

# Ward 8 Councilmember and former Mayor of the District of Columbia Memorial Events – Excused Absence



## District Personnel Manual Bulletin No. 12-300

Effective Date	Expiration Date	Related DPM Chapters
December 4, 2014	December 31, 2014	12

**i** **NOTE:** This bulletin **supersedes** E-DPM Bulletin No. 12-299 (same title), dated November 26, 2014, for the purpose of reflecting a **change in the hours** in which the late Ward 8 Councilmember and former Mayor Marion Barry will lie in repose at the John A. Wilson Building. The remaining provisions of the bulletin are unchanged.

### Overview

Beginning Thursday, December 4, 2014 and again on Friday, December 5, 2014, Ward 8 Councilmember and former Mayor Marion Barry will lie in repose at the John A. Wilson Building (1350 Pennsylvania Avenue, N.W.) from **9:00 a.m. until midnight on Thursday**, and again from **6:00 a.m. until 9:00 a.m. on Friday**. Subject to supervisor’s approval, employees may be released for two (2) hours to attend the viewing.

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## Excused Absence

An *EXCUSED ABSENCE* is an absence from duty, administratively authorized, without loss of pay and without charge to leave. An excused absence is ordinarily authorized on an

individual basis, except where a particular location/building is closed, or a group of employees is excused for various reasons/purposes.

## Authority for Leave

1. **Statutory Authority:** D.C. Official Code § 1-612.01 *et. seq.*
2. **Regulatory Authority:** Section 1266 – ***Administrative Leave***, of Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave.

## Applicability

The provisions of this DPM bulletin apply to each District government employee who is employed by an agency under the personnel authority of the Mayor.

## Provisions for the Excused Absence to Attend the Viewing

1. Subject to supervisory approval, employees in an agency under the personnel authority of the Mayor shall be granted no more than two (2) hours of “excused absence” in order to attend the viewing.
2. Subject to supervisory approval, if an employee requires more than two (2) hours of leave, the employee must request and be approved for annual leave, leave without pay, compensatory time, or exempt time off, as appropriate.

## Collective Bargaining Agreements

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

## Inquiries

Inquiries concerning the provisions of this DPM bulletin can be directed to the Policy and Compliance Administration, DCHR, at (202) 442-9700.



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