UCLA IMPLEMENTING PROCEDURE: VACATION—MAXIMUM ACCRUAL

A. References

- Personnel Policies for Staff Members (PPSM) 41—Vacation
- UCLA Procedure 41.B.5—Earning and Accrual of Vacation Leave: Maximum Accrual

B. Purpose

The Office of the President has approved a temporary exception to Policy 41—Vacation to grant authority to locations to establish local procedures to extend the vacation maximum grace period from four months to six months for employees participating in the furlough/salary reduction plan in order to facilitate the appropriate use of vacation time.

C. Authority and Responsibility

Under local authority as approved by the Chancellor, temporary exceptions may be granted to allow extension of the maximum vacation accrual (“grace period”) from four months to six months, effective February 1 through December 31, 2010.

UCLA Campus Human Resources will implement the exception on a case-by-case basis under appropriate circumstances. Departments may submit requests for review and approval to the Manager, CHR Policy and Personnel Services. The exception may be utilized on a one-time-only basis and only in the case where an employee is at or near the maximum limit of vacation accrual, and based on operational concerns, will not have an opportunity to use both accrued vacation and furlough time off. Such circumstances include situations where management has determined that business and operational needs warrant an exception.

The Associate Vice Chancellor—Campus Human Resources is responsible for compliance with this procedure. Departments have been delegated the authority to track and monitor the use of vacation accrual during the extension period.

D. Eligibility

Employees covered by PPSM 41 who are participating in the furlough plan are eligible for the exception described above if requested by their department.

E. Procedure

The furlough plan for policy-covered employees is currently scheduled to end on August 31, 2010. Eligible employees for whom an extension of the vacation leave maximum has been approved have until December 31, 2010 to reduce their leave balance and use the accruals above the
maximum. Balances in excess of the maximum allowable accruals are to be used within the six month grace period and are not to be carried forward. The exceptional grace period shall not extend beyond December 31, 2010.

To request an exception, supervisors must verify that the employee meets the eligibility criteria and in addition must:

- complete the *Temporary Vacation Accrual Exception Request Form* and obtain the approval signature of department management and/or HR Administrator.
- forward the request to the Manager Policy & Personnel Services, Campus Human Resources for review and approval.
- work with the employee to develop a vacation leave plan to reduce the employee’s accruals within six months (by no later than December 31, 2010).
- prepare written verification to the employee of the agreed upon vacation leave plan and provide copies to appropriate levels of management and the HR Administrator for the respective department/unit.