

**Absence From Work -- VACATION**

- I. POLICY REFERENCES**      Absence from Work  
    UC-PPSM 03 Types of Appointment  
    UC-PPSM 31 Hours of Work  
    UC-PPSM 80 Staff Personnel Records  
    Supplement C UCOP Catastrophic Leave Program

**II. INTRODUCTION**

The University provides vacation to employees who hold career, limited and floater appointments and who are appointed at 50 percent or more of full time for six months or more months. Vacation leave may be accrued up to a maximum of two times an employee’s annual accrual and once an employee reaches maximum accrual no additional vacation may be accrued. For these reasons UCOP encourages its employees to use their vacation leave each year.

All employees whether they have reached their maximum vacation accrual limit or not, may also donate vacation hours to the UCOP Catastrophic Leave Program. The Program allows employees to donate vacation leave to a leave bank or directly to co-workers who do not have sufficient accumulated leave to cover a verifiable, major crisis and to provide salary continuation during the waiting period for University and employee paid disability benefits.

**III. EARNING AND ACCRUING VACATION**

**A. Accrual Rate**

An eligible full time employee earns vacation from the date of appointment based on the number of hours on pay status as follows:

<b>Years of Qualifying Service<sup>1</sup></b>	<b>Approximate Maximum Vacation Hours/Month Hours /Year</b>	<b>Maximum Accrual (two times annual accrual)</b>
<b><i>Professional and Support Staff (PSS)</i></b>		
Less than 10	10 hours/120 hours	240 hours
10, but less than 15	12 hours/144 hours	288 hours
15, but less than 20	14 hours/168 hours	336 hours
20 or more	16 Hours/192 hours	384 hours
<b><i>SMG Members and Managers and Senior Professionals (MSP)</i></b>		
Less than 5	12 hours/144 hours	288 hours
5, but less than 10	14 hours/168 hours	336 hours
10 or more	16 Hours/192 hours	384 hours

<sup>1</sup> Profession and Support Staff who were in the Administrative and Professional Staff Program as of June 30, 1996, and have not experienced a break in service of four or more months, accrue vacation as follows:

<b>Years of Qualifying Service</b>	<b>Approximate Vacation Hours/Month Hours /Year</b>	<b>Maximum Accrual (two times annual accrual)</b>
Less than 5	12 hours/144 hours	288 hours
5, but less than 10	14 hours/168 hours	336 hours
10 or more	16 Hours/192 hours	384 hours

**B. Maximum Accrual**

An eligible employee who holds a full-time or part-time appointment may accrue vacation leave up to a maximum of two times the employee’s annual accrual. Once an employee reaches the maximum vacation accrual, no additional vacation leave will accrue until the employee’s vacation leave balance falls below the maximum. For part-time employees the maximum allowable accrual is prorated based on the eligible employee’s FTE.

**C. Approval for Exceptions Above Maximum Accrual**

When an employee’s vacation leave balance approaches the maximum vacation accrual limit, the employee and the employee’s supervisor will discuss a proposed vacation schedule that will allow the employee to reduce the vacation leave balance below the maximum vacation accrual limit and avoid a situation where the employee will lose the benefit of additional vacation leave accrual.

If, due to exceptional operational considerations, an employee and supervisor are unable to schedule vacation, the process for approving an exception to the maximum accrual for up to an additional four months requires approval of the employee’s immediate supervisor and approval of the Department Head. Examples of exceptional operational considerations include, but are not limited to:

- Temporary or unexpected reductions in unit staffing levels
- Critical time-sensitive projects or events that prevent employees from taking vacation
- Long term vacancies which cannot be filled and which impact department operations

Typical day-to-day work considerations that exist within a department or unit do not constitute exceptional circumstances. An employee’s desire to simply defer taking accrued vacation leave also does not constitute exceptional circumstances that justify up to an additional four months.

**1. Vacation Maximum Accrual Form**

To approve an exception permitting an employee to accrue additional vacation beyond the maximum accrual, the employee, supervisor, and Department Head must complete and sign the Exception to Vacation Maximum Accrual form (Appendix A). Approved exceptions to exceed the maximum accrual must be submitted to payroll no later than the end of pay period immediately preceding the pay period when the employee will reach his/her maximum accrual.

For example:

Monthly: If an employee will reach or exceed his/her maximum accrual on July 1, the approved exception would have to be submitted to payroll no later than June 30.

Bi-weekly: If an employee will reach or exceed his/her maximum accrual on July 6, the approved exception would be submitted to payroll no later than June 22, which is the end of the prior pay period. Employees paid on a bi-weekly schedule should consult the biweekly pay calendar for vacation accrual dates and pay period end dates.

