

DISTRICT GOVERNMENT EARLY DISMISSAL - MONDAY, DECEMBER 24, 2018

PERSONNEL MANUAL ISSUANCE SYSTEM

dchr

**DISTRICT PERSONNEL
ISSUANCE No. 2018-23**

Effective Date:
December 24, 2018

Expiration Date:
December 31, 2018

Related DPM Chapters:
12

A large American flag is shown waving on a flagpole against a blue sky with light clouds. A thick red diagonal line cuts across the page from the top right towards the bottom left, partially overlapping the flag and the text area.

Overview

In celebration of the holiday season, and to thank employees for their continued dedication to the District government and the residents we serve, the Mayor has authorized an early dismissal of the District Government on Christmas Eve, Monday, December 24, 2018 at 2:00 PM. After this time, District government offices will be closed.



NOTE: This issuance provides general information on the District government early dismissal on Monday, December 24, 2018.


A handwritten signature in black ink that reads "Ventris C. Gibson".

Ventris C. Gibson, Director

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Early Dismissal

Early Dismissal

On Monday, December 24, 2018 at 2:00 PM, District government offices will be closed.

Non-essential employees who previously requested and were approved leave for any period during Monday, December 24, 2018 will not be charged leave after 2:00 PM.

Administrative Closing Pay

On Monday, December 24, 2018, essential employees who are required to perform non-overtime work are entitled to administrative closing pay for the hours actually worked during an administrative closing. (Please see the next section for the appropriate PeopleSoft entries.)

“Essential employees” are employees required to report to work regardless of a declared emergency or other government closing. Such employees who fail to report for duty, even when the government closes, may be charged with Absence Without Official Leave (“AWOL”). Employees charged with AWOL may be subject to additional disciplinary action. (See Chapter 16 of the District Personnel Manual.)

Administrative Closing Pay for essential employees is additional compensation provided on an hour-for-hour basis, equivalent to the employee’s rate of basic pay, as compensation for work actually performed.



E-Time Entry in PeopleSoft

E-Time Entry in PeopleSoft

For purposes of entering time in PeopleSoft for this closure, enter time as follows:

1. Government Closure on Monday, December 24, 2018 - Non-essential employees should enter “Administrative Closing Pay” for the hours between 2:00 PM until the end of your tour of duty.
2. Government Closure on Monday, December 24, 2018 - Essential employees who are required to work should enter “Administrative Closing Worked” for their tour of duty, in addition to reporting their regular hours worked.

A large background image showing a woman in a white blazer shaking hands with another person. The woman is smiling and looking upwards. A large red diagonal line cuts across the image from the top right to the bottom left.

Collective Bargaining Agreements

In the event of a conflict between any of the provisions of this E-DPM issuance and any collective bargaining agreement (CBA), the provisions of the CBA will control to the extent that there is a difference.





Legal

Legal

Authority

1. D.C. Official Code [§ 1-612.01](#) et. seq.
2. [Chapter 12](#) of the District Personnel Manual, §§ 1266 and 1271, Hours of Work, Legal Holidays and Leave.

Applicability

This issuance applies to employees in the Career, Legal, Excepted, and Management Supervisory Services, but does not apply to the following:

1. Uniformed members of the Metropolitan Police Department (MPD); and
2. Uniformed members of the Fire and Emergency Medical Services Department (FEMS).

This issuance does not authorize pay during an administrative closing for uniformed members of the Metropolitan Police Department and the Fire and Emergency Medical Services Department who are required to work on December 24, 2018. (Please see §§ 1123.1 and 1201.2 of the DPM.)

Additional Information

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.