

“Use or Lose” Annual Leave



District Personnel Manual Bulletin No. 12-320

Effective Date	Expiration Date	Related DPM Chapters
June 9, 2016	January 31, 2017	12

Overview

This DPM bulletin serves as a reminder that District government employees may not carry over more than two hundred and forty (240) hours of annual leave past the end of the leave year, which is January 7, 2017. Employees are encouraged to use or donate their excess annual leave.

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Annual Leave Limits

1. District government employees who are eligible to accrue annual leave can only carryover the maximum amount of two hundred and forty (240) hours of annual leave into the next leave year. Any annual leave to their credit in excess of the 240 hours (also referred to as “*use or lose*”) will be forfeited (lost) at the end of the leave year.
2. Accordingly, employees with “*use or lose*” annual leave are to schedule the use of such leave by submitting a leave request **not later than November 26, 2016**.

Withdrawal of Approved Annual Leave

In certain situations it may be necessary for a manager or supervisor to cancel an employee's previously approved annual leave request, due to the demands of the agency or office. To cancel an annual leave request, managers or supervisors can take one of the following actions, as appropriate, based on the leave approval process established by the agency.

Withdrawal of Annual Leave Using PeopleSoft

1. Enter a “second (2nd) request” on the employee’s “Absence Request” page in PeopleSoft. A manager or supervisor with leave approval authority must enter the date, reason for the request (i.e., personal, vacation, etc.), and number of hours exactly as entered on the employee’s original annual leave request, as well as a comment indicating the reason the manager/supervisor is cancelling the annual leave (see screenshot below):

The screenshot shows the 'Request Absence' page in PeopleSoft for Jane Doe. The page includes the following fields and callouts:

- Callout 1:** "Enter the date, reason, and number of hours" points to the Start Date, End Date, Absence Type, and Reason fields.
- Callout 2:** "Enter '2nd Request'" points to the Absence Type dropdown menu.
- Callout 3:** "Comment as to why leave is being withdrawn" points to the Requestor Comments text area.

The form fields are as follows:

- Absence Detail:**
 - *Start Date: 08/22/2016
 - End Date: 08/26/2016
 - Absence Type: A-Annual Leave
 - Reason: Vacation
- Additional Information:**
 - *Start Date - Start Time: 09:00 AM (HH:MM AM/PM)
 - *End Date - End Time: 06:00 PM (HH:MM AM/PM)
 - *Total Hrs. of Absence: 40
- Comments:**
 - Requestor Comments: Due to agency-wide project, this leave request must be cancelled.

Buttons: Save for Later, Submit

Go To: [View Absence Request History](#), [View Absence Balances](#)

2. Complete the “Request Details” page in PeopleSoft. The manager or supervisor will receive a request to approve the “2nd request” he or she entered in step 1 (above). The manager or supervisor must then “deny” the leave request, noting the reason for the denial.



John Doe

Review the details for this request and either approve or deny. You may also enter optional comments about each approval choice.

Enter the date, reason, and number of hours

Absence Detail		
Start Date:	06/03/2016	
End Date:	06/03/2016	
Absence Type:	A-Annual Leave	
Reason:	Personal	
Additional Information		
Start Date - Start Time	08:00	(HH:MM AM/PM)
End Date - End Time	04:00	(HH:MM AM/PM)
Total Hrs. of Absence	8.000000	
Workflow		
Status:	Submitted	
Comments		
Requestor Comments:		
Approver Comments:	<input type="text"/>	

Go To: [View Absence History](#)
[Pending Absence Request](#)
[View Absence Balances](#)

Deny the request

Withdrawal of Annual Leave Outside of PeopleSoft

Complete a revised D.C. Standard Form 71, Application for Leave (or equivalent form), if appropriate, disapproving the leave request. A manager or supervisor with leave approval authority must complete the Form 71 by entering the employee’s name and office or unit, the date of the leave, the reason for the request (i.e., personal, vacation, etc.), and the number of hours exactly as it was entered on the original Form 71 initially submitted

by the employee. In the “Official Action on Application” section, the manager or supervisor must disapprove the leave (and provide the reason for the disapproval), sign and date the form (see screenshot below).

