

**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 complete understanding of the Parties concerning Human Resource Policy Manual (HRPM) Policy Bulletin (PB) #124, Time Used for Obtaining a COVID-19 Vaccination dated July 19, 2024, and supersedes the Parties' PB #124 Memorandum of Understanding dated November 8, 2022.

**Section 1.** Bargaining Unit Employees (BUEs) shall be afforded excused absence to obtain a COVID-19 vaccination or booster as follows:

- A. Up to four (4) hours to obtain the initial dose of a COVID-19 vaccination and second dose, if part of a two-dose series.
- B. Up to four (4) hours to obtain booster dose(s) of a COVID-19 vaccination.

**Section 2.** Requests under Section 1 are subject to staffing and workload and shall be considered and approved on a first-come, first-serve basis. For telework-eligible BUEs, absent an emergency or special circumstance, requests shall be approved. If a request is denied, the Agency will provide a date by which the request shall be granted. The approved date shall not be more than seven (7) days from the requested date.

**Section 3.** BUEs will present proof to their immediate supervisor that they received a COVID-19 vaccination as follows:

- A. Proof of vaccination may be a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records from a public health or state immunization information system, or a copy of any other official documentation containing the following required information:
  - a. BUE's name,
  - b. Type of vaccine administered,
  - c. Date(s) of administration, and
  - d. Name of health care professional(s) or clinic sites(s) administering the vaccines.

The immediate supervisor will not retain proof of vaccination.

**Section 4.** BUEs with a medical certificate or medical clearance who are required to observe a 48-hour "Do Not Fly"/do not perform safety-sensitive duties interval after each dose of the vaccine will be afforded two (2) workdays of excused absence after receiving each dose of a COVID-19 vaccination/booster, if otherwise scheduled to work and approved in advance in accordance with Section 2 of this MOU. These BUEs are not required to experience an adverse reaction to the vaccine/booster to receive this time.

**Section 5.** BUEs will use their normal means of recording time and attendance (e.g., Web Scheduler, CRU-ART, CASTLE) to record excused absence taken in accordance with PB #124.

**Section 6.** This Agreement does not constitute a waiver of any right guaranteed by law, rule, regulation, or CBA on behalf of either Party.

**Section 7.** Either Party may request to reopen this Agreement to address changes in the Agency's requirements for BUEs with a medical certificate or medical clearance to observe a 48-hour "Do Not Fly"/do not perform safety-sensitive duties interval after each dose of the vaccine or changes in Centers for Disease Control or applicable Office of Personnel Management guidance.

**Section 8.** 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 23rd day of August 2024:

**For NATCA:**



Dean Iacopelli, Chief of Staff



Nicole Vitale, Director of Labor Relations

**For the Agency:**



John Trowbridge, (A) Director  
Labor & Employee Development (AJG-L)



Douglas Edwards, LR Specialist  
Collective Bargaining Services (AHL-300)