University of California Policy – PPSM 2.210
Absence From Work – Vacation

I. REFERENCES AND RELATED POLICIES
A. UC PPSM 3 – Types of Appointment
B. UC PPSM 31 – Hours of Work
C. UC Policy – PPSM 2.210 Absence From Work
D. UC PPSM 80 – Staff Personnel Records
E. Vacation Leave Accrual Exception Request – Appendix A
F. Vacation Credit Table – Appendix B

II. POLICY
A. The University provides vacation for personal use such as rest, relaxation, and renewal to employees, who hold career, limited and floater appointments and who are appointed at 50 percent or more of full time for six or more months.

B. An employee who is not eligible to earn vacation because of a part-time or short-term appointment becomes eligible to earn vacation after six continuous months or quadriweekly cycles on pay status at 50 percent or more. A quadriweekly cycle is defined as two biweekly pay periods designated by the University to be considered as a unit for the purpose of leave accrual.

III. EARNING AND ACCRUAL OF VACATION
A. An eligible employee earns vacation from the date of appointment based on the number of hours on pay status in accordance with UC Policy PPSM 2.210 Absence From Work B.2.

B. A month on pay status at one-half time or more is counted as a month of qualifying service, and a quadriweekly cycle on pay status at one-half time or more is counted as a quadriweekly cycle of qualifying service. Service need not be continuous to be counted. Qualifying service includes staff and academic service at the University; service for the State of California (including Hastings College of The Law), the Department of Energy Laboratories, and the California State University; and military leave from the same institutions

C. Maximum Accrual
Vacation leave may be accrued to a maximum of two times the annual full-time earning rate whether the employee holds a full or part-time appointment. Upon reaching the maximum vacation accrual, no additional vacation leave will accrue until the employee’s vacation accrual falls below the maximum. Employees shall be given at least 60 working days notice prior to reaching maximum.

In cases where it is not possible for the employee to schedule vacation within the 60 working days prior to accruing the maximum due to exceptional circumstances, the employee shall have four months following the accrual of the maximum amount of vacation to take vacation and bring the accruals below the maximum. During this four month “grace period”, the employee will continue to accrue vacation and will not be penalized by the loss of vacation credit because his/her vacation was delayed due to exceptional circumstances.
In cases where exceptional circumstances require that an employee’s vacation be delayed to the extent that such a delay will mean that the employee will exceed the maximum vacation accrual, approval of the employee’s immediate supervisor, Department Head and respective Vice Chancellor is required. The immediate supervisor must document the exceptional circumstances and submit for review and approval of the Department Head and the respective Vice Chancellor.

Qualifying exceptional circumstances should be rare and must be documented.

Day-to-day work considerations that exist within a department or unit or an employee’s desire to defer taking accrued vacation leave do not constitute exceptional circumstances.

Examples of exceptional circumstances are: critical time-sensitive operational projects or events, multiple unplanned employee leaves during the same time period, or temporary or unexpected reductions in staffing levels.

Appendix A – Vacation Accrual Exception Request must be completed to request an exception and submitted to the Human Resources Department upon final approval.

IV. DEPARTMENT HEAD AND SUPERVISOR RESPONSIBILITY
A. Department heads and supervisors are responsible for the scheduling and approval of vacation leave, and ensuring that employees schedule vacation leave prior to reaching their vacation maximum accrual levels (two-times the annual full-time earning rate).

B. Department heads and supervisors are responsible for monitoring and making appropriate adjustments to employees’ vacation maximum accrual levels when, due to exceptional circumstances, employees cannot schedule vacation leave prior to reaching maximum accrual levels. See Section III. C.

V. SCHEDULING AND APPROVAL OF VACATION LEAVE
A. Scheduling and Approval of Vacation Leave
1. When approved by an eligible employee’s supervisor, accrued vacation may be used beginning the first of the month following the month in which the vacation is earned.

2. Vacation leave is normally scheduled in advance and shall be approved by the employee’s immediate supervisor. Vacation schedules are subject to the staffing requirements of the department, as determined by the department head. However, consideration should be given to mutual advance planning on the part of both the employee and the supervisor. The department’s current and anticipated work demands have final precedence in all cases except those that would result in an employee ceasing to accrue vacation credit due to reaching the maximum number of allowable vacation hours accumulated (twice the annual vacation accrual rate). An employee shall be granted vacation prior to reaching the maximum vacation accrual limit.

3. An employee shall not be placed on involuntary vacation as a disciplinary measure.
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B. Curtailment Leave
Vacation leave may not be used before it is accrued, except when authorized by the
Chancellor for use during a curtailment leave.

C. Military Leave Without Pay
An employee who is not eligible for military leave with pay may have such absences
charged to accrued vacation in accordance with UC Policy – PPSM 2.210, Section E.1.