

I. Summary

This local procedure for maximum vacation leave accrual shall be used to inform the campus of the requirements and procedures for an employee who reaches the maximum accrual and cannot schedule vacation within 60 working days of reaching the maximum accrual limit due to operational considerations to bring their vacation accrual below the maximum allowed by policy.

II. Related Policies and References

[Personnel Policy 2.210](#) – Absence from Work

III. 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 their 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. Employees will continue to accrue vacation during an approved grace period. However, the University encourages employees to use their accrued vacation leave each year.

IV. Procedures

A. Monitoring Vacation Accruals

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

In the event that an employee reaches the 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.

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. However, qualifying exceptional circumstances should be rare.

C. Evaluating Requests to 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:
 - position vacancies within an organizational unit requiring additional coverage
 - multiple employee leaves during the same period of time
 - extended staff absences due to illness or injury

- temporary or unexpected reductions in organizational unit staffing levels
 - critical time-sensitive operational projects or events that prevent employees in an organizational unit from taking vacation leave
- b. Examples that do not constitute exceptional operational circumstances include:
 - typical day-to-day work considerations that exist within a department or organizational unit
 - an employee's desire to simply defer taking accrued vacation leave
 - 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 the supervisor must submit a request to exceed vacation maximum form for the employee to the department/division head.
 3. The department/division head will review and approve or deny the request. In circumstances when 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 applicable supporting documentation.
 - b. If the request is denied, denial should be indicated on the applicable supporting documentation along with the reason for denial.
 - 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. Supervisors on behalf of the employee will complete the following:
 - 1) Selecting the number of months to extend
 - 2) Enter in details on the exceptional circumstances
 - 3) Scheduled vacation: month, year, hours accrued, hours taken
 - 4) A copy of the documentation should be given to the employee and the original should be placed in the employee's file.
 4. To submit the Request to Exceed Maximum Vacation Accrual Limit form for processing,
 - a. Employee's supervisor will need to complete the request to Exceed the Maximum Vacation Accrual Limit form.
 - b. Supervisors will need to submit the request form to central Human Resources (HR) via email to: maxvacaform@ucr.edu. The request should **only** be sent to HR by the supervisor or Shared Service Center (SSC).

D. Responsibilities

1. Employee

- a. Monitor vacation accrued hours to ensure the maximum accrual limit is not reached.

- b. Coordinate a vacation schedule with supervisor in advance to ensure vacation accruals are not lost.

2. Supervisor/Manager

- a. Inform employees in advance that they are reaching the maximum vacation accrual.
- b. Ensure vacation is taken as scheduled.
- c. If vacation time cannot be scheduled before accruals will begin to be lost, provide the completed request to exceed vacation accrual limit on behalf of the employee to the department/division head.

3. Department/Division Head

- a. Review and approve or deny requests to exceed the maximum vacation accrual limit.
- b. Direct reports should submit completed request forms to the organizational unit head.

4. Organizational Unit Head (or designee)

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

5. Human Resources

- a. A designated central Human Resources (HR) staff member will verify completion of form.
- b. Enter the request via GTE form in UCPATH and notify the requestor by email that 1) the request was submitted to UCPATH for processing and 2) when UCPC completes the process.

6. UCPATH Center (UCPC)

- a. Review the form to verify completion. Incomplete forms will be sent to HR to contact the requestor to complete the form.
- b. Approve the request for an exception.
- c. Notify the designated central HR submitter that the process is complete.