

# Employee Request to Exceed Maximum Vacation Accrual Limit



Pursuant to [UCR Local Procedure 2.210 – Maximum Vacation Accrual](#) and relevant collective bargaining agreements, employees may be allowed to exceed their maximum vacation accrual limit, if the basis for exceeding the limit is due to exceptional operational circumstances. Employees may be granted up to an additional four months to take vacation leave to allow additional time to bring the accrual balance below the maximum. In addition, employees will continue to accrue vacation during the approved grace period. Qualifying exceptional operational circumstances should be a rare occurrence.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Payroll Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

Department: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Current Vacation Leave Balance: \_\_\_\_\_ Maximum Vacation Accrual Limit: \_\_\_\_\_

**Exceptional Operational Circumstances** (see [UCR Local Procedure 2.210 – Maximum Vacation Accrual](#) for examples):

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## Planned Vacation for the Additional Months (Required)

Month	Year	Hours Accrued	Hours Taken	New Vacation Leave Balance
				0
				0
				0
				0

\*Not applicable to HX and NX bargaining units.

☐ Approved as Requested    ☐ Approved With the Following Revision(s): \_\_\_\_\_

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☐ **Denied for the Following Reason(s)** — Notify Supervisor to immediately work with the employee to identify vacation leave dates that will meet the needs of both the employee and the department:

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# Employee Request to Exceed Maximum Vacation Accrual Limit



## Employee Acknowledgment

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## Supervisor

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Email*

\_\_\_\_\_  
*Phone*

## Department/Division Head

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Email*

\_\_\_\_\_  
*Phone*

## Vice Chancellor/Dean or Designee (if required)

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Email*

\_\_\_\_\_  
*Phone*

*Original – Employee Personnel File*  
*Copy – Employee*