



Federal Aviation Administration

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Memorandum

Date: OCT 08 2008

To: All ATO Managers

Ventris C. Gibson

From: Ventris C. Gibson, Assistant Administrator for Human Resource Management

Richard Day, Senior Vice President for Operations, Air Traffic Organization

Subject: Excused Absence for Newly Hired Air Traffic Control Students to Make Pre- and Post-moving Arrangements

Most newly hired Air Traffic Control Students are hired on temporary appointments and first report to the Academy at the Mike Monroney Aeronautical Center in Oklahoma City. As temporary employees they are ineligible for excused absence to make pre-and post-moving arrangements and relocation benefits. However, upon successful completion of Academy training, they have one travel day to report to their facility and are converted to permanent employees¹. As permanent employees they are eligible to receive up to sixty-four (64) hours of excused absence to make pre-and post-moving arrangements related to reporting for duty to a new, official station in accordance with HRPM LWS-8.8, Excused Absence.

The Federal Aviation Administration has an obligation to ease the burden of new employees who must move in order to take up duty assignments distant from their former homes. They may have personal needs pertaining to their move such as relocating family members, changing their driver's license, receiving household goods, establishing utilities, etc. Therefore, we are asking every Air Traffic Manager to provide excused absence to support their new employees who are moving for the assignment. While not all moves necessitate 64 hours, we encourage you to grant a minimum of 16 hours. We leave it to each facility to determine when the excused absence will be used, based on staffing and workload. Excused absence may be granted up to two years after the effective date of reporting for duty at the first official station to move the employee's family to the new location.

¹ When Academy Graduates become permanent employees they also become members of the Air Traffic Controller bargaining unit. However, the circumstances of reporting for duty at their first official station do not meet the criteria for application of the beneficial provisions of Article 29 (Excused Absences) or Article 58 (Moving Expenses) of the collective bargaining agreement.

The new developmental air traffic control specialists are a valuable part of our team, and we hope this will ease their transition into your facility and make their entry into the FAA a positive experience.

For additional guidance, please contact your servicing human resources office.

Excused Absence for Newly Hired Air Traffic Control Students First Post of Duty to Make Pre- and Post-Moving Arrangements

1. *Can newly hired temporary employees receive 64 hours of excused absence for pre- and post-moving arrangements?*

No. Only permanent employees can be granted this benefit. See HRPM LWS 8.8, Excused Absence, paragraph 3(c) (4)
https://employees.faa.gov/org/staffoffices/ahr/policy_guidance/hr_policies/hrpm/lws/lws-8-8/#3

2. *When do the Academy students become permanent?*

Newly hired ATC Students are hired on a temporary appointment. They are converted to a permanent appointment upon arriving at their new facility. They are granted one travel day to report to the new facility.

3. *Can any of the 64 hours be used for the time spent traveling to the new facility?*

No. The 64 hours of excused leave can only be used for pre- or post-moving arrangements.

4. *What is considered pre- and post-moving arrangements?*

Examples include:

- Contacting utility companies and service providers to arrange to have your appliances/services disconnected from the old residence and reconnected at the new residence.
- Packing and unpacking essential items, getting major appliances ready for use.
- Relocating your family.
- Registering to vote, for school, and for any other local government purposes.
- As required, changing your driver's license, registering your car, etc.

The employee requesting leave for purposes as described above needs to provide sufficient information to the manager so the manager can determine if the granting of the leave is consistent with the policy.

5. *How long is the newly hired student allowed to utilize up to 64 hours of excused absence?*

These hours may be granted up to two years after the effective date of reporting to the first post of duty.

6. *What if the newly hired student previously took annual leave or leave without pay to make pre- and post-moving arrangements?*

The time sheets may be amended from annual leave or leave without pay to excused absence for any period of leave used for this purpose within the 2 years of reporting to the first post of duty.

7. *Is house-hunting included in pre-moving arrangements for any of the 64 hours of excused leave?*

No, house-hunting is related to Permanent Change of Station (PCS) orders under relocation. Academy students are not receiving PCS orders under the FAATP.