

## District Government Closure – Friday, November 25, 2016



### District Personnel Manual Bulletin No. 12-327

---

Effective Date	Expiration Date	Related DPM Chapters
November 21, 2016	December 31, 2016	12

**i** **NOTE:** This bulletin provides general information on the District government closure for Friday, November 25, 2016.

### Overview

In celebration of the season, and to thank employees for their continued dedication to the District government and the residents we serve, the Mayor has authorized the closure of the District of Columbia government the day after Thanksgiving, Friday, November 25, 2016. District government offices will be closed and employees who do not perform essential duties should not report for work.

### In this bulletin

Administrative Closing .....	2
Administrative Closing Pay .....	2
E-Time Entry in the PeopleSoft System .....	2
Alternative Work Schedules (AWS) .....	2
Collective Bargaining Agreements .....	2
Definitions .....	3
Authority for Leave .....	3
Applicability .....	3
Inquiries .....	3
Attachment 1 – Non-Union Quick Reference .....	4
Attachment 2 – Union Quick Reference .....	6

## Administrative Closing

---

1. On Friday, November 25, 2016, the District government offices will be closed. **Non-essential and non-emergency employees** do not need to report for duty.
2. **Non-essential and non-emergency employees** who previously requested and were approved leave for any period during Friday, November 25, 2016, will not be charged leave.

## Administrative Closing Pay

---

1. On Friday, November 25, 2016, **essential and emergency employees** who are required to perform non-overtime work are entitled to “Administrative Closing Pay.”
2. Administrative Closing Pay is additional compensation provided on an hour-for-hour basis, equivalent to the employee’s rate of basic pay, as compensation for work actually performed.

## E-Time Entry in the PeopleSoft System

---

For purposes of entering time in PeopleSoft for the above closure, enter time as follows:

- Government Closure on Friday, November 25, 2016 – Non-essential/non-emergency employees should enter “*Administrative Closing Pay*”
- Government Closure on Friday, November 25, 2016 – Essential and Emergency who are required to work should enter “*Administrative Closing Worked*” for their tour of duty, in addition to reporting their regular hours worked.

For further guidance on recording time in PeopleSoft, attached is a quick reference guide for entering administrative closing pay and administrative closing worked. Employees may also contact their agency Payroll Supervisor, Quality Assurance Liaison, or Timekeeper.

## Alternative Work Schedules (AWS)

---

A District government employee whose regular AWS day off is scheduled on Friday, November 25, 2016, shall treat the relevant day as their AWS day. Employees under an AWS agreement are not entitled to an additional “in lieu of” day off because of the closure that will occur on Friday, November 25, 2016.

## 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.

## Definitions

---

As used in this bulletin –

- “Essential Employees” mean employees required to report to work regardless of a declared emergency or other government closing. Such employees who fail to report for duty, even when the government closes, may be charged with Absence Without Official Leave (“AWOL”), in accordance with Chapter 12 of the regulations. Employees charged with AWOL may be subject to additional disciplinary action. (See Chapter 16 of the District Personnel Manual.)
- “Emergency Employees” mean employees who have been so designated by their agency head. In the event of an early dismissal, government shutdown, declared emergency, or where most employees are excused from reporting to work, *emergency employees* must either report to work, remain at their duty station, or telework as directed by their agency head.

## Authority for Leave

---

1. **Statutory Authority:** D.C. Official Code § 1-612.01 *et. seq.*
2. **Regulatory Authority:** Section 1266 – *Administrative Leave*, of Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave.

## Applicability

---

The provisions of this DPM bulletin apply to employees in the Career, Legal, Excepted, and Management Supervisory Services, but excludes the following:

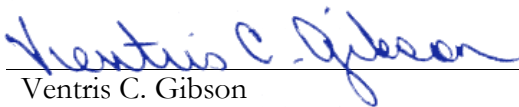
- Uniformed members of the Metropolitan Police Department; and
- Uniformed members of the Fire and Emergency Medical Services Department.

This bulletin does not authorize Administrative Closing Pay for uniformed members of the Metropolitan Police Department and the Fire and Emergency Medical Services Department who are required to work on November 25, 2016. (Refer to §§ 1123.1 and 1201.2 of the District Personnel Manual for additional information.)

## Inquiries

---

Inquiries concerning the provisions of this DPM bulletin can be directed to the DCHR’s Employee Relations team at (202) 442-9700 or [dchr.policy@dc.gov](mailto:dchr.policy@dc.gov)



---

Ventris C. Gibson  
Director

# Attachment 1 – Non-Union Quick Reference



## Quick Reference Guide

### Admin Closing Worked for Non-Union Employee:

A new Time Reporting Code (TRC) has been added for employees in Grades 14 and under. This new TRC can be used by employees that have worked on an Administrative Closing Day. The TRC is **Admin Closing Worked (ACW)**.

For example, if an employee is a Grade 12 and worked on the Admin Closing of December 26, 2014, this employee is entitled to use this TRC.

Who is affected by this new TRC:

- All Time Reporters (Employees and Timekeepers) and Approvers.

