

## UC Davis Personnel Policies for Staff Members

### Leaves

#### Section 41, Vacation

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Responsible Department: Human Resources

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#### 41.A. GENERAL

**Note 1--Probationary Period.** A nonrepresented employee may use accrued leave during the first six months of employment.

#### 41.B. EARNING AND ACCRUAL OF VACATION LEAVE

**Note 1--Pay Status.** See Policy 2 for the definition of "pay status."

**Note 2--Change in Accrual Rate.** The employee begins accruing vacation at a new rate on the first day of the month during which the qualifying service is completed.

**Note 3--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>.

**Note 4--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 5--Rounding.** The payroll system stores leave accruals and balances to six decimal places; however, they are shown to only two decimal places on payroll check stubs and Surepay earnings statements.

**Note 6--Multiple Appointments.** Employees are eligible to accrue leave if the total of all University appointments meets the eligibility requirement in Policy 41.A. The total of an employee's accrued vacation is available for his or her use and is not restricted by appointment. Departments do not need to keep separate leave balances.

#### 41.C. 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 43.G.2.

**Note 2--Family School Partnership Act.** An employee may ask for up to 40 hours off work each school year (not to exceed 8 hours per month) to participate in the school activities of his or her children. The employee must give reasonable notice of the planned absence; if he or she complies, leave must be granted. The department can require the employee to provide documentation from the school. The department can require the employee to use vacation or compensatory time off; however, if accrued leave is exhausted, leave without pay shall be approved.

#### 41.D. VACATION PAY

**Note 1--Extended Military Leave.** See UCD Procedure 45.E.2.

**Note 2--Separation.** Instructions for reporting terminal vacation pay are on the Payroll Division Web site under Payroll Processes & Procedures.

#### 41.E. 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 41.1, steps e-h, below.

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.

**Note 2--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/Pubs> (campus) and <http://www.ucdmc.ucdavis.edu/hr/hr> (UCDHS).

#### UCD PROCEDURE 41.1--VACATION MAXIMUM ACCRUAL PROCEDURE

This procedure is used for employees who are at or near the maximum accrual (see Policy 41.B.6). To get a list, use PPS Decision Support Report 65.

- a. Sixty days prior to the date on which the employee will reach the maximum accrual, the department shall notify the employee.
- b. The employee shall ask for vacation dates, in writing, in an amount sufficient to avoid reaching the maximum accrual.
- c. The supervisor shall grant the request unless operational considerations prevent him or her from doing so.
- d. If the supervisor cannot grant the requested dates, then he or she shall offer all other available dates within the 60-day period.
- e. If no dates are available, the employee and supervisor fill out a Vacation Plan Worksheet to lower the balance within 4 months. The form is on the Web at <http://www.hr.ucdavis.edu/Forms>.
- f. UCDHS only: The department forwards a copy of the plan to the UCDHS Payroll Office.
- g. The department retains the original and gives a copy of the plan to the employee.
- h. If, for any reason, the plan cannot be adhered to, the employee or supervisor shall contact Employee & Labor Relations for help.