

**ARTICLE 17  
VACATION**

**A. VACATION CREDIT**

1. A Nurse is eligible to accumulate vacation credit if appointed at fifty percent (50%) or more of full-time for a period of six (6) months or more.
2. After a campus implements the following Factor Accrual System, an eligible Nurse shall earn vacation credit each month or quadri-weekly cycle based on the number of hours on pay status for that month or quadri-weekly cycle at the following rates:

<b>Years of Qualifying Service</b>	<b>Per Hour on Pay Status*</b>	<b>Approximate Yearly Earning**</b>	<b>Maximum Accumulated Balance</b>
LESS THAN 10	.057692	15 days	240 hours
10 but less than 15	.069231	18 days	288 hours
15 but less than 20	.080769	21 days	336 hours
20 or more	.092308	24 days	384 hours

\* Hours on pay status, including paid holiday hours, but excluding all paid overtime hours.

\*\* Full-time rate.

3. A month of service at one-half (½) time or more is a month of qualifying service.
4. A Nurse is eligible to earn vacation credit from their date of hire, prorated in accordance with the above, if appointed at fifty percent (50%) or more of full-time for a period of six (6) months or more. A Nurse who is not eligible to earn vacation because of a part-time or short term appointment becomes eligible to earn vacation after six (6) continuous months or quadri-weekly cycles on pay status at fifty percent (50%) time or more. Time on pay status in excess of a full-time work schedule does not earn vacation credit.
5. Earned vacation for each month or quadri-weekly cycle is credited on the first day of the following month or quadri-weekly cycle, except that proportionate vacation credit for an eligible Nurse who is separating from employment shall be credited at the completion of the last day on pay status. A full-time Nurse on the Factor Accrual System may earn vacation credit to a maximum stated in §A.2., above. A full-time Nurse on the Table Accrual System may earn vacation credit to a maximum of two (2) times the Nurse's annual accumulation rate. A part-time Nurse may earn vacation credit to the same maximum number of hours as a full-time Nurse with comparable years of service.

**B. VACATION SCHEDULING**

1. A Nurse may request vacation. When vacation schedules are established, they shall be established in accordance with normal scheduling practices and in accordance with the needs of the University. Upon request, the approved vacation schedule shall be provided to a Nurse. Vacation requests shall not be unreasonably denied. Criteria used in

establishing vacation schedules include, but are not limited to: the Nurse's skills and skill level, previous usage of the same time period by a Nurse in the previous year, the Nurse's preference for vacation dates, staffing levels, and/or the Nurse's length of service in a manner determined by the employing unit. Using the criteria outlined in this paragraph, units will make reasonable efforts to grant a Nurse's request for a full workweek vacation Workweek as used in this section is defined in Article 14, §A.

2. An approved vacation request shall not be unreasonably canceled.
3. The University will endeavor to respond to a Nurse's additional vacation request(s) within ten (10) calendar days of their request for use of vacation.

**C. VACATION CREDIT USE**

Vacation credit is accumulated from the date of hire. A Nurse may use vacation from the date of accrual, but no vacation shall be used prior to the time it is credited.

**D. VACATION MAXIMUMS**

1. Prior to the date on which a Nurse's vacation credit will reach the maximum allowable accumulation, the University shall provide the Nurse with at least ninety (90) days notification.
2. The Nurse shall request dates for use of the vacation at least sixty (60) days prior to the maximum accumulation. Upon request, a Nurse shall be granted vacation before the Nurse's accumulated credit reaches the maximum. If a vacation cannot be authorized due to operational considerations, the Nurse shall have an additional three (3) months in which to take vacation to bring their accrual below the maximum. A request made at least thirty (30) days in advance for vacation to be taken during the three-month extension period will not be denied, provided the requested vacation is not to be taken between November 15 and the following January 15. If a portion of the three month extension occurs between November 15 and the following January 15, the three month extension will be adjusted accordingly. During the extension, vacation shall continue to accrue.

**E. VACATION PAY**

1. Pay for accumulated vacation shall be at the Nurse's straight-time rate including any shift differential for Nurses permanently assigned to off-shift.
2. A Nurse who separates from employment or who is granted extended military leave shall be promptly paid for any accumulated vacation through the Nurse's last day of work, except that a Nurse who is retiring may use accumulated vacation up to the effective date of retirement.

**F. TRANSFER OF VACATION CREDIT**

A Nurse who is transferred, promoted, or demoted to another position at a University medical center or campus in which vacation credit can be accumulated shall have any accumulated vacation credit transferred. A Nurse who is transferred, promoted, or demoted to a position at a University medical center or campus in which vacation credit does not accumulate shall be paid for any accumulated vacation at the time of transfer. A Nurse who is transferred, promoted, or demoted to or from a Lawrence Berkeley Laboratory position shall be paid for any accumulated vacation at the time of transfer.