

# Excused Absence to Attend the 2015 Health Benefits Open Enrollment Fair



## District Personnel Manual Bulletin No. 12-298, 21A-12 & 21B-22

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Effective Date	Expiration Date	Related DPM Chapters
November 5, 2014	December 31, 2014	12, 21A & 21B

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### Overview

This Electronic District Personnel Manual (E-DPM) bulletin is being issued to inform District government employees of the excused absence being granted to allow employees to attend the kick-off on Friday, November 14, 2014 or any of the health benefits fairs scheduled during the 2015 Health Benefits Open Enrollment Season, for employees covered under the Federal Employees' Health Benefits Program (FEHB) or the District of Columbia Employees' Health Benefits Program (DCEHB).

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### Legal Authorities and Applicability

1. **Authority:** D.C. Official Code § 1-612.01; and section 1266, Administrative Leave, of Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave
  
2. **Applicability:** The provisions of this bulletin apply to those District government agencies which are subordinate to the Mayor's personnel authority. Other personnel authorities or independent agencies may adopt any or all of these procedures to provide guidance to employees under their respective jurisdictions.

# 2015 Health Benefits Open Enrollment Kick-off

## - 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.

- The 2015 open enrollment period for the FEHB and DCEHB programs is November 10, 2014 through December 12, 2014. On Friday, November 14, 2014 the D.C. Department of Human Resources (DCHR) will launch the Open Enrollment Season with a kick-off that will be held at Carnegie Library, 801 Mount Vernon Square, N.W. from 9:00 a.m. to 3:00 p.m. 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 attend the kick-off or any of the health benefits fairs occurring throughout the District government (See Table).

Date	Time	Agency	Location
Monday, November 17	10:00AM- 3:00PM	FEMS, Various	Reeves Center 2000 14 <sup>th</sup> Street, NW
Wednesday, November 19	10:00AM- 3:00PM	DCHA	1133 N. Capitol St., NE
Thursday, November 20	10:00AM- 3:00PM	CFSA & OCTO	200 I St., NE
Friday, November 21	10:00AM- 3:00PM	Various	Wilson Building 1350 Pennsylvania Ave NW
Monday, December 1	4:00PM- 7:00PM	DCPS	1200 First St., NE
Wednesday, December 3	10:00AM- 3:00PM	DBH	1100 Alabama Ave., SE
Thursday, December 4	10:00AM- 3:00PM		Solid Waste Management 1431 Okie St., NE
Friday, December 12	10:00AM- 3:00PM	Various	Judiciary Square 441 4 <sup>th</sup> St., NW

- The FEHB is applicable to individuals first employed by the District government before October 1, 1987 (and to individuals first employed by the District government prior to October 1, 1987 in positions subject to health benefits, who subsequently terminate such employment and become reemployed with the District government on or after October 1, 1987).
- The DCERB is applicable to individuals first employed by the District government on or after October 1, 1987.

## Additional Information

For detailed information on the upcoming 2015 Health Benefits Open Enrollment Fair, please contact:

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Benefits & Retirement Services  
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Washington, D.C. 20001  
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To obtain a listing of all upcoming event dates and locations, visit our website at <http://dchr.dc.gov/page/open-enrollment-2015>.

  
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