

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

District Personnel Manual Issuance System

E-DPM Bulletin No. 12-264

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

SUBJECT: Excused Absence for the D.C. One Fund Campaign Kickoff – Tuesday, October 2, 2012 **Date:** September 18, 2012

D.C. ONE FUND KICK-OFF CELEBRATION ON TUESDAY, OCTOBER 2, 2012

This Electronic-District Personnel Manual (E-DPM) bulletin is being issued to outline the policy on **EXCUSED ABSENCES** for District government employees who attend the **58th Annual D.C. One Fund Campaign Kick-off event on Tuesday, October 2, 2012.**

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. Authority

D.C. Official Code § 1-612.01 *et seq.*; and section 1266 – **Administrative Leave**, of Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave.

2. Applicability

The provisions of this E-DPM bulletin apply to each District government employee who is employed by an agency under the personnel authority of the Mayor

3. Provisions for the D.C. One Fund Kick-off Celebration on Tuesday, October 2, 2012

The District government is once again collaborating with the United Way of the National Capital Area and the United Black Fund to provide worthy charities and causes with much-needed contributions during the 58th Annual D.C. One Fund campaign.

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. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]

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

Distribution: Heads of Departments and Agencies, HR Advisors and E-DPM Subscribers

Bulletin Expires: October 31, 2012

Subject to supervisory approval, District government employees may be excused for a period of **not more than 2 hours** (not including the employees' lunch period) to attend the 58th Annual D.C. One Fund Kick-off Celebration on **Tuesday, October 2, 2012**. The event will be held at the Lincoln Theatre, 1215 U Street, N.W., Washington, D.C. 20009, from 12:00 p.m. until 2:00 p.m. Any employee who previously requested leave, and was granted leave for the entire day, will be charged leave for the entire day. Additionally, if extra time, in excess of the 2 hours permitted, is required, employees must request and be approved for annual leave, leave without pay, compensatory time, or exempt time off, as appropriate. 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 E-DPM bulletin as far in advance as possible.

While every effort should be made to grant requests for excused absences to attend the D.C. One Fund Kickoff celebration, 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.

4. Inquiries

For additional information on the 58th Annual D.C. One Fund Kick-off Celebration, employees should contact Rob Pierno, Special Assistant, Office of the Secretary of the District of Columbia, by calling (202) 727-6306, or via email at robert.pierno@dc.gov.



Shawn Y. Stokes
Director