“USE OR LOSE”
ANNUAL LEAVE
Overview

This DPM issuance serves as a reminder that District government employees may not carry over more than two hundred and forty (240) hours of annual leave past the end of the leave year, which is January 5, 2019. Employees are encouraged to use or donate their excess annual leave.

Ventris C. Gibson, Director
Contents

In This Issuance

Annual Leave Limits ............................................................................................................. 4
Withdrawal of Approved Annual Leave .................................................................................. 5
Withdrawal of Annual Leave Using PeopleSoft ....................................................................... 5
Withdrawal of Annual Leave Outside PeopleSoft .................................................................... 7
Timekeeper (or Equivalent) Support ...................................................................................... 7
Restoring Forfeited Leave .................................................................................................... 8
Donating Annual Leave ......................................................................................................... 9
Legal ...................................................................................................................................... 10
Collective Bargaining Agreements ......................................................................................... 11
Additional Information ......................................................................................................... 12
Annual Leave Limits

District government employees who are eligible to accrue annual leave can only carry over a maximum amount of two hundred and forty (240) hours of annual leave into the next leave year. Any annual leave to their credit in excess of the 240 hours (also referred to as “use or lose”) will be forfeited (lost) at the end of the leave year.

Accordingly, employees with “use or lose” annual leave must schedule the use of such leave by submitting a leave request no later than December 8, 2018.
Withdrawal of Approved Annual Leave

In certain situations, it may be necessary for a manager or supervisor to cancel an employee’s previously approved annual leave request due to the demands of the agency or office. To cancel an annual leave request, managers or supervisors can take one of the following actions (as shown in the samples below), as appropriate, based on the leave approval process established by the agency.

Withdrawal of Annual Leave Using PeopleSoft

1. Enter a “second (2nd) request” on the employee’s “Absence Request” page in PeopleSoft. A manager or supervisor with leave approval authority must enter the date, reason for the request (e.g., personal, vacation, etc.), the number of hours exactly as entered on the employee’s original annual leave request, and a comment indicating the reason the manager/supervisor is withdrawing the annual leave request (see screenshot below):
2. Complete the “Request Details” page in PeopleSoft. The manager or supervisor will receive a request to approve the “2nd request” he or she entered in step 1 (above). The manager or supervisor must then “deny” the leave request, noting the reason for the denial.

Enter the date, reason, and number of hours

Deny the request and include the reason for the denial
Withdrawal of Annual Leave Outside of PeopleSoft

To disapprove a leave request outside PeopleSoft, complete a revised D.C. Standard Form (DCSF) 71, Application for Leave (or equivalent form), as appropriate. A manager or supervisor with leave approval authority must complete the DCSF 71 by entering the employee’s name, the employee’s office or unit, the date of the leave, the reason for the request (e.g., personal, vacation, etc.), and the number of hours exactly as entered on the employee's initially submitted DCSF 71. In the “Official Action on Application” section, the manager or supervisor must disapprove the leave (and provide the reason for the disapproval), sign, and date the form (see screenshot below).

Timekeeper (or Equivalent) Support

Managers and supervisors can obtain additional guidance related to recording time in PeopleSoft or completing the DCSF 71 (or equivalent form) from their agency timekeeper, Payroll Supervisor or Quality Assurance Liaison (or equivalent).
Restoring Forfeited Leave

Annual leave that would otherwise be forfeited (lost) may be restored for later use if the annual leave was:

a. Lost due to an administrative error,
b. Scheduled by December 8, 2018, approved in writing, and subsequently denied due to the demands of the public business, or
c. Substituted for sick leave if an employee becomes sick while on scheduled annual leave (with supervisory approval).

Provisions on restoration can be found in Section 1239 of Title 6B of the District of Columbia Municipal Regulations, and are accessible on the DCHR website (Section 1239 of Chapter 12 of the District Personnel Manual).

The Office of Pay and Retirement Services (OPRS) routinely disseminates guidance on annual leave restoration, and on required information that an agency must send to OPRS. District agencies are reminded that supporting documentation need not be included when sending leave restoration requests to OPRS, but should be preserved in case they are later requested.

NOTE: If an employee submitted an annual leave request at any time after January 7, 2018 (the start of the 2018 leave year), and the employee fails to take the leave after the agency approves the leave, that leave may not be restored unless it was disapproved prior to the effective date of the leave.
Donating Annual Leave

Agencies should also remind employees that “use or lose” leave may be donated to the District government’s Annual Leave Bank Program administered by the D.C. Department of Human Resources (DCHR). To avoid the forfeiture of leave, donations to the Annual Leave Bank Program must be made prior to the end of the leave year.

Employees may donate “use or lose” annual leave to the Annual Leave Bank Program by completing the DCSF No. ALB-01, “Application to Donate Leave to the Leave Bank” form. The form must be submitted to the appropriate agency official no later than November 23, 2018. For convenience, employees may access the DCSF No. ALB-01 on the DCHR Intranet site at https://dchr.in.dc.gov/ under the “Forms” tab.

Agencies must forward all DCSF No. ALB-01 forms to DCHR’s Benefits and Retirement Administration no later than December 3, 2018. The forms should be submitted to the Benefits office’s inbox at dchr.benefits@dc.gov.

For purposes of transferring and receiving annual leave bank hours, appropriate agency staff must prepare a “Leave Adjustment Form” for submission to OPRS for the pay period ending December 22, 2018. The “Leave Adjustment Form” can be accessed on the OPRS Intranet site at https://oprs.in.dc.gov/ under the “Services” tab.

NOTE: As it relates to donating leave to the Annual Leave Bank, agency HRAs, employees and supervisors must submit leave adjustment forms to OPRS no later than December 22, 2018, or the adjustment cannot be processed. Receipt of this form by OPRS later than December 22nd will result in the forfeiture of accrued annual leave from the leave donor in the new leave year, as opposed to the forfeiture of excess leave taken from the employee’s “use or lose” leave.
Legal Authorities

1. Statutory Authority: D.C. Official Code § 1-612.01 et seq.

2. Regulatory Authority: Section 1238 - Annual Leave - Maximum Accumulation; Section 1239 - Annual Leave -- Restoration; and Sections 1250 through 1258 (Annual Leave Bank provisions) of Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays, and Leave, found at D.C. Mun. Regs. tit. 6-B, §§ 1238-1239, 1250-1258

Applicability

The provisions of this issuance apply to those District government agencies which are subordinate to the Mayor’s personnel authority. Other personnel authorities or independent agencies may adopt any or all of these procedures to provide guidance to employees under their respective jurisdictions.
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 shall control to the extent there is a difference.
Inquiries concerning the provisions of this E-DPM issuance can be directed to the Policy and Compliance Administration, DCHR, at (202) 442-9700. Additional information on the Annual Leave Bank is available at www.dchr.dc.gov by accessing E-DPM Instruction No. 12-41, Annual Leave Bank Administered by the D.C. Department of Human Resources, dated October 24, 2008, or by contacting DCHR’s Benefits and Retirement Administration at (202) 442-9700.