

ARTICLE 22 VACATION

A. General Provisions

The University provides vacation leave to eligible employees for personal use, such as rest, relaxation, and renewal. Consistent with this objective, the University encourages employees to use their accrued vacation leave each year.

B. Eligibility

1. A doctor is eligible to accrue vacation credit if appointed at fifty percent (50%) or more of full-time for six (6) months or more.
2. An eligible employee begins to accrue vacation leave at the start of his/her appointment.
3. An eligible employee whose appointment is reduced below fifty percent (50%) will no longer accrue vacation leave. An employee who previously was ineligible to accrue vacation leave because of a part-time or short-term appointment will become eligible to accrue vacation on the first day following six (6) consecutive months or quadriweekly cycles on pay status at fifty percent (50%) or more time.
4. **Qualifying Service for Vacation:** For purposes of this Article, a month of qualifying service is a month of service at one-half (1/2) time or more. Service need not be continuous to be counted. Qualifying Service for purposes of calculating vacation accrual includes: service in a staff or academic appointment at the University; service for the State of California (including Hastings College of Law), the UC-managed Department of Energy Laboratories, and the California State University; and time spent on military leave from the foregoing institutions.

C. Accrual

An eligible doctor accrues vacation leave based on the number of years of qualifying service and hours on pay status according to the following, at the rates indicated:

Years of Qualifying Service	Per Hour on Pay Status*	Approximate Yearly Earning**	Maximum Accumulation**
Less than 5	.069231	18 days	288 hours
5 but less than 10	.080769	21 days	336 hours
10 or more	.092308	24 days	384 hours

* Hours on pay status include paid holiday hours.

** Full-Time rate.

D. Vacation Crediting

1. Accrued vacation for each month or quadriweekly cycle is credited on the first day of the following month or quadriweekly cycle, except that proportionate vacation credit for an eligible doctor who is separating from employment shall be credited at the completion of the last day on pay status.
2. No vacation shall be used prior to the time it is credited, except as provided under Article 40: Campus Closure.

E. Vacation Leave Accrual During Leaves of Absence

An employee continues to accrue vacation leave while on a University-paid leave of absence. Employees do not accrue vacation leave during any unpaid leave of absence, except as provided in Article 40: Campus Closure.

F. Maximum Vacation Leave Accumulation

1. A full-time employee shall not accrue vacation in excess of the maximum of two (2) times the employee's annual accumulation. A part-time employee shall accrue vacation to a pro-rated maximum number of hours as a full-time employee with comparable years of service.
2. Notice of Maximum Accumulation and Exception to Limit
 - a. Three (3) months prior to reaching the maximum number of vacation leave hours to be accumulated by an employee, the doctor shall be informed that s/he is nearing their maximum accumulation of vacation hours. Such information may come in the form of notice through the employee's monthly payroll statement, timesheet, or supervisor. The notice shall include the doctor's current total accumulation and maximum allowable accumulation.
 - b. In an effort to avoid reaching maximum accumulation of vacation hours, a doctor shall request vacation leave at least sixty (60) days prior to reaching their vacation maximum, to be taken as soon as operationally feasible. When operationally feasible, the doctor shall be granted the requested vacation leave before the doctor's vacation leave balance reaches the maximum amount to be accumulated.

- c. If a vacation cannot be authorized due to operational considerations, the doctor shall have an additional four (4) months in which to request vacation and ensure continued accrual of vacation hours. To qualify for the four-month grace period, the doctor's supervisor must certify that there were operational considerations that prevented the doctor from taking vacation leave sixty (60) days prior to reaching the employee's vacation maximum. A request made at least thirty (30) days in advance of the requested vacation dates (and within the four-month extension) shall not be denied. The doctor shall continue to accrue vacation leave during these additional four (4) months.

G. Use of Accrued Vacation Leave

1. No vacation shall be used prior to the time it is credited, except as otherwise provided in Article 40: Campus Closure.
2. Vacation leave requested by an employee is subject to the University's operational needs and departmental procedures. A doctor may request vacation for a specific date(s) well in advance of the actual requested date(s), recognizing however, that the University may not be in a position to officially approve or deny the vacation until it has been able to reasonably assess its operational needs. Vacation requests shall not be unreasonably denied. An approved vacation request shall not be unreasonably cancelled.
3. The University will respond to a doctor's vacation request within fifteen (15) calendar days of receiving such request.

H. Vacation Leave Pay

1. Pay during a vacation leave is at the employee's rate of pay in effect at the time the leave is taken.
2. An employee will be paid for any unused vacation leave accrued through their last day on pay status upon: separation from employment, except that a doctor who is retiring may use accumulated vacation up to the effective date of retirement; transfer, promotion, or demotion to a University position that does not accrue vacation leave; or, being granted extended military leave.
3. Payment of accrued vacation leave upon transfer, promotion, or demotion to a position that does not accrue vacation leave will be based on the employee's rate of pay in effect immediately prior to the transfer, promotion, or demotion.

I. Transfer of Vacation Credit

A doctor who is transferred, promoted, or demoted to another position at a University medical center or campus in which vacation leave can be accrued, shall have any accumulated vacation credit transferred, unless such transfer is in conflict with the terms covering the new position. If such a conflict exists, the doctor will be paid for any unused vacation leave accrued through their last day on pay status in the prior position.

J. Recording Vacation Leave Accrual and Use

Except as provided in Article 27 – Leaves of Absence, the University will not deduct vacation leave used by exempt employees in less than full day increments, or in increments less than that portion of the day during which an employee on less than full-time pay status is normally scheduled to work.

K. Catastrophic Leave Programs

At locations where a catastrophic leave program exists, or when a campus or a department chooses to implement such a program, the provisions of the program shall apply equally to eligible employees covered by this Agreement as they apply to non-represented staff of the campus or department.