UCLA LOCAL IMPLEMENTING PROCEDURE
MAXIMUM VACATION LEAVE ACCRUAL LIMIT

A. References
Refer to: University of California – PPSM 2.210 Absence from Work
• Section B. Vacation
• Section V. Systemwide Procedures - Maximum Vacation Leave Accrual Limit

B. Purpose
In accordance with PPSM 2.210, an eligible employee who holds a full-time or part-time appointment may accrue vacation leave up to a maximum of two times the employee’s annual accrual. The accrual of vacation leave is based on the type of appointment, years of qualifying service, and hours on pay status.

Section V of PPSM 2.210 on Absence from Work includes systemwide procedures for managing vacation accrual leave for policy-covered staff. The systemwide procedures address situations where an employee cannot schedule vacation leave within 60 working days of reaching his or her maximum vacation accrual limit, due to operational demands. The procedures specify the operational circumstances under which exceptions may be granted. Exception requests must be documented for review and approval by the department and organization head. Qualifying exceptional circumstances should be rare. Once approved, the University will provide the employee up to an additional four months to take vacation leave in order to bring his or her vacation leave balance below the maximum vacation accrual limit. Employees continue to accrue vacation during this grace period.

C. Authority and Responsibility
This procedure is administered by the Associate Vice Chancellor—Campus Human Resources and the Senior Associate Director—Health System Human Resources to ensure compliance with University policy and systemwide procedures.

Under local authority delegated to the Organization Head, exceptions may be granted on a case-by-case basis to allow a four month extension of the maximum vacation accrual in order to bring an employee’s vacation leave balance below the maximum vacation accrual limit.

D. Eligibility
This procedure is applicable to policy-covered employees (full or part-time) who are eligible to earn and accrue vacation leave.

E. Compliance with Policy Maximum
Effective July 1, 2013, once an employee reaches the maximum vacation accrual, no additional vacation leave will accrue until the employee’s vacation leave balance falls below the policy maximum.

1. Process and Justification for Considering Exceptions to Exceed Maximum Vacation Leave Accrual Limit

To encourage employees to use enough vacation to remain below the maximum accrual limit, departments should use a regular process to inform employees (ideally sixty days in advance) before the maximum is reached. If an employee requests vacation, but cannot schedule vacation within sixty (60) working days of reaching the policy maximum accrual limit due to the
department’s operational demands, an extension period may be requested in writing by the supervisor for review and approval by the Department Head and Organization Head to provide the employee an additional four months within which to take vacation leave in order to bring the employee’s accrual below the maximum. Note: If the request is approved, the employee continues to accrue vacation leave up to the additional four months.

- To request an extension, supervisors must document the circumstances and/or operational demands that prohibit the employee’s ability to take vacation that will potentially impact the employee’s ability to accrue vacation leave.
- The supervisor must complete the Vacation Accrual Maximum Request Form and obtain the approval of the Department Head and Organization Head (i.e., Vice Chancellor/Dean).
- The supervisor must work with the employee to develop a vacation leave plan to reduce the employee’s accruals below the policy maximum.
- The supervisor must prepare written verification to the employee of the agreed upon vacation leave plan and provide copies to the employee, the employee’s personnel file and the HR Administrator for the respective department/unit.

2. **Criteria for Exceptions**

In order for an employee to continue to accrue vacation leave once the maximum vacation accrual limit is reached, the employee’s supervisor must review and document the operational demands that limit the ability of the employee to schedule and take vacation leave. Supervisors must timely review the specific nature of the operational considerations to determine whether they rise to the level of exceptional circumstances that justify offering an employee up to an additional four months to take vacation leave in order to bring that employee’s accumulated vacation leave below the policy maximum.

Qualifying exceptional circumstances should be rare and the nature of the specific operational considerations must be documented. Typical day-to-day work considerations that exist within a department or unit do not constitute exceptional circumstances. An employee’s desire to simply defer taking accrued vacation leave also does not constitute sufficient justification for an exception.

Examples of operational considerations that may warrant consideration of an exception include, but are not limited to the following:

- Position vacancies within a unit requiring additional coverage by the affected employee;
- Multiple employee leaves and/or extended staff absences due to illness or injury during the period of time that vacation leave is requested by the affected employee;
- Temporary or unexpected reductions in staffing levels;
- Critical time-sensitive operational projects or events that prevent employees from taking vacation leave.

A department that needs assistance in determining whether an employee’s situation represents exceptional circumstances should contact Campus Human Resources, Policy & Personnel Services, or Health System Human Resources.

3. **Documentation to Support Up to an Additional Four Months To Take Vacation Leave**

A supervisor must use the Vacation Accrual Maximum Request Form to document the circumstances that are relevant in situations when an employee’s ability to utilize vacation leave may be impacted. All information on the form must be completed before the Department Head and Organization Head consider approval of up to an additional four months to reduce vacation overage.
4. **Approval Process**

   After documenting the exceptional circumstances supporting the request for up to an additional four months to take vacation leave, the supervisor will forward a signed copy of the request to the Department Head for review and forwarding to the Organization Head for final approval. Departments should be cognizant of employees whose accrued vacation is approaching the maximum vacation accrual limit.

   The Organization Head will review requests based on a number of factors including operating and staffing requirements during the requested period, as well as consistency in treating similar requests.

   The employee will receive a copy of the signed documentation, and a copy of the documentation will be placed in the employee’s personnel file. Copies should also be forwarded to the department’s HR Administrator and to CHR-Policy & Personnel Services or Health System Human Resources, as appropriate.

   If the request for up to an additional four months to take vacation leave cannot be approved, the supervisor will document the reason and immediately work with the employee to identify vacation leave dates that will meet the needs of both the employee and the department.