Exception to Vacation Maximum Accrual form – Required information<sup>1</sup>:

- Employee Name
- Employee Department
- Vacation Leave Balance
- Maximum Vacation Accrual Limit
- Operational considerations that constitute exceptional circumstances
- Additional months needed to reduce vacation maximum accrual limit
- Scheduled Vacation leave within the exception period
- Estimated Vacation leave balance at the conclusion of the additional 4 months
- Employee Signature - Acknowledgment
- Supervisor Signature - Approval or Denial
- Department Head Signature - Approval or Denial
- Reason for Denial

## **2. Exception Approval Process**

- a. The supervisor completes the Exception to Vacation Maximum Accrual (Appendix A) for review by the Department Head. This includes the supervisor and employee establishing an agreed to vacation schedule during the period of exception that reduces the employee's vacation leave balance below the employee's maximum accrual limit.

The Form is signed by the employee and the supervisor. A supervisor-approved exception should recommend the fewest number of months needed by the employee to reduce his/her vacation accrual below the maximum accrual limit.

- b. The Department Head reviews the exception, determining if exceptional operational considerations exist, the number of months needed to reduce vacation accruals, and for consistency among similar requests in the department. Exception is not granted unless approved by the Department Head.
- c. If the request is approved, the Department Head signs the form. The original copy is sent to Human Resources for inclusion in the employee's personnel file and copies are provided to payroll and the employee.
- d. If the request is denied, the Department Head provides a reason for the denial and signs the form. The original copy is sent to Human Resources for inclusion in the employee's personnel file and copies are provided to payroll and the employee.

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<sup>1</sup> An email containing the required information may be used in lieu of completing the form and distributed in accordance with section C.2 c and d of this procedure.

An employee who does not receive an approved exception will not accrue vacation leave above the maximum of two times the employee's annual accrual.

#### **IV. SCHEDULING AND APPROVING VACATION LEAVE**

Vacation leave is normally scheduled in advance and is approved by the employee's immediate supervisor. Vacation shall not be scheduled after the last day of work, except that an employee may schedule vacation between the last day at work and the effective date of retirement.

Vacation leave may not be used before it is accrued except when authorized by the department for use during a December 25/New Year closing.

#### **V. VACATION PAY**

An employee shall be paid for vacation accrued through the last day on pay status, upon:

1. resignation
2. termination
3. retirement
4. indefinite layoff
5. medical separation
6. extended military leave
7. transfer to the Department of Energy operations LANL, LLNL and Hastings College of Law
8. transfer, promotion, or demotion to another University position in which the employee will not be eligible to accrue vacation credit (e.g., faculty position).

An employee shall not be paid for accrued vacation during the same period that the employee is on pay status in the employee's present position or in any other position paid by University funds.

#### **VI. TRANSFERRING VACATION**

Refer to Absence from Work Policy - B. Vacation Leave, section 8.

#### **VII. LEAVE RECORDS**

Refer to Absence from Work Policy - B. Vacation Leave, section 9.

**UCOP Absence from Work – Vacation Procedures  
Description Summary**

<b>Implementation Date</b>	October 2001, Revised February 2013
<b>Vacation Eligibility</b>	Employees who hold career, limited and floater appointments and who are appointed at 50 percent or more of full time for six months or more months are eligible to earn vacation. Part-time employee vacation accruals are prorated based on the eligible employee’s appointment percentage.
<b>Vacation Maximum Accrual</b>	Two times the employee’s annual accrual.
<b>Exception to Maximum Accrual</b>	Permits an employee to earn up to four months of additional vacation accruals above the maximum vacation accrual. During this period of time the employee is expected to schedule vacation leave to reduce his/her balance below the maximum vacation accrual.
<b>Employee Responsibility</b>	When an employee’s vacation leave balance approaches or reach his/her maximum vacation limit, the employee will discuss with his/her supervisor a proposed vacation schedule to allow the employee to reduce the vacation leave balance below the vacation maximum accrual.
<b>Supervisor Responsibility</b>	Monitor vacation accruals and work with the employee to schedule vacation leave to allow the employee to reduce the vacation leave balance below the vacation maximum accrual. Complete and submit the Exception to Vacation Maximum Accrual form to the Department Head.
<b>Department Head</b>	Review request for an Exception to Maximum Accrual. Approve or deny request.
<b>UCOP Local Human Resources</b>	UCOP Local Human Resources is responsible for: Administering local procedures to ensure compliance with system-wide procedures. Filing approved/denied requests for exception in the employee’s personnel file.
<b>BRC Payroll’s Responsibilities</b>	BRC Payroll is responsible for: Adjusting employee maximum vacation accruals in accordance with local and system-wide procedures and approved exceptions.

## Exception to Maximum Vacation Accrual

Employee Name:

Department:

A. Current Vacation Leave Balance                      Maximum Vacation Accrual Limit                      Maximum Accrual Date

B. Employees may continue to accrue up to an additional four months of vacation accrual. Describe the operational considerations that constitute exceptional circumstances.

C. How many additional months of additional vacation accrual are needed and why?

D. During the months requested in C above, provide the dates of scheduled vacation leave that will be taken to reduce the vacation leave balance below the maximum accrual limit.

Date from	to	Hours
Date from	to	Hours
Date from	to	Hours
Date from	to	Hours

E. Estimated Vacation balance at the conclusion of the additional requested time

Approved     Denied:

\_\_\_\_\_  
Employee Signature/  
Acknowledgement

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Approved     Denied

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

F. Reason for Denial: