

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

District Personnel Manual Issuance System

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E-DPM Instruction No. 12-47

SUBJECT: Rescission of E-DPM No. 12-46, Maximum Annual Leave Carryover under the District of Columbia Comprehensive Merit Personnel Act of 2012; and Notification of Provisions Contained in the Fiscal Year 2013 Budget Support Act of 2012

DATE: October 16, 2012

This Electronic-District Personnel Manual (E-DPM) Instruction rescinds E-DPM 12-46 Instruction No. Maximum Annual Leave Carryover under the District of Columbia Comprehensive Merit Personnel Act of 2012; and informs subordinate agencies of provisions in effect following the enactment of the Fiscal Year 2012 Budget Support Act of 2013.

1. Purpose

The purpose of this E-DPM instruction is to:

- Rescind E-DPM Instruction No. 12-46, Maximum Annual Leave Carryover under the District of Columbia Comprehensive Merit Personnel Act of 2012, dated April 24, 2012. Though E-DPM Instruction 12-46 was not officially disseminated by way of the Department of Human Resources' normal dissemination process, for record-keeping purposes that issuance is being officially rescinded; and
- Inform District government managers, supervisors and employees of an amendment to the Comprehensive Merit Personnel Act (CMPA) of 1978, effective March 3, 1979 (D.C. Law 2-139; D.C. Official Code § 1-612.03(h)). The amendment impacts the maximum amount of annual leave a District government employee can carry-over to a succeeding year.

2. Authority

Section 1092 of Subtitle I of Title 1 of D.C. of D.C. Law 19-168, the Fiscal Year 2013 Budget Support Act of 2012 (Act), effective September 20, 2012, and Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave.

Note: E-DPM instructions 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 these procedures or guidance materials for agencies and employees under their respective jurisdictions.

Inquiries: Legal and Compliance Administration, DCHR (202) 442-9700
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3. **Applicability**

This instruction is applicable to individuals employed in the District government in subordinate agencies who are entitled to accrue annual leave in accordance with D.C. Official Code § 1-612.03; and section 1228 of Chapter 12 of the regulations.

4. **Specific Provisions of the Act**

Section 1092 of Subtitle I of Title 1 of the Act amended the CMPA by striking the phrase “*20 days*” wherever it appears in D.C. Official Code § 1-612.03(h), and inserting the phrase “*30 days*” in its place.

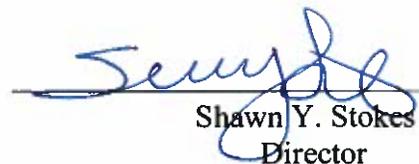
As a result, District government employees who accrue annual leave **may continue to carry-over a maximum of 240 hours (30 days) of annual leave** from one leave year to the next.

5. **Responsibilities – District Government Agencies**

District government agencies must ensure that all managers, supervisors and employees receive this instruction.

6. **Effective Date**

This instruction is effective immediately.


Shawn Y. Stokes
Director