

UCSC Local Implementing Personnel Procedure 41: Vacation (Maximum Accrual)

Responsible Office: Staff Human Resources

Issued: February 2010

A. References

Personnel Policies for Staff Members (PPSM)

[Policy 41, Vacation](#)

B. Authority and Responsibility

A temporary exception to Policy 41, Vacation has been granted giving locations authority to establish local procedures to extend the vacation maximum "grace period".

C. Definitions

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.

D. Temporary Policy Change

The Office of the President has approved a temporary exception to Policy 41, Vacation, to grant authority to locations to establish local procedures to extend the vacation maximum grace period from four months to six months for employees participating in the furlough/salary reduction plan in order to facilitate the appropriate use of vacation time. UCSC will implement the temporary exception effective **March 1, 2010 through December 31, 2010**.

E. Procedure

Employees participating in the furlough/salary reduction plan and who are at or near the vacation maximum shall be eligible for an extension of the vacation maximum from four to six months, when the following conditions are met:

- Employee makes a request to his/her supervisor for vacation in accordance with departmental procedures.
- The request is denied based on operational reasons.
- There are no alternative vacation dates that can be taken prior to reaching the maximum.

If an employee meets the conditions above, the employee will continue to accrue vacation during the "grace period" of six months. At the conclusion of the six month period, the employee must bring his/her vacation

credits (which include the hours accrued during the "grace period) below the maximum. If the employee does not bring his/her vacation credit below the maximum, he/she will no longer accrue vacation time until their vacation balance is below the maximum.

If an employee does not make a request to his/her supervisor for vacation and is at or near the maximum, he/she will not be provided an extension to accrue over the maximum and may be instructed by management to take the time off or risk losing the time.

F. Applicability

All Staff Members covered by the Personnel Policies for Staff Members who are participating in the Furlough/Salary Reduction Plan.
