



WTU General and Annual Leave Accruals

All members of the WTU in EG 09 positions earn General and Annual Leave, based on years of service.

Employees with:

- 0-2 years of service earn four hours per pay period
- 3-15 years of service earn six hours per pay period
- 16+ years of service earn eight hours per pay period

Note: Members of the WTU in ET 15 positions are not eligible for General and Annual Leave.

In accordance with Part I, Chapter 12, Section 1238 (Annual Leave – Maximum Accumulation) and Section 1239 (Annual Leave Restoration) of D.C. Personnel Regulations, employees may carry a maximum of 240 Annual Leave hours into the next leave year. Under normal circumstances, any unused Annual Leave above the 240-hour maximum will be forfeited if not used. Then, under certain conditions, employees can request “leave restoration” in order to retain leave hours for use in the following leave year.

For calendar year 2020, however, the D.C. Department of Human Resources (DCHR) has modified policies relating to “use or lose” annual leave. While employees with an excess of 240 hours would normally forfeit those unused hours at the end of the calendar year, due to the extreme circumstances of the current public health emergency, employees with annual leave hours in excess of 240 at the end of the 2020 calendar year will see that leave restored into a separate leave bank for use in 2021 and 2022. All 2020 restored leave will need to be used before it expires in January 2023.

For more information, visit the DCPS website (www.dcps.dc.gov).

For detailed information regarding additional benefits provided by the Washington Teachers' Union, please contact the union directly at 202.293.8600.

