

# Excused Absence to Attend the 2016 Health Benefits Open Enrollment Fair



## District Personnel Manual Bulletin No. 12-311, 21A-13 & 21B-23

Effective Date	Expiration Date	Related DPM Chapters
November 9, 2015	December 14, 2015	12, 21A & 21B

### 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 2016 Health Benefits Open Enrollment kick-off on Monday, November 9, 2015, or any of the health benefits fairs scheduled during this year’s open enrollment season, which will run 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

- 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.
- 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.

## 2016 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.**

1. The 2016 open enrollment period for the FEHB and DCEHB programs is November 9, 2015 through December 14, 2015. On Monday, November 9, 2015, the D.C. Department of Human Resources (DCHR) will launch the Open Enrollment Season with a kick-off that will be held at One Judiciary Square, 441 4<sup>th</sup> Street, N.W., from 10:00 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	Location
Monday, November 9	10:00 a.m. to 3:00 p.m.	One Judiciary Square 441 4th Street, NW
Saturday, November 14	9:00 a.m. to 12:00 p.m.	DC Public Schools Central Office 1200 First Street, NE
Tuesday, November 17	10:00 a.m. to 3:00 p.m.	DC Housing Authority 1133 N. Capitol Street, NE
Wednesday, November 18	10:00 a.m. to 3:00 p.m.	Office of the Chief Financial Officer 1101 4th Street, SW
Thursday, November 19	10:00 a.m. to 3:00 p.m.	Saint Elizabeth's Hospital 1100 Alabama Avenue, SE
Tuesday, December 1	10:00 a.m. to 3:00 p.m.	Frank D. Reeves Center 2000 14th Street, NW
Wednesday, December 2	10:00 a.m. to 3:00 p.m.	John A. Wilson Building 1350 Pennsylvania Avenue, NW
Thursday, December 3	10:00 a.m. to 3:00 p.m.	Child & Family Services Agency 200 I Street, SE
Wednesday, December 9	4:00 p.m. to 7:00 p.m.	DC Public Schools Central Office 1200 First Street, NE

2. 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).

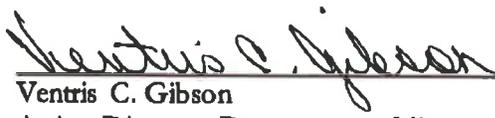
3. The DCEHB is applicable to individuals first employed by the District government on or after October 1, 1987.

## Additional Information

For detailed information on the upcoming 2016 Health Benefits Open Enrollment Fair, please contact:

D.C. Department of Human Resources  
Benefits & Retirement Administration  
441 4th Street, N.W., Suite 340N  
Washington, D.C. 20001  
Email: [dchr.benefits@dc.gov](mailto:dchr.benefits@dc.gov)  
Phone: 202-442-7627

To obtain a listing of all upcoming event dates and locations, visit our website at <http://dchr.dc.gov>.

  
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Ventris C. Gibson  
Acting Director, Department of Human Resources

  
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Date