

UC Davis Personnel Policies for Staff Members

Leaves

Section 2.210.III.B Vacation (PPSM 41)

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Responsible Department: Human Resources

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2.210.III.B. GENERAL

Note 1—Non- represented employees at UCDHS participate in a Paid Time Off (PTO) program rather than a vacation and sick leave program. A description of the PTO program is at:

<http://www.ucdmc.ucdavis.edu/hr/hrdepts/compensation/pto.html#Program>.

Note 2--Probationary Period. A non-represented employee may use accrued leave during the first six months of employment.

2.210.III.B.2. ACCRUAL OF VACATION LEAVE

Note 1--Full-Time Employees. Multiply the number of working hours in a month by the hourly rate of accrual to find the number of leave hour credits for that month. The information is on the Web at <http://www.hr.ucdavis.edu/Elr/Er/Hours>.

Note2--Part-Time Employees. Multiply the hours on pay status (to the nearest quarter hour) by the hourly rate of accrual. Examples:

A monthly employee (with leave code B) works 128.25 hours in a 184-hour month (69.70% of full-time). The employee earns 8.878875 hours of vacation. ($128.25 \times .069231 = 8.878875$)

A biweekly employee (with leave code A) works 112.5 hours in a quadriweekly cycle (70.31% of full-time). The employee earns 6.490350 hours of vacation. ($112.5 \times .057692 = 6.490350$)

Note-3—Accrual During Leaves of Absence due to Work Related Injury. An employee who is on Leave without Pay and receiving temporary disability benefits through the workers compensation program accrues vacation leave on the same basis as if actually working, but accrued leave is credited to the employee only upon return to work.

UCD PROCEDURE 2.210.III.B.5 --VACATION MAXIMUM ACCRUAL PROCEDURE

In fostering a healthy work-life balance, the University supports employees' use of earned vacation time for personal use such as rest, relaxation, and renewal prior to reaching the maximum accrual. Accrual beyond the maximum will be strongly discouraged and only granted in truly exceptional circumstances.

A. Monitoring Vacation Accruals

1. It is the responsibility of both the supervisor and the employee to monitor vacation accrual hours to ensure the employee does not reach the maximum accrual limit and begins to lose accruals.
2. Sixty days prior to the date on which the employee will reach the maximum accrual, the supervisor shall notify the employee.

3. The employee shall ask for vacation dates, in writing, in an amount sufficient to avoid reaching the maximum accrual.
4. The supervisor shall grant the request unless operational considerations prevent him or her from doing so.
5. If the supervisor cannot grant the requested dates due to operational considerations, then he or she shall offer all other available dates within the 60-day period.

B. Requests for Exceeding the Maximum Vacation Accrual Limit

1. If operational considerations prevent the scheduling of vacation leave within 60 working days of reaching the maximum accrual limit (vacation cannot be scheduled before accruals will begin to be lost), the supervisor shall consult with their Employee Relations Consultant for assistance in determining whether the circumstances warrant a request allowing the employee to exceed the maximum vacation accrual limit based on exceptional circumstances.
2. An exception to exceed the maximum vacation accrual limit may be requested for a period of up to 4 months. Only in limited circumstances will requests for exceeding the maximum vacation accrual limit be approved.
 - a. Examples of exceptional operational circumstances include recent position vacancies within a unit requiring additional coverage; multiple employees' unplanned leaves during the same period of time; extended staff absences due to illness or injury within the unit; mission critical time-sensitive projects or events that prevent employees in a unit from taking vacation leave.
 - b. Examples that do not constitute exceptional circumstances include typical day-to-day work considerations; an employee's desire to defer taking accrued vacation leave for personal reasons; regular and on-going volume of work.
3. If exceptional circumstances exist supporting a request for exception, the supervisor must complete the Request to Exceed Maximum Vacation Accrual Limit form and submits it to the Department Head.
4. The Department Head reviews and approves or denies the request and records the information on the form.
5. If the request is approved, the supervisor sends the form to the Employee & Labor Relations Consultant for review and a determination.
6. If approved by the Employee & Labor Relations Consultant, the supervisor will immediately work with the employee to identify and schedule vacation leave dates within the additional 4 month period.

2.210.III.B.6. SCHEDULING AND APPROVAL OF VACATION LEAVE

Note 1--Use Prior to Accrual. Department heads are authorized to approve the use of vacation leave before it is accrued only when it involves a curtailment. See Policy 2.210.III.F.2

2.210.III.B.7. VACATION LEAVE PAY

Note 1--Separation. Instructions for reporting terminal vacation pay are on the Payroll Division Web site under Payroll Processes & Procedures.

2.210.III.B.8. TRANSFER OF VACATION

Note 1--Transfer to Title with Lower Maximum Accrual. If an employee's balance is over the new title's maximum accrual, he or she should immediately ask to use the excess vacation. If the department denies the request, follow Procedure 2.210.III.B.5, steps e-h.

If the employee has more hours than can reasonably be used within 4 months, the Associate Vice Chancellor--Human Resources may grant an exception to this rule. The total grace period may not exceed one year.

2.210.III.B.10. CATASTROPHIC LEAVE DONATION PROGRAM

Note 1--Leave Donation for Catastrophic Illness. If an employee uses all accrued leave due to catastrophic personal or family illness, the department may approve the transfer of vacation leave from other employees who volunteer to assist him or her. Sick leave and compensatory time off cannot be transferred. More information is on the Web at: [http://www.hr.ucdavis.edu/employee/leave-time-off/Cat_leave/Cat_Leave_\(Campus\)](http://www.hr.ucdavis.edu/employee/leave-time-off/Cat_leave/Cat_Leave_(Campus)) and http://www.ucdmc.ucdavis.edu/hr/hrdepts/labor_relations/catastrophic_leave.html (UCDHS) .