

**MICHIGAN CIVIL SERVICE COMMISSION**

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**ADVISORY BULLETIN**

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**BUREAU/DIVISION CONTACT AREA**  
Compensation

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**SUBJECT**

**PERSONAL AND SCHOOL/COMMUNITY PARTICIPATION LEAVE GRANT -  
FY 2013**

This document should be placed with the referenced rule and/or regulation until the Post End Date.

**PROCEDURES FOR CLASSIFIED EMPLOYEES**

***OCTOBER 2012 PERSONAL LEAVE GRANT***

On October 1, 2012, the State of Michigan will grant personal leave (recorded as annual leave in HRMN) to classified and unclassified employees as outlined in the attached chart. Please note that classified employees who have not completed 1,040 hours (2,080 hours for those in unit C-12) of satisfactory service are not eligible for this leave grant. The employing agency must manually delete the grant using the TA70 (Plan Adjustments) screen in HRMN for those employees who have not completed 1,040 hours (2,080 hours for those in unit C-12) of satisfactory service. If the annual leave adjustments, usage, and accruals recorded for the pay period ending October 13, 2012, cause the employee's annual leave balance to exceed the employee's annual leave maximum, the annual leave balance will be reduced to the annual leave maximum as of October 14, 2012.

Classified employees eligible to receive a full leave grant (see attached chart) will receive it automatically through HRMN. The only exception is for employees in unit code E-42 in intermittent status (status code AC) who worked at least 80 hours in the pay period that includes October 13, 2012. This group of employees is eligible for a full grant, but will not receive it automatically through HRMN. Instead, the leave grant must be entered by the employing agency using the TA70 (Plan Adjustments) screen in HRMN.

Classified employees eligible to receive a partial leave grant (see attached chart) will have the amount of the grant calculated in accordance with existing holiday pay procedures.

Eligible employees on a leave of absence on October 1 are to receive, via a manual adjustment, the appropriate full or partial grant upon their return to active employment status. The amount of the grant is the same as the employee would have received if they had been active on the payroll on October 1.

Classified employees eligible to receive a full or partial leave grant who are on a layoff when the automatic adjustment is made will not automatically receive the grant. When these employees return to work, the personnel office should credit the employee with the proper pro-rated full or partial grant based on the number of pay periods remaining in the fiscal year. For example, if a W-22 employee who is eligible for the full grant returns from a layoff with 8 pay periods remaining in the fiscal year, the grant would be calculated by dividing the number of pay periods remaining in the fiscal year by the total number of pay periods (26) and multiplying this by the full grant.  $[(8 \div 26) \times 16 = 4.9 \text{ hours.}]$  Pro-rated partial grants would be calculated the same but the 16 hours would already be reduced based on existing holiday procedure. NOTE: Partial grants are not applicable to employees in unit C-12. If a C-12 employee returns from layoff, they would receive a pro-rated full grant. Full grants for employees in unit C-12 are 12 hours.

#### ***OCTOBER 2012 SCHOOL/COMMUNITY PARTICIPATION LEAVE GRANT***

On October 1, 2012, the State of Michigan will grant 8 hours of school and community participation leave to permanent and limited term classified employees in units A02, A31, E42, H-21, L-32, U11, W-22, W-41, Y23, Y50, Y51, Y98, and Y99. The employing agency must manually delete the grant using the TA70 (Plan Adjustments) screen in HRMN for those employees who have not completed 1040 hours of satisfactory service. Unused school leave balances from the prior fiscal year are not carried over into the new fiscal year.

## **PROCEDURES FOR UNCLASSIFIED EMPLOYEES**

### ***OCTOBER 2012 PERSONAL LEAVE GRANT***

Full-time unclassified employees in unit code Z-86 who have elected the Civil Service Benefits Agreement Option are authorized to receive sixteen hours of personal leave (recorded as annual leave in HRMN) as of October 1, 2012. Unclassified employees in unit code Z-86 who have elected the Civil Service Benefits Agreement Option and are in less than full time status are authorized to receive a prorated number of hours of personal leave in a manner consistent with existing holiday pay procedures.

The grant of personal leave to unclassified employees will be recorded automatically through HRMN as it is for classified employees. If the annual leave adjustments, usage, and accruals recorded for the pay period ending October 13, 2012, cause the employee's annual leave balance to exceed the employee's annual leave maximum, the annual leave balance will be reduced to the annual leave maximum as of October 14, 2012.

### ***OCTOBER 2012 SCHOOL/COMMUNITY PARTICIPATION LEAVE GRANT***

Unclassified employees in unit code Z-86 who have elected the Civil Service Benefits Agreement Option are authorized to receive eight hours of school and community participation leave as of October 1, 2012. The grant of school leave to unclassified employees will be recorded automatically through HRMN as it is for classified employees.

