



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

Office of Talent and Culture

August 2017

# Employee Leave and Retirement Policy

Version 01

Approved by: Antwan Wilson, Chancellor  
Crystal Jefferson, Office of Talent and Culture  
Scott Barash, General Counsel

Chancellor's Signature

8/28/2017  
Date

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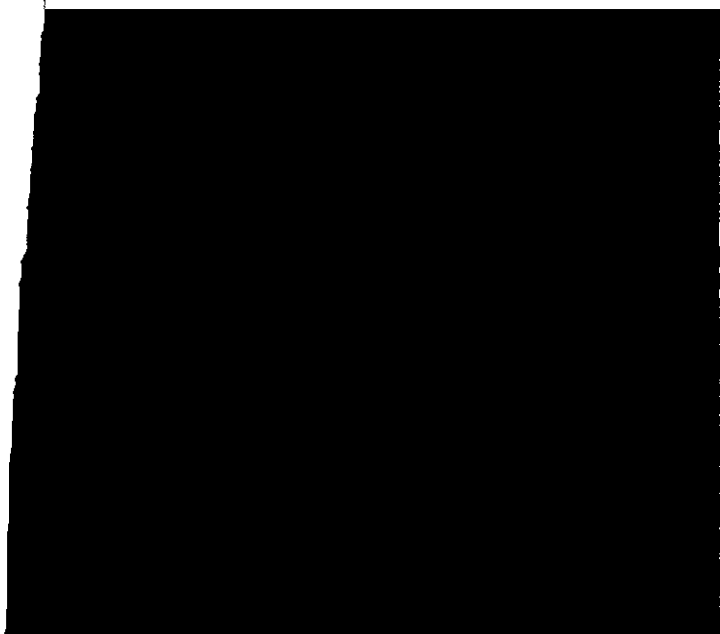
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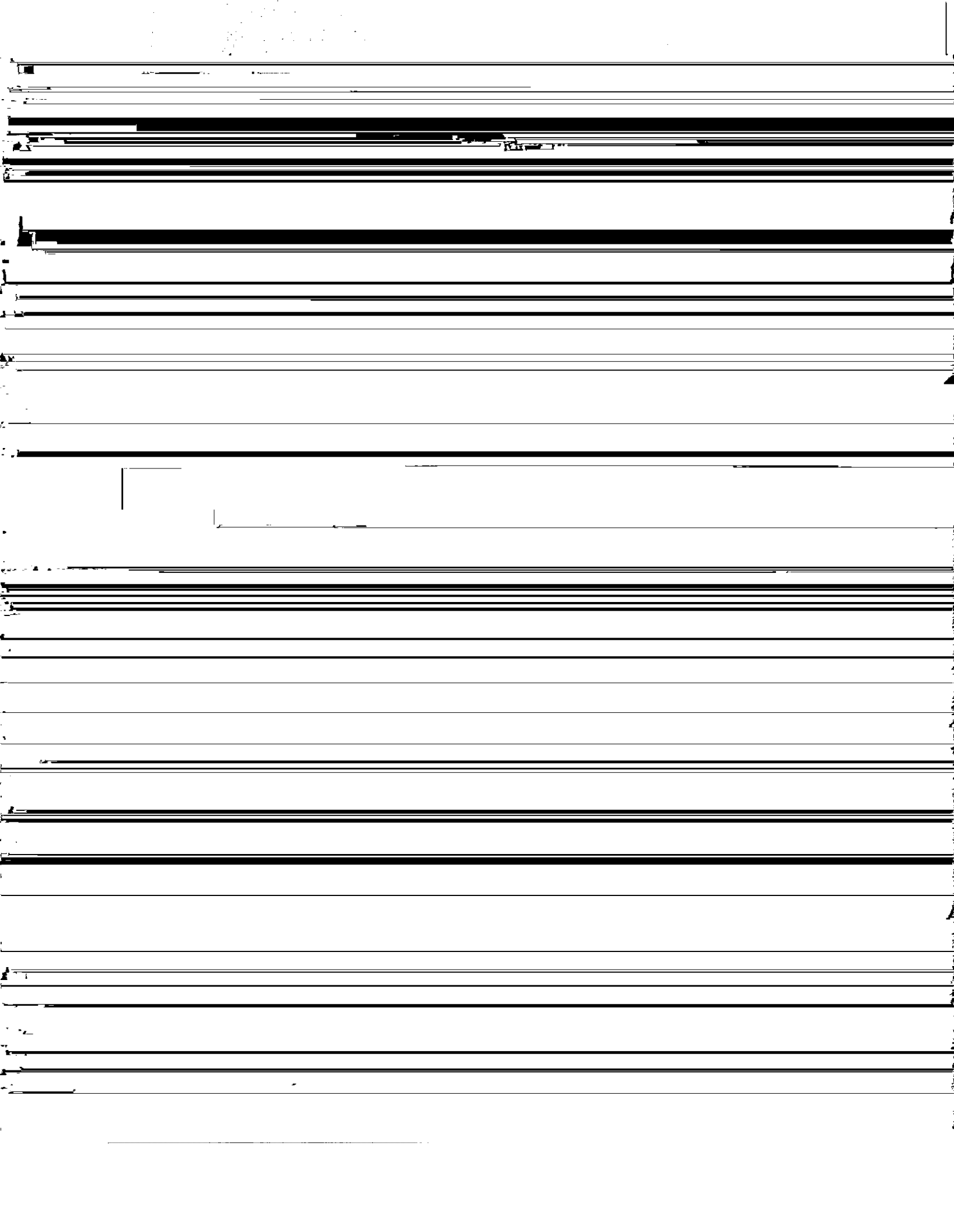
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## I. Overview of Leave Policy

