

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

District Personnel Manual Issuance System

E-DPM Bulletin No. 12-287

This E-DPM 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**

SUBJECT: Excused Absence Provisions in Effect for the 59th Annual One Fund Awards Celebration on **Tuesday, February 25, 2014**

Date: February 11, 2014

1. Authority and Applicability

A. 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

B. Applicability

The provisions of this bulletin, except as specifically indicated in section 1201 of Chapter 12, 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.

2. Purpose

- A.** The purpose of this Electronic-District Personnel Manual (E-DPM) bulletin is to inform agency officials and employees of the details for this year's One Fund Awards Celebration; and the policy on granting excused absence to employees to attend this activity.

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.

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

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

Bulletin Expires: March 28, 2014

3. Policy on Excusing Employees to Attend the 59th Annual One Fund Awards Celebration on Tuesday, February 25, 2014

- A. The general policy on excusing employees for the purpose of attending this type of activity is specified in section 1266 of Chapter 12 of the E-DPM.
- B. Subject to supervisory approval, District government employees may be released for a period of not more than two (2) hours (not including the employees' lunch period) to attend the 59th Annual One Fund Awards Celebration on **Tuesday, February 25, 2014**. The event will be held from 10:00 a.m. until 12:00 p.m. at 441 4th Street, N.W., Old Council Chambers, Washington, D.C. 20001.
- C. An employee who has previously requested leave, and been 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.
- D. While every effort should be made to grant requests for excused absences to attend this event, 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. Responsibilities

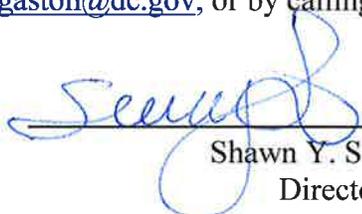
Department and agency heads or their designees have the responsibility to ensure that agency employees are informed of the provisions in this E-DPM bulletin.

5. Collective Bargaining Agreements

The provisions of a collective bargaining agreement, for employees covered thereby, will take precedence over the provisions of this E-DPM bulletin, to the extent that there is a difference.

6. Inquiries

For additional information on the 59th Annual One Fund Awards Celebration, employees should contact James D. Gaston III, Special Assistant, Office of the Secretary of the District of Columbia, via email at james.gaston@dc.gov, or by calling (202) 727-6306.


Shawn Y. Stokes
Director