

**MEMORANDUM OF AGREEMENT  
BETWEEN THE  
NATIONAL AIR TRAFFIC CONTROLLERS ASSOCIATION  
AND THE  
FEDERAL AVIATION ADMINISTRATION**

This agreement is made and entered into by local National Air Traffic Controllers Association (NATCA), Jacksonville ARTCC (ZJX) and the local Federal Aviation Administration (FAA), Jacksonville ARTCC (ZJX). It represents the parties' understanding and agreement on the procedures for selecting, scheduling and relinquishing of Prime Time Annual Leave and Spot Leave and for the method of recording non-prime time leave requests for Air Traffic Control Specialists and Traffic Management Coordinators for leave year 2016. This memorandum is read in accordance with Article 24, Annual Leave. This agreement will become effective after signature of Agency Head review or 30 days after signature of both parties, whichever comes first.

A week of annual leave for the purposes of bidding may include regular days off (RDO) but no more than 40 hours of annual leave and must be consecutive in total (No more than 5 total days of annual leave, exclusive of RDO's or 4 total days of annual leave, exclusive of RDO's if on a compressed work schedule).

**Section 1. Available Leave Opportunities:**

Available leave opportunities are contained in ZJX Notice 3600.62B, Effective January 10, 2016.

**Section 2. Prime time Annual Leave Periods**

Prime Time Annual Leave period shall be from January 10, 2016 to January 7, 2017.

**Section 3. Procedures For Selecting, Scheduling and Relinquishing of Prime Time Annual Leave (round 1)**

- a. Employees shall bid by NATCA determined seniority and by assigned area.
- b. Employees shall be released from their respective area within 15 minutes of their Operational Supervisor in Charge (OSIC)/Controller In Charge (CIC) being notified of a pending bid time for the purpose of bidding both RDO's and first round annual leave, operations permitting. Employees will be allotted twenty (20) minutes to make their RDO selection and Prime Time annual leave request. Each Area will maintain a current bid list and shall take an active roll in assisting the bid process.
- c. Employees may select up to two (2) consecutive or non-consecutive weeks during round 1 annual leave bid.
- d. Cancellation of leave will be in accordance with Article 24, Section 10 and Section 6 of this document.

**Section 4. The Method of Recording Non-Prime Time Bid Leave (rounds 2 & 3)**

- a. Employees will be afforded the opportunity to bid 2 rounds of non-prime time annual leave.
- b. After the prime time annual leave period bidding process is finalized, employees shall be released from their respective Area within 15 minutes of their OSIC/CIC being notified of the opportunity to record additional annual leave requests, operations permitting. Employees will be allotted 10 minutes per round to make their non-prime time annual leave requests. Employees may select up to two (2) consecutive or non-consecutive weeks. This method of using rounds by seniority, by area will continue until round three is complete. Each Area will maintain a current bid list and shall take an active role in assisting the bid process.

**Section 5. Procedures for Requesting Spot Annual Leave**

A request for spot leave may be made using the designated electronic system or through an OSIC/CIC.

**Section 6. Procedures for Canceling Annual Leave**

- a. Any bargaining unit member who relinquishes bid annual leave shall make their request through designated electronic system or if unavailable, through the OSIC/CIC.
- b. At any time during the leave year, an employee who has scheduled annual leave in excess of what they have accumulated, plus what they accrue for the leave year will be advised in writing. The employee will have 10 days to submit a plan to remedy the discrepancy, or will have scheduled leave cancelled from the latest date moving forward until the books are balanced.

**Section 7. Developmental Controllers and Certified Professional Controllers in Training:**

- a. Developmental controllers and Certified Professional Controllers in Training (CPCIT), who do not bid as CPC's, will bid as a group for each area, selecting from non-CPC leave opportunities.
- b. Bidding procedures applicable to CPC bidding or selections will apply to developmental controllers and CPCITs.


**Section 8. Management Directed RDO Changes:**

BUEs who are assigned to a new schedule, including new CPC's and CPCITs who bid on an operational schedule, upon certifying, will have previously approved leave honored or request scheduled annual leave be adjusted to reflect the new RDO.

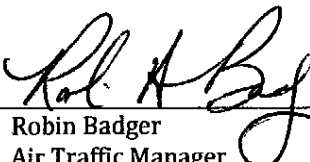
**Expiration:** This MOU terminates January 7, 2017, but may be extended through mutual agreement between the Parties. Any extension shall include new dates for the start and end of the leave year and the designated prime time leave period.

**For NATCA:**

**For the FAA:**

  
Chris Kleine  
Facility Representative  
ZJX ARTCC

9-17-15  
Date

  
Robin Badger  
Air Traffic Manager  
ZJX ARTCC

9/17/15  
Date

Agency Head Review

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Scott A. Malon  
Eastern Service Area Manager  
Office of LER Regional Operation

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Date