

## ARTICLE 14. VACATION

- A. Until the University of California converts to hourly factors set forth in Section A.1 below, the existing campus practices will remain in effect.

### 1. Factor Accrual System.

A full-time employee for a period of six (6) months or more will earn vacation from the date of appointment. An employee must be on pay status for at least one-half of the working hours of a month or quadri-weekly cycle (i.e., two consecutive biweekly pay periods) based on the number of hours on pay status for that month or quadri-weekly cycle to earn vacation at the following rates:

Years of Qualifying Service	Per Hour on Pay Status*	Approximate Yearly Earnings**	Maximum Accum. Balance
Less than 10	.057692	15 days	240 hours
10 but less than 15	.069231	18 days	288 hours
15 but less than 20	.080769	21 days	336 hours
20 or more	.092308	24 days	384 hours

\*Time on pay status in excess of a full-time employee's work schedule does not earn vacation credit.

\*\* Full time rate

### 2. Monthly Banded Accrual System.

- a. As long as the monthly banded accrual system remains in effect, an eligible employee shall earn vacation credit based on the number of hours on pay status for that month at the following rates:
- 1) At the rate of ten (10) hours per month for an employee who has rendered less than ten (10) years of qualifying service;
  - 2) At the rate of twelve (12) hours per month for an employee who has rendered at least ten (10) but less than fifteen (15) years of qualifying service;
  - 3) At the rate of fourteen (14) hours per month for an employee who has rendered at least fifteen (15) but less than twenty (20) years of qualifying service; and
  - 4) At the rate of sixteen (16) hours per month for an employee who has rendered twenty (20) years or more of qualifying service.
3. A month of service at one-half time or more is a month of qualifying service.
  4. Service need not be continuous.
  5. An employee must be on pay status for at least one-half of the working hours of a month or a quadri-weekly cycle to earn vacation credit for that month. Vacation credit is earned proportionately for hours on pay status over one-half of the full-time working hours of the month or quadri-weekly cycle not less than full-time.
  6. Time on pay status in excess of an employee's full-time work schedule does not earn vacation credit.
  7. Earned vacation for each month or quadri-weekly cycle is credited on the first day of the following month or quadri-weekly cycle, except that proportionate vacation credit for an

eligible employee who is separating from employment shall be credited at the completion of the last day on pay status.

8. A full time employee may earn vacation credit to a maximum of two (2) times the employee's annual accumulation rate. A part-time employee shall accrue vacation credit to the same maximum number of hours as a full-time employee with comparable years of service.
9. Vacation credit shall accrue during leave with pay.

**B. Eligibility to Earn Vacation.**

An employee appointed at fifty percent (50%) or more of full time for a period of six (6) months or more is eligible to earn vacation from the date of the appointment. An employee who is not eligible to earn vacation by the nature of the appointment becomes eligible to earn vacation after six (6) continuous months in pay status at fifty percent (50%) or more. After such period in pay status he/she shall then be credited with vacation for the six (6) month period.

**C. Waiting Period to Take Vacation.**

An employee who earned vacation from the date of the appointment shall not use such vacation until completing six (6) continuous months on pay status at fifty percent (50%) or more.

- D. An eligible employee who was employed from the State of California service following completion of six (6) months of State service at one-half time or more shall not serve another waiting period if the change did not involve a break in employment of more than fifteen (15) calendar days.
- E. An eligible reemployed person who previously completed the required waiting period may use vacation credit without serving another waiting period provided the break in service is less than six (6) months.

**F. Scheduling of Vacation.**

Vacation leave shall be scheduled to meet the operational requirements of the University and in accordance with the following:

1. Vacation credit shall not be used prior to the time it is accrued.
2. Upon request, an employee shall be granted vacation before the employee's accrued credit reaches the maximum which the employee can accumulate.
3. An employee shall not be paid vacation for the same period that the employee is working and on pay status in the employee's present position, or any other position paid by University funds.
4. Vacation schedules shall be established on the basis of seniority in an employee's classification and in a shop or work location. Vacation requests may be submitted by an employee in the month of December for vacations to be taken between January 1 and December 31 of the following calendar year. Vacation requests submitted after January 1 shall be reviewed on a "first come, first served" basis. Exceptions to this procedure may be granted to accommodate an employee who wants to make long-term vacation plans.
5. An employee may split his/her vacation time, but preference according to seniority shall only apply to one of the requesting periods for vacation in that calendar year.

6. Occasional unscheduled vacation days may be granted subject to the operational requirements of the University.
7. Emergency vacation days may be granted at the discretion of supervision. The request for emergency vacation shall be requested either orally or in writing through the immediate supervisor, and may be reviewed by a designated University manager. Verification of the emergency may be required, and if required, shall be submitted to the designated University manager prior to payment.
8. Vacation schedules shall be posted in each shop or work location.
9. To use vacation for illness or disability pursuant to Article 17 Leaves of Absence, Section D.2.d, an employee may be required to submit medical certification of inability to work or illness in the family.

**g. Transfer of Vacation.**

An employee who is transferred, promoted, or demoted from one University position to another University position or funding source in which the employee will accrue vacation credit and can transfer credit shall have vacation credit transferred.

- H. An employee who is transferred, promoted, or demoted to another University position in which the employee will not be eligible to transfer or accrue vacation credit or who is transferred to or from Department of Energy contracts, shall be paid for accrued vacation.