

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

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District Personnel Manual Issuance System

E-DPM Bulletin No. 12-269

SUBJECT: Leave Year 2012 – 27th Pay Period;
and Accrual of Additional Annual and
Sick Leave

Date: November 5, 2012

1. PURPOSE

The purpose of this E-DPM bulletin is to inform District government employees that, due to a periodic change in the total number of days in the annual calendar, there is an additional pay period in the 2012 leave year, increasing the total number of pay periods for the leave year from twenty-six (26) to twenty-seven (27). This means that District government employees eligible to accrue annual and sick leave will accrue such leave for this extra pay period, increasing their total hours of accrued leave for leave year 2012. This additional accrual will automatically be added to leave balances.

However, it is also important to note that per recently issued E-DPM Bulletin 12-265, District government employees eligible to accrue annual leave may carry-over a maximum of two-hundred-and-forty (240) annual leave hours from one leave year to the next and that employees in subordinate agencies who have annual leave in excess of this maximum carryover amount must use such excess leave prior to the end of the leave year, January 12, 2013, in order to avoid forfeiture (loss) of this leave.

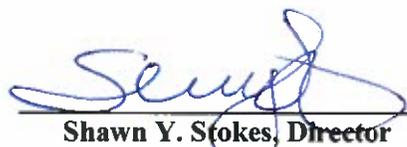
Therefore, District employees, especially those who are in a "use or lose" situation as referenced above, and supervisors should take into account this extra annual leave that will be accrued by employees in the 2012 leave year due to this additional 27th pay period and adjust their leave requests and approvals accordingly.

2. AUTHORITY

- Subsections 1232.6 and 1232.7 of Chapter 12, Hours of Work, Legal Holidays and Leave, of Subtitle B of Title 6 of the District of Columbia Municipal Regulations
- Subsection 1238.1 of Chapter 12, Hours of Work, Legal Holidays and Leave, of Subtitle B of Title 6 of the District of Columbia Municipal Regulations

3. APPLICABILITY

This Bulletin applies to all District employees who are eligible to accrue annual and sick leave.


Shawn Y. Stokes, Director
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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.]

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