

## “Use or Lose” Annual Leave



### District Personnel Manual Bulletin No. 12-310

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Effective Date	Expiration Date	Related DPM Chapters
October 6, 2015	January 31, 2016	12

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#### Overview

This DPM bulletin serves as a reminder that District government employees may not carryover more than two hundred and forty (240) hours of annual leave past the end of the leave year, which is January 9, 2016. Employees are encouraged to use or donate their excess annual leave.

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### Annual Leave Limits

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1. In accordance with statutory and regulatory provisions, 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 28, 2015**.

### Restoring Forfeited Leave

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Annual leave that would otherwise be forfeited (lost), may be restored for later use if the leave was:

1. Scheduled at least three (3) pay periods prior to the end of the leave year,

2. Approved in writing, and
3. Subsequently denied due to the demands of public business.

## Donating Annual Leave

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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 28, 2015. For convenience, employees may access the DCSF No. ALB-01 on the DCHR Intranet site at [www.dcop.in.dc.gov](http://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 28, 2015. The “*Prior Pay Period Adjustment Form*” can be accessed on the OPRS Intranet site at [www.oprs.in.dc.gov](http://www.oprs.in.dc.gov) by clicking the “Payroll Job Aid” link.

## Authority for Leave

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1. **Statutory Authority:** D.C. Official Code § 1-612.01 *et. seq.*
2. **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

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The provisions of this instruction 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

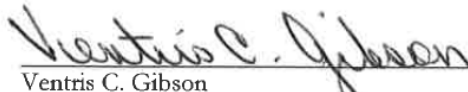
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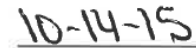
In the event of a conflict between any of the provisions of this E-DPM instruction and any collective bargaining agreement (CBA), the provisions of the CBA shall control to the extent there is a difference

## Additional Information

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Inquiries concerning the provisions of this E-DPM bulletin can be directed to the Policy and Planning 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](http://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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Ventris C. Gibson  
Acting Director, Department of Human Resources

  
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Date