

VACATION LEAVE (PAID)

All staff employees are eligible. In the event of a discrepancy between these policies and procedures and a collective bargaining agreement, the terms of the collective bargaining agreement will govern. Excluded are faculty and those claiming student status (including teaching and research assistants).

Vacation days are accrued monthly at a rate based upon seniority as follows:

First through fourth year of continuous service as a benefits-eligible employee at the rate of one (1) working day per month = 12 working days per year, to a maximum of 24 working days recorded in hours;

Fifth through ninth year of continuous service as a benefits-eligible employee at the rate of one and one-half (1.5) working days per month = 18 working days per year, to a maximum of 36 working days recorded in hours;

Ten or more years of continuous service as a benefits-eligible employee at the rate of two (2) working days per month = 24 working days per year, to a maximum of 48 working days recorded in hours.

Vacation accruals are posted on the first day of the month for vacation leave earned during the previous month. The higher vacation accrual rates begin during the month an employee reaches their fifth and tenth year of employment.

Accrued vacation time may not exceed the amount a staff employee would have accrued in a two (2) year period. Accrual of vacation will cease when the maximum is reached and will resume when accrued vacation leave falls below the maximum as described above. Non-exempt employees may take vacation leave in increments as small as allowed by their department, rounded to the nearest tenth (.1) of an hour. Under California law, vacation may be deducted from accruals for exempt employees in full-day increments only.

Vacation days will not be accrued during unpaid leaves of absence longer than thirty (30) days, regardless of reason, (including Family Care and Medical Leave, Medical Leave [including staff employees paid by Disability or Workers' Compensation insurance], Pregnancy-Related Medical Leave, Military Leave, and Personal Leave).

A staff employee working less than 100% will have the rate of accrual prorated based on the percentage of time worked. If a new employee begins work other than on the first of the month, he or she will earn prorated vacation leave (a portion of a day of leave based on the number of calendar days from the employee's hire date to the end of the month) during the first calendar month of employment.

A staff employee must submit a request for vacation to his or her supervisor at least one (1) week prior to the requested time off for leaves lasting less than five (5) days or at least one (1) month prior to the requested time off for leaves lasting five (5) or more days, following standard departmental request procedures. A supervisor may deny a request for leave based on business necessity. Failure to receive approval prior to taking vacation leave and/or failure to return to work at the end of an approved leave may be cause for disciplinary action up to and

including termination. A staff employee may not take vacation days before they are accrued or “accrue” a negative vacation balance.

It is against university policy for a staff employee to work for and be paid by one department while on paid vacation from another department.

Payment for accrued vacation days in lieu of vacation leave can be made only when an employee is terminated. Such payment is based on the staff employee's regular straight time hourly rate or equivalent salary rate. Staff employees who transfer or who are promoted within the university carry their accrued vacation leave with them.

Questions regarding this policy should be directed to Personnel Services on the University Park campus at (213) 821-8111 or on the Health Sciences campus at (323) 442-1010.