

Employee Vacation Maximums

Will any employee lose vacation hours they have already accrued?

No.

What is a pro-rated vacation maximum?

Here's an example... If a full-time Clerical (CX) worker can accrue up to 240 hours of vacation, a 50% part-time CX employee can only accrue up to 120 hours of vacation. The lower vacation limits applied to part-time workers is the pro-rated vacation maximum.

Who does the pro-rated vacation maximum apply to?

The pro-rated vacation maximum only applies to part-time employees in the following groups:

- Non-represented staff, supervisors and managers (99s)
- Skilled Craft employees (K-3)
- Clerical (CX)
- Research (RX)
- Technical (TX)
- Firefighters (F3)
- Student Health Physicians and Dentists (DX)

Part-time employees covered by the other labor contracts (e.g., Service - SX, Nursing – NX), including the academic bargaining units, are not subject to the pro-rated vacation maximum. Those part-time employees may accrue vacation equivalent to a full-time employee.

What should part-time employees and their supervisors do about the new pro-rated maximums?

- Part-time employees **APPROACHING** the pro-rated vacation maximum
Should schedule with their supervisor use of vacation between now and **September 30, 2019**, to avoid reaching the pro-rated vacation maximum that takes effect on October 1, 2019.
- Part-time employees **OVER** the pro-rated maximum
Should schedule with their supervisor the use of vacation between now and **December 31, 2019** to reduce their balances. After that date, any part-time employees over their pro-rated vacation maximum will cease accruing vacation until such time as they drop below the maximum.

What about full-time employees?

PPS has always capped vacation maximums for full-time employees, in alignment with our policy and applicable labor contracts. UCPath will do the same.

Employees who have been granted an exception to exceed the full-time vacation maximum, due to exceptional operational factors that precluded employees from taking requested vacation, are expected to have a plan in place with their supervisor - to use vacation within four months to ensure their vacation balance drops below the maximum.

How do you determine a vacation maximum, pro-rated or otherwise?

An employee is allowed to accrue up to twice their annual vacation earnings.

Who is Responsible for Managing Vacation Balances?

It is the responsibility of both the supervisor and the employee to monitor vacation accrual hours to ensure the employee does not reach the maximum accrual limit.

The supervisor has discretion over approving vacation in light of operational considerations, but needs to balance this with an employee's need to take time off.

Where can I find my vacation balance?

Visit your time and attendance system (TRS) to view your vacation balance.

- **Please Note:** pro-rated vacation maximums have not been programmed into time-keeping systems as we are moving to UCPath in October.

Also, you can visit UC Net and click on the "At Your Service" link to check your current vacation balance which is listed in your Statement of Earnings. (<https://ucnet.universityofcalifornia.edu/>)