

NOTICE

U.S. Department of Transportation
Federal Aviation Administration
JACKSONVILLE CENTER

NOTICE
ZJX AT N 3600.62B

Cancel: 1/7/17

SUBJ: 2016 ZJX ANNUAL LEAVE POLICY

1. **PURPOSE.** This notice outlines Jacksonville ARTCC policy for requesting and approving/disapproving annual leave for air traffic operational employees represented by NATCA.
2. **DISTRIBUTION.** This notice is distributed to affected facility managers, staff offices, control room personnel, NATCA, AT DO, and the air traffic facility library at Jacksonville Center.
3. **EFFECTIVE.** January 10, 2016.
4. **POLICY.** Personnel will request leave from the appropriate supervisor, which may be the employee's first-level supervisor, the Front Line Manager-in-Charge (FLM,) or the Operations Manager-in-Charge (OM).
5. **PROCEDURES.**

- a. **Prime Time/Non-Prime Time Leave:**

Prime Time/Non-Prime Time Leave will be bid once annually in accordance with Article 24 and the Article 24 MOU.

- b. **Available Leave:**

Employees may only request leave opportunities that the agency has determined are available. For the year, the agency has determined the following:

(1) Up to one CPC-per-crew, per-day, from January 10, 2016 through January 7, 2017 (rounds 1, 2 & 3). Up to five CPC's per day, area wide, for rounds 4, 5 & 6 excluding April 2-10, 2016.

Note: Annual Leave requested between April 2 and April 10, 2016 will be approved in accordance with Article 24 (staffing and workload).

(2) For Traffic Management, up to two TMCs per day, from January 10, 2016 through January 7, 2017 (rounds 1, 2 & 3). Annual leave requests made between April 2-10, 2016 (rounds 4, 5, 6 and spot) will be approved in accordance with Article 24 (staffing and workload).

(3) Up to one developmental-per-area, per-day can be on vacation leave from January 10, 2016 through January 7, 2017.

c. The Method of Recording Non-Prime Time Leave

(1) In rounds two and three, employees may only record requests up to the amount of annual leave they will accrue during the upcoming leave year.

(2) In rounds two and three, employees may record requests for one (1) or two (2) consecutive or non-consecutive weeks of annual leave or portions thereof.

(3) Once the above method is completed in an Area, all bargaining unit employees who still have a balance of leave available, may submit up to 3 additional non-prime time annual leave request(s) using the OPM SF-71 (rounds 4, 5, & 6). They should be labeled in order of preference. NATCA will put these requests in order by seniority and return the forms to the area scheduler.

d. Spot Leave

(1) Spot leave requests for the 2016 schedule year will not be accepted until the entire bid process is complete. Any spot leave request made prior to the completion of the bidding process will be deleted from Web-schedules.

(2) For leave requests submitted through web-schedules prior to posting the following shall apply:

- a. Approval shall be granted for the first five Area CPC's requesting annual leave (inclusive of prime time and non-prime time bid leave).
- b. Approval shall be granted for the first two TMC's in the Traffic Management Unit requesting leave (inclusive of prime time and non-prime time bid leave).
- c. Approval shall be granted for the first Developmental requesting leave (inclusive of prime time and non-prime time leave).
- d. Additional leave requests beyond the first five are subject to staffing and workload per the provisions of Article 24.

(3) For leave requests submitted after schedule posting, there are no automatic guarantees of approval. These requests for annual leave are subject to staffing and workload per the provisions of Article 24.

e. Cancellation of leave.

(1) Cancellation of leave will be in accordance with Article 24 Section 10, and the Article 24 MOU (See appendix 1 to view methods to use webschedules for cancelling annual leave).

(2) If the schedule has not been published, the area scheduler shall approve the request IAW Article 24 Section 10 and if the annual leave then becomes available, management shall approve in the order that the request was received.

(3) If the schedule is published, the OSIC/CIC shall act on the request for the relinquishment of leave IAW Article 24 Section 10.

(4) In the event an employee relinquishing leave requests a shift other than their normally assigned shift, they will enter that request in Webschedules and the request will be addressed along with other requests in the order they were received.

f. Developmental Controllers and CPC-ITs:

(1) Developmentals whose leave request(s) conflict with a class date will have the option to either pass to the next class or cancel their annual leave. Upon completion of classroom training, any leave cancelled as a result of the class, will be offered in equal numbers (i.e., you cancelled a week, you can request another week).

