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STATE OF MICHIGAN  
DEPARTMENT OF CORRECTIONS  
LANSING

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DIRECTOR

**DIRECTOR'S OFFICE MEMORANDUM 2019 -27**

**EFFECTIVE:** January 1, 2019

**DATE:** December 27, 2018

**TO:** Executive Policy Team  
Administrative Management Team  
Wardens

**FROM:** Heidi E. Washington, Director

**SUBJECT:** Annual Leave Scheduling

**SUPERSEDES DOM 2018 – 27R (effective 12/27/18)**

As of January 1, 2019, collective bargaining agreements will no longer contain Annual Leave scheduling provisions. The Department developed the following process for scheduling Annual Leave consistent with the new Civil Service Rules and Regulations. The “Annual Leave Schedule” is a hardcopy book or electronic document created by management that employees use to select Annual Leave as laid out under Paragraph 3 below. Management will identify the groups of employees (a) to whom this Annual Leave Scheduling process applies and (b) among whom the Annual Leave Schedule will be passed. For 2019, passing of the Annual Leave Schedule should begin immediately.

Annual Leave Scheduling

1. Under this Annual Leave Scheduling process, a week begins on Monday and ends on Sunday. Human Resources Central Office will identify “Prime” weeks by October 1 of the prior year. Prime weeks may include weeks containing high school spring breaks, summer, hunting season, and various State of Michigan holidays.
2. Management will set the maximum number of employees that can be off on any given day, which will be indicated in the Annual Leave Schedule before circulation begins.
3. Passing of the Annual Leave Schedule will start October 1st of each year and will consist of three passes. All passes must be completed by December 1, unless otherwise approved by the appropriate Assistant Deputy Director or Executive Policy Team member. Passing of the Annual Leave Schedule will be in seniority order based on continuous service hours. In the event of a tie, higher seniority will be assigned to the employee with the highest New Employee School graduation score (for security unit employees only) or to the employee with the lowest last four digits of their Social Security number:
  - a. During the first pass, an employee may select either (a) up to one available “Prime” week, or (b) up

to two available non-Prime weeks.

- b. During the second pass, an employee may select either (a) up to one available “Prime” week, or (b) up to two available non-Prime weeks.
- c. During the third pass, an employee may select up to five days.

Note: In the first or second pass, an employee is not required to take a full week, but all days must be contained within one of the selected weeks. For example, if an employee selects the day of July 4 only (i.e., a day contained within a Prime week), the employee has completed their pass.

- 4. Upon entering a unit, a newly hired employee may select Annual Leave missed during prior passes from the remaining available Annual Leave, consistent with Paragraph 3 above, even if the three passes have been completed. If the newly hired employee enters the unit while the Annual Leave Schedule is being passed, the employee will be added into the rotation in seniority order. If the new employee is more senior than the employee who is currently making their selections, the new employee will make their selections immediately after the current employee. Employees are responsible for monitoring their leave accruals to ensure they have enough Annual Leave credits to cover the selections.

If a current employee moves to a different shift or facility/office after requesting a lateral job change, management has no obligation to honor previously approved Annual Leave. Subject to operational needs, a current employee will not lose any approved leave if they have not requested a lateral job change and are involuntarily moved to a different shift or facility/office. If any previously approved Annual Leave cannot be honored, the employee may select an amount equal to the forfeited leave from the remaining available Annual Leave.

- 5. After the Annual Leave Schedule has completed the third pass, employees can request Annual Leave any day up to 28 calendar days before the day being requested. If there are multiple requests by the close of shift on the 28th day, Annual Leave will be approved in seniority order based on continuous service hours. After the 28th day, Annual Leave will be granted on a “first submitted, first approved” basis. Paragraph 5 will apply unless waived by the appropriate Assistant Deputy Director or Executive Policy Team member.

Annual Leave approvals are subject to operational needs and any denial must include a written explanation for the denial, if requested by the employee in writing.

Note: The following is an example of how Paragraph 5 applies. After the three passes are completed, employees can begin requesting Annual Leave for March 1 on February 1, which is 28 days before the day being requested. If ten employees on the same shift request Annual Leave for March 1 by the end of their shift on February 1, but management can only allow five employees to be off, Annual Leave would be approved for the five most-senior employees. If, however, only five employees on the same shift request Annual Leave for March 1 by the end of their shift on February 1, then all five employees’ Annual Leave requests would be approved. In either example mentioned above, as of February 2, no additional employees would be granted Annual Leave for March 1, regardless of seniority, as all spots would be filled.

Weeks		Type	Reason
January	1 to 6	Prime	Holiday
	7 to 13		
	14 to 20		
	21 to 27		
	28 to February 3		
February	4 to 10		
	11 to 17		
	18 to 24		
	25 to March 3		
March	4 to 10		
	11 to 17		
	18 to 24		
	25 to 31	Prime	Spring Break
April	1 to 7	Prime	Spring Break
	8 to 14		
	15 to 21		
	22 to 28		
	29 to May 5		
May	6 to 12		
	13 to 19		
	20 to 26		
	27 to June 2	Prime	Holiday/Summer
June	3 to 9	Prime	Summer
	10 to 16	Prime	Summer
	17 to 23	Prime	Summer
	24 to 30	Prime	Summer
July	1 to 7	Prime	Holiday/Summer
	8 to 14	Prime	Summer
	15 to 21	Prime	Summer

	22 to 28	Prime	Summer
	29 to August 4	Prime	Summer
August	5 to 11	Prime	Summer
	12 to 18	Prime	Summer
	19 to 25	Prime	Summer
	26 to September 1	Prime	Summer
September	2 to 8	Prime	Holiday/Summer
	9 to 15		
	16 to 22		
	23 to 29		
	30 to October 6		
October	7 to 13		
	14 to 20		
	21 to 27		
	28 to November 3		
November	4 to 10		
	11 to 17	Prime	Hunting
	18 to 24	Prime	Hunting
	25 to December 1	Prime	Holiday
December	2 to 8		
	9 to 15		
	16 to 22		
	23 to 29	Prime	Holiday
	30 to January 5	Prime	Holiday