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SPECIAL ORDER



SUBJECT: Excused Absences	SERIES 83	NUMBER 26	EFFECTIVE DATE March 17, 1983
	DISTRIBUTION B		
	ORIGINATING UNIT PDD		
	EXPIRATION DATE *		

The purpose of this order is to outline those circumstances in which an employee can be excused from duty without loss of pay and without charge to leave. Under the authority of Chapter 12B, Item 14, of the District Personnel Policy Manual, excused absences may be approved as follows:

An employee's supervisor may approve an excused absence for the following:

1. An absence to attend a judicial proceeding in a non-official capacity as a witness or juror, on behalf of the District of Columbia, a state, territory or possession of the United States. NOTE: Uniformed members engaged in police-related employment for private employers shall handle cases generated by that employment on their own time.
2. Funeral leave (not to exceed three days [which may not necessarily be consecutive]) to make arrangements or to attend a funeral or memorial service for an immediate relative who died as the result of a wound, injury, or disease incurred while serving as a member of the armed forces in a combat zone.
3. Voting and registration when the polls are not open at least three hours either before or after an employee's regular hours of work.
4. Unavoidable absences or tardiness of less than one-hour when it is determined that the tardiness or absence is excusable (i.e., tardiness resulting from severe weather conditions, etc.). NOTE: This provision does not apply to uniformed members whose positions are covered by the collective bargaining process.
5. Official consultations with other District Government personnel.
6. Medical examinations for active military service, D.C. Government employment, D.C. Government-owned vehicle operator's permits, civil service examination, or other examination which will benefit the District Government.
7. Four hours or less for blood donations to the Red Cross or similar organization, or to any District employee in need of a blood transfusion, or to donate blood to replace blood required by any District employee. NOTE: Uniformed members whose positions are covered by the collective bargaining process are provided five hours of leave for blood donations.

DIRECTIVE DEVELOPMENT
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8. The initial treatment for line-of-duty injuries (including travel time). When an employee does not return to duty, the employee must be charged sick or annual leave, or leave without pay, as appropriate, from the time the employee is hospitalized or sent home from the treatment facility.

An employee who has returned to a full tour of duty but, as a result of the line-of-duty injury, must periodically report for subsequent or follow-up treatment to a facility or physician authorized to treat the employee, shall be excused (without charge to leave) for the time necessary to receive such treatment (including travel time) when it must be scheduled during his/her regular tour of duty.

9. One hour or less spent in a first-aid or health room. Time in excess of one hour is chargeable sick leave, annual leave, or leave without pay.

10. Attendance at meetings and conferences with management officials by employee representatives of recognized labor organizations.

11. Officially held meetings, such as seminars, conferences, luncheons, advisory neighborhood commission activities, or similar gatherings which concern or would improve the functions or activities of the department.

12. Approved training courses.

13. Registration under the Military Selective Services Act.

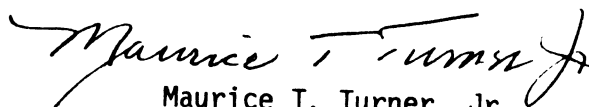
The Chief of Police (or other designee) shall authorize excused absences for the following:

1. Dismissals related to the closing of part or all of an establishment as the result of emergency conditions: power failure, breakdown of heating equipment or similar emergency, weather, fire, flood, or other natural disaster, or other civil activities in which the D.C. Government encourages participation.
2. Dismissals when an entire building or part of the building is excessively uncomfortable due to hot weather (after consulting with and receiving the concurrence of the Director of Public Health, Department of Human Services).
3. Attendance at non-local meetings, and conferences which concern or would improve the functions of the department. (Approval of travel orders or instructions to attend would constitute approval of the employee's attendance without charge to leave.)
4. Outside speaking engagements related to the functions of the department.

The Director, D.C. Office of Personnel shall authorize excused absences for:

Early dismissal as the result of hazardous weather or a special event of national importance, or in response to a catastrophe. Employees who requested and where granted leave for the entire day or prior to the notice of early dismissal shall be charged leave for the entire day or for the remainder of the tour of duty.

*This special order shall remain in effect until its contents are incorporated into the appropriate general orders.


Maurice T. Turner, Jr.
Chief of Police

MTT:VA:ldr

S.A. 83.26