**INSTRUCTIONS / REQUEST TO EXCEED MAXIMUM VACATION ACCRUAL LIMIT**

**Purpose**

Pursuant to Personnel Policies for Staff Members (PPSM 2.210) or applicable 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

additional months to take vacation leave to allow the additional time necessary, to bring the accrual

balance below the maximum. In addition, employees will continue to accrue vacation during the

approved grace period. Qualifying exceptional operating circumstances should be a rare occurrence,

and the specific circumstances must be documented.

This form may be used by represented employees subject to applicable collective bargaining agreement provisions and approval by the appropriate authority of the location.

**Use**

This form is used by the Business Unit to request an exception to the maximum vacation accrual limit

for an employee. The approval process occurs at the Business Unit. "Business Unit" refers to campus,

medical centers or location of employment. The UCPath Center makes the necessary system updates

to allow additional vacation accrual to occur.

**Instructions**

• Sections 1-4:

The Business Unit completes these sections, as applicable. If an employee holds multiple positions, please enter all positions in the Job Title field.

• Section 5:

− Business Unit clicks the “Validate” Button at the top of the form to verify that all required

fields have been completed.

− Business Unit obtains the employee’s signature.

− Business Unit needs to determine their own business process for obtaining designated

approvals.

− Business Unit obtains approvals.

• To submit the form, please visit UCPath (http://ucpath.universityofcalifornia.edu). On the left side of the site, click on “Ask UCPath Center” and then “Submit an inquiry.” When submitting the form, please attach any applicable, supporting documentation.

• Form Buttons: There are three buttons at the top of the form. These buttons are only visible viathe monitor. The buttons cannot be seen on a print preview or a printout of the form.

− The “Clear Form” Button will clear the form of all data entered.

− The “Validate” Button will highlight all empty, required fields on the form. When all

required fields have been completed, the button will display a message confirming that

there are no longer any required fields to complete.

− The “Undo Highlight” Button will remove the highlight from the form, should the user not

want the highlight to be visible, as they continue to complete the form.

• Digital Signatures: Click on the digital signature block to digitally sign the document. If the user

has already created a digital signature on his/her computer, then the user will need to input

his/her signature password, and the document will be automatically signed.

When the user saves the document, he/she will be prompted to ‘Save As’ a new document. The

newly signed document will be the document that the user will attach to his/her case.

If the user has not, yet, set up a digital signature, upon clicking on the signature block, he/she will

be prompted to create one. Below is a list of instructions that will assist the user in creating a

new password-protected signature file.

− I want to sign this document using:

* Select radio button “A new digital ID I want to create now”
* Click Next

− Where would you like to store your self-signed digital ID?

* Select radio button “New PKCS#12 digital ID file
* Click Next

− Enter your identity information to be used when generating the self-signed certificate.

* Fill in your company information and email address
* Click Next

− Enter a password for your new digital ID file.

* Put in your password, and then again, to confirm
* Click Finish

**Sample Vacation Plan**

**Full-time employee with 20 years of service earning 24 vacation days annually**

Policy max = 384 hours **Balance at May 1** **448**

Exceptional max = 448 hours April vacation leave (16)

Hours over policy max = 64 hours May vacation leave accrual 16

Monthly accrual = 16 hours **Balance at June 1** **448**

May vacation leave (24)

June vacation leave accrual 16

**Balance at July 1** **440**

June vacation leave (40)

July vacation leave accrual 16

**Balance at August 1** **416**

July vacation leave (40)

August vacation leave accrual 16

**Balance at September 1** **392**

August vacation leave (32)

September vacation leave accrual 16

**Balance at October 1** **376**