

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

District Personnel Manual Issuance System

E-DPM Bulletin No. 12-274

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): **12**

SUBJECT: Implementation of Late Arrival and
Unscheduled Leave Policies due to the
Inclement Weather Emergency of
Monday, January 28, 2013

Date: January 30, 2013

1. Authority and Applicability

- a. D.C. Official Code § 1-612.01 *et seq.*; section 1270 – *Declared Emergencies - In General*; and section 1272 – *Declared Emergencies—Late Arrival or Unscheduled Leave Policy*, of Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave.
- b. Except as specifically indicated in section 1201, Statutory Authority and Applicability, of Chapter 12, the provisions of this Electronic-District Personnel Manual (E-DPM) bulletin apply to employees in the Career, Legal, Excepted, and Management Supervisory Services.

2. Late Arrival Policy – Monday, January 28, 2013

- a. Due to the inclement weather emergency on **Monday, January 28, 2013**, the Mayor authorized a late arrival policy of two (2) hours for non-essential/non-emergency employees.
- b. A non-essential/non-emergency employee who reports to work after the beginning of his or her workday on **Monday, January 28, 2013** may be granted an excused absence, without charge to leave, for up to a maximum of two (2) hours.
- c. Annual leave, leave without pay (LWOP), exempt time off, previously earned compensatory leave, or (if appropriate) absence without leave (AWOL), will be charged for any absence in excess of the two-hour (2-hour) period of excused absence.

For example, an employee who normally arrives to work at 8:00 a.m., arrived at 11:00 a.m. on **Monday, January 28, 2013**, three (3) hours later than his or her normal arrival time. The employee will be charged annual leave, LWOP, exempt time off, or compensatory time, as appropriate, for one (1) hour.

- d. Employees designated as "*essential employees*" or "*emergency employees*" were required to work during the declared emergency (late arrival) on **Monday, January 28, 2013**.

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.]

Inquiries: Office of the Director, Policy Division, DCHR (202) 442-9700

Bulletin Expires: February 28, 2013

3. **Unscheduled Leave Policy – Monday, January 28, 2013**

In addition to the two-hour late arrival policy described above, an unscheduled leave policy is in effect on **Monday, January 28, 2013**:

- a. An unscheduled leave policy allows a non-essential/non-emergency employee to use annual leave, leave without pay, exempt time off, or earned compensatory time without obtaining advance approval or providing detailed justification.
- b. Normal requirements for a non-essential/non-emergency employee to notify his or her supervisor within prescribed time limits are suspended.

4. **Employees Designated as Essential / Emergency Personnel**

- a. “Essential employees” are those employees required to report to work during a declared emergency. Failure to report under this designation may result in a charge of absence without leave (“AWOL”), in accordance with Chapter 12 of the regulations. Employees charged with AWOL may be subject to additional disciplinary action pursuant to Chapter 16 of the D.C. personnel regulations, General Discipline and Grievances.
- b. “Emergency employees” are those employees designated as such by their agency head. In the event of a late arrival, unscheduled leave, early dismissal; government shutdown; declared emergency; or where most employees are excused from reporting to work because of an unusual situation, *emergency employees* must either report to work, remain at their duty station, or telecommute as directed by their agency head.

5. **PeopleSoft System E-Time**

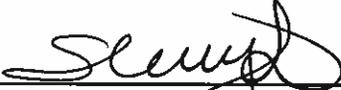
For guidance on recording time in PeopleSoft, employees should contact their agency Payroll Supervisor, Quality Assurance Liaison, or Timekeeper.

6. **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.

7. **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.



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Director