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Personnel Policies for Staff Members

Leaves

41. Vacation

March 1, 2002

A. GENERAL

The University provides vacation for rest, relaxation, and renewal to employees who hold career, limited and floater appointments and who are appointed at 50 percent or more of full time for six or more months. An employee who is not eligible to earn vacation because of a part-time or short-term appointment becomes eligible to earn vacation on the first day following six consecutive months or quadriweekly cycles on pay status at 50 percent or more time. A quadriweekly cycle is defined as two biweekly pay periods designated by the University to be considered as a unit for the purpose of leave accrual.

B. EARNING AND ACCRUAL OF VACATION LEAVE

1. Accrual Rate. An eligible employee earns vacation from the date of eligibility based on the number of hours on pay status as follows:

Years of Qualifying Service ¹	Per Hour on Pay Status ²	Approximate Days Per Year
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a. Professionals and Support Staff

Less than 10	.057692 hour	15
10 but less than 15	.069231 hour	18
15 but less than 20	.080769 hour	21
20 or more	.092308 hour	24

b. Senior Managers, Managers and Senior Professionals

Less than 5	.069231 hour	18
5 but less than 10	.080769 hour	21
10 or more	.092308 hour	24

2. Vacation earned shall be credited to the employee on the next working day following the month or quadriweekly cycle, except that an eligible separating employee shall earn proportionate vacation through the last day on pay status.

3. Vacation accrues in accordance with an employee's classification, except as follows:

a. Staff members who were in the Administrative and Professional Staff Program as of June 30, 1996, shall continue to accrue vacation under the AandPS schedule³ until whichever event occurs first—a break in service of four or more months or promotion to a position classified as a Manager or Senior Professional. Upon return to University service after a break in service of four or more months or promotion to a Manager or Senior Professional position, such an employee shall earn vacation in accordance with the applicable sub-section of Section B.1 of this Policy.

b. Staff members who were in the Executive Program as of June 30, 1996, shall continue to accrue vacation at the rate of .092308 hours per hour on pay status until a break in service of four or more months occurs.

4. Staff members who transferred from the University Management Program into the Management and Professional Program in 1986 shall continue to be eligible for supplemental vacation only for the five-year cycle in progress on July 1, 1996.

5. Up to three work days of a curtailment leave without pay shall be considered time on pay status for the purpose of accruing vacation leave pay pursuant to Staff Policy 43.G., Curtailment Leave.

6. Maximum Accrual. Vacation leave may be accrued to a maximum of two times the annual full-time earning rate whether the employee holds a full or part-time appointment. If an employee cannot schedule vacation within 60 working days of accruing the maximum due to operational considerations, that employee shall have an

additional four months within which to take vacation to bring the employee's vacation accruals below the maximum. Vacation shall continue to accrue during the additional four months.

C. SCHEDULING AND APPROVAL OF VACATION LEAVE

Vacation leave is normally scheduled in advance and shall be approved by the employee's immediate supervisor. Vacation shall not be scheduled after the last day of work, except that an employee may schedule vacation between the last day at work and the effective date of retirement.

Although vacation is provided for rest, the employee may request to use vacation for illness, disability, and personal reasons. To use accrued vacation for illness or disability an employee may be required to submit medical certification of inability to work or illness in the family.

Vacation leave may not be used before it is accrued, except when authorized by the Chancellor for use during a curtailment leave pursuant to Staff Policy 43.G.

D. VACATION PAY

An employee shall be paid for vacation accrued through the last day on pay status upon:

1. resignation;
2. termination;
3. retirement;
4. indefinite layoff;
5. medical separation;
6. unpaid extended military leave as determined by the Chancellor;
7. transfer to or from Department of Energy Management Operation Contracts 36 (LANL), 48 (LLNL), and 98 (LBL); and
8. transfer, promotion, or demotion to another University position in which the

employee will not be eligible to accrue vacation credit.

An employee shall not be paid a lump sum for accrued vacation for the same period during which the employee is on pay status in the employee's present position or in any other position paid by University funds, except as provided in Sections D.7 and 8 above.

E. TRANSFER OF VACATION

Accrued vacation credit shall be transferred upon reassignment, promotion, or demotion, except as

provided in Sections D. 7 and 8 above.

F. LEAVE RECORDS

1. Exempt Employees. Except as provided in Staff Policy 43, B.3. and C.4., records of vacation used shall be recorded in 1-day increments only or in increments not less than that portion of a day during which an employee on less than full-time pay status is normally scheduled to work. When an exempt employee has exhausted all accrued vacation, salary shall not be reduced for absences of less than 1 full day or less than that portion of a day during which an employee on less than full-time pay status is normally scheduled to work.

2. Non-Exempt Employees. Records of vacation used shall be maintained to the nearest 1/4-hour.

Applicability: All Staff Members

¹ A month on pay status at one-half time or more is counted as a month of qualifying service, and a quadriweekly cycle on pay status at one-half time or more is counted as a quadriweekly cycle of qualifying service. Service need not be continuous to be counted. Qualifying service includes staff and academic service at the University; service for the State of California (including Hastings College of The Law), the Department of Energy Laboratories, and the California State University; and military leave from the same institutions.

² On-call and overtime hours shall not be included as pay status hours when computing the amount of vacation earned.

³

Years of Qualifying Service	Per Hour on Pay Status	Approximate Days Per Year
Less than 5	.057692 hour	15
5 but less than 10	.069231 hour	18
10 but less than 15	.080769 hour	21
15 or more	.092308 hour	24



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