

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

District Personnel Manual Issuance System

This instruction should be filed
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of DPM Chapter (s) 12

DPM Instruction No. 12-43

SUBJECT: Leave Entitlements in Movements from the Federal Government to the District Government; and Leave Entitlements of Individuals with Prior Federal/Military Service

Date: November 24, 2008

NOTE: This District Personnel Manual (DPM) instruction supersedes DPM Instruction No. 12-22, same subject, dated May 30, 2003.

1. Scope

a. Purpose

The purpose of this DPM instruction is to provide guidance on leave entitlements in movements from the federal government to the District government; and employment with the District government of individuals with prior federal/military service, as follows:

- (1) Federal government employees who transfer to the District government without a break in service;
- (2) Individuals with civilian federal service;
- (3) Individuals with military service (other than military retirees);
- (4) Military retirees; and
- (5) Federal government-Civil Service Retirement System (CSRS) retirees.

b. Authority

Section 1203 of the District of Columbia Government Comprehensive Merit Personnel Act of 1978 (CMPA), effective March 3, 1979 (CMPA) (D.C. Law 2-139; D.C. Official Code § 1-612.03) (2006 Repl.).

Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]

Inquiries: Policy and Planning Administration, DCHR (202) 442-9700

Distribution: Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

Instruction Expires: Retain Until Superseded

c. Background

- (1) The CMPA established the human resources (HR) management system for the District government, and required the separation of the District government's system from the federal government system by **January 1, 1980**, except for the continued participation by District government employees in the federal *retirement, health insurance and life insurance programs*.
- (2) Since "separating" from the federal government, the District government has adopted its own *retirement, health insurance, and life insurance programs*, applicable to individuals "first employed" by the District government **on or after October 1, 1987**.
- (3) Because of the relationship and similarities between the two (2) HR management systems, and because the CMPA so provides, individuals with *civilian federal service and military service* have certain leave accrual entitlements upon employment with the District government.
- (4) Individuals first employed by the District government **before October 1, 1987** who had federal retirement, health insurance, and life insurance benefits and have continued their employment with the District government without a break in service continue to enjoy the federal benefits.
- (5) Individuals first employed by the District government **before October 1, 1987** into a position with federal benefits who have a break in service and are subsequently reemployed by the District government on or after that date into a position with benefits are considered to have been "first employed" by the District government **before October 1, 1987**; and are entitled to the federal benefits upon reemployment.

2. Provisions

a. Transfer of Leave from the Federal Government to the District Government

Annual and sick leave accrued by a federal government employee who accepts employment with the District government without a break in service is to be transferred to the employee's District government leave account.

b. Recrediting of Sick Leave

Sick leave must be recredited to an employee formerly employed with the federal government and appointed to a position in the District government if he or she is employed by the District government **within three (3) years of separation from the federal government**.

c. Creditability of Federal Government Service

(1) Non-Retirees

Except as provided in paragraphs 2 (c)(2) and (d)(1) below, federal government service (non-retirees) and military service (non-retirees) constitute creditable service for annual leave accrual with the District government.

(2) Federal Government Civil Service Retirement System-Retirees

Federal government CSRS-retirees hired by a subordinate agency¹ of the District government **on or after February 26, 2008**² shall accrue annual leave* as follows:

- (a) For the first three (3) years of continuous employment with the District government after retirement with the federal government, the person shall accrue four (4) hours of annual leave for each full biweekly pay period.
- (b) After three (3) years of continuous employment with the District government after retirement with the federal government, but less than fifteen (15) years, the person shall accrue six (6) hours of annual leave for each full biweekly pay period.
- (c) After fifteen (15) years of continuous employment with the District government after retirement with the federal government, the person shall accrue eight (8) hours of annual leave for each full biweekly pay period.

***Note: While this instruction deals with movements from the federal government to the District government and employment of individuals with federal/military service, the annual leave accrual policy specified above ((a) through (c)) also applies to District government-CSRS retirees reemployed by the District government on or after February 26, 2008. See Footnote 2 below**

d. Creditability of Military Time

Military Retirees

- (1) Pursuant to section 1203 (f) of the CMPA (D.C. Official Code § 1-612.03 (f)), a

¹ Subordinate agency – an agency under the administrative control of the Mayor.

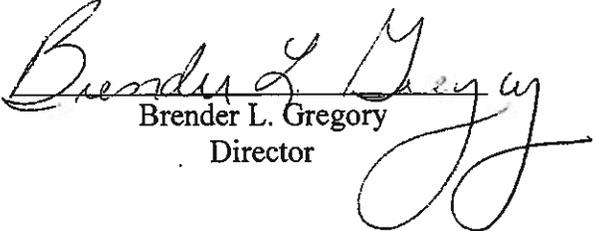
² February 26, 2008 is the date of DPM Instruction No. 26A-7, *Implementation of the Policies Relating to the Elimination of the Annuity Offset and Reemployment of District Government-Civil Service Retirement System (CSRS) Retirees (Annuitants)*. Prior to the February 26, 2008 issuance, it had been the practice to give federal government-CSRS retirees hired by the District government (as well as District government-CSRS retirees reemployed by the District government) credit for their federal service (even though at the time of their employment with the District government these individuals were receiving a pension based on their years of federal service), which automatically placed them into the eight-hour (8-hour) annual leave accrual category. The February 26, 2008 issuance established the new policy pertaining to annual leave accrual for the two (2) groups of retirees.

District government employee who is a military retiree is entitled to credit for active military service **ONLY IF** the military retirement was based on disability resulting from injury or disease received in the line of duty as a direct result of armed conflict or caused by an instrumentality of war, and incurred in the line of duty during a period of war as defined in Title 38 of the United States Code.

- (2) Military service of a retiree other than as described in paragraph 2 (d)(1) above is not creditable.

e. Transfers of Leave and Verification of Prior Federal/Military Service

Appropriate staff within the personnel authority is responsible for verifying employees' leave balances with federal government agencies before crediting leave to employees; and verifying employees' federal government service (including military service in the case of non-retirees), and military service of military retirees as described in paragraph 2 (d)(1) above, before adjusting employees' creditable service dates.


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Director