

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

District Personnel Manual Issuance System

E-DPM Bulletin No. 20B- 2

This bulletin may be accessed electronically at www.dchr.dc.gov, by clicking on the "District Personnel Manual" link; and the "Issuances" link for Chapter(s) **20B**

SUBJECT: Excused Absence to Attend the Department of Health Wellness Initiative

Date: July 3, 2012

NOTE: This Electronic-District Personnel Manual (E-DPM) Bulletin supersedes E-DPM Bulletin No. 20B-1, (same title), dated June 22, 2012, to make substantive changes.

1. Purpose

This Electronic District Personnel Manual (E-DPM) bulletin is being issued to inform District government employees of the upcoming Wellness Initiative Training Program that is being sponsored by the Department of Health, HIV/AIDS, Hepatitis, STD and TB Administration.

Beginning July 23, 2012, the Department of Health will launch wellness activities associated with their "Ask for the Test" campaign. As part of the Mayor's commitment to this endeavor, a total of two (2) hours of administrative leave (excused absence) is authorized for employees to use as follows:

- One (1) hour shall be granted to allow employees to attend training; and
- An additional one (1) hour¹ to visit their medical provider of choice.

– EXCUSED ABSENCE –

- An *EXCUSED ABSENCE* is an absence from duty administratively authorized without loss of pay and without charge to leave. An excused absence is ordinarily authorized on an individual basis, except where a particular location/building is closed, or a group of employees is excused for various reasons/purposes.

¹ An employee shall have up to 90-days from the date of the launch to use the one (1) hour of administrative leave.

Note: E- 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]

Distribution: Heads of Department and Agencies, HR Advisors, and DPM Subscribers
Bulletin Expires: December 31, 2012

2. Notification

Employees are not required to inform managers and/or supervisors of their intent to participate in any one or more program activities. They are only required to inform managers and/or supervisors that they are “attending a Department of Health sponsored wellness activity” so that the appropriate administrative leave category may be applied.

3. Confidentiality

The Health Insurance Portability and Accountability Act of 1996 (HIPAA), protects health information and other related confidential information and is enforced by fines, and/or criminal penalties. Safeguarding confidential information is a fundamental obligation of all employees in the District government.

4. Authority

Subsection 1266.3 of Chapter 12, Hours of Work, Legal Holidays and Leave, of Subtitle B of Title 6 of the D.C. Municipal Regulations.

5. Additional Information

For detailed information on the upcoming wellness initiative training, please contact:

Department of Health
HIV/AIDS, Hepatitis, STD and TB Administration
899 North Capitol Street, N.E.
Washington, D.C. 20002
202-671-4900
www.doh.dc.gov

6. Inquiries

Inquiries concerning the provisions of the E-DPM bulletin can be directed to Legal, Compliance and Policy Administration, DCHR, by calling (202) 442-9700.

7. Effective Date

This bulletin is effective immediately.



Shawn Y. Stokes
Director