

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

District Personnel Manual Issuance System

E-DPM Bulletin No. 12-278

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 Unscheduled Leave Policy due to the Inclement Weather Emergency of Thursday, June 13, 2013

Date: June 13, 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. Unscheduled (Liberal) Leave Policy – Thursday, June 13, 2013

Due to the inclement weather emergency on Thursday, June 13, 2013, the Mayor authorized an unscheduled (liberal) leave policy for non-essential/non-emergency employees.

- 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.

3. Employees Designated as Essential / Emergency Personnel

- a. "Essential employees" are those employees required to report to work or remain at 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;

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.]

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Bulletin Expires: June 28, 2013

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.

4. PeopleSoft System E-Time

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

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.



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