



GOVERNMENT SHUTDOWN QUICK FACT SHEET – v. DEC. 22, 2018

Approved Leave: Excepted employees who have approved leave should be given the option to cancel the leave and work or be coded “furlough” with the understanding that they may not be paid for the absence while furloughed.

Article 114: Excepted employees performing full time A114 duties away from the facility shall consult their management counterpart/program office for their status. If the program work is not an excepted activity, operationally current excepted employees may return to the operation.

Article 19: Hazardous Geological/Weather Conditions: Like any paid leave, employees excused from duty due to weather conditions shall be placed on furlough.

ATCS Physicals: ATCS physicals are considered an excepted activity as their medical clearance is required to perform excepted work. The expenses will be paid when appropriations are enacted.

ATCS Transfers: Excepted employee transfers with an effective date during furlough remain effective.

CBA: CBA obligations remain in full force and effect.

Coding of COP: Employees receiving COP shall continue to be coded as COP, however, similar to salary it will not be paid until appropriations is enacted.

Credit Hours: Credit hours can be earned during the shutdown if they are approved and earned in the performance of an excepted activity.

Employees Requesting Sick Leave: If an employee would have otherwise been approved for sick leave, the time will be coded as furlough.

Flight Deck Training: There is no set timeframe for employees who are on FDT to return, but they need to return promptly. Employees should not start on FDT during the furlough.

Holiday Leave: During a shutdown, employees cannot be in a paid leave status, this includes holiday leave. Excepted employees that are not scheduled to work the holiday will be placed in a furlough status for the holiday and shall return to work on their next scheduled workday. “Non-excepted” employees will remain in a furlough status for the duration of the shutdown. Whether or not employees will be paid for furlough time will be determined by Congress.

Jury Duty: Same as any paid leave, employees would be placed on furlough.

Medically Incapacitated Employees: If the employee is excepted and excepted work is available, then the employee can work those duties. If excepted work is unavailable, they should be furloughed. Facilities that normally provide flight data duties to medically incapacitated excepted employees may continue to do so.

Military Leave: Same as other paid leave, employees are placed on furlough.

OJTI: On position training is permitted during shutdown as it occurs in the performance of excepted activities by excepted employees. OJTI premium is earned, however it is not paid until appropriations are enacted.

Orderly Shutdown Activities: ATCS employees that are non-excepted are not required to report to work for orderly shutdown activities, as the defined duties are not duties performed by ATCS employees.

On the first workday after an expiring appropriations or authorization, non-excepted (furloughed) staff employees typically report for their normal work schedule and have up to four hours to conduct orderly shutdown activities.

Shutdown Activities include:

- Adjusting Microsoft Outlook and Voice Mail; Out of Office; Messages.
- Securing files (computer or hard copy).
- Communicating your status as a furloughed employee to necessary business contacts both inside and outside the agency
- Canceling meetings, hearings, and other previously arranged agency business.
- Documenting the status of current projects so that these can be resumed, transferred or otherwise appropriately handled when FAA's funding situation is resolved.
- Completing timecard to reflect hours already worked for the current pay period
- Completing Travel Vouchers.

Overtime: Utilization of overtime to support the operation is not prohibited during the shutdown.

Premium Pay During Furlough: Excepted employees who meet the conditions for overtime pay, Sunday premium pay, night pay, and other premium payments will be entitled to payment in accordance with applicable rules, subject to any relevant payment limitations. Premium pay may be earned but cannot be paid until Congress passes and the President signs a new appropriation or continuing resolution.

RDO SWAPS: RDO swaps should be handled in accordance with the CBA.

Support Specialists: Support Specialists who are certified and working operationally should be excepted. If they are not current, they should be non-excepted.

Travel Scheduled: OPM and OMB guidance states non-excepted employees cannot attend training or travel. There are exceptions that allow employees to return home, however they must have authorization from the Agency before traveling. Employees at the academy will receive instructions as part of orderly shutdown.

Unemployment Compensation: SF-8's will be provided in accordance with Section 7 of the Furlough MOU, dated February 13, 2013, which is effective for all FAA bargaining unit employees represented by NATCA.

“Use or Lose” Annual Leave: In the event of a shutdown, employees in this situation should make every effort to reschedule “use-or-lose” annual leave for use before the end of the current leave year. However, if that is not possible due to a lapse in appropriations/shutdown, the Agency will restore any lost annual leave that the employee was prevented from using in accordance with MOU dated February 13, 2013.

Weather Observations: In making excepted/non-excepted decisions, the Agency does not consider ability to take weather observations as certified on one position as it is not a position.