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|  | GOVERNMENT OF THE DISTRICT OF COLUMBIA  **Department of Human Resources** |  |

**Policy and Compliance Administration**

July 24, 2015

Mr. Vee Hickle

100 District Avenue NW

Washington, D.C. 20001

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| **Re:** | **Proposed Enforced Leave** |

Dear Mr. Hickle:

As discussed today, this action is being initiated as a notice proposing to place you on enforced leave from your position as a Traffic Conductor, CS-05 beginning July 29, 2015. This action is being proposed for the following reason:

1. The agency has obtained reliable evidence that you falsified official timekeeping records. DPM § 617.3(c)

*Proposed Action:* **Enforced Leave**

**Administrative Leave.** You must immediately surrender any government property in your position and vacate your duty station. You will be placed on administrative leave from July 24, 2015 through July 28, 2015. During this period you are required to be available by phone during your typical work hours and to follow any instruction given by a supervisor.

**Review Process.** You have the right to challenge this proposed action and may secure an attorney or other representative, at your own expense. You, or your representative, have the right to submit a written response to the, Deciding Official Name, the deciding official. With any response, you are encouraged to include affidavits or other documents that you would like considered. Any written response must be received within two (2) calendar days from the date of this notice.

**Enforced Leave.** Based on this proposed action notice, supporting documentation, and any materials you provide, the Deciding Official will issue you a final determination on Enforced Leave. If a determination is made to take the action proposed in this notice, you will be placed on enforced leave beginning July 29, 2015 and will remain on enforced leave until a final decision is reached on any corrective or adverse action which follows. Your Annual Leave account will be charged for each day of enforced leave until depletion. Once your Annual Leave is exhausted, you will be charged Leave Without Pay (LWOP). Unless otherwise directed, you are not permitted to return to your duty location pending this review.

Sincerely,

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| By: |  |
|  | SUPERVISING OFFICIAL  Proposing Official |

**CERTIFICATE OF SERVICE**

On July 24, 2015, a copy of this notice of proposed enforced leave on:

Vee Hickle

100 District Avenue NW

Washington, D.C. 20001

*[By Hand Delivery] [OR USPS Certified No. ###] [OR FedEx Next Day No. ###]*

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| By: |  |
|  | SUPERVISING OFFICIAL  Proposing Official |