The 2004-05 Bonus Leave Program is a one-time program to provide time off with pay for non-represented eligible staff employees not receiving a general salary increase in 2004-05. The bonus leave is intended for use during the December 2004 holiday period for locations that plan to close or partially close during that period. Locations that are not closing will develop local methods for providing the bonus leave, scheduling the time off or providing equivalent payment in lieu of the bonus leave under this program. The program described below does not apply to UC DOE Laboratory, academic or Medical Center employees. Equivalent approaches are being developed for Medical Center employees. Programs for academic personnel are being explored.

A. Program Summary

Two days bonus leave (16 hours for full-time employees) in FY 2004-2005 will be provided to all eligible non-represented employees. This is a one-time program for those groups of employees who will not be receiving general salary increases in FY 2004-2005, and is distinct from other paid leave programs such as holidays, vacation, or paid administrative time off.

B. Eligibility

All of the following three criteria must be met:

(1) Non-represented Staff employees not receiving a general salary increase in 2004-05. (For this program, individual-based salary increases, such as promotional increases, equity increases, temporary stipends, and special non-base payments are not considered a general salary increase.)

(2) Appointment Types: Staff employees with Career, Limited, Partial-Year Career, and Floater appointments are eligible. Locations may determine that employees on Contract appointments are eligible for inclusion in this program under the conditions of their contract.

Employees with Per Diem or Casual Restricted appointments are not eligible.

(3) Most Recent Hire Date, Appointment Percentage and Status: Eligible employees must be hired on or before July 1, 2004 and, effective December 15, 2004, must be appointed at 50 percent or more of full time and on active status.

C. Scheduling and Approval of Bonus Leave

Each location may encourage groups of employees to take the bonus leave at a specific time (e.g., during campus curtailment in late December). Bonus leave may be taken on or after December 15, 2004 and should be scheduled in advance and shall be approved by the employee’s immediate supervisor.
The goal of this program is that the bonus leave should be used no later than June 30, 2005. If an employee is unable to use the bonus leave by June 30, 2005, unused bonus leave will be added to the employee’s vacation accruals. If an eligible employee separates between December 15, 2004 and June 30, 2005 and has not been able to use the bonus leave under this program, the bonus leave not used will be credited to the employee’s vacation accruals and will be subject to applicable policy requirements.

D. Part-Time Employees and Employees on Alternate Full-Time Work Schedules

Part-time employees will receive two days bonus leave on a proportional basis based on their appointment as of December 15, 2004. For example, an employee who works four hours per day will receive two four-hour days of bonus leave. Employees on START would receive bonus leave based on their pre-START appointment percentage.

An employee on an alternate full-time work schedule is eligible for the same amount of bonus leave as would be provided to a regularly scheduled employee. For example, an employee who works four ten-hour days per week may be eligible for no more than sixteen hours bonus leave.