

Open Enrollment 2017 – Excused Absence



**District Personnel Bulletin Nos.
12-326, 21A-15, 21B-25**

Effective Date	Expiration Date	Related DPM Chapters
November 14, 2016	December 12, 2016	12, 21A, 21B

Overview

For 2017, open enrollment for making adjustments to employee benefits runs from November 14, 2016, through December 12, 2016. Employees may be granted up to two hours of administrative leave to attend any one of the health benefits fairs scheduled during the open enrollment period.

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Excused Absence to Attend Benefits Fairs

Subject to supervisory approval, employees may be granted no more than two hours of administrative leave in order to attend one of the health benefits fairs occurring throughout the District government during the open enrollment period. If an employee requires more than two hours of leave, the employee must request and be approved for annual leave, leave without pay, compensatory time off, or exempt time off, as appropriate.

2017 Health Benefits Fairs and Events

The following table summarizes the dates, times and locations of health benefits fairs available to employees during the 2017 open enrollment period.

Date	Time	Location
Monday, November 14	10:00 a.m. to 3:00 p.m.	One Judiciary Square 441 4th Street, NW, Old Council Chambers
Tuesday, November 15	10:00 a.m. to 3:00 p.m.	John A. Wilson Building 1350 Pennsylvania Avenue, NW, Ground Floor, Main Hallway
Wednesday, November 16	10:00 a.m. to 3:00 p.m.	Dept. of Behavioral Health 64 New York Avenue, NE, 2 nd Floor, Training Room 285
Thursday, November 17	10:00 a.m. to 3:00 p.m.	Frank D. Reeves Center 2000 14 th Street, NW, Lobby
Friday, November 18	10:00 a.m. to 3:00 p.m.	Child & Family Agency 200 I Street, SE, 2 nd Floor, Room 2203 A/B
Wednesday, November 30	10:00 a.m. to 3:00 p.m.	Dept. of Employment Services 4058 Minnesota Avenue, NE, First Floor Community Room
Thursday, December 1	10:00 a.m. to 3:00 p.m.	Office of the Chief Financial Officer 1101 4 th Street, SW, Suite W250
Friday, December 2	1:00 p.m. to 7:00 p.m.	DC Public Schools Central Office 1200 First Street, NE
Tuesday, December 6	10:00 a.m. to 3:00 p.m.	DC Housing Authority 1133 N. Capitol Street, NE, 4 th Floor Training Room
Wednesday, December 7	10:00 a.m. to 3:00 p.m.	Saint Elizabeth's Hospital 1100 Alabama Avenue, SE, Lobby

Legal

Authorities

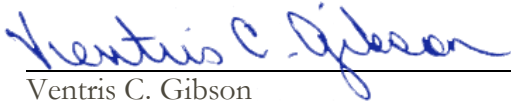
1. D.C. Code § 1-612.01(e), *Hours of Work*; and
2. 6B DCMR § 1266, *Administrative Leave*.

Applicability

The provisions of this instruction apply to agencies under the Mayor's personnel authority and those independent agencies that choose to adopt these provisions.

Additional Information

For additional information concerning this bulletin, please contact the Department of Human Resources, Benefits and Retirement Administration, by calling (202) 442-7627 or by sending an e-mail to dchr.benefits@dc.gov.



Ventris C. Gibson
Director