Managing Employee Vacation Maximums
UC Santa Barbara - Human Resources

Supervisor receives notification that ee will exceed vacation max within next 60 days. Does supervisor believe exceptional circumstances will not allow the ee to take enough vac in next 60 days to lower balance below the max?

- NO
  - Supervisor sends ee template email #1 advising ee to request vacation before exceeding the max
  - Employee sends template email #1 advising ee to request vacation before exceeding the max
  - Employee does not request/take vacation, no longer accrues until below max

- YES
  - Supervisor sends ee template email #2 confirming approval.
  - Department Head approves request and submits Control Point Request Form for approval
  - Control Point Review*
    - Control Point approves request, supervisor sends ee email template #2 confirming approval.
    - At end of grace period, supervisor sends ee email template #3 advising ee is either under max or can no longer accrue vacation if at or over max.

* Please consult with your Control Point for specific implementation details.

Effective XX/XX/XX