

730-0 **Policy**

a. **Academic-Year Appointees**

Academic personnel appointed on an academic-year basis are expected to be in residence from the day designated in the University Calendar as the opening of the Fall term through the end of the Spring term. Academic-year appointees do not accrue vacation leave.

b. **Fiscal-Year Appointees**

Except for Postdoctoral Scholars (see APM - 390), academic personnel appointed on a fiscal-year basis for 6 months or more at 50 percent time or more accrue vacation leave. Student academic personnel appointed on a fiscal-year basis for 12 consecutive months or more at 50 percent time or more accrue vacation leave.

730-18 **Rate of Accrual**

Academic personnel appointed on a fiscal-year basis accrue vacation at the rate of two working days per month for full-time service. Fiscal-year appointees at 50 percent or more time accrue vacation at a proportionate rate; appointees at less than 50 percent time do not accrue vacation.

Vacations are subject to the following provisions:

- a. Regularly scheduled days off and University administrative holidays shall not be charged against vacation time.
- b. Periods of academic recess are not regarded as vacation. (See APM - 720-4.)
- c. Vacation shall not accrue during a leave of absence without salary.
- d. Vacation credit may accumulate to a maximum of 48 working days for full-time employees. The maximum accumulation for appointees working half-time or over is the same maximum number of hours as that of full-time employees.

730-20 Use of Accrued Vacation

- a. Accrued vacation shall be used at a time or times in keeping with the program of work being conducted by the appointee and approved by the appointee's supervisor or department chair or chair's designee.
- b. If appointees are given written notice, appointees will be required to use vacation accrued after the notice date before the expiration of their appointments or the expiration of the funding source(s) of their appointments.
- c. An appointee may not anticipate vacation, i.e., vacation is limited to the allowance actually accrued by the date set for the appointee's vacation except when authorized by the Chancellor for use during holiday closures.
- d. Accrued vacation may be used for sick leave purposes (see APM -710, 715, and 760).
- e. Records of vacation leave used shall be recorded in one-day increments only or in increments not less than that portion of a day during which an appointee with less than a full-time appointment is normally scheduled to work.

730-21 Vacation Pay

- a. An appointee leaving University service shall be paid for accrued vacation at the appointee's pay rate at the time of separation.
- b. An appointee who transfers from a vacation-accruing title to a non-accruing title shall be paid for accrued vacation.
- c. An appointee who transfers to or from a UC-managed Department of Energy Laboratory shall be paid for accrued vacation.

730-23 Transfer of Vacation

An appointee who transfers to another University location with no break in service shall have accrued vacation hours transferred to the new location.

730-95 **Records**

Chancellors and Vice Presidents shall assure that records are maintained in the department (or other specified unit) for those academic appointees under their respective jurisdictions who accrue vacation leave.