

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

District Personnel Manual Issuance System

E-DPM Bulletin No. 12-282

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 Charter(s): **12**

SUBJECT: Implementation of Late Arrival and Unscheduled Leave Policies; and Authorization for Unscheduled Telework due to the Inclement Weather Emergency of Monday, December 9, 2013
Date: December 9, 2013

1. Authority and Applicability

- a. D.C. Official Code § 1-612.01 *et seq.*; section 1270 – *Declared Emergencies - In General*; section 1272 – *Declared Emergencies—Late Arrival or Unscheduled Leave Policy*, of Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave; and the General Information Guide – Telecommuting.
- b. 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. Late Arrival Policy – Monday, December 9, 2013

- a. Due to the inclement weather emergency on **Monday, December 9, 2013**, the Mayor authorized a late arrival policy of two (2) hours for non-essential/non-emergency employees.
- b. A non-essential/non-emergency employee who reports to work after the beginning of his or her workday on **Monday, December 9, 2013** may be granted an excused absence (administrative leave), without charge to leave, for up to a maximum of two (2) hours.
- c. Annual leave, leave without pay (LWOP), exempt time off, previously earned compensatory leave, or (if appropriate) absence without leave (AWOL), will be charged for any absence in excess of the two-hour (2-hour) period of excused absence. For example, an employee who normally arrives to work at 8:00 a.m., arrived at 11:00 a.m. on **Monday, December 9, 2013**, three (3) hours later than his or her normal arrival time. The employee will be charged the appropriate leave (i.e. annual leave, compensatory time, etc.) for one (1) hour.

3. Unscheduled (Liberal) Leave – Monday, December 9, 2013

- a. Unscheduled (Liberal) Leave
 - (1) In addition to the two-hour late arrival policy described above, an unscheduled leave policy is in effect on **Monday, December 9, 2013**.

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- (2) An unscheduled leave policy allows a non-essential/non-emergency employee to use annual leave, leave without pay, exempt time off, or earned compensatory time without obtaining advance approval or providing detailed justification.
- (3) Normal requirements for a non-essential/non-emergency employee to notify his or her supervisor within prescribed time limits is suspended.

4. Authorization for Unscheduled Telework

Unscheduled telework has also been authorized on Monday, December 9, 2013. An authorization for unscheduled telework allows an employee previously approved to telework to take unscheduled telework on a day(s) in which a declared emergency is in effect.

5. Employees Designated as Essential / Emergency Personnel

- a. "Essential employees" are those employees required to report to work during a declared emergency. Employees designated as "*essential employees*" were required to work during the declared emergency on **Monday, December 9, 2013**.
- b. Failure to report under this designation may result in a charge of absence without leave ("AWOL"), in accordance with Chapter 12 of the regulations. Employees charged with AWOL may be subject to additional disciplinary action pursuant to Chapter 16 of the D.C. personnel regulations, General Discipline and Grievances.
- c. "Emergency employees" are those employees designated as such by their agency head. In the event of a late arrival, unscheduled leave, early dismissal, government shutdown, declared emergency, or where most employees are excused from reporting to work because of an unusual situation, *emergency employees* must either report to work, remain at their duty station, or telecommute as directed by their agency head.

6. PeopleSoft System E-Time

When entering time in PeopleSoft for the two (2)-hour late arrival period, employees should enter "administrative leave with pay." Employees should contact their agency Payroll Supervisor, Quality Assurance Liaison, or Timekeeper to address additional questions relating to E-Time.

7. 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.

8. 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.


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