

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

District Personnel Manual Issuance System

This instruction may be accessed electronically at www.dchr.dc.gov, by clicking on the "District Personnel Manual" link; and the "Issuances" link for DPM Chapter(s) **10**

E-DPM Instruction No. 10-22

SUBJECT: Changes to the Universal Leave System
for Employees in the Executive Service

Date: September 28, 2012

1. Purpose

The purpose of this Electronic-District Personnel Manual (E-DPM) instruction is to inform subordinate agency heads, agency officials, and employees in general, of the provisions of section 2(g) of D.C. Law 19-115, District of Columbia Government Comprehensive Merit Personnel Amendment Act of 2012 ("Act"), effective March 14, 2012, that amends the universal leave system applicable to Executive Service employees.

2. Authority

Section 2(g) of the District of Columbia Government Comprehensive Merit Personnel Act of 2012 (Act), effective March 14, 2012; and Chapter 10 of the D.C. personnel regulations, Executive Service.

2. Provisions of the Act

a. Accrual of Universal Leave

Each subordinate agency head's universal leave account shall be credited with 208 hours (equivalent to 26 days (208 hours / 8 hours a pay period = 26 days)) on the first pay period of the leave year, or on a pro-rata basis for appointments after the first pay period of the leave year.

b. Charges to Universal Leave

The Act provides that no subordinate agency head shall be charged leave for any absence which is less than 2 hours.

c. Carry-Over of Universal Leave

The Act changes the amount of universal leave a subordinate agency head may carry over, for use in succeeding years, from not more than 5 days to 40 hours (equivalent to 5 days) of unused universal leave.

Note: E-DPM instructions 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 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 Departments and Agencies, HR Advisors, and DPM Subscribers

Instruction Expires: Retain Until Superseded

3. Responsibilities – Department of Human Resources (DCHR)

The DCHR will amend Chapter 10 of the D.C. personnel regulations, Executive Service; and supersede or rescind any related E-DPM issuances (instructions or bulletins) to reflect the change to the statute (law).

4. Responsibilities – District Government Agencies

District government agencies must ensure that all managers, supervisors and employees have received and reviewed this instruction.

5. Effective Date

This instruction is effective immediately.


Shawn Y. Stokes
Director