

Michigan Civil Service Commission

Regulation 5.08

Subject:		
Paid Holidays		
SPDOC No.:	Effective Date:	Replaces:
16-06	January 1, 2017	Reg. 5.08 (SPDOC 07-14, October 7, 2007)

1. Purpose

This regulation establishes the standards and guidelines for paid state holiday absence for career employees.

2. CSC Rule References

5-10 Paid Holidays and Leave

5-10.1 Paid Holidays

A full-time career employee is allowed 8 hours paid absence from work on 12 approved state holidays in odd numbered years and 13 approved state holidays in even numbered years. A less than full-time career employee is allowed paid holiday absence in proportion to the time actually in pay status, in accordance with the regulations.

(a) Procedure. The state personnel director shall establish the appropriate dates for holiday observances and additional standards for determining employee eligibility.

(b) Work on a holiday. An appointing authority may require an employee to work on a paid holiday. Such an employee is compensated in accordance with any applicable provisions governing compensation for overtime and shift differential.

3. Standards

A. State Holidays. A career employee is allowed paid absence from work on the following days:

Day	Observance
New Year's	January 1
Martin Luther King, Jr.	The third Monday in January
Presidents	The third Monday in February
Memorial	The last Monday in May
Independence	July 4

Labor	The first Monday in September
Election Day	General election day (even numbered years)
Veterans	November 11
Thanksgiving	The fourth Thursday in November
Day After Thanksgiving	The Friday following Thanksgiving
Christmas Eve	December 24
Christmas	December 25
New Year's Eve	December 31

A career employee who regularly provides less than full-time service is allowed paid absence according to § 3.C.2.

B. Observance.

1. Employees have their holiday observance on the holiday itself if the holiday falls on a scheduled workday.
2. A holiday that falls on Saturday is observed on the preceding Friday. A holiday that falls on Sunday is observed on the following Monday.
 - a. When Christmas Eve or New Year's Eve falls on Friday, the holiday may be observed on the preceding Thursday. When Christmas Eve or New Year's Eve falls on Sunday, the holiday may be observed on the preceding Friday. The State Personnel Director may establish alternate observance days for these holidays before the beginning of the fiscal year.
 - b. Equivalent provisions for time off for holidays falling outside the scheduled work week shall be made for employees working other than a Monday through Friday schedule.
 - c. Holiday observance cannot be used to extend employment, unless § 3.C.1.c applies.

C. Eligibility.

1. A career full-time employee, regardless of work schedule, is allowed paid holiday absence by being in full pay status on:
 - a. The holiday itself, as demonstrated by actually working on the holiday; or,
 - b. The employee's last scheduled workday immediately preceding the holiday and their first scheduled workday following the holiday when both days fall within the same biweekly work period; or,

- c. The employee's last scheduled workday immediately preceding the holiday when the holiday occurs on or is observed on the last scheduled workday of the biweekly work period; or when the holiday occurs or is observed on the last day of the month in which the employee is retiring; or,
 - d. The employee's first scheduled workday following the holiday when the holiday occurs on or is observed on the first scheduled workday of the biweekly work period.
 - e. A newly hired employee is not allowed paid holiday absence for a holiday occurring on or observed on the first scheduled workday of the initial biweekly work period.
 - f. A continuing employee returning from layoff or leave of absence, whose first scheduled workday is the day after a holiday, is allowed paid holiday absence for the holiday.
2. A career employee working less than full-time is allowed paid holiday absence as follows:
- a. Employees are allowed full holiday credit of 8 hours if they otherwise have been in full pay status for the pay period in which the holiday falls.
 - b. Employees not in full pay status for the pay period in which the holiday falls, are allowed proportionate holiday credit based on the average hours in pay status during the six biweekly work periods (including work periods when not in pay status) preceding the work period in which the holiday occurs.
 - (1) Career employees not in pay status during the biweekly work period when a holiday occurs are allowed proportionate holiday credit upon return from furlough.
 - (2) Newly hired employees and employees returning from a layoff or leave who have completed less than six biweekly work periods are allowed proportionate holiday credit based on the average hours in pay status since appointment or return from layoff or leave.

D. Work on a Holiday. Payment for work on a holiday is in accordance with regulation 5.02.

CONTACT

Questions on this regulation may be directed to Compensation, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; by telephone at 517-241-0837 or 517-284-0102; or to MCSC-Compensation@mi.gov.