Please refer any questions regarding this advisory to Kristen Hillman at (517) 241-0837 or email [HillmanK@michigan.gov](mailto:HillmanK@michigan.gov).

Attachment

**PERSONAL LEAVE GRANT FOR CLASSIFIED EMPLOYEES  
October 1, 2012**

Unit Codes	# of Hours	Eligibility Requirements to receive "Full" Grant	Eligibility Requirements to Receive "Partial" Grant
<b>CLASSIFIED EMPLOYEES</b>			
A-02, A-31, H-21, L-32, Y-23, Y-50, Y-51, Y-98, Y-99	16	<ul style="list-style-type: none"> <li>Employee status code of [AA] <b>OR</b> [AD or AP w/ FTE =1].</li> <li>Has completed 1,040 hours of satisfactory service.</li> </ul>	<ul style="list-style-type: none"> <li>Employee status code of [AB], [AC], [AE], <b>OR</b> [AD or AP w/ FTE&lt;1].</li> <li>Has completed 1,040 hours of satisfactory service.</li> </ul>
T-01	20	<ul style="list-style-type: none"> <li>Employee status code of [AA] <b>OR</b> [AD or AP w/ FTE =1].</li> <li>Has completed 1,040 hours of satisfactory service.</li> </ul>	<ul style="list-style-type: none"> <li>Employee status code of [AB], [AC], [AE], <b>OR</b> [AD or AP w/ FTE&lt;1].</li> <li>Has completed 1,040 hours of satisfactory service.</li> </ul>
E-42	16	<ul style="list-style-type: none"> <li>Employee status code of [AA] <b>OR</b> [AD or AP w/ FTE =1] <b>OR</b> [AC and has worked at least 80 hours during the pay period ending 10/13/12].</li> <li>Has completed 1,040 hours of satisfactory service.</li> </ul>	<ul style="list-style-type: none"> <li>Employee status code of [AB], [AC], [AE], <b>OR</b> [AD or AP w/ FTE&lt;1] <b>OR</b> [AC and has worked less than 80 hours during the pay period ending 10/13/12].</li> <li>Has completed 1,040 hours of satisfactory service.</li> </ul>
W-22, W-41,	16	<ul style="list-style-type: none"> <li>Employee status code of [AA] <b>OR</b> [AD or AP w/FTE=1].</li> <li>Employee status code of [AB], [AC], [AD or AP w/ FTE&lt;1], [AE] <b>AND</b> worked at least 832 hours in the last fiscal year (excluding hours in excess of 80 in a pay period).</li> <li>Has completed 1,040 hours of satisfactory service.</li> </ul>	<ul style="list-style-type: none"> <li>Employee status code of [AB], [AC], [AE], or [AD or AP w/ FTE&lt;1] <b>AND</b> worked less than 832 hours in the last fiscal year (excluding hours in excess of 80 in a pay period).</li> <li>Has completed 1,040 hours of satisfactory service.</li> </ul>
U-11	24	<ul style="list-style-type: none"> <li>Employee status code of [AA] <b>OR</b> [AD or AP w/FTE=1].</li> <li>Employee status code of [AB], [AC], [AD or AP w/ FTE&lt;1], [AE] <b>AND</b> worked at least 832 hours in the last fiscal year (excluding hours in excess of 80 in a pay period).</li> <li>Has completed 1,040 hours of satisfactory service.</li> </ul>	<ul style="list-style-type: none"> <li>Employee status code of [AB], [AC], [AE], or [AD or AP w/ FTE&lt;1] <b>AND</b> worked less than 832 hours in the last fiscal year (excluding hours in excess of 80 in a pay period).</li> <li>Has completed 1,040 hours of satisfactory service.</li> </ul>
C-12	12	<ul style="list-style-type: none"> <li>Employee status code of [AA] <b>OR</b> [AD or AP w/FTE=1].</li> <li>Has completed 2,080 hours of satisfactory service.</li> </ul>	<ul style="list-style-type: none"> <li>Partial grants are not applicable in unit code C-12.</li> </ul>
<b>UNCLASSIFIED EMPLOYEES</b>			
Z-86	16	<ul style="list-style-type: none"> <li>Employee status code of [AF w/ FTE=1].</li> <li>Has elected the Civil Service Benefits Option.</li> </ul>	<ul style="list-style-type: none"> <li>Employee status code of [AF w/ FTE&lt;1].</li> <li>Has elected the Civil Service Benefits Option.</li> </ul>

Relevant Status Codes:

- AA: Full-Time (Classified)
- AB: Part-Time (Classified)
- AC: Permanent Intermittent (Classified)
- AD: Limited Term (Classified)
- AE: Seasonal (Classified)
- AF: Unclassified
- AP: Worker's Compensation