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### A. General Authority for Employees to Take Leave

Punctual and regular attendance is expected of all DCPS employees. DCPS employees are afforded paid

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**Employee Leave and Retirement Policy**

	employees. <b>120 Hours (15 days)</b> are granted at the start of each school year for 12 month employees.	
<b>Sick Leave (Part Time)</b>	Hours granted based on number	<b>0-2.9 years of service: 1 hour</b>

### III. Sick, Family and Medical Leave

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The DCPS Employee Services Leave of Absence (LOA) Treatments are:

1. Sick Leave

2. Family Leave

3. Medical Leave

4. Bereavement Leave

5. Unpaid Leave

6. Other Leave

7. Military Leave

8. Jury Duty

9. Voting Leave

10. Election Leave

11. Compassionate Leave

12. Personal Leave

13. Unpaid Leave

14. Other Leave

15. Military Leave

16. Jury Duty

17. Voting Leave

18. Election Leave

19. Compassionate Leave

20. Personal Leave

21. Unpaid Leave

22. Other Leave

23. Military Leave

24. Jury Duty

25. Voting Leave

26. Election Leave

27. Compassionate Leave



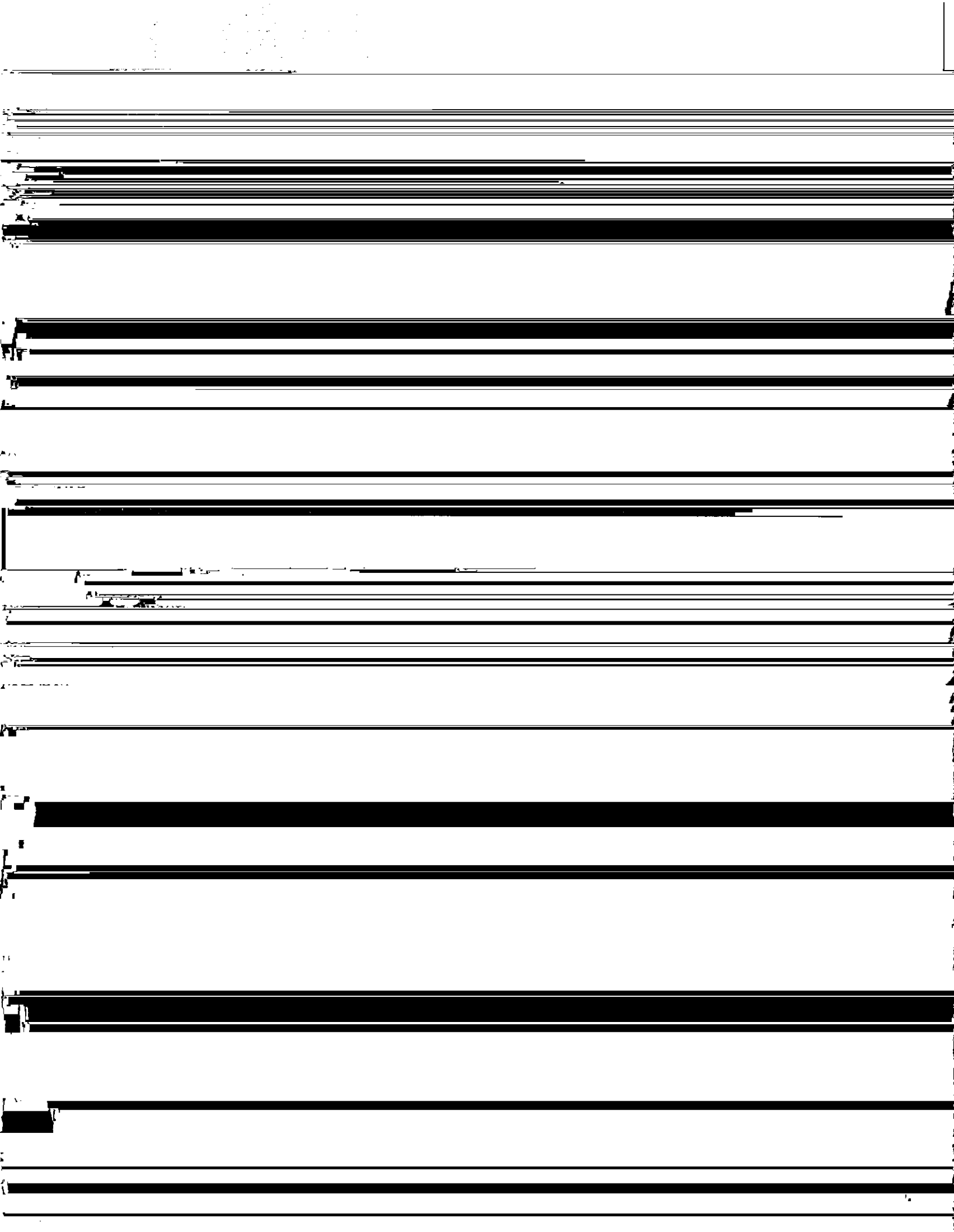
# Employee Leave and Retirement Policy

## Employee Leave and Retirement Policy

will be retained in the employee's record.

26. Annual Leave

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b) Is not an intermittent employee;

## Employee Leave and Retirement Policy

For more information regarding continuation of pay, including exceptions from being eligible to receive COP, please contact the DC Office of Risk Management at [orm.dc.gov](http://orm.dc.gov).

For job-related injuries, leave periods of three days or less will be charged against the employee's sick/annual leave. If no leave is available, the absence will be considered leave without pay (LWOP).<sup>35</sup> Leave exceeding three days places employees on COP for either 45 continuous calendar days (including

## IV. Annual Leave

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### A. General Annual Leave<sup>39</sup>

DCPS employees not including ET 15 employees earn annual leave time. An employee may request

