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SPDOC No. 15-14

TO: ALL APPOINTING AUTHORITIES, PERSONNEL OFFICERS, AND
RECOGNIZED EMPLOYEE ORGANIZATIONS

FROM: JANINE M. WINTERS, STATE PERSONNEL DIRECTOR
Janine M. Winters

DATE: SEPTEMBER 3, 2015

SUBJECT: PERSONAL AND SCHOOL/COMMUNITY PARTICIPATION LEAVE
GRANT – FY 2016

PROCEDURES FOR CLASSIFIED EMPLOYEES

OCTOBER 2015 PERSONAL LEAVE GRANT

On October 1, 2015, the State of Michigan will grant personal leave (recorded as annual leave in HRMN) as outlined in the chart below. Please note that the employing agency must manually delete the grant using the TA70 (Plan Adjustments) screen in HRMN for employees who have not completed 1,040 hours (or 2,080 hours if in unit C12) of satisfactory service. If the annual-leave adjustments, use, and accruals recorded for the pay period ending October 10, 2015, cause the employee's annual leave balance to exceed the annual-leave maximum, the annual-leave balance is reduced to the maximum as of October 11, 2015.

Classified employees eligible to receive a full leave grant (see chart) receive it automatically through HRMN. The only exception is employees in unit E42 in intermittent status (status code AC) who worked at least 80 hours in the pay period ending October 10, 2015. These employees are 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 screen in HRMN.

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

Eligible employees on a leave of absence on October 1, 2015, receive, by manual adjustment, the appropriate full or partial grant upon return to active employment status.

**THIS DOCUMENT IS AVAILABLE UPON REQUEST IN ALTERNATIVE ACCESSIBLE FORMATS TO
INDIVIDUALS WITH DISABILITIES. FOR FURTHER INFORMATION CALL:
VOICE 517-373-3020 OR MICHIGAN RELAY CENTER 711.**

Copies of Regulations may be viewed in Civil Service Commission's Regulatory Information Web site, at
<http://www.michigan.gov/mdcs/0,1607,7-147-6877---,00.html>

The amount of the grant is the same as would have been received if active on 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 *prorated* full or partial grant based on the number of pay periods remaining in the fiscal year. For example, if a W22 employee who is eligible for the full grant returns from a layoff with 8 pay periods remaining in the fiscal year, the grant is 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 $[(8 \div 26) \times 16 = 4.9 \text{ hours}]$. Prorated partial grants are calculated the same, but the 16 hours is already reduced based on existing holiday procedure. Partial grants do not apply to employees in unit C12. A C12 employee who returns from layoff receives a prorated full grant. Full grants for employees in unit C-12 are 12 hours.

OCTOBER 2015 SCHOOL/COMMUNITY PARTICIPATION LEAVE GRANT

On October 1, 2015, 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, H21, L32, U11, W22, W41, Y23, Y50, Y51, Y98, and Y99. The employing agency must manually delete the grant using the TA70 screen in HRMN for employees who have not completed 1,040 hours of satisfactory service. Unused balances from the prior fiscal year are not carried over into the new fiscal year.

PROCEDURES FOR UNCLASSIFIED EMPLOYEES

OCTOBER 2015 PERSONAL LEAVE GRANT

Full-time unclassified employees in unit codes Z85 and Z86 who elected the Civil Service Benefits Agreement Option receive sixteen hours of personal leave (recorded as annual leave in HRMN) as of October 1, 2015. Unclassified employees in unit codes Z85 and Z86 who elected the Civil Service Benefits Agreement Option and are in less than full-time status 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 is recorded automatically through HRMN as it is for classified employees. If the annual leave adjustments, use, and accruals recorded for the pay period ending October 10, 2015, cause the employee's annual-leave balance to exceed the annual-leave maximum, the annual leave balance is reduced to the maximum as of October 11, 2015.

OCTOBER 2015 SCHOOL/COMMUNITY PARTICIPATION LEAVE GRANT

Unclassified employees in unit codes Z85 and Z86 who elected the Civil Service Benefits Agreement Option receive eight hours of school and community participation leave as of October 1, 2015. The grant of leave to unclassified employees is recorded automatically through HRMN as it is for classified employees.

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

PERSONAL LEAVE GRANT FOR CLASSIFIED EMPLOYEES (October 1, 2015)			
Unit Codes	Hours	Eligibility Requirements for "Full" Grant	Eligibility Requirements for "Partial" Grant
CLASSIFIED EMPLOYEES			
A02, A31, H21, L32, Y23, Y50, Y51, Y98, Y99	16	<ul style="list-style-type: none"> Employee status code (ESC) of [AA] OR [AD or AP w/ FTE =1]. Has completed 1,040 hours of satisfactory service. 	<ul style="list-style-type: none"> Employee status code (ESC) of [AB], [AC], [AE], OR [AD or AP w/ FTE<1]. Has completed 1,040 hours of satisfactory service.
T01	20	<ul style="list-style-type: none"> ESC of [AA] OR [AD or AP w/ FTE =1]. Has completed 1,040 hours of satisfactory service. 	<ul style="list-style-type: none"> ESC of [AB], [AC], [AE], OR [AD or AP w/ FTE<1]. Has completed 1,040 hours of satisfactory service.
E-42	16	<ul style="list-style-type: none"> ESC of [AA] OR [AD or AP w/ FTE =1] OR [AC and has worked at least 80 hours during the pay period ending 10/10/15]. Has completed 1,040 hours of satisfactory service. 	<ul style="list-style-type: none"> ESC of [AB], [AC], [AE], OR [AD or AP w/ FTE<1] OR [AC and has worked less than 80 hours during the pay period ending 10/10/15]. Has completed 1,040 hours of satisfactory service.
W22, W41, U11	16	<ul style="list-style-type: none"> ESC of [AA] OR [AD or AP w/FTE=1]. ESC of [AB], [AC], [AD or AP w/ FTE<1], [AE] AND worked at least 832 hours in the last fiscal year (excluding hours in excess of 80 in a pay period). Has completed 1,040 hours of satisfactory service. 	<ul style="list-style-type: none"> ESC of [AB], [AC], [AE], or [AD or AP w/ FTE<1] AND worked less than 832 hours in the last fiscal year (excluding hours in excess of 80 in a pay period). Has completed 1,040 hours of satisfactory service.
C12	12	<ul style="list-style-type: none"> ESC of [AA] OR [AD or AP w/FTE=1]. Has completed 2,080 hours of satisfactory service. 	<ul style="list-style-type: none"> Partial grants do not apply in unit C12.
Note: C12 Employees assigned 12-hour shifts receive an additional 4 hours.			
UNCLASSIFIED EMPLOYEES			
Z85, Z86	16	<ul style="list-style-type: none"> Employee status code of [AF w/ FTE=1]. Elected Civil Service Benefits Option. 	<ul style="list-style-type: none"> Employee status code of [AF w/ FTE<1]. Elected the Civil Service Benefits Option.