**Sailing List Scheduling Guidelines For Crewmembers**

**Purpose:** The following guidelines are for crewmembers, both permanent and temporary, concerning procedures for filling in the sailing list. The leave policy portion only applies to permanent crew.

**Scheduling Guidelines:** There are multiple factors to be considered when filling in the Sailing List. Listed below are some of the major factors, but the list is not all inclusive.

- The overall goal is for crew to sail at least **2.5 months** at a time. This is to balance crew time off with continuity of operations as well as travel costs. Since a primary goal of our operation is successful science, crew change outs will normally be between science parties, often after the demobilization.
- Science cruises vary from a week to six or more weeks, so two and half months is by no means hard and fast, just a guideline.
- Travel costs are a consideration. The further the ship is operating from UW, especially outside of the continental United States, the less flexibility.
- In general, advance permanent crew leave requests will have first priority, however science cruise continuity and travel costs will still be considered.
- With a “2.5 months on board” thought in mind, leave requests need to be at least 6 months in advance. If you know your schedule for the year, all the better. This same “rule of thumb” guideline applies to cancelling leave if you decide you want to request to return to work earlier.

**Scheduling Policy and Process:** The normal method for scheduling your sailing dates will be by email, with the Port Captain. If you cannot respond within 3 days to emails, let the Port Captain know so an alternate way to make your schedule can be used. The Captain will be Cc’d on the approved sail dates and leave. The Chief Engineer will also be Cc’d for any engineers. The sail dates listed will be inclusive of your workdays, and will not normally include any travel days. If in doubt, ask. An example of the format is:

Sail Feb 14 to May 4
Off
Sail July 24 to Oct 19

**For Permanent Crew, Leave Policy and Process:** The off time is understood, and approved to be leave time. In the event of a potential Family and Medical Leave Act (FMLA) or disability accommodation situation, contact the Port Captain. If you want to take leave without pay (LWOP), ensure the Port Captain is aware of this in advance.

**Before departing on leave, you must complete all the time sheets for your leave period and turn them in to the Captain via your Department Head.** See Perm Crew Leave Time Sheets Policy for further details.