

2020 Annual Leave Bid Procedures

1. The Accrued Annual Leave Bid will begin Monday, November 25, 2019 and be completed by Monday, December 2, 2019. There will be no bidding on Thursday, November 28, 2019 (Thanksgiving).
2. You can follow the bid on NATCA ZAU's website (www.natca-zau.com) by selecting the "2020 BWS/AL" link on the main page. The individual area pages will be updated as each bid is received.
3. Prime-Time-Leave (PTL) bidding will occur in the first round of the Accrued Annual Leave Bid during which all Bargaining Unit Employee's (BUE's) shall be permitted to bid one (1) or two (2) consecutive or non-consecutive weeks of annual leave within any designated pre-approved leave (PAL) opportunity and/or the BUE may elect to request leave outside PAL opportunities. Any portion of a week bid shall count as a full week for bidding purposes.
4. The individual BUE bid times for each round (7 rounds in total) of the Accrued Annual Leave Bid are attached to this letter. It is the BUE's responsibility to place their bid within the allotted time slot. The Agency will assist the Union in conducting the bid by releasing employees from the floor when it is the employee's turn to bid. For those BUE's not at work, the number to call will be posted on the NATCA ZAU website (www.natca-zau.com) under your area's annual leave bid page. This number may change periodically depending on who is running the bid. If internet access is unavailable, call your area to obtain the call-in number.
5. During the Accrued Annual Leave Bid, BUE's will bid within a twenty (20) minute designated time slot.
6. BUE's who elect to pass or fail to place a bid during their bid time slot shall be allowed to bid in the current round at their discretion provided the next round of bidding has not begun. If two (2) or more BUE's wish to bid outside of their bid time slot at the same time, seniority will decide who goes first. If the next round of bidding has started, the BUE has then forfeited the opportunity to bid in any missed round(s).
7. During the Accrued Annual Leave Bid (7 rounds), an employee may only bid annual leave they will earn in the 2020 leave year.
8. Non-Prime-Time-Leave (NPTL) bidding will occur in rounds two (2) through seven (7) of the Accrued Annual Leave Bid during which all BUE's shall be permitted to bid up to two (2) consecutive or non-consecutive weeks of annual leave within any designated PAL

opportunity/or the BUE may elect to request leave outside PAL opportunities. Any portion of a week bid shall count as a full week for bidding purposes.

9. All leave requested during the Accrued Annual Leave Bid shall be in full shift increments.

10. The Accumulated Annual Leave Bid will begin Friday, December 6, 2019 and be completed by Wednesday, December 11, 2019.

11. Leave slots in excess of those offered as PAL in the Accrued Annual Leave Bid may be made available for approval during the Accumulated Annual Leave Bid. These additional leave slots will be determined by the Air Traffic Manager in collaboration with the Facility Union Representative at the conclusion of the Accrued Annual Leave Bid. The additional slots identified for approval during the Accumulated Annual Leave Bid will be added to the completed accrued leave calendar to be used during the bid process.

12. These additional leave slots along with any remaining PAL slots not selected during the Accrued Annual Leave Bid will be made available to bid during the Accumulated Annual Leave Bid. Once an Area has exhausted their accrued leave total, all remaining slots will be greyed out and converted to wishlist opportunities.

13. Each BUE shall be permitted to bid up to five days total of NPTL within one or two weeks per Accumulated Annual Leave Bid round.

14. BUE's may bid accrued or accumulated leave during the Accumulated Annual Leave Bid.

15. All leave requested during the Accumulated Annual Leave Bid shall be in full shift increments.