



Maximum Vacation Accrual Procedures

Responsible Official:	Assistant Vice Chancellor – Human Resources
Responsible Office:	Human Resources
Issuance Date:	February 2013
Effective Date:	February 2013
Summary:	Procedures address exceptional situations where an employee's accrued vacation leave reaches or exceeds the accrual limit outlined within policy, and where there is a need to consider providing up to an additional four months for the employee to take vacation leave
Scope:	Applies to staff

Contact:	Employee & Labor Relations
Email:	laborrelations@ucmerced.edu
Phone:	

I. REFERENCES AND RESOURCES

- A. [Absence from Work Policy 2.210](#)
- B. Request to Exceed Maximum Vacation Accrual Limit Form

II. POLICY/PROCEDURE SUMMARY & SCOPE

Under exceptional operational circumstances employees may be granted up to an additional four months of grace period to take vacation leave in order to bring their accrual below the maximum. Employees continue to accrue vacation during an approved grace period.

Effective October 30, 2012, the UC Absence from Work Policy 2.210 was revised to include system wide procedures which address the required approval process for requests to exceed the applicable maximum vacation accrual limit.

III. PROCEDURES

A. Monitoring Vacation Accruals

- i. The employee and the supervisor will monitor vacation accrual hours to ensure the employee does not reach the maximum accrual limit and begin to lose accruals. Vacation accruals are maintained in the [UCPath Portal](#) and are accessible to both the employee and supervisor.

B. Planning Vacation Time

- i. In the event that an employee reaches 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.
- ii. If operational considerations prevent an employee from scheduling vacation leave within 60 working days of reaching the maximum accrual limit, an exception to exceed the maximum vacation accrual limit may be considered.

C. Evaluating Requests to Exceed the Maximum Vacation Accrual Limit

- i. When an employee's vacation leave balance approaches or reaches the maximum vacation accrual limit, the employee and the employee's supervisor will discuss a proposed vacation schedule that will allow the employee to reduce the vacation leave balance below the maximum vacation accrual limit and avoid a situation where the employee will lose the benefit of additional vacation leave accrual.
 - a. In addition to scheduling vacation, an employee has the option of donating eight or more hours of vacation to the UC Merced Catastrophic Leave Sharing Program's general pool. Donations are voluntary.
- ii. The employee and supervisor must work together to complete the Request to Exceed Maximum Vacation Accrual Limit Form and submit to the Department Head for review and potential approval.
- iii. The supervisor and Department Head will determine if the reason the employee will not be able to schedule vacation time is due to operational considerations.
- iv. Examples of exceptional operational circumstances include, but are not limited to:
 - a. Position vacancies within a Unit requiring additional coverage
 - b. Multiple employee leaves during the same period of time
 - c. Extended staff absences due to illness or injury
 - d. Temporary or unexpected reductions in Unit staffing levels
 - e. Critical time-sensitive operational projects or events that prevent employees in a Unit from taking vacation leave

Qualifying exceptional circumstances should be rare and the nature of the specific operational considerations must be documented.

- v. Examples that do not constitute exceptional operational circumstances include
 - a. Typical day-to-day work considerations that exist within a department or unit
 - b. An employee's desire to simply defer taking accrued vacation leave
 - c. Ongoing volume of work

A supervisor and/or Department Head that needs assistance in determining whether an employee's situation represents exceptional circumstances should contact Employee & Labor Relations at laborrelations@ucmerced.edu.

- D. The Department Head will review and approve or deny the request. However, if the Department Head is also the direct supervisor, approval from the respective Vice Chancellor/Provost is required.
 - i. If the request is approved, approval should be indicated on the Request to Exceed the Maximum Vacation Accrual Limit Form
 - ii. If the request is denied, denial should be indicated on the Request to Exceed the Maximum Vacation Accrual Limit Form along with the reason for denial.
 - a. The supervisor will immediately work with the employee to identify planned vacation leave dates that will meet the needs of both the employee and the department, to reduce and maintain the ongoing vacation leave accrual below the maximum level. These approved planned leave dates will be entered into the Request Form prior to final signature approvals.
 - iii. The signed Request to Exceed the Maximum Vacation Accrual Limit Form will be distributed as follows:
 - a. Original to HR (laborrelations@ucmerced.edu) for the employee personnel file
 - b. Copy to the employee
 - c. HR will route fully executed forms to the Payroll Office for entry into UCPath

IV. RESPONSIBILITIES

A. Employee

- i. Responsible for being proactive in managing their vacation balance to avoid reaching their vacation maximum.
- ii. Provide their department with as much advance notice as possible when requesting vacation, be flexible with alternate dates for vacation, adhere to vacation scheduling procedures with their department and balance their personal preferences with the department's operational circumstances.
- iii. Coordinate a vacation schedule with supervisor in advance of reaching max vacation accrual. Once an employee reaches the maximum accrual, no additional vacation leave may be accrued until the employee's vacation leave balance falls below the maximum.
 - a. The schedule should effectively reduce the vacation balance to a level that would not result in the employee being at or near their policy maximum after the exception period ends.

B. Supervisor

- i. Monitor employee vacation maximum accruals.
- ii. Ensure vacation is taken as scheduled.
- iii. If vacation time cannot be scheduled before the employee reaches their policy maximum, provide the completed Request to Exceed Maximum Vacation Accrual Limit Form to their Department Head.
 - a. Ensure the plan effectively reduces the employee's vacation balance to a level that would not place them at or near their maximum at the end of the plan period.

C. Department Head

- i. Review and approve or deny requests to exceed the maximum vacation accrual limit.
 - i. If the request is for a Department Head's direct report, submit completed request form to Division Head, i.e., Vice Chancellor/Provost.
- ii. Ensure the signed Request to Exceed Maximum Vacation Accrual Limit Form is distributed as follows:
 - i. Original to Human Resources (laborrelations@ucmerced.edu) for the employee's personnel file
 - ii. Copy to the employee

D. Divisional Head or Provost

- i. Review and approve or deny requests to exceed the maximum vacation accrual limit for Department Head direct reports.
- ii. Review and approve or deny request for their direct reports.

E. Human Resources is responsible for:

- i. Reviewing the plan for compliance with Policy or Collective Bargaining Agreement.
- ii. Offer advisement to supervisors on what constitutes exceptional circumstances.
- iii. Maintaining records of all requests to exceed the maximum vacation accrual limit.
- iv. Route Request to Exceed Maximum Vacation Accrual Limit Form to Payroll Office for UCPATH entry.

VII. PROCEDURE REVISION HISTORY

Procedures revised May 2020 to conform with campus template. The Request to Exceed Maximum Vacation Accrual Limit Form was revised to conform with UCPATH requirements.

APPENDICES
