

Vacation Service Credit

Basic Structure

The University provides paid vacation leave for rest, relaxation and renewal to career or limited staff employees who are appointed at 50% percent or more of full time for six or more months. The amount of vacation leave accrued is determined by the appointment's personnel program, the appointment's percentage of time and the amount of qualified service credit.

Service Credit Types and Definitions

Vacation Accrual Rate: Used for determining vacation accrual rate and time towards service awards.

Sum of all months of qualifying service. A month of qualifying service is a month on pay status at 50% time or more. Service need not be continuous to be counted. Qualifying service includes staff and academic service at

- University of California
- California State University
- State of California service (including Hastings College of the Law)
- Department of Energy Laboratories

Retirement: Used for determining service credit towards retirement.

Accrues directly proportional to time on pay status (for example, an employee on 50% pay status for one year earns one-half year of service credit). Please contact Benefits Office regarding retirement service credit.



Seniority: Used for layoff and reduction in time purposes.

Generally, seniority is calculated by fulltime-equivalent months (or hours) of University service. Employment prior to a break in service is not counted. (See individual policy or contract for specific policies.) Contact Employee & Labor Relations Office for questions.

Departmental Responsibilities

Upon hire or appointment to a title eligible to earn vacation, the department assigns a Leave Code to the employee, using the [Vacation Accrual chart](#).

Does the employee have previous qualifying service?

1. NO. Use the lowest Leave code appropriate for the employee's title. The lowest code for Tier 1 employees (with title codes 4000 or greater) is 'A'. The lowest code for Tier 2 employees (with title codes less than 0800) is 'B'.
2. YES. The employee completes the  ["Request for Service Credit Review" form](#). If the employee has had previous qualifying service with institutions other than UCSB, he needs to also use the  ["Request for Verification of Previous Employment" form](#) to obtain documentation from those institutions. (For prior service that is only at UCSB, the "Request for Service Credit Review" form is all that is necessary.)

*** Send all forms and documentation to Edna Arellano in Human Resources.**

Human Resources Responsibilities

Human Resources (HR) tracks the employee's qualifying service credit.

HR contacts the department when the employee has reached a service anniversary, at 5 (for Tier 2 or grandparented A&PS employees only), 10, 15 or 20 years (for vacation accrual change). HR continues contacting the department each 5-year mark after 20 years for service awards but no vacation accrual change. HR sends official notice with service award and instructions to the department.

HR reviews "Request for Service Credit Review" forms when received and instructs department on how to resolve (changing Leave code, adjusting vacation balance, calculating retro vacation time owed to employee, etc.).

HR supplies documentation and complete forms as needed for separated employees wishing to inform their new employer of their service credit with UCSB.