

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

District Personnel Manual Issuance System

E-DPM Instruction No. 12-52

This instruction may be accessed electronically at www.dchr.dc.gov, by clicking the "Policies and Procedures" and "Electronic-District Personnel Manual (E-DPM)" links and accessing Chapter(s): **12**

SUBJECT: Excused Absence for Parents to Accompany Their Children to School at the Beginning of a School Year

Date: August 15, 2014

EXCUSED ABSENCE FOR PARENTS TO ACCOMPANY CHILDREN TO SCHOOL

This Electronic-District Personnel Manual (E-DPM) instruction outlines the policy on excused absences for parents to accompany their child to school at the beginning of a school year.

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 instruction apply to each District government employee who is employed by an agency under the personnel authority of the Mayor.

3. Provisions for the Excused Absence at the Beginning of a School Year

- a. Subject to supervisory approval, each parent, foster parent, guardian, or primary caregiver employed by the District government 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 accompany his or her child to school on the first (1st) day of school, or as soon thereafter within the first (1st) week of school, as determined by the agency head (or designee).
- b. 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.
- c. A **primary caregiver** is an individual with whom a child lives, and who provides the child with direct care and supervision.

Inquiries: Policy and Compliance Administration, DCHR, (202) 442-9700

Distribution: Heads of Departments and Agencies and HR Advisors

Retain until Superseded or Rescinded

- d. The provisions of this instruction apply to each District government employee, as mentioned above, whose child attends any of the following types of public, private, or parochial schools:

• Pre-School Programs
• Elementary School
• Junior High School or Middle School
• Senior High School

- e. The provisions of this instruction apply to District government employees, as mentioned above, regardless of their place of residence or the location of the school that their children attend.

4. Responsibilities

a. Agency

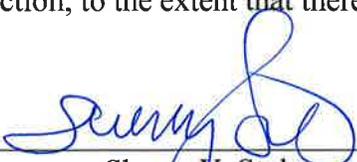
1. Each subordinate agency head (or designee) shall ensure that agency employees are granted, upon request, a period of “excused absence” to accompany their child to school on the first (1st) day of school or on another day during the first (1st) week of school.
2. While every effort should be made to grant requests for excused absences on the first (1st) day of school, 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. In the event an employee cannot be granted excused absence on his or her child’s first (1st) school day, he or she may request excused absence, as provided herein, or another day within the first (1st) week of school.

b. Employees

1. An employee should complete a D.C. Standard Form 71, *Application for Leave*, or submit a request for leave through PeopleSoft, Employee Self Service, to request excused absence or other additional leave for the purpose set forth in this instruction as far in advance as possible.
2. An employee who previously requested leave and was granted leave for the entire day will be charged leave for the entire day.

5. Collective Bargaining Agreements

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


Shawn Y. Stokes
Director