INCLEMENT WEATHER:
CLOSURE ON
JANUARY 14, 2019
Overview

On Monday, January 14, 2019, the District of Columbia government is closed due to inclement weather. Employees not designated as an “essential employee” or “emergency employee” shall be dismissed from work.

Ventris C. Gibson, Director
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As noted, a District Government Closure policy is in effect for Monday, January 14, 2019.

District Government Closure Policy

During a period of a closure, an employee not designated as an “essential employee” or “emergency employee” shall be dismissed from work.

For District Government Closure, the following rules apply:

1. In the event of a closure, non-essential and non-emergency employees will be granted administrative leave for the entire closure period.

2. An If a non-essential and non-emergency employee requests and is approved for leave in advance for any days(s) in which a closure occurs, he or she will not be charged leave for that period.

3. In the event a District government employee’s regular Alternative Work Schedule (AWS) compressed day off or day of a flexible work schedule falls on a day(s) in which the District government is closed due to a declared emergency, he or she shall treat the relevant day as their AWS day(s). Employees under an AWS agreement (for compressed or flexible work schedule) are not entitled to an additional “in lieu of” day off because of the state of emergency.

PeopleSoft e-Time System

Non-essential and non-emergency employees should enter “Administrative Closing Pay.” Essential/emergency employees activated and required to work should enter “Administrative Closing Worked.”
1. “Essential employees” are those employees required to report to work during a declared emergency. Employees designated as “essential employees” are required to work their regularly scheduled tour of duty, unless modified by their supervisor or a manager. An employee who does not report for duty for any reason shall use leave for the entire day.

2. “Emergency employees” are those employees designated as such by their agency head. Emergency employees must report to work on time or telework if directed to do so by their agency head, or his or her designee.
In the event of a conflict between any of the provisions of this E-DPM bulletin and any collective bargaining agreement (CBA), the provisions of the CBA will control to the extent that there is a difference.
1. D.C. Official Code §§ 1-611.03 and 1-612.01, et seq., Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave.

2. 6B DCMR § 1266 - Administrative Leave (Chapter 12);

3. B DCMR §§ 1270 through 1273 - Declared Emergencies (Chapter 12)

**Applicability**

The provisions of this DPM instruction apply to employees in the Career, Legal, Excepted, and Management Supervisory Services, but excludes the following:

1. Uniformed members of the Metropolitan Police Department; and

2. Uniformed members of the Fire and Emergency Medical Services Department.

Uniformed members of the Metropolitan Police Department and the Fire and Emergency Medical Services Department who are essential personnel and required to work during a declared emergency (Essential and Emergency Personnel section) shall not receive Administrative Closing Pay. (For additional information, refer to §§ 1123.1 and 1201.2 in Chapters 11B and 12, respectively, of the D.C. personnel regulations.)
For additional guidance on the late arrival policy, entering time in PeopleSoft, essential/emergency personnel, applicability, etc., employees are encouraged to access the link and review DPM Instruction No. 11B-85 &12-56, Severe Weather and Declared Emergencies, dated October 23, 2015.