition.



Appendix 8
Promotion within a rank
(effective 1 December 2018)

747	Actual Block Hours accrued
Second Officer 1	≤1600
Second Officer 2	>1600
First Officer 1	≤2400
First Officer 2	>2400
Captain 1	≤2400
Captain 2	>2400
Captain 3	>4800
Captain 4	>7200

777	Actual Block Hours accrued
Second Officer 1	≤2000
Second Officer 2	>2000
First Officer 1	≤3000
First Officer 2	>3000
Captain 1	≤3000
Captain 2	>3000
Captain 3	>6000
Captain 4	>9000

A330/A350	Actual Block Hours accrued
Second Officer 1	≤2000
Second Officer 2	>2000
First Officer 1	≤3000
First Officer 2	>3000
Captain 1	≤3000
Captain 2	>3000
Captain 3	>6000
Captain 4	>9000



A320	Actual Block Hours accrued
First Officer 1	≤2400
First Officer 2	>2400
Captain 1	≤2400
Captain 2	>2400
Captain 3	>4800
Captain 4	>7200