Add employee's name, office, leave type, date and hours of leave

Disapprove request and indicate the reason leave is being disapproved

Manager's/Supervisor's signature and date

The screenshot shows the 'APPLICATION FOR LEAVE' form (D.C. Standard Form 71). The form is divided into several sections:

- Section 1:** Name (Print in type—Last, First, MI.)
- Section 2:** Employee Social Security Number
- Section 3:** Organizational Unit
- Section 4:** FROM (Month, Day, Hour, A.M./P.M.) and TO (Month, Day, Hour, A.M./P.M.)
- Section 5:** I hereby request (if more than one box is checked, attach to this form):
 - Annual Leave (Attach to request only for amount available for use during the leave year)
 - Sick Leave (Complete reverse side of form)
 - Leave Without Pay
 - Compensatory Time
 - Other (Specify)
- Section 6:** Remarks
- Section 7:** Employee's Signature
- Section 8:** Date (Month, Day, Year)
- Section 9: OFFICIAL ACTION ON APPLICATION**
 - Approved
 - Disapproved (To disapprove, give reason if attached; attach action to request)
 - Signature:** (Attach to request only for amount available for use during the leave year)
 - Date:** (Month, Day, Year)

Timekeeper (or Equivalent) Support

Managers and supervisors can obtain additional guidance relating to recording time in PeopleSoft or completing the DCSF 71 (or a comparable form) from their agency timekeeper, Payroll Supervisor or Quality Assurance Liaison (or equivalent).

Restoring Forfeited Leave

1. Annual leave that would otherwise be forfeited (lost) may be restored for later use if the leave was:
 - a. *Scheduled at least three (3) pay periods prior to the end of the leave year,*
 - b. *Approved in writing, and*
 - c. *Subsequently denied due to the demands of public business.*
2. Provisions on restoration are available in § 1239 of Chapter 12 of the regulations, and are accessible on the DCHR website: [Section 1239 of Chapter 12](#)



NOTE: If an employee submitted an annual leave request at any time after January 10, 2016 (the start of the 2016 leave year), the request was approved, and the employee fails to take the leave, that leave may not be restored unless it was disapproved prior to the effective date of the leave.

Donating Annual Leave

1. Agencies should also remind employees that “*use or lose*” leave may be donated to the District government’s Annual Leave Bank Program administered by the D.C. Department of Human Resources (DCHR). To avoid forfeiture of the leave, the donation to the Annual Leave Bank Program must be made prior to the end of the leave year.
2. Employees may donate “*use or lose*” annual leave to the Annual Leave Bank Program by completing the DCSF No. ALB-01, “*Application to Donate Annual Leave to the Leave Bank*” form. The form must be submitted to the appropriate agency official not later than November 26, 2016. For convenience, employees may access the DCSF No. ALB-01 on the DCHR Intranet site at www.dcop.in.dc.gov by clicking the “Forms” link.
3. For purposes of transferring and receiving annual leave bank hours, appropriate agency staff must prepare a “*Prior Pay Period Adjustment Form*” for submission to the Office of Pay and Retirement Services (OPRS) for the pay period ending November 26, 2016. The “*Prior Pay Period Adjustment Form*” can be accessed on the OPRS Intranet site at www.oprs.in.dc.gov by clicking the “Payroll Job Aid” link.

Authority for Leave

1. **Statutory Authority:** D.C. Official Code § 1-612.01 *et. seq.*
3. **Regulatory Authority:** Section 1238 – Annual Leave – Maximum Accumulation; and Section 1239 – Annual Leave Restoration of Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave.

Applicability

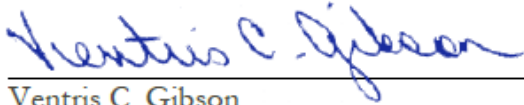
The provisions of this bulletin apply to those District government agencies which are subordinate to the Mayor’s personnel authority. Other personnel authorities or independent agencies may adopt any or all of these procedures to provide guidance to employees under their respective jurisdictions.

Collective Bargaining Agreement

In the event of a conflict between any of the provisions of this E-DPM bulletin and any collective bargaining agreement (CBA), the provisions of the CBA shall control to the extent there is a difference.

Additional Information

Inquiries concerning the provisions of this E-DPM bulletin can be directed to the Policy and Compliance Administration, DCHR, at (202) 442-9700. Additional information on the Annual Leave Bank is available on DCHR's Internet site at www.dchr.dc.gov, by accessing E-DPM Instruction No. 12-41, Annual Leave Bank Administered by the D.C. Department of Human Resources, dated October 24, 2008, or by contacting DCHR's Benefits and Retirement Administration at (202) 442-9700.



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Director