

Max Vacation Exception Request

This document shall be used by the Unit to notify the Timekeeper that they are requesting an exception to the Max Vacation suspension called for based on policy or contract language.

This request must be completed, approved accordingly, before the maximum balance is reached, ** saved as a PDF and e-mailed to HR at the following e-mail address.

[\[max-vacation-group@ucsc.edu\]](mailto:max-vacation-group@ucsc.edu)

Upon receipt, the Timekeeper will review and respond within 10 business days.

****Exception request must be approved by the Unit/Department/Division Head in addition to the Supervisor.**

Employee Name: _____ Employee ID: _____
 Unit: _____ Position Number _____
 Department Code: _____

The above referenced employee has been notified they are within the maximum vacation suspension window. The employee has requested to use _____ hours of vacation time to bring their vacation balance below the threshold.

I have reviewed the [information on the SHR website](#) and I am unable to approve the request to use vacation at this time for the reason indicated below (please check).

- 1. Temporary or unexpected reductions in unit staffing levels;
- 2. Critical time-sensitive projects or events that prevent employees from taking vacation;
- 3. Long term vacancies which cannot be filled and which impact department operations;
- 4. Unplanned leaves during the same period of time;

Please begin the appropriate extension period. During this time, I will work with the employee to schedule vacation sufficient to reduce his/her bank below the minimum.

It is understood if the employees vacation accrual balance isn't reduced below the maximum during the extension period, additional vacation accruals will be suspended until such a time as the balance is under the maximum.

Supervisor Name (Printed and Signature)

Date

Unit/Department/Division Head Name (Printed and Signature)

Date



Max Vacation Exception Request

SHR CONTROL USE ONLY

Employee Name: _____

Employee ID: _____

Unit: _____

Position Number _____

Department Code: _____

Date _____

Timekeeper: _____

The information below identifies whether the maximum vacation extension request has been approved or denied.

Extension Granted - employee will receive additional accruals per policy and/or collective bargaining agreements.

Final Extension Accrual Period _____

Extension Denied - vacation accrual is suspended until the employee's balance falls below the maximum.

Reason for denial:

- No Vacation Requested by Employee
- Request Received Too Late (maximum has been reached)
- No Unit Head Approval
- Did Not Meet Criterion for Extension (#'s 1-4 above)