(2) CPC-ITs who report to ZJX after the bid process is complete shall be afforded the opportunity to request any scheduled annual leave from their previous facility. CPC-ITs who report to ZJX after the bid process is complete but were not afforded the opportunity to bid leave at their previous facility may request leave opportunities that would have been available had they been present during the bid process. To the extent possible, the Agency will approve these requests.

(3) Developmental controllers who report to ZJX after the bid process is complete may request leave opportunities that would have been available had they been present during the bid process. To the extent possible, the Agency will approve these requests.

(4) While every attempt will be made to honor already-approved vacation leave, no leave will be guaranteed for any CPC bumping the newly certified CPC. The vacation leave for the person who was bumped will be honored.

g. RDO Changes:

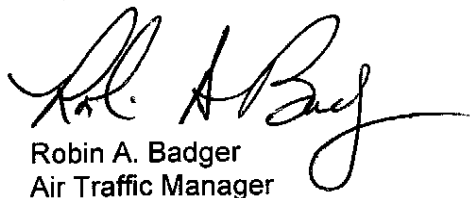
BUE's who elect to change schedules through a rebid process can request for any scheduled annual to be adjusted to their new schedule, staffing and workload permitting.

h. Procedures for Approval of Holiday Leave:

(1) Only one of the following holidays, July 4, November 24, December 25 or January 1 may be requested during the first round of prime time Annual leave bidding (December 25, 2016 and January 1, 2017 may be bid together as a consecutive bid). A workweek for the purposes of this section is defined as containing a holiday, if the holiday falls within the workweek or adjoining RDO's.

(2) Other than bid annual leave (rounds 1, 2 & 3), Thanksgiving, Christmas and New Years day holiday leave will be done using a lottery. Each Area NATCA Representative will conduct the lottery for their Area and submit the list to the Area Scheduler in the order they are to be listed in Webschedules. The Area Scheduler and Area NATCA Representative will mutually agree on a due date for each lottery list to afford the Area Scheduler sufficient time to administer that drop of the BWS.

(3) Any additional leave requests entered into Webschedules for Thanksgiving, Christmas and New Years Day will be deleted prior to the placement of the lottery list.



Robin A. Badger
Air Traffic Manager

APPENDIX 1

Cancellation of AL to work his/her normal shift.

CJ	Shift Chg	A	1200-2200		Pending		12/16/2014 9:01:48 AM
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Cancellation of AL to work a shift other than what was bid can be accomplished one of three ways.

1. If the BUE would like to cancel AL and subsequently request a RDO, it would be annotated in web-schedules in the following manner. (note: This method could result in a BUE working his/her normal shift and subsequently being denied for his/her request for a RDO.)

CJ	Shift Chg	A	1200-2200		Pending		12/16/2014 9:01:48 AM
CJ	Shift Chg	A	X		Pending		12/16/2014 9:02:02 AM



Once the first request is approved, the second request would reflect a 1200-2200 shift in this box.

2. If the BUE would like to cancel AL and work a shift other than what his/her normal shift, it would be annotated in web-schedules in the following manner. (note: This method could result in a BUE working his/her normal shift and subsequently being denied for his/her request for a different shift.)

CJ	Shift Chg	A	0800		Pending		1/12/2015 7:20:28 AM
CJ	Shift Chg	A	1500		Pending		1/12/2015 7:20:43 AM



Once the first request is approved, the second request would reflect a 0800-1600 shift in this box.

3. If the BUE would like to cancel AL only if he/she is permitted to work a shift other than what was bid, it would be annotated in web-schedules as follows:

Area: GULF	Schedule is published thru: 2/21/2015
2/18/2015	Select Date
Current Shift: KLEINE, CHRISTOPHER - A	New Shift (Number and Type): 0800
Remarks	
Normal Shift 1500	
Submit	

The

approving authority would view the following in web-schedules

	Name	Start Date	From	To	Pending	By	Requested	Entered By
	CHRISTOPHER KLEINE	2/18/2015	A	0800			1/12/2015 7:37:27 AM	CJ
	Remarks:							
Edt	Normal Shift 1500							

When considering whether or not to approve the BUE's request, consideration must be given to what the normal shift would be.