

## 8.16 CREW SPECIAL REQUESTS

Crewmembers may submit special request forms for the following reasons:

- Extended contract
- Shore leave
- Assignment to specific vessel
- Shortening of contract\*
- Emergency leave\*\*

HROM Form 18.8.16 must be completed and submitted to the crewmember's Head of Department.

Crewmembers can only submit requests for themselves; request submitted on behalf of an active crewmember cannot be considered.

When the request has been approved by the crewmember's head of department, the request must be sent to the F&B Director for final review and approval. The F&B Director is responsible to ensure that special requests are not going to negatively impact the operation.

When the F&B Director has approved the request, the HR Coordinator must forward a scan of the signed form to the respective Scheduling Manager, who will adjust the crew rotation required to accommodate the special request.

The Scheduling Manager, based on crew rotations and schedules, will make the final determination whether the special request can be granted or not.

If a crewmember is on leave and wants to extend his vacation, he must contact the Scheduling Manager to which the crewmember is assigned to for his next contract.

Special Requests must be submitted at least 60 days ahead of the date the Special Request will affect the regular schedule of the crewmember.

### 8.16.1 Contract Extensions

Contract extension cannot exceed 1 month.

### 8.16.2 Additional Costs

Any incremental costs incurred by the company in connection with the Special Request, such as higher airfares, have to be shouldered by the crewmember.

### 8.16.3 Shore Leave

Shore leave can only be approved if the vessel agrees to cover the position from within the existing crew complement. Crewmembers requesting shore leave must sign shore leave indemnity waiver (Form 18. 8. 16.3) that makes them aware of the fact that the

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company has no responsibility for the crewmember while on shore leave, and that the crewmember is not covered by the company's Protection and Indemnity (P&I) insurance.

#### **8.16.4 Special Notes**

- \* Emergency leave during the first contract will be treated as a resignation.
- \*\* Shortening of contract is usually not approved unless it benefits the operation of the vessel.

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