

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

This Agreement is made by and between the National Air Traffic Controllers Association (“NATCA” or the “Union”) and the Federal Aviation Administration (“FAA” or the “Agency”), collectively known as the Parties. This Agreement represents the understanding of the Parties concerning the implementation of Executive Order 14019 on Promoting Access to Voting, issued on March 7, 2021.

**Section 1.** Upon request of a bargaining unit employee (BUE), the Agency shall grant up to four (4) hours of excused absence for voting in connection with each Federal general election day. The excused absence may be used for voting on the Federal general election day or for early voting (i.e., voting prior to the Federal general election day, as authorized by their jurisdiction).

**Section 2.** Upon request of a BUE, the Agency shall grant up to four (4) hours of excused absence for voting in connection with each election event (including primaries and caucuses) at the Federal, State, local (i.e., county and municipal), Tribal, and territorial level that does not coincide with a Federal general election day. If an election simultaneously involves more than one level, it is considered to be a single election event. The excused absence may be used for voting on the established election day or for early voting, whichever option is used by the BUE with respect to an election event.

**Section 3.** Upon request of a BUE, the Agency shall grant up to four (4) hours of excused absence for voting in Federal special Congressional elections not held on the date of a Federal general election. This excused absence may be granted for voting on the established date of a special election or for authorized early voting in connection with that election.

**Section 4.** Upon request of a BUE, the Agency shall grant up to four (4) hours of excused absence per leave year to serve as a non-partisan poll worker or to participate in non-partisan observer activities at the Federal, State, local (i.e., county and municipal), Tribal, and territorial level, including training periods. (A “leave year” begins on the first day of the first pay period commencing on or after January 1 of the given year and ends on the day before the first day of the next leave year.) This leave is in addition to any other excused absence a BUEs uses to vote. If those duties require the BUE to be absent for a longer period of time, the BUE must use annual leave, credit hours, earned compensatory time off, or LWOP.

**Section 5.** The leave requests mentioned above shall be granted subject to staffing and workload.

**Section 6.** If a BUE needs to spend less than 4 hours to vote, only the needed amount of excused absence should be granted.

**Section 7.** The Agency will strive to accommodate BUE leave requests by making necessary operational adjustments.

**Section 8.** For the purposes of this Agreement, excused absence may not be used during a non-workday or during overtime work hours outside the tour of duty established for leave charging purposes.

**Section 9.** Excused absence may be used for any travel time to and from the BUE's voting poll location.

**Section 10.** A BUE may use excused absence for voting in connection with each covered election event in which the BUE participates by voting. However, a BUE is limited to 4 hours of excused absence for voting per election event.

**Section 11.** This Agreement does not constitute a waiver of any right guaranteed by law, rule, regulation, or CBA on behalf of either Party.

**Section 12.** This Agreement shall remain in full force and effect for the duration of the Parties' CBAs, unless modified by mutual agreement of the Parties.

Signed this 22nd day of June 2022:

**For NATCA:**



Dean Iacopelli  
Chief of Staff



Nicole Vitale  
Director of Labor Relations



Akua Brempong-Smith  
Deputy Director of Labor Relations

**For the FAA:**



Vanessa I. Marzán-Hernández  
LR Specialist AHL-300