DISTRICT GOVERNMENT CLOSURE FRIDAY, NOVEMBER 23, 2018
Overview

In celebration of the season, and to thank employees for their continued dedication to the District government and the residents we serve, the Mayor has authorized the closure of the District of Columbia government the day after Thanksgiving, Friday, November 23, 2018. District government offices will be closed and employees who do not perform essential duties should not report for work.

Ventris C. Gibson, Director
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Administrative Closing

On Friday, November 23, 2018, District government offices will be closed. Non-essential employees do not need to report for duty.

Non-essential employees who previously requested and were approved leave for any period during Friday, November 23, 2018, will not be charged leave.

Administrative Closing Pay

On Friday, November 23, 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 appropriate PeopleSoft entries.)

“Essential Employees” mean 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

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

- Government Closure on Friday, November 23, 2018 - Non-essential employees should enter “Administrative Closing Pay”.
- Government Closure on Friday, November 23, 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.

For further guidance on recording time in PeopleSoft, attached is a quick reference guide for entering administrative closing pay and administrative closing worked. Employees may also contact their agency Payroll Supervisor, Quality Assurance Liaison, or Timekeeper.
Alternative Work Options

Alternative Work Schedules

A District government employee whose regular AWS day off is scheduled on Friday, November 23, 2018, shall treat the day as their AWS day. An employee under an AWS agreement is not entitled to an additional “in lieu of” day off because of the closure that will occur on Friday, November 23, 2018.

Telework

A District government employee whose regular (routine) telework day falls on Friday, November 23, 2018, is not entitled to an additional “in lieu of” telework day because of the closure that will occur on Friday, November 23, 2018.
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

Authorities

1. D.C. Official Code §1-612.01 et. seq.

Applicability

This issuance applies to employees in the Career, Legal, Excepted, and Management Supervisory Services, but excludes 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 or the Fire and Emergency Medical Services Department who are required to work on November 23, 2018. (Refer to §§ 1123.1 and 1201.2 of the DPM for additional information.)
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.
Attachment

Attachment 1 - Quick Reference Guide
Quick Reference Guide

Admin Closing Worked:
For employees Grade 14 and under who have worked on an Administrative Closing Day. The TRC code to use is Admin Closing Worked (ACW).

Who is affected by this TRC:
• All Time Reporters (Employees and Timekeepers) and Approvers.

If an employee does not work on an Administrative Closing Day, the employee would post the following:

Entering Admin Closing Worked
• When an employee works on Administrative Closing Day and is eligible to receive a premium, enter the time worked as ACW - Admin Closing Worked. (Both Union and Non-Union).
• You must still report REG - Regular Pay for hours worked.

For example:
Quick Reference Guide

Entering Admin Closing Worked (Employee Works Less than 8 Hours):

- When an employee works on an Administrative Closing Day and is eligible to receive a premium, enter the time worked as **ACW - Admin Closing Worked**.
- You must still report **REG - Regular Pay** for hours worked.
- Any hours not worked should be entered using an Administrative Closing Day TRC, for example, **Administrative Closing Pay (ACP)**.

For example: