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

This bulletin may be accessed electronically at www.dchr.dc.gov, by clicking on the *"Policies and Procedures" and "Electronic-District Personnel Manual (E-DPM)* links for Chapter(s): **12, 21A & 21B**

District Personnel Manual Issuance System

E-DPM Bulletin No. 12-280, 21A-09 & 21B-19

SUBJECT: Excused Absence to Attend the 2014 Health Benefits Open Enrollment Fair

Date: October 21, 2013

1. Purpose

This Electronic District Personnel Manual (E-DPM) bulletin is being issued to inform District government employees of the upcoming 2014 Health Benefits Open Enrollment Fair for employees covered under the Federal Employees' Health Benefits Program (FEHB) or the District of Columbia Employees' Health Benefits Program (DCEHB). The open enrollment period for the FEHB and the DCEHB programs is **November 12, 2013** through **December 13, 2013**.

Beginning Tuesday, November 12, 2013, the D.C. Department of Human Resources (DCHR) will launch the *Choose Well. Live Well. Be Well* Open Enrollment Season, with a kickoff that will be held at One Judiciary Square, 441 4th Street, N.W., in the Old Council Chambers (South Lobby) from 10:00 a.m. to 3:00 p.m. As part of the Mayor's commitment to this endeavor, a total of two (2) hours of administrative leave (excused absence) is authorized for employees to attend one of these events.

– 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.

2. 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.

3. Authority

a. Mayor's Order 2008-92 Delegations and Sub-Delegations of Authority – Director of the D.C. Department of Human Resources and Agency Heads and Rescission of Mayor's Order 2000-83 dated June 26, 2008.

Distribution: Heads of Department and Agencies, HR Advisors, and DPM Subscribers
Bulletin Expires: December 31, 2013

b. The administrative leave that is being provided pursuant to this bulletin is limited to only 2 hours of excused absence and must be approved and properly recorded.

4. Coverage

a. The FEHB is applicable to individuals first employed by the District government before October 1, 1987 (and to individuals first employed by the District government prior to October 1, 1987 in positions subject to health benefits, who subsequently terminate such employment and become reemployed with the District government on or after October 1, 1987).

b. The DCEHB is applicable to individuals first employed by the District government on or after October 1, 1987.

5. Additional Information

For detailed information on the upcoming 2014 Health Benefits Open Enrollment Fair, please contact:

D.C. Department of Human Resources
Benefits & Retirement Services
441 4th Street, N.W., Suite 330
Washington, D.C. 20001
202-442-9700

To obtain a listing of all upcoming event dates and locations, visit our website at www.dchr.dc.gov and click on the "2014 Open Enrollment Season" link under the Feature News - Press Releases section.

6. Inquiries

Inquiries concerning the provisions of the E-DPM bulletin can be directed to the Benefits & Retirement Services, DCHR, by calling (202) 442-9700.

Shawn Y. Stokes
Director