

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

District Personnel Manual Issuance System

E-DPM Bulletin No. 12-275

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SUBJECT: Excused Absence – Brown Bag Cultural Presentation Trainings

Date: February 28, 2013

BROWN BAG PRESENTATION TRAINING DURING THE MONTHS OF MARCH, MAY, JULY AND SEPTEMBER OF 2013

This Electronic-District Personnel Manual (E-DPM) bulletin is being issued to outline the policy on **EXCUSED ABSENCES** for District government employees to attend the scheduled **Brown Bag Cultural Presentation Training Sessions** coordinated by the Office of Asian and Pacific Islander Affairs (OAPIA).

The training presentations will focus on various ethnic groups within the Asian American and Pacific Islander communities in an effort to increase understanding and knowledge of those communities.

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.

1. Authority

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

Regulatory Authority: Section 1266 – **Administrative Leave**, of Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave.

2. Applicability

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

3. Provisions for the Brown Bag Cultural Presentation Training

- a. Subject to supervisory approval, District government employees may be excused for a period of not more than 1 hour (not including the employees' lunch period) to attend each

Note: DPM Bulletins 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 I, § 1.3.]

Inquiries: Office of the Director, Policy Division, (202) 442-9700

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

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of the **Brown Bag Cultural Presentations** coordinated by the OAPIA. As a result, a District government employee may receive no more than 4 hours to attend all of the presentations combined (1 hour per training presentation). These sessions, which employees can bring their brown bag lunch, are part of OAPIA’s technical assistance to District government agencies that is outlined in the the Language Access Act.

- b. The brown bag training sessions will be held as follows:

Brown Bag Cultural Presentations			
Session Date	Topic	Location	Time
March 26, 2013	Chinese	441 4 th Street, NW, Old Council Chambers	12:00 p.m.–1:00 p.m.
May 30, 2013	Korean	441 4 th Street, NW, Old Council Chambers	12:00 p.m.–1:00 p.m.
July 30, 2013	Vietnamese	441 4 th Street, NW, Old Council Chambers	12:00 p.m.–1:00 p.m.
September 24, 2013	Asian Indian	441 4 th Street, NW, Old Council Chambers	12:00 p.m.–1:00 p.m.

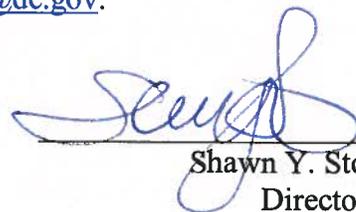
- c. Any employee who previously requested leave, and was granted leave for the entire day, will be charged leave for the entire day. Additionally, if extra time, in excess of the 1 hour permitted, is required, employees must request and be approved for annual leave, leave without pay, compensatory time, or exempt time off, as appropriate. Employees should complete a D.C. Standard Form 71, *Application for Leave*, or submit a request for leave through PeopleSoft, Self Service, to request excused absence or other additional leave for the purpose set forth in this E-DPM bulletin as far in advance as possible.
- d. While every effort should be made to grant requests for excused absences to attend the **Brown Bag Cultural Presentations**, the granting of all such requests may not be feasible if it results in disruption of public services provided by a subordinate agency. Accordingly, agencies must pre-determine which employees must remain on duty, or report to duty, to provide minimum required services.

4. Collective Bargaining Agreements

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

5. Inquiries

For additional information on the **Brown Bag Cultural Presentations**, employees should contact Neel Saxena, Program Coordinator, Office of Asian and Pacific Islander Affairs., by calling (202) 727-0729 or via email at neel.saxena@dc.gov.



Shawn Y. Stokes
Director