

**UCR LOCAL PROCEDURE 2.210 – MAXIMUM VACATION ACCRUAL**  
**February 2013**

**I. RELATED POLICIES AND REFERENCES**

- A. [Absence from Work Policy 2.210](#)
- B. [Request to Exceed the Maximum Vacation Accrual Limit form](#)

**II. BACKGROUND**

- A. The amount of vacation leave an employee accrues depends on the appointment type, percent of time worked, and how long the employee has worked at UC.
- B. Per policy, the maximum vacation time an employee can accrue is two times his/her annual accrual (e.g., employee accrues 12 hours/month x 24 months = 288 hours).
- C. Under exceptional operational circumstances employees may be granted up to an additional four months to take vacation leave in order to bring their accrual below the maximum.
  - 1. Employees continue to accrue vacation during an approved grace period.
  - 2. Effective October 30, 2012, the UC Absence from Work Policy 2.210 was revised to include systemwide procedures which address the required approval process for requests to exceed the applicable maximum vacation accrual limit. This revision also requires each campus to develop local procedures.
- D. The HR – Compliance Unit at UCOP will periodically monitor compliance with the systemwide procedures.
- E. The University encourages employees to use their accrued vacation leave each year.

**III. PROCEDURES**

- A. Monitoring Vacation Accruals
  - 1. The supervisor and the employee will monitor vacation accrual hours to ensure the employee does not reach the maximum accrual limit and begin to lose accruals.
- B. Planning Vacation Time
  - 1. In the event that an employee reaches maximum accrual, the employee and supervisor will develop a vacation schedule that will allow the employee to reduce the vacation leave balance below the maximum vacation accrual limit.
  - 2. If operational considerations prevent an employee from scheduling vacation leave within 60 working days of reaching the maximum accrual limit (vacation time cannot be scheduled before accruals will begin to be lost), an exception to exceed the maximum vacation accrual limit may be considered.
    - a. Qualifying exceptional circumstances should be rare.
- C. Evaluating Requests for Exceed the Maximum Vacation Accrual Limit
  - 1. The supervisor and/or department head will determine if the reason the employee will not be able to schedule vacation time is due to operational considerations.
    - a. Examples of exceptional operational circumstances include, but are not limited to:
      - i. Position vacancies within a Unit requiring additional coverage

- ii. Multiple employee leaves during the same period of time
  - iii. Extended staff absences due to illness or injury
  - iv. Temporary or unexpected reductions in Unit staffing levels
  - v. Critical time-sensitive operational projects or events that prevent employees in a Unit from taking vacation leave
- b. Examples that do not constitute exceptional operational circumstances include:
- vi. Typical day-to-day work considerations that exist within a department or unit
  - vii. An employee's desire to simply defer taking accrued vacation leave
  - viii. ongoing volume of work
- c. A supervisor and/or department head that needs assistance in determining whether an employee's situation represents exceptional circumstances should contact Human Resources.
2. If the supervisor determines the request is warranted he/she must complete the [Request to Exceed the Maximum Vacation Accrual Limit form](#) and submit it to the department/division head.
3. The department/division head will review and approve or deny the request. However, if the department/division head is also the direct supervisor, approval from the Vice Chancellor/Dean or designee is required.
- a. If the request is approved, approval should be indicated on the [Request to Exceed the Maximum Vacation Accrual Limit form](#)
- b. If the request is denied, denial should be indicated on the [Request to Exceed the Maximum Vacation Accrual Limit form](#) along with the reason for denial.
- i. The supervisor will immediately work with the employee to identify vacation leave dates that will meet the needs of both the employee and the department.
- c. The signed [Request to Exceed the Maximum Vacation Accrual Limit form](#) will be distributed as follows:
- i. Original in the employee's personnel file
  - ii. Copy to the employee
  - iii. Copy to Human Resources

#### **IV. RESPONSIBILITY**

##### **A. Employee**

1. Monitor vacation accrued hours to ensure the maximum accrual limit is not reached.
2. Coordinate a vacation schedule with supervisor in advance to ensure vacation accruals are not lost.

##### **B. Supervisor**

1. Inform employees in advance that they are reaching their maximum vacation accrual.
2. Ensure vacation is taken as scheduled.

3. If vacation time cannot be scheduled before accruals will begin to be lost, provide the completed [Request to Exceed the Maximum Vacation Accrual Limit form](#) to the department/division head.

C. Department/Division Head

1. Review and approve or deny requests to exceed the maximum vacation accrual limit.
  - a. For direct reports, submit completed request form to Organizational Unit Head.
2. Ensure the signed [Request to Exceed the Maximum Vacation Accrual Limit form](#) is distributed as follows:
  - a. Original in the employee's personnel file
  - b. Copy to the employee
  - c. Copy to Human Resources

D. Organizational Unit Head (or designee)

1. Review and approve or deny requests to exceed the maximum vacation accrual limit for department/division head direct reports.

E. Human Resources

1. Maintain records of all requests to exceed the maximum vacation accrual limit.