

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

**District Personnel Manual Issuance System**

**E-DPM Bulletin No. 12-263**

This bulletin may be accessed electronically at [www.dchr.dc.gov](http://www.dchr.dc.gov), by clicking on the "District Personnel Manual" link; and the "Issuances" link for **Chapter(s): 12**

**SUBJECT:** Excused Absence for Parents to Accompany Their Children to School for the Beginning of School Year 2012- 2013

**Date:** August 20, 2012

This Electronic-District Personnel Manual (E-DPM) bulletin outlines the policy on excused absences for parents to accompany their children to school for the beginning of the school year 2012 – 2013.

I. Policy

A. *Statement of Policy*

**Each parent, foster parent, guardian, or primary caregiver employed by the government of the District of Columbia in an agency under the personnel authority of the Mayor shall be granted an "excused absence" in order to accompany his or her child to school on the first (1<sup>st</sup>) day of school, or as soon thereafter within the first (1<sup>st</sup>) week of school, as determined by the agency head (or designee).**

B. *Authorization*

The policy on excusing parents from their assigned tour of duty in order to enable those parents to accompany their children to school for the beginning of the school year is authorized by Chapter 12 D.C. Personnel Regulations, (Hours of Work, Legal Holidays, and Leave) § 1266 (Administrative Leave).

C. *Terms*

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

---

*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.*

**Inquiries:** Legal and Compliance Administration, DCHR (202) 442-9700

**Distribution:** Heads of Department and Agencies, HR Advisors, and DPM Subscribers

**Bulletin Expires:** September 30, 2012

employees is excused for various reasons/purposes. *See* Chapter 12 D.C. Personnel Regulations, (Hours of Work, Legal Holidays, and Leave) § 1299 (Definition).

- A **PRIMARY CAREGIVER** is an individual with whom a child lives, and who provides the child with direct care and supervision.

## II. Applicability

- A. The provisions of this E-DPM bulletin apply to each District government employee, described *supra*, whose child is in any of the following types of public, private, or parochial schools:

• Pre-School Programs
• Elementary School
• Junior High School or Middle School
• Senior High School

- B. The provisions of this bulletin apply to covered employees regardless of their place of residence or the location of the school that their children attend.

## III. Responsibilities

### A. *Agency*

1. Each subordinate agency head (or designee) shall ensure that agency employees are granted, upon request, a period of “administrative leave” to accompany their child to school on the first (1<sup>st</sup>) day of school or on another day during the first (1<sup>st</sup>) week of school.
2. HOWEVER, no more than two (2) hours of excused absence may be granted to an employee for this purpose. If additional time, in excess of the two (2) hours permitted, is required, employees must request annual leave, leave without pay, compensatory time, or exempt time off, as appropriate.
3. While every effort should be made to grant requests for excused absences on the first (1<sup>st</sup>) day of school, the granting of all such requests may not be feasible if it results in disruption of public services provided by a subordinate agency. Accordingly, agencies must pre-determine which employees must remain on duty, or report to duty, to provide minimum required services. In the event an employee cannot be granted excused absence on his or her child’s first (1<sup>st</sup>) school day, he or she may request excused absence, as provided herein, or another day within the first (1<sup>st</sup>) week of school.

### B. *Employee*

Employees should complete a D.C. Standard Form 71, *Application for Leave* or submit a request for leave through *PeopleSoft, Self Service*, to request excused absence or other

additional leave for the purpose set forth in this bulletin as far in advance as possible. Employees who previously requested leave and are granted leave for the entire day will be charged leave for the entire day.

1. *See also* § III. A. 2 and 3, *supra*.



---

Shawn Y. Stokes  
Director