ARTICLE 15
VACATION-FACTORED LEAVE ACCRUALS

A. Vacation credit for eligible employees is accrued each vacation accrual period based on the number of hours on pay status for that vacation accrual period at a rate determined by the length of qualifying service. Employees must be on pay status at least one-half the working hours of a vacation accrual period to accrue vacation credit for that period.

B. Definitions

For purposes of this Article, a vacation accrual period is defined as one calendar month for those employees who are paid monthly, or quadraweekly (two bi-weekly pay periods) for those employees who are paid bi-weekly.

C. Rate of Accruing Vacation

Vacation credit shall be accrued by an eligible employee beginning on the first day of the vacation accrual period during which the required qualifying service is completed, at the following rates:

<table>
<thead>
<tr>
<th>Years of Qualifying Service (1)</th>
<th>Per Hour on Pay Status</th>
<th>Approximate Days Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 10</td>
<td>.057692 hour</td>
<td>15</td>
</tr>
<tr>
<td>10 but less than 15</td>
<td>.069231 hour</td>
<td>18</td>
</tr>
<tr>
<td>15 but less than 20</td>
<td>.080769 hour</td>
<td>21</td>
</tr>
<tr>
<td>20 or more</td>
<td>.092308 hour</td>
<td>24</td>
</tr>
</tbody>
</table>

D. Qualifying Service to Determine Rate of Vacation

Qualifying service to determine the rate of vacation credit shall be calculated as follows:

1. A month of service at the University at one-half time or more is a month of qualifying service. Service prior to January 1, 1972, shall be included in determining length of service, but increased vacation benefits resulting from the change from full-time equivalent service to service at one-half time or more shall apply only to vacation credit earned after January 1, 1972.

2. Payment for service must have been made by the University or the State of California.

3. Time on military leave from the University or the State of California is included.

4. Service need not be continuous.

E. Eligibility to Earn Vacation

An employee appointed to fifty percent (50%) or more of full time for a period of six (6) months or more is eligible to earn vacation from the date of the appointment. An employee who is not eligible to earn vacation by the nature of the appointment becomes eligible to...
earn vacation after six (6) continuous months in pay status at fifty percent (50%) or more and shall then be credited with vacation for the six (6) month period.

F. Waiting Period to Take Vacation

An employee who earned vacation from the date of the appointment shall not use such vacation until completing six (6) continuous months on pay status at fifty percent (50%) or more.

G. An eligible employee who was employed from State of California service following completion of six (6) months of State service at one-half time or more shall not serve another waiting period if the change did not involve a break in employment of more than fifteen (15) calendar days.

H. An eligible employee who previously completed the required waiting period may use vacation credit without serving another waiting period, provided the break in service is less than six (6) months.

I. Accrual of Vacation

An employee shall accrue full or proportionate vacation credit for a vacation accrual period. The following criteria and procedures shall control vacation credit accrual:

1. Vacation credit shall accrue during leave with pay.

2. Vacation credit for each vacation accrual period shall be accrued at the end of the period, except that an eligible separating employee accrues proportionate vacation through the last day on pay status.

3. A full-time career employee who is on approved leave without pay receives full vacation credit for a vacation accrual period during which he/she is on pay status at least one-half the working hours of the accrual period.

4. Vacation credit shall not accrue for time on pay status in excess of the full-time working hours in a week.

5. A full-time employee shall not accrue vacation credit in excess of an amount equal to two (2) times the employee’s yearly accrual rate. A part-time employee shall accrue vacation credit to the same maximum number of hours as a full-time employee with comparable years of service.

J. Scheduling of Vacation

Vacation leave shall be scheduled to meet the operational requirements of the University and in accordance with the following:

1. Vacation credit shall not be used prior to the time it is accrued, except when the Chancellor allows the use of anticipated vacation at times of holiday closures.

2. Upon request, an employee shall be granted vacation before the employee’s accrued credit reaches the maximum which the employee can accumulate. An employee shall be notified thirty (30) calendar days before reaching the maximum vacation credit which the employee can accumulate.
3. An employee shall not be paid vacation for the same period that the employee is working and on pay status in the employee’s present position, or in any other position paid by University funds (see exception in paragraph K below).

4. Vacation schedules shall be established on the basis of seniority. Seniority, for the purposes of this section, shall be defined as the start date in the shop. If equal, the tiebreaker shall be University hire date. Vacation requests may be submitted by an employee in the month of January for vacation to be taken between February 1 and January 31 of the following year.

5. Vacation requests submitted after February 1 shall be reviewed on a “first-come, first served” basis. Management will respond to a request for unscheduled vacation as soon as practicable. Exceptions to these vacation requests may be granted to an employee who has made or wishes to make long-term vacation plans.

6. An employee may split his/her vacation time, but preference according to seniority shall only apply to one of the requests in that calendar year.

7. Occasional unscheduled vacation days may be granted subject to the operational requirements of the University, and provided that they are requested at least three (3) days in advance.

8. Vacation days requested less than three (3) days in advance may be granted at the discretion of supervision. The request for such vacation shall be made either orally or in writing through the immediate supervisor, and may be reviewed by a designated University manager. Verification of the need for vacation with less than three (3) days’ notice may be required, and, if required, shall be submitted to the designated University manager prior to payment.

9. In the event of an emergency, as determined by management, scheduled vacations may be canceled. Management will consider the effect of vacation cancellation prior to enacting any cancellation.

K. Transfer of Vacation

An employee who is transferred, promoted, or demoted from one University position to another University position or funding source in which the employee will accrue vacation credit and to which vacation credit may be transferred shall have vacation credit transferred.

L. An employee who is transferred, promoted, or demoted to another University position in which the employee will not be eligible to transfer or accrue vacation credit shall be paid for accrued vacation.

M. Terminal Vacation Pay

An eligible employee who separates from University employment or who is granted extended military leave shall be paid for vacation credit accrued through the employee’s last day of work. Such terminal vacation shall be paid to the next highest hundredth hour. The effective date of separation shall be the last day of work, except that an employee who is retiring may use vacation up to the effective date of retirement.

N. Donations for Catastrophic Leave
Any bargaining unit employee may participate in the campus or medical center catastrophic illness/injury leave program in accordance with the provisions of the program. An employee who loses vacation because they have exceeded maximum accruals shall have hours that would have been accrued donated to catastrophic leave.