

Michigan Civil Service Commission

Regulation 5.19

Subject: Alternative Work Periods		
SPDOC No.: 23-10	Effective Date: July 23, 2023	Replaces: Reg. 5.19 (SPDOC 23-10, January 1, 2023)

1. Purpose

This regulation establishes standards and conforming compensation plan provisions for alternative work periods and measures of equivalent full-time service.

2. CSC Rule References

5-2 *Hours of Service*

5-2.1 *Work Period*

- (a) **Standard work period.** *The standard biweekly work period for a full-time employee in the classified service is the equivalent of 80 hours of work.*
- (b) **Alternative work periods.** *The state personnel director may issue regulations that establish alternative work periods and measures of equivalent full-time service. The regulations may conform the compensation plan to the alternative periods and measures.*

3. Standards

- A. Established.** This regulation establishes alternative work period and measure of equivalent full-time service for listed classifications. Equivalent compensation plan provisions are also established when necessary to conform to alternative work periods and measures of equivalent full-time service. These conforming provisions control for listed classifications notwithstanding any conflicting rule or regulation. Any portion of the compensation plan not directly conflicting with any equivalent provision in this regulation applies to any classification included in this regulation.
- B. Fire Crash Rescue Supervisor.** The following provisions apply to a career employee in a position classified as a Fire Crash Rescue Supervisor:
- Work period and service credit.** The work period for a full-time employee is the equivalent of 106 hours of work in a 14-day pay period. An employee is credited with 80 continuous service, since step, and longevity hours for each completed pay period.
 - Sick Leave Crediting and Accumulation.** A career employee is credited with seven hours of sick leave for each completed pay period.

- a. Paid service above 106 hours in a biweekly work period is not counted.
- b. If paid service is below 106 hours in a biweekly work period, leave credits are prorated based on hours in pay status for that pay period.

3. **Annual Leave.**

- a. **Initial leave grant.** An employee is credited with 20.8 hours of annual leave upon entry into the classified service, not to be credited more than once in a calendar year.
- b. **Crediting and Accumulation** A career employee accrues annual leave for each completed pay period in accordance with the following table:

Years of service	Hours of annual leave accrued (for 106 hours of service)	Maximum accumulation (total hours of annual leave)	Maximum accumulation that may be paid off
Less than 1	5.3	396	344
1 – 5	6.1	396	344
5 – 10	6.9	416	364
10 – 15	7.7	435	383
15 – 20	8.5	455	403
20 – 25	9.2	461	409
25 – 30	10.0	474	422
30 – 35	10.9	474	422
35 – 40	11.7	474	422
40 – 45	12.5	474	422
45 and above	13.3	474	422

- (1) Paid service over 106 hours in a biweekly pay period is not counted.
 - (2) When paid service does not total 106 hours in a biweekly pay period, leave credits are prorated based on hours in pay status for that pay period.
- c. **Personal leave grant.** Each October 1, full-time career employees with at least six months' continuous satisfactory service are credited with 32 annual-leave hours. A less than fulltime employee receives proportionate credit based on the average hours in pay status during the six full biweekly pay periods preceding October 1.

4. **Holiday Pay.** Each pay period, an employee receives 5.6 hours in odd years and 6.0 hours in even years, respectively, of compensatory time or payment at the employee's regular rate of pay. An employee must make any election to receive pay instead of compensatory time by August 15 each year. An employee is ineligible for holiday pay under regulation 5.02 and paid holiday absence under regulation 5.08.
5. **Overtime Compensation.** An employee receives compensation at the overtime rate of 1.5 times the employee's regular rate for time worked over 106 hours per 14-day, biweekly work period.

CONTACT

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