



STATE OF MICHIGAN  
DEPARTMENT OF CORRECTIONS  
LANSING

RICK SNYDER  
GOVERNOR

HEIDI E. WASHINGTON  
DIRECTOR

**DIRECTOR'S OFFICE MEMORANDUM 2018-27**    **EFFECTIVE:** Immediately

**DATE:**            10/19/2018

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

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

**SUBJECT:**       Annual Leave Scheduling

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 three below. Management will identify the groups of employees (i) to whom this Annual Leave Scheduling process applies and (ii) 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 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. Passing of the Annual Leave Schedule will be in seniority order based on continuous service hours and will take place as follows:
  - 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. If an employee selects the day of the July 4 only (i.e., a day contained within a Prime week), the employee has completed their pass.

- 4. If an employee enters a new unit while the Annual Leave Schedule is being passed, the new employee will be added into the rotation in seniority order based on continuous service hours. 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. The new employee may also select Annual Leave missed during prior passes, consistent with Paragraph 3 above.
- 5. After the Annual Leave Schedule has completed the third pass, employees can request Annual Leave up to 28 calendar days in advance, through the end of the shift. Such approvals are subject to operational needs and will be granted on a “first submitted, first approved” basis. However, if multiple employees request the same day by the close of shift, Annual Leave will be approved in seniority order based on continuous service hours. For example, after the three passes are completed, employees can begin requesting Annual Leave for March 1 on February 1. 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 (subject to operational needs). 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 (subject to operational needs). In either situation mentioned above, as of February 2, no additional employees would be granted Annual Leave for March 1, regardless of seniority. Any denial must include a written explanation for the denial, if requested by the employee in writing.
- 6. If an 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, an 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.

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