

Article 24 Instruction Sheet

Section 1. This section contains the bargaining units to which the MOU applies and the leave year for which the MOU covers. **Reminder:** The leave year changes from year to year. You may include all bargaining units as a whole or have separate agreements for each bargaining unit (i.e. ATCS, TMC/S, NOTAM, and FSS bargaining units) [Article 24 §24]

Section 2. This section covers when PTL bidding would begin (you will negotiate this timeframe per Article 24 §5). Options you may consider is either having it start after the completion of BWS bidding or in conjunction with the BWS selection.

Example:

- Option 1. PTL bidding will begin immediately following completion of bidding and assignment of RDOs for the 20XX Basic Watch Schedule.
- Option 2. PTL bidding will commence at the same time and in conjunction with the basic watch schedule bidding. Each employee shall first select their choice for his/her basic watch schedule, then select his/her choice for his/her respective prime-time leave.

Section 3. This section covers the negotiated PTL period(s). You may negotiate one period of time or multiple periods. [Article 24 §5a]

- Option 1. One (1) PTL period:
 - **Example:** The 20XX PTL period shall be from **BEGIN DATE–END DATE.**
- Option 2. Multiple PTL periods:
 - **Example:** The 20XX PTL periods shall be as follows:
 - a. March 20 to April 17;
 - b. May 14 to September 5;
 - c. November 13 to November 30;
 - d. December 17 to January 7;
 - e. July 4;
 - f. November 26 (Thanksgiving);
 - g. December 21 to January 4;

Section 4. This section covers the results of local collaboration on the amount and distribution of PTL opportunities. Some suggested options are below. [Article 24 §4 and §6]

- Example:
 - a. (X) opportunities per day for CPCs.
 - b. (X) opportunities per day for CPC-IT/Developmental employees.

- Example:
 - a. Area 1 = (X) opportunities per day for CPCs and (X) opportunities per day for CPC-IT/Developmentals.
 - b. Area 2 = (X) opportunities per day for CPCs and (X) opportunities per day for CPC-IT/Developmentals.

- Option 3.
 - **Example:** After collaboration with the Union, the Agency has determined the amount and distribution of PTL opportunities as contained in Appendix A of this Agreement.

	17-May	18-May	19-May	20-May	21-May	22-May	23-May	24-May	25-May	26-May	27-May	28-May	29-May	30-May	31-May
CPCs															
CPC-ITS Devs															

Section 5. This section covers the results of local collaboration on the amount and distribution of NPTL opportunities. The number of PTL and NPTL pre-approved leave opportunities will equal the total amount of leave accrued by BUEs within the leave year. It also can cover whether to redistribute non-selected prime time leave opportunities into NPTL opportunities. [Article 24 §4 and §7]

Section 6. This is self-explanatory. [Article 24 § 8]

Section 7. This is self-explanatory. [Article 24 § 10]

Section 8. This explains the procedures that the Union will use to conduct the bidding.

- a. Self-explanatory. [Article 24 Section 11a]
- b. The amount of days of NPTL bid per round. [Article 24 Section 5c and Section 11b]
- c. The number of rounds of NPTL bidding. The default is six (6) rounds or until there are no more bidders, or until all leave opportunities have been exhausted, whichever comes first. Parties at the local may agree to more or less than default. [Article 24 Section 11c]
- d. This is where the Union and the Agency representatives will meet to ensure all bids are in compliance with the MOU and the CBA. [Article 24 §11e]

- e. This states that CPC and CPC-IT/Developmentals will bid separately but use the same procedures. You may agree to have them bid together however absent mutual agreement, they will bid independently. [Article 24 §5b]
- f. Self-explanatory. [Article 24 §11f]

Section 9. This section establishes that the Union shall conduct the bidding, Union representatives conducting the bidding will receive duty time if otherwise in a duty status, the employees will receive duty time if otherwise in a duty status to bid. This also states that the bidding will be done in seniority order. [Article 24 §9]

Section 10. This is where all bids will be entered into the agreed upon scheduling program. (e.g. WMT Scheduler, OPAS, paper schedule, etc.)

Section 11. This is self-explanatory. Remember that this is thirty (30) days from the posting of the watch schedule, and Article 32 §5 requires the Agency to publish the watch schedule at least twenty-eight (28) days in advance, so the earliest it could be is fifty-eight (58) days from the actual watch schedule. [Article 24 §12]

Section 12. This allows for requesting of leave outside of the bidding process and establishes the methods for requests and tracking. In accordance with Article 24 Section 19 of the CBA, if an OPM-71 is used, it shall be dated, signed, approved/disapproved as appropriate, and a copy returned to the employee. [Article 24 §13 and §19]

Section 13. Self-explanatory.

NOTE 1: The Parties at the local level cannot waive the Agency's right to conduct Agency Head Review. However, Agency Head review signature and date is not required on the original document signed by the Parties.

NOTE 2: The Parties at the local level may agree to incorporate additional provisions into the Agreement to address local practices. However, these additional provisions may not conflict with specific entitlements contained within the Collective Bargaining Agreement.