

**ELECTRONIC-DISTRICT PERSONNEL MANUAL
TRANSMITTAL SHEET
NUMBER 203**

The attached pages replace the rules in Chapter 12, Hours of Work, Legal Holidays and Leave, of Title 6-B of the District of Columbia Municipal Regulations (DCMR) (see Chapter 12 of the Electronic-District Personnel Manual (E-DPM)). These rules are being replaced because of final rulemaking published in the *D.C. Register (DCR)* on April 6, 2012 (59 DCR 002690).

The main purpose of the final rules published is to amend the chapter to: (1) amend section 1270 to change the term “*emergency employees*” to “*essential employees*”, and add a new category to be designated as “*emergency employees*.” These two (2) changes impact subsection 1266.23, 1271.3, 1272.4, and 1273.5; (2) to add new sections 1279 (Paid Leave Pursuant to the Accrued Sick and Safe Leave Act of 2008) and 1280 (Parental Leave); (3) to amend subsection 1204.2(e), regarding the *lunch period* provided to certain District government employees; (4) to amend subsection 1211.8, regarding *telecommuting*; (5) changed the heading of section 1212 of the chapter from “*Rest Periods*” to “*Rest and Lunch Periods*”, and amend the section; (6) amend section 1227 of the chapter to specify that intermittent employees who do not have scheduled tours of duty are ineligible to earn annual and sick leave; (7) amend section 1232 regarding *annual leave accrual*, and add new subsections 1232.6 through 1232.8; (8) to add a new subsection 1233.5 regarding *determining creditable service for annual leave accrual purposes* to specify that the years of service with the District or federal governments of a person who retires from either of those governments under the Civil Service Retirement System (CSRS) and who is employed (or reemployed) by the District government on or after February 26, 2008, shall not be considered as creditable service for annual leave accrual purposes; (9) amend section 1235 regarding *granting of annual leave*; (10) changed the heading of section 1236 from “*Leave Restriction for Abuse of Emergency Annual Leave*” to “*Emergency Annual Leave and Leave Restriction for Abuse of Emergency Annual Leave*” and amend the section; (11) amend section 1237 regarding *the granting of annual leave in advance*; (12) amend section 1239 of the chapter, regarding *Annual Leave – Restoration*; (13) amend subsections 1240.3 and 1240.4, regarding *payment for annual leave*; (14) changed the heading of section 1243 from “*Leave Restriction for Abuse of Sick Leave*” to “*Emergency Sick Leave and Leave Restriction for Abuse of Emergency Sick Leave*” and further amend the section; (15) to add new subsection 1244.2 to clarify that all sick leave must be exhausted before sick leave can be advanced and further amend section 1244; (16) delete section 1280 of the chapter, “*Recording of Hours of Work, Leave, and Legal Holidays*”; (17) amend section 1299, *Definitions*, to add the definition of the terms “*full-time employee*” and “*When Actually Employed (WAE) Appointment*”; and (18) updated all citations to the D.C. Official Code and other legal and regulatory citations and references to agencies’ names have been updated, and other minor non-substantive changes were made to subsections 1201.1, 1220.1, 1233.1 through 1233.4, 1244, 1250, 1258.2, 1258.3, and 1266.4 of the chapter. For the convenience of *E-DPM* readers, the entire chapter is being provided in this Transmittal. The amendments contained in this transmittal may also be accessed on the Office of the Secretary’s *DC Regs System* at www.dcregs.org.

**MAKE THE FOLLOWING CHANGES TO CHAPTER 4 OF THE *E-DPM*,
ORGANIZATION FOR PERSONNEL MANAGEMENT**

E-DPM Transmittal

This E-DPM Transmittal contains pages 12-I-i through 12-I-iv, and 12-I-1 through 12-I-55

The attached pages replace **Transmittal No. 156**, dated December 10, 2007 (pages 12-I-i through 12-I-iii, and 12-I-1 through 12-I-44; and 12-I-46); and **Transmittal No. 177**, dated December 16, 2008 (pages 12-I-iv, 12-I-45, and 12-I-47)

June 11, 2012

Date



Shawn Y. Stokes
Director

Attachment