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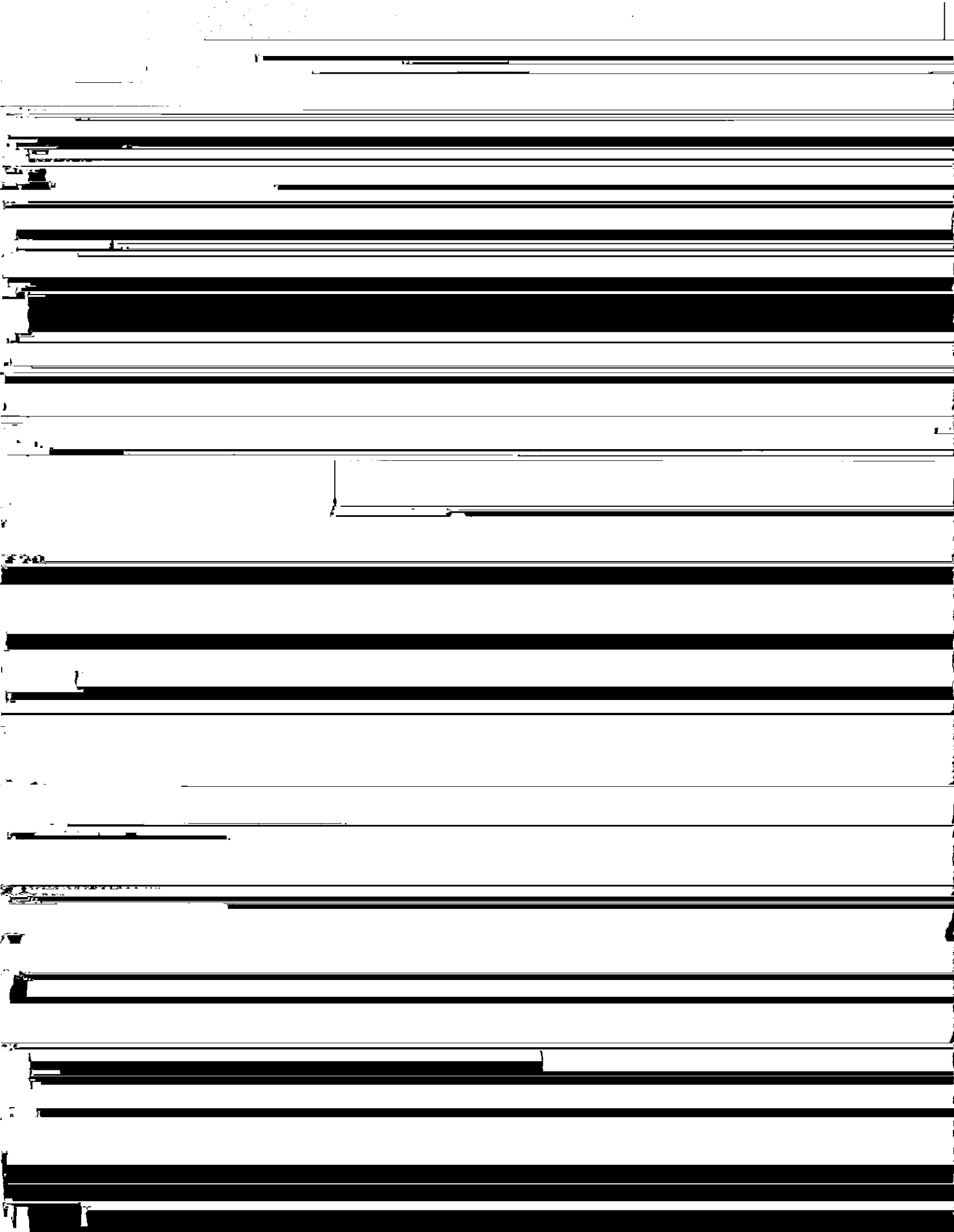
**Employee Leave and Retirement Policy**

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F. Bereavement Leave<sup>52</sup>

Employees will be granted up to three (3) workdays of leave with pay and without reduction in accumulated leave or service, to make arrangements for, or attend the funeral of, or memorial service for, an immediate family member. Other employees represented by unions must refer to their individual contract.

**Employee Leave and Retirement Policy**

Year	Employment	Retirement
1980	100	10
1981	105	12
1982	110	15
1983	115	18
1984	120	22
1985	125	25
1986	130	28
1987	135	32
1988	140	35
1989	145	38
1990	150	42
1991	155	45
1992	160	48
1993	165	52
1994	170	55
1995	175	58
1996	180	62
1997	185	65
1998	190	68
1999	195	72
2000	200	75
2001	205	78
2002	210	82
2003	215	85
2004	220	88
2005	225	92
2006	230	95
2007	235	98
2008	240	102
2009	245	105
2010	250	108
2011	255	112
2012	260	115
2013	265	118
2014	270	122
2015	275	125
2016	280	128
2017	285	132
2018	290	135
2019	295	138
2020	300	142

## VI. Retirement

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## Appendix I: Glossary

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**Absence Without Leave: (AWOL):** Absence without leave occurs when an employee is absent from

**Administrative Leave:** Paid leave, that is outside of annual leave time, granted to an employee by DOPC

## Employee Leave and Retirement Policy

**Medical Leave:** When an employee must take Medical Leave time (either paid or unpaid) from their job due to care for a sick family member.

**Military Leave:** to prepare/care for needs arising from military duty or call to action.

**Paid Family Leave:** Allow eligible BCPS employees to take up to eight weeks of paid leave for the following reasons:



## Appendix II: PeopleSoft Table Time Sheet Entrances

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