


**ELECTRONIC-DISTRICT PERSONNEL MANUAL  
TRANSMITTAL SHEET  
NUMBER 228**

The attached pages replace the rules in Chapter 12, Hours of Work, Legal Holidays and Leave, of Subtitle B of Title 6 of the District of Columbia Municipal Regulations (DCMR) (see Chapter 12 of the Electronic-District Personnel Manual (E-DPM)). These rules are being replaced because of final rulemaking published in the *D.C. Register (DCR)* on May 20, 2016 (63 DCR 007646). The purpose of the rulemaking notice is to: (1) reorder, renumber and make minor changes to Sections 1204 (Establishment of Scheduled Tours of Duty), 1208 (Flexible Work Schedule), 1209 (Alternative Work Schedule), 1210 (Compressed Work Schedule); (2) rename Section 1211 from "Telecommuting" to "Telework," and to add provisions on "Situational Telework;" (3) make a change to a subsection number in Subsection 1223.6 of Section 1223 (Effect of Holidays) following amendments to the chapter; (4) amend Subsection 1261.2 of Section 1261 (Funeral Leave) to change the number of additional days of leave an employee can request following the passing of an immediate family member; and (5) move Subsections 1270.3 through 1270.10 of Section 1270 (Declared Emergencies - In General) to Section 1271 (Declared Emergencies - Early Dismissals) and rename Section 1271 to "Declared Emergencies - Emergency and Essential Employees," with a new provision added in Subsection 1270.6. In addition, prior Sections 1271 through 1273 have been renumbered to 1272 through 1274, and clarifying language on the leave status of an employee that uses a full day of leave on a day when a late arrival policy is in effect (§ 1272) has been added. New Sections 1283 through 1288 on the Government Paid Family Leave Program have also been added to the chapter. Section 1299 (Definitions) has been amended to add definitions for the terms "Situational Telework," "Substantially Similar Position," "Telework," "Uniformed Member," and to amend the definition of the term "Unscheduled Telecommuting" and change the term to "Unscheduled Telework." Additionally, Section 1281 (Family and Medical Leave) and 1282 (Voluntary Leave Transfer Program), have been renumbered by way of this transmittal only to ensure that the section numbers correspond to the DCMR. For the convenience of *E-DPM* readers, the entire chapter is being provided in this transmittal. The amendments contained in this transmittal may also be accessed on the Office of the Secretary's *DC Regs System* at [www.dcregs.org](http://www.dcregs.org).

**MAKE THE FOLLOWING CHANGES TO CHAPTER 12 OF THE *E-DPM*,  
HOURS OF WORK, LEGAL HOLIDAYS AND LEAVE**

<b>E-DPM Transmittal</b>	
<b>This E-DPM Transmittal contains pages 12-I-i through 12-I-iv, and 12-I-1 through 12-I-61</b>	The attached pages replace <b>Transmittal No. 219</b> , dated November 28, 2014 (12-I-i through 12-I-iv, and 12-I-1 through 12-I-57)

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June 3, 2016  
Date

  
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Justin Zimmerman, Associate Director  
Policy and Compliance Administration