




**STATE PERSONNEL DIRECTOR OFFICIAL COMMUNICATION**  
**SPDOC No. 24-10**

TO: ALL APPOINTING AUTHORITIES, HUMAN RESOURCES OFFICERS,  
AND RECOGNIZED EMPLOYEE ORGANIZATIONS

FROM: JOHN GNODTKE, STATE PERSONNEL DIRECTOR 

DATE: DECEMBER 30, 2024

SUBJECT: **PROPOSED AMENDMENTS TO RULE 5-7, EXPENSE  
REIMBURSEMENT**

**THIS DOCUMENT IS AVAILABLE UPON REQUEST IN ALTERNATIVE  
FORMATS. FOR FURTHER INFORMATION CALL 517-284-0115.**

The commission recently approved rules over sick time and instructed the state personnel director to promulgate regulations to track requirements of the Earned Sick Time Act (ESTA), to take effect February 16, 2025. Staff has identified a provision that would require commission action to permit regulations to track the ESTA's provisions over reimbursing employees for actual out-of-pocket expenses incurred in obtaining reasonable documentation supporting the employee's use of sick leave or sick time.

Staff proposes adding a new subsection (g) to rule 5-7.3 as follows:

**5-7 Expense Reimbursement**

...

**5-7.3 Miscellaneous Reimbursements**

...

**(g) Documentation expense reimbursement.** An appointing authority may reimburse an employee for direct and actual expenses incurred by the employee in obtaining documentation requested by the appointing authority as authorized in the compensation plan. To be eligible for reimbursement, the employee must provide receipts showing the amounts and dates of such direct and actual expenses incurred and comply with any other applicable substantiation requirements in the compensation plan.

These proposed amendments are recommended with an effective date of February 16, 2025. Comments on the proposed amendments may be emailed to [MCSC-OGC@mi.gov](mailto:MCSC-OGC@mi.gov) or sent to Office of the General Counsel, Michigan Civil Service Commission, P.O. Box 30002, Lansing, Michigan, 48909. Comments must be received by February 3, 2025.