

## | Employee Request to Exceed Maximum Vacation Accrual Limit Job Aid |

### Background

Requests to Exceed the Maximum Vacation Accrual Limit must be approved at the campus level before there is an update to UCPATH. Once the transaction is updated in UCPATH for approved requests, the Employee will see two vacation buckets in UCPATH, one for regular vacation and one for over the max vacation hours.

*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.*

### Overview of Required Steps

1. The employee speaks to a manager to request to exceed maximum vacation accrual limit and completes the request form to “[Exceed the Maximum Vacation Accrual Limit](#)”.
2. The manager verifies the employee is at or approaching their maximum vacation accrual and approves the exceed maximum vacation request and then completes the request to Exceed the Maximum Vacation Accrual Limit form and submits the request to Human Resources via email at [maxvacaform@ucr.edu](mailto:maxvacaform@ucr.edu). Request to exceed maximum vacation should only be sent to HR by the Manager or SSC. Employees must obtain their managers approval prior to the request being sent to HR.
3. The request is entered in to UCPATH by HR once received. The HR point of contact submits the request to Exceed Maximum Vacation Accrual Limit via GTE Form in UCPATH and notifies the submitter by replying to the original email request that the request was submitted to UCPATH for processing.
4. The request to Exceed Maximum Vacation Accrual Limit GTE Form is automatically routed to the UCPATH Center (UCPC), which reviews the form for completeness. If UCPC determines the form to be incomplete, it is sent back to the point of contact in HR (initiator). In those instances, the HR contact will coordinate with the requesting unit to ensure additional details are provided for completeness prior to resending to UCPC.
5. Once the Request to Exceed Maximum Vacation Accrual Limit GTE Form is approved by UCPC, the exception is committed to UCPATH and a notice to the submitter is provided. The HR point of contact will notify the requesting unit of the update by replying to the original email request.

# Employee Request to Exceed Maximum Vacation Accrual Limit

Once the Vacation Max Exception is approved, the employee will see this change reflected on UCPATH online (see below) after the next Absence Management (AM) Process is completed at the end of each month in UCPATH.

- Vacation hours accrued over the employee's maximum will be maintained in a separate 'Additional Vacation' entitlement bucket.
- Employee will continue to use the "VAC" to report absences.
- The system has a built-in priority function that will subtract the reported absence from the 'Addl Vacation' balance before subtracting from the regular vacation balance.
- **Over the max balances are not viewable in TARS.** All over the max balances are managed and viewable in UCPATH. Please refer to the UCPATH Production Processing Schedule for the AM processing timeline.

Current Balance								Personalize	Find	First	1-4 of 4	Last
Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance	Accrual Max	Approaching Max					
Service Months	218.00	0.00	1.00	0.00	219.00	0.00	0					
Vacation	336.00	0.00	0.00	0.00	336.00	336.00	Y					
Addl Vacation	49.40	24.00	14.22	0.00	39.62		0					
Sick	1621.38	0.00	8.12	0.00	1629.51	0.00	0					

Disclaimer : Ending balances only reflect absences that have been processed as of the date displayed. For the most up-to-date FMLA balance, please contact your local leave administrator.

Accrual For Pay Period By Appointment											Personalize	Find	First	1-3 of 3	Last
Empl Record	Eligibility Group	Department	Position	Job Code	Pay Period Hours	Service	Vacation Factor	Vacation Accrued	Sick Factor	Sick Accrued					
0	STAFF99	Kerckhoff Coffeehouse	ANL 5	ANL 5	88.00	Y	0.080769	7.107672	0.046154	4.061552					
1	STAFF99	Catering	ANL 5	ANL 5	44.00	Y	0.080769	3.553836	0.046154	2.030776					
2	STAFF99	Music Cafe	ANL 5	ANL 5	44.00	Y	0.080769	3.553836	0.046154	2.030776					