**If a Non-Union Employee does not work on an Admin Closing day, the employee would post the following:**

From Sunday 12/14/2014 to Saturday 12/27/2014															
Timesheet Overrides [OFF]															
Sun 12/14	Mon 12/15	Tue 12/16	Wed 12/17	Thu 12/18	Fri 12/19	Sat 12/20	Sun 12/21	Mon 12/22	Tue 12/23	Wed 12/24	Thu 12/25	Fri 12/26	Sat 12/27	Total	Time Reporting Code
												8.00		8.00	Administrative Closing Pay - A
											8.00			8.00	Holiday Pay - HOL
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00				64.00	Regular Pay - REG

Save for Later Submit

### Entering Admin Closing Worked

- When an employee works on an Administrative Closing Day *and is eligible* to receive a premium, enter the time worked as **ACW - Admin Closing Worked (both Union and Non-Union)**
- You must still report **REG- Regular Pay** for hours worked.

For Example:

From Sunday 12/14/2014 to Saturday 12/27/2014															
Timesheet Overrides [OFF]															
Sun 12/14	Mon 12/15	Tue 12/16	Wed 12/17	Thu 12/18	Fri 12/19	Sat 12/20	Sun 12/21	Mon 12/22	Tue 12/23	Wed 12/24	Thu 12/25	Fri 12/26	Sat 12/27	Total	Time Reporting Code
												8.00		8.00	Admin Closing Worked - ACW
											8.00			8.00	Holiday Pay - HOL
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00		8.00		72.00	Regular Pay - REG

Save for Later Submit

**Entering Admin Closing Worked (Employee Works Less than 8 Hours):**

- When an employee works on an Administrative Closing Day *and is eligible* to receive a premium, enter the time worked as **ACW - Admin Closing Worked**.
- You must still report **REG- Regular Pay** for hours worked.
- Any hours not worked should be entered using an Administration Closing Day TRC, for example, **Administrative Closing Pay (ACP)\***.

For Example:

From Sunday 12/14/2014 to Saturday 12/27/2014															
Timesheet Overrides															
Sun 12/14	Mon 12/15	Tue 12/16	Wed 12/17	Thu 12/18	Fri 12/19	Sat 12/20	Sun 12/21	Mon 12/22	Tue 12/23	Wed 12/24	Thu 12/25	Fri 12/26	Sat 12/27	Total	Time Reporting Code
												3.00		3.00	Administrative Closing Pay - A
												5.00		5.00	Admin Closing Worked - ACW
											8.00			8.00	Holiday Pay - HOL
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00		5.00		69.00	Regular Pay - REG

Save for Later      Submit

## Attachment 2 – Union Quick Reference



### Quick Reference Guide

#### Admin Closing Worked for Union Employee:

A new Time Reporting Code (TRC) has been added for employees in Grades 14 and under. This new TRC can be used by employees that have worked on an Administrative Closing Day. The TRC is **Admin Closing Worked (ACW)**.

For example, if an employee is a Grade 12 and worked on the Admin closing of December 26, 2014, this employee is entitled to use this TRC.

Who is affected by this new TRC:

- All Time Reporters (Employees and Timekeepers) and Approvers.

**If a Union Employee does not work on an Admin Closing day, the employee would post the following:**

From Sunday 12/14/2014 to Saturday 12/27/2014															
Timesheet Overrides															
Sun 12/14	Mon 12/15	Tue 12/16	Wed 12/17	Thu 12/18	Fri 12/19	Sat 12/20	Sun 12/21	Mon 12/22	Tue 12/23	Wed 12/24	Thu 12/25	Fri 12/26	Sat 12/27	Total	Time Reporting Code
												8.00		8.00	Admin Closing Pay Schedulec
											8.00			8.00	Holiday Pay Union - HOL2
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00				64.00	Regular Pay - REG

Save for Later Submit

#### Entering Admin Closing Worked

- When an employee works on an Administrative Closing Day **and is eligible** to receive a premium, enter the time worked as **ACW - Admin Closing Worked. (both Union and Non-Union)**
- You must still report **REG- Regular Pay** for hours worked.

For example:

From Sunday 12/14/2014 to Saturday 12/27/2014															
Timesheet Overrides															
Sun 12/14	Mon 12/15	Tue 12/16	Wed 12/17	Thu 12/18	Fri 12/19	Sat 12/20	Sun 12/21	Mon 12/22	Tue 12/23	Wed 12/24	Thu 12/25	Fri 12/26	Sat 12/27	Total	Time Reporting Code
												8.00		8.00	Admin Closing Worked - ACW
											8.00			8.00	Holiday Pay Union - HOL2
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00		8.00		72.00	Regular Pay - REG

Save for Later Submit

**Entering Admin Closing Worked (Employee Works Less than 8 Hours):**

- When an employee works on an Administrative Closing Day *and is eligible* to receive a premium, enter the time worked as **ACW - Admin Closing Worked**.
- You must still report **REG- Regular Pay** for hours worked.
- Any hours not worked should be entered using an Administration Closing Day TRC for Union Employees, for example, **Administrative Closing Pay Scheduled (ACPSC)\***.

For Example:

From Sunday 12/14/2014 to Saturday 12/27/2014															
Timesheet														Overrides	
Sun 12/14	Mon 12/15	Tue 12/16	Wed 12/17	Thu 12/18	Fri 12/19	Sat 12/20	Sun 12/21	Mon 12/22	Tue 12/23	Wed 12/24	Thu 12/25	Fri 12/26	Sat 12/27	Total	Time Reporting Code
												3.00		3.00	Admin Closing Pay Schedulec
												5.00		5.00	Admin Closing Worked - ACW
											8.00			8.00	Holiday Pay Union - HOL2
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00		5.00		69.00	Regular Pay - REG

Save for Later      Submit