

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

District Personnel Manual Issuance System

DPM Bulletin No. 12-242

This bulletin should be filed behind the divider for Part III of DPM Chapter(s) 12
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SUBJECT: Beginning and Ending Dates of Leave Years 2009 through 2013; and Information on Carry-Over Annual Leave

Date: December 4, 2008

NOTE: This District Personnel Manual (DPM) bulletin supersedes DPM Bulletin No. 12-216, *Schedule of Beginning and Ending Dates of Leave Years 2005 thorough 2010*, dated September 29, 2005.

1. Purpose

The purpose of this DPM bulletin is to provide information on *leave years, carry-over of annual leave*, and “*use or lose*” annual leave; and provide a chart with beginning and ending dates of Leave Years 2009 through 2013 (see attachment).

2. Leave Year

In accordance with sections 1231.2 and 1299 of Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave, a leave year begins on the first (1st) day of the first (1st) full biweekly pay period in a calendar year; and ends immediately before the first (1st) day of the first (1st) full biweekly pay period in the following calendar year.

3. Carry-Over of Annual Leave to Next Leave Year; and “Use or Lose” Annual Leave

a. General

- (1) District government employees who accrue annual leave may carry-over a maximum of 240 hours of annual leave from one leave year to the next leave year.
- (2) Any annual leave in excess of 240 hours must be used prior to the end of the leave year in order to avoid forfeiture (loss) of the annual leave.

Note: DPM Bulletins 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, 442-9644

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

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- (3) In accordance with section 1239.1 of Chapter 12 of the regulations, annual leave in excess of 240 hours that would otherwise be forfeited (lost) may be restored for later use if the leave:
 - (a) Was scheduled at least 3 pay periods in advance of the end of the leave year; and
 - (b) Is approved in writing and subsequently denied due to the “*demands of the public business.*”
- (4) Leave is scheduled upon completion of *D.C. Standard Form (DCSF) 71, Application for Leave*, and the approval of the leave. Employees with *use or lose* annual leave must complete the *DCSF 71* requesting the use of the leave at least 3 pay periods in advance of the end of the leave year. If the leave is approved and subsequently denied due to the *demands of the public business*, the employee may carry the leave over to the next leave year.

b. Annual Mayor’s Memorandum – Scheduling “Use or Lose” Annual Leave and Requests for Restoration of Annual Leave

Every year, the Director, D.C. Department of Human Resources (DCHR), issues a Mayor’s Memorandum reminding agencies and employees that annual leave in excess of 240 hours must be used prior to the end of the leave year in order to avoid forfeiture (loss) of the annual leave. The Mayor’s Memorandum explains the rules on annual leave restoration; specifies the date by which employees with *use or lose* annual leave must submit a *DCSF 71* to schedule the use of the annual leave; and specifies the process for donating *use or lose* annual leave to the Annual Leave Bank administered by the DCHR.


Brender L. Gregory
Director

Attachment: *Schedule of Beginning and Ending Dates of Leave Years 2009 through 2013*

**SCHEDULE OF BEGINNING AND ENDING DATES
OF LEAVE YEARS 2009 THROUGH 2013**

Leave Year	Leave Year Beginning Date	Leave Year Ending Date	Deadline for Scheduling <i>Use or Lose Annual Leave</i>
2009	January 4, 2009	January 2, 2010	November 21, 2009
2010	January 3, 2010	January 1, 2011	November 20, 2010
2011	January 2, 2011	December 31, 2011	November 19, 2011
2012	January 1, 2012	January 12, 2013	December 1, 2012
2013	January 13, 2013	January 11, 2014	November 30, 2013