



**NEWLY HIRED & REHIRED
STATE EMPLOYEES
&
PRIOR MILITARY SERVICE**

NEW HIRES:

MILITARY SERVICE PRIOR TO AN EMPLOYEE'S DATE OF HIRE:

- Civil Service Regulation 5.05, 3.A.2. b. The employee is responsible for submitting the required documentation to the appointing authority within 90 days to receive additional service credit retroactive to the date of hire. c. If the employee does not submit the required documentation within 90 days, credit is not given retroactive to the date of hire, but is credited the first day of the pay period in which the documents are received by the appointing authority.
- **ONLY ACTIVE SERVICE IS CREDITABLE.** Military Service in a Reserve component does not qualify (weekend drills/annual training)
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- **IS PROCESSED BY CIVIL SERVICE Office of Compliance & Compensation.**
- FAX: 517-241-7655, or save as a pdf document and send email to: MCSC-militaryleave@mi.gov.

REHIRES:

UPON REHIRE, THE EMPLOYEE'S CONTINUOUS STATE SERVICE HOURS ARE MOVED TO PRIOR SERVICE HOURS – EXCEPTIONS WHEN AN EMPLOYEE HAS MILITARY SERVICE PRIOR TO HIRE HOURS IN THEIR USER FIELD:

- A. **IF TOTAL CSH IS 10400 OR MORE** – ALL THE HOURS GO INTO PRIOR SERVICE AND MILITARY HOURS FIELD IS BLANKED OUT.
When the employee has completed 5 years (10,400 hours) of continuous service before October 1 of any year, they will then receive credit for all previous hours in state service.
- B. **IF THE TOTAL CSH IS LESS THAN 10400 HOURS** - DEDUCT THE MILITARY HOURS FROM CSH. THAT AMOUNT IS PLACED IN THE PRIOR SERVICE HOURS FIELD. THE MILITARY HOURS REMAIN IN THE CSH FIELD AND THE MILITARY HOURS FIELD.
Example: Employee has 8480 CSH and 6240 hrs in Military Hours User Field. Only 2240 hours are placed in Prior Service Hours.
6240 hours remain in CSH counter and in Military Hours User Field.

All above information is located in Civil Service REG. 5.05 LONGEVITY.
http://www.michigan.gov/documents/Regulation5_72868_7.05.pdf

ANY QUESTIONS OR CONCERNS, PLEASE SEND EMAIL TO:
MCSC-MILITARYLEAVE@MI.GOV

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