

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

This bulletin may be accessed electronically at www.dchr.dc.gov, by clicking on the "District Personnel Manual" link; and the "Issuances" link for Chapter(s) **12**

District Personnel Manual Issuance System

E-DPM Bulletin No. 12-281

SUBJECT: Scheduling "Use or Lose" Annual Leave and Requests for Restoration of Annual Leave

Date: November 7, 2013

1. Purpose

The purpose of this Electronic-District Personnel Manual (E-DPM) bulletin is to remind District government employees in subordinate agencies that annual leave in excess of the maximum carryover hours of two hundred forty (240) must be used prior to the end of the leave year, **January 11, 2014**, in order to avoid forfeiture (loss) of the annual leave.

2. Applicability

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.

3. Scheduling "Use or Lose" Annual Leave and Restoration of Annual Leave

- a. Annual leave in excess of two hundred and forty (240) hours that would otherwise be forfeited (lost) may be restored for later use if the leave was (1) scheduled at least three (3) pay periods in advance of the end of the leave year, (2) approved in writing, and (3) subsequently denied due to the demands of the public business.
- b. Accordingly, employees with "use or lose" annual leave are to schedule the use of such leave by submitting a *D.C. Standard Form 71, Application for Leave*, and/or inputting the leave request by way of the E-Time system in PeopleSoft **not later than November 30, 2013**.

4. Donations of "Use or Lose" Annual Leave to the Annual Leave Bank Program

- a. 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.
- b. Employees may donate "use or lose" annual leave to the Annual Leave Bank Program by completing the "*Application to Donate Annual Leave to the Leave Bank*" form. The form must be submitted to the appropriate agency official not later than November 30,

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Bulletin Expires: January 31, 2014

2013. Appropriate agency staff must prepare a “*Leave Used Prior Pay Periods (Adjustments to Automated Leave System)*” form for submission to the Office of Pay and Retirement Services (OPRS) for the pay period ending November 30, 2013. Additional information on the Annual Leave Bank is available on our website at 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.

- c. The “*Leave Used Prior Pay Periods (Adjustments to Automated Leave System)*” form can be accessed on the OPRS Intranet site at www.oprs.in.dc.gov under the “*Payroll Forms*” link.

5. Exclusions

- a. The “*use or lose*” annual leave provisions addressed in this E-DPM bulletin do not apply to Executive Service employees, who accrue universal leave. Executive Service employees have two hundred and eight (208) hours of universal leave credited to their universal leave account on the first (1st) pay period of the leave year, or on a pro-rata basis for appointments made after the first (1st) pay period of the leave year; and may carry over not more than forty (40) hours of unused universal leave for use in succeeding years. Any universal leave amount in excess of the forty (40) hours will be forfeited (lost) at the end of the leave year.
- b. For further information relating to the applicability of the provisions contained in Chapter 12 of the D.C. personnel regulations, employees can view section 1201 of the chapter via DCHR’s website at www.dchr.dc.gov.

6. Inquiries

Inquiries concerning the provisions of this E-DPM bulletin can be directed to the agency Human Resources Advisor.



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