

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel

This instruction should be filed behind the divider for Part III of DPM Chapter (s) 12
--

District Personnel Manual Issuance System

DPM Bulletin No. 12-197

SUBJECT: Hazardous Weather Emergency of Monday, January 26, 2004 and Tuesday, January 27, 2004, and Implementation of Early Dismissal

DATE: January 27, 2004

1. Scope

The purpose of this bulletin is to provide clarification on the leave status of District employees during the hazardous weather emergency of Monday, January 26, 2004 and Tuesday, January 27, 2004.

2. Authority

D.C. Official Code ' 1-612.01 (2001); and Chapter 12 of the District Personnel Manual (DPM), Hours of Work, Legal Holidays, and Leave, Part II, Subpart 10, Excused Absences.

3. Responsibilities

Department and agency heads, or their designees, have the responsibility to ensure that their employees are informed of the provisions herein, and that official time and attendance records are properly completed.

4. Liberal Leave, Monday, January 26, 2004 and Tuesday, January 27, 2004

Due to the hazardous weather emergency, the provisions of DPM Chapter 12, Subpart 10, were in effect on Monday, January 26, 2004 and Tuesday, January 27, 2004.

A liberal leave policy allows an employee to use annual leave, leave without pay, or earned compensatory time without obtaining advance approval or providing detailed justification. Normal requirements for an employee to notify his or her supervisor within prescribed time limits are suspended. An employee who did not report for duty will be charged the appropriate leave for the entire workday.

5. Early Dismissal, Tuesday, January 27, 2004

Due to the hazardous weather emergency, the early dismissal provisions of DPM Chapter 12, Part II, Subpart 10, were in effect on Tuesday, January 27, 2004. Mayor's Memorandum 2001-01, January 5, 2001, established the guidelines for an early dismissal policy. As a result, a staggered release program will be implemented utilizing the following zone parameters:

Note: DPM Bulletin that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]

Inquiries: Policy & Program Development Services, 442-9644

Distribution: Heads of Departments and Agencies, HR Advisors and DPM Subscribers

Expires: January 31, 2004

Employee Action	Location	Zone
Employee released at 1:30 p.m.	<p>Maryland: Frederick County, Carroll County, Howard County, Anne Arundel County, Calvert County, St. Mary’s County, Charles County</p> <p>Virginia: Stafford County, Prince William County, Falquier County, Loudoun County</p>	Zone 1
Employee released at 1:30 p.m.	<p>Maryland: Montgomery County, Prince George’s County (Outside Beltway)</p> <p>Virginia: Fairfax County</p>	Zone 2
Employee released at 2:30 p.m.	<p>Maryland: Montgomery County, Prince George’s County (Inside Beltway)</p> <p>Virginia: Alexandria, Falls Church, Arlington</p>	Zone 3
Employee released at 3:30 p.m.	District of Columbia	Zone 4

6. Collective Bargaining Agreements

The provisions of a collective bargaining agreement, for employees covered thereby, will take precedence over the provisions of this bulletin to the extent that there is a difference.

Judy D. Banks
Acting Director of Personnel