2018 CITIZEN WORKSHOPS - ADMINISTRATIVE LEAVE

Effective Date: April 11, 2018
Expiration Date: December 31, 2018
Related DPM Chapters: 12
Overview

The District of Columbia government is dedicated to making citizenship services more readily available to District employees, their families, and hundreds of others who live or work in Washington, D.C. In partnership with the National Immigration Forum, we are helping District employees become naturalized American citizens, if eligible. To support this effort, agencies may authorize administrative leave for employees to take part in one of the sponsored 2018 Citizenship Workshops.

Ventris C. Gibson, Director
In This Issuance

Excused Absence to Attend Citizen Workshops ............................................. 4
Citizenship Workshops .................................................................................. 5
Legal ................................................................................................................ 6
Authorities ...................................................................................................... 6
Applicability ..................................................................................................... 6
Additional Information ..................................................................................... 7
Attachments ...................................................................................................... 8
Employees who wish to attend one of the citizenship workshops sponsored by the Executive Office of the Mayor, and provided by the National Immigration Forum (through the New American Workforce Project), may be granted no more than two hours of administrative leave to attend one of the workshops listed in the next section. If an employee requires more than two hours of leave, the employee must request and be approved for annual leave, leave without pay, compensatory time off, or exempt time off, as appropriate.
Citizenship Workshops throughout the remainder of the year at various District government locations. All workshops will be held at their respective locations from 12:00 PM – 1:30 PM.

<table>
<thead>
<tr>
<th>Workshop Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>Monday, April 9th</td>
<td>1200 First Street NE</td>
</tr>
<tr>
<td>Wednesday, May 2nd</td>
<td>4058 Minnesota Ave NE</td>
</tr>
<tr>
<td>Friday, June 8th</td>
<td>1100 4th Street SW</td>
</tr>
<tr>
<td>Tuesday, July 10th</td>
<td>441 4th Street NW</td>
</tr>
<tr>
<td>Wednesday, August 3rd</td>
<td>2000 14th Street NW</td>
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<tr>
<td>Thursday, September 16th</td>
<td>1200 1st Street NE</td>
</tr>
<tr>
<td>Friday, October 5th</td>
<td>200 I Street SE</td>
</tr>
<tr>
<td>Monday, November 5th</td>
<td>441 4th Street NW</td>
</tr>
<tr>
<td>Tuesday, December 4th</td>
<td>4058 Minnesota Ave NE</td>
</tr>
</tbody>
</table>
Authorities

1. D.C. Official Code § 1-612.01(e), Hours of Work; and

2. 6B DCMR § 1266.19, Administrative Leave

Applicability

This issuance applies to those District government agencies subordinate to the Mayor’s personnel authority. Agencies with independent personnel authority may adopt any of these procedures to provide guidance to employees under their respective jurisdictions.
For additional information concerning this issuance, please contact the Department of Human Resources, Policy and Compliance Administration, by calling (202) 442-9700 or by sending an e-mail to dchr.policy@dc.gov.
Attachments

Attachment 1 - Citizenship Information and Eligibility
Attachment 2 - Información de Ciudadanía y Elegibilidad
Attachment 3 - 2018 Citizenship Workshop Schedule