Policies

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Flight Simulation Time

Flight Simulation Time: ALL flights that are logged are to be flown at 1X Simulation time only. The only exception to this rule is to catch up to where you were after a computer lockup. However, you will be docked points for doing this.

Inactive Policy

Inactive Policy: Pilots must log one flight <u>every 30 days</u> to remain active. (Lifetime Members are exempt)

After thirty days, you will be automatically marked on leave. You will be contacted by email and the internal message system to review your status if you haven't flown. If you are deleted because of inactivity, you must re-join the airline, and you will lose your previous pilot ID number (PID) and logbook. If you decide to rejoin the airline after you have been terminated, we will not be able to restore your logbook or g ive you credit for your previous hours. If you plan to remain inactive for more than 30 days, request an LOA (Leave of Absence).

LOA's

L.O.A.'s: Leave of Absence is approved by staff after you log 1 flight leg for six (6) months. LOAs are requested by email to any executive staff member. After the six-month term, the pilot will be contacted so he/she can request that the LOA be extended to another six months if necessary. Suppose exceptional circumstances exist, like military deployments, illness, schooling, etc., longer than 6-month LOAs can be approved by any Executive staff member Any pilot who fails to keep a good email address or cannot be contacted after 6 months will be removed from the roster.

Email and Messages

Pacific Airways requires all pilots to maintain a good email address. You can change your email from your dashboard by clicking on your profile, then settings from the dropdown menu. News and information will be sent out by email from time to time. Be sure to use an email address you do not mind receiving these mailings to. vaBase also has an internal message system. Click on the message system next to your profile, then send message to send a message to any PAY pilot or staff member. Management will use this to send you a message if your email comes back as bad to get ahold of you. Be sure and check your inbox for messages from time to time. There will be an alert icon next to the message center when you have a new message.