Purpose
The notification system ensures UC San Diego complies with policy and collective bargaining agreements in regards to notice provided to employees that they are approaching vacation maximum accruals.

Criteria
- The employee has a staff appointment.
- The employee’s vacation balance is equal to or less than 3.0 months to maximum.
- The employee has an accrual rate greater than zero.
- The employee does not have a bargaining unit equal to K6.
- The employee is in a campus organization area not Health Sciences or Health System.

Action
On the seventh (7) of each month, an automatic email is sent to employees who fall under the above criteria with a copy (cc) to their supervisor from Employee Relations (employeerelations@ucsd.edu).

If the supervisor is unknown, the timekeeper will be copied (cc).

If supervisor and timekeeper are unknown, the email will be sent with a blind copy (bcc) to employeerelations@ucsd.edu so Employee Relations can work with the department to update the system.

If bargaining unit is blank or unknown, the email will be sent with a blind copy (bcc) to employeerelations@ucsd.edu so Employee Relations can work with the department to update the system.

Sample Message (Information in *italics* is customized to the employee)

Dear *First Last Name*,

In accordance with UC PPSM 2.210: Absence From Work, Section III.B.5. and UC San Diego Implementing Procedures for PPSM 2.210: Absence From Work - Vacation, Section III.C., you are receiving this message to notify you that you are approaching your vacation accrual maximum.

As of 11/30/2016, you are 0.00 months away from reaching maximum accruals. Please work with your supervisor to schedule time off to use your vacation accruals before you reach your maximum.

Vacation accruals can also be donated to the Catastrophic Leave Donation Program (http://blink.ucsd.edu/HR/benefits/time-off/leaves/catastrophic/donate.html). Hours donated will go to help a colleague who has experienced a serious injury or illness or must care for a family member who has experienced a serious injury or illness.

If you have any questions or if operational needs prevent the scheduling of vacation, please contact your employee relations specialist at http://blink.ucsd.edu/sponsor/hr/org-chart/emp-relations-worklife/contacts.html.