

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

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District Personnel Manual Issuance System

E-DPM Bulletin No. 11B-76 & 12-270

SUBJECT: Impact on Pay and Leave for Legal Public Holidays - **Date:** December 7, 2012
Dr. Martin Luther King, Jr.'s Birthday (Monday, January 21, 2013) and Inauguration Day (Sunday, January 20, 2013)

1. Purpose

The purpose of this Electronic-District Personnel Manual (E-DPM) bulletin is to provide general information on the legal public holidays – Martin Luther King Jr.'s Birthday, on Monday January 21, 2013 and Inauguration Day, on Sunday, January 20, 2013 for pay and leave purposes.

This year Inauguration Day will be observed on Monday, January 21, 2013, which is also the legal public holiday for the Martin Luther King Jr.'s Birthday. Pursuant to D.C. Official Code 1-612.02(c)(1), when January 20th of any such year falls on a Sunday, the next succeeding day selected for the public observance of the inauguration of the President shall be a legal public holiday for all employees scheduled to work that day.

2. Authority

- a. D.C. Official Code § 1-612.02; and section 1220 – *Legal Public Holidays*, of Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave.
- b. Section 1132 Premium Pay – Holiday Premium Pay of the D.C. personnel regulations, Compensation.

3. Pay and Leave Provisions

Pay and Leave Provisions for Martin Luther King, Jr.'s Birthday and Inauguration Day
Pay
<ul style="list-style-type: none">• Full-time and part-time employees with a scheduled tour of duty, except student employees paid by stipend, are entitled to be paid for the holiday at the same pay they otherwise would receive on a regular workday.• Employee must be in a pay status or a paid time off status (i.e., annual leave, sick leave, compensatory time off or exempt time off) on their scheduled workdays

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 I, § 1.3.]

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Pay and Leave Provisions for Martin Luther King, Jr.'s Birthday and Inauguration Day (Continued)
<p>immediately before <u>and</u> after Inauguration Day in order to be entitled to pay for that day if they do not work.</p> <ul style="list-style-type: none">• Employees who must work on January 21, 2013, are entitled to receive holiday premium pay.
<p style="text-align: center;">Leave</p> <ul style="list-style-type: none">• Employees are not entitled to an “in-lieu-of” holiday for Inauguration Day as provided in section 1222 – Determining Holidays, of Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave.• A District government employee whose regular day off or Alternative Work Schedule (AWS) day off is scheduled on Monday, January 21, 2013 <u>is entitled to an additional “in lieu of” day off.</u>

4. Emergency and Essential Employees

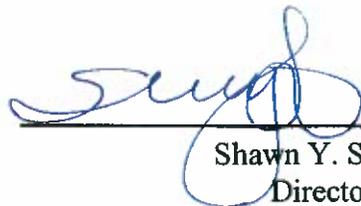
Guidelines on emergency and essential employees can be obtained in E-DPM Instruction No. 12-49, Guidelines for Designation of Certain “Essential Employees” or “Emergency Employees” and Telecommuting Program – REVISED, dated December 7, 2012.

5. Responsibilities

Department and agency heads or their designees have the responsibility to ensure that agency employees are informed of the provisions in this E-DPM bulletin.

6. Collective Bargaining Agreements

The provisions of a collective bargaining agreement, for employees covered thereby, will take precedence over the provisions of this E-DPM bulletin, to the extent that there is a difference.



Shawn Y. Stokes
Director