Vacation Policy

Workshop

May 23, 29 & 30, 2013
Topics

* Vacation Maximum Policy
  * Non-Represented Staff Employees
* Factor Leave Accrual
  * All Staff Employees
* Compensatory Time
  * All Staff Employees
Vacation Maximum Policy

* Vacation may be accrued up to a maximum of 2 times an employee’s annual accrual
  * Example: With 15-day annual accrual rate, maximum balance is $2 \times 15 = 30$ days (240 hours)
  * Same maximum amount applies to both full-time and part-time employees
* When vacation max is reached, no additional vacation may be accrued until the vacation balance falls below maximum
But...

* If an employee cannot schedule vacation within 60 working days of reaching the vacation max due to operational considerations, the University will provide an additional 4 months within which to take vacation

* Employee continues to accrue vacation during these additional 4 months
Approval for the additional 4 months must be based on the operational considerations that are preventing an employee from taking vacation leave.

Examples:

- Position vacancies requiring additional coverage
- Multiple employee leaves during the same period of time
- Extended staff absences due to illness or injury
- Temporary or unexpected reductions in staffing levels
- Critical time-sensitive projects
Exceptional Circumstances

* Need to determine whether operational considerations rise to a level of exceptional circumstances that justify offering an employee an additional 4 months to take vacation
* Not just typical day-to-day work situations
* **Qualifying exceptional circumstances should be rare**
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?

- **YES**
  - Supervisor requests approval from Department Head for 1-4 month grace period for ee to take vacation

- **NO**
  - Employee requests vacation and maintains balance below max

  - Employee does not request/take vacation, no longer accrues until below max

    - **NO**
      - Supervisor sends ee template email #1 advising ee to request vacation before exceeding the max

    - **YES**
      - **Department Head denies request**
        - 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 or changes to this.
Form: Request for Extension of Time to Take Vacation Leave

Located on page 4 of UCSB Local Policies for Staff Members – Policy 2.210 Absence from Work

Form Procedure

Request for Extension of Time to Take Vacation Leave Form

* Supervisor completes form
* Form is forwarded to Department Head for approval
  * If approved, request form is forwarded to Control Point*
  * If not approved, reason is documented & supervisor will immediately work with employee to identify vacation leave dates that meets the needs of both employee and department

* Consult with your Control Point for specific instructions
Form Procedure

Request for Extension of Time to Take Vacation Leave Form

* Control Point shall approve or deny request, and return signed form to Dept Head
* Signed form is returned to supervisor for employee’s signature
* Form is filed in employee’s personnel file
Notification Templates

#1 - Within 60 days of Exceeding Vacation Max

Dear (NAME):

I received notification from Kronos, the campus timekeeping system, that you are within 60 days of exceeding your vacation maximum of ________, based on the applicable policy or collective bargaining agreement that covers your position. Your current vacation balance is: ____________.

The University offers you this paid time off benefit to provide you with an opportunity to take a break from work, rejuvenate and tend to personal needs. There are no operational considerations, at this time, that limit your ability to take vacation. As you know, all requests for vacation must be approved in advance so please provide me with your proposed vacation schedule as soon as possible.

If you do not wish to so your vacation maximum, please let me know your leave balance falls below your maximum accrual limit. The approved grace period has now ended. Your current vacation accrual balance is: ____________.

Once you reach your vacation maximum, you are not able to accrue any additional vacation leave until your leave balance falls below your maximum accrual limit. However, an additional grace period may be allowed in exceptional circumstances.

We are unable to authorize you taking any vacation time during the next 60 days due to exceptional circumstances involving (describe project/program/issue). Therefore, I have requested and received approval for you to have a (# of months) month grace period, beginning (DATE). During this time, you will continue to accrue vacation. At the end of the grace period, (DATE), you will not accrue any additional vacation leave until your balance falls below the maximum accrual limit.

I appreciate your willingness to assist us with our current circumstances and thank you for your efforts. I will work with you to ensure that you are able to schedule sufficient vacation time during your grace period that will allow you to bring your vacation maximum below your accrual limit.

c: (Department Business Officer or Payroll Manager)

#2 - Approval for Additional Grace Period

Dear (NAME):

As you know, we were unable to authorize you taking any vacation time as you were approaching your vacation maximum and received approval for you to have a (# of months) month grace period, beginning (DATE). Thank you again for your assistance and efforts. During this time, you continued to accrue vacation. The approved grace period has now ended. Your current vacation accrual balance is: ____________.

CHOOSE ONE:

You were able to schedule sufficient vacation time during your grace period that brought your vacation maximum below your accrual limit. The University offers you this paid time off benefit to provide you with an opportunity to take a break from work, rejuvenate and tend to personal needs. I encourage you to continue scheduling sufficient vacation time off in the future to remain below the maximum.

OR

Although I encouraged you to request vacation time, you did not schedule sufficient time off and remain at or above your maximum accrual limit. Please be aware that you will not accrue any additional vacation leave until your leave balance falls below your maximum accrual limit of ____________.

The University offers you this paid time off benefit to provide you with an opportunity to take a break from work, rejuvenate and tend to personal needs. I encourage you to plan for sufficient vacation time to bring your vacation maximum below your accrual limit.
Responsibilities

* Supervisor
  * Documents exceptional circumstances supporting request for up to an additional 4 months to take vacation

* Department Head
  * Consults with HR E&LR if assistance is needed in determining exceptional circumstances
  * Reviews requests for consistency in treatment and conformance to policy
  * Ensures that the department maintains documentation supporting request approval
Responsibilities

* **Supervisor / Department Head**
  * Monitor vacation balances
  * Work with employees within 60 working days of reaching maximum vacation accrual limit
    * Proposed vacation schedule

* **Human Resources**
  * Administer local procedures to ensure compliance with UC systemwide Policy 2.210 Absence from Work
Factor Leave Accrual

* Applies to *all* Staff appointments, both biweekly non-exempt *and* monthly exempt employees

* Biweekly non-exempt
  * Leave accrual is based on total pay status hours during quadriweekly cycle (160 hours)

* Monthly exempt
  * Leave accrual based on pay status hours during calendar month
  * Total working hours of calendar month vary, so leave accrual will also vary each month
# Biweekly Factor Accrual Calculations
(@ 100% time)

<table>
<thead>
<tr>
<th>Leave Accrual Code</th>
<th>Equivalent Table Hours per Month</th>
<th>Factor Accrual Rate</th>
<th>Factor Hours Earned for 1 Quadriweekly Cycle (160 hrs, @ 100%)</th>
<th>Factor Accrual Hours Truncated to 2 Decimals (Paper Timecards)</th>
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<tbody>
<tr>
<td><strong>Vacation</strong></td>
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</tr>
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<tr>
<td><strong>Sick Leave</strong></td>
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<tr>
<td>All</td>
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<tr>
<td>Factor Accrual Rate</td>
<td>160-Hour Month</td>
<td>168-Hour Month</td>
<td>176-Hour Month</td>
<td>184-Hour Month</td>
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<td><strong>Vacation</strong></td>
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<td>14.76</td>
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<td><strong>Sick Leave</strong></td>
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<td>7.38</td>
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</table>
Compensatory Time

* Default compensation for overtime worked is pay
* Departments have the discretion to offer—or discontinue—comp time off
* Overtime Election form indicates employee’s choice of overtime compensation – either pay or comp time (if dept offers comp time)
  * Forms at: [http://hr.ucsb.edu/comp/comptime_index.php](http://hr.ucsb.edu/comp/comptime_index.php)
  * Signed election forms are retained in department
  * Election may be revised during month of June for:
    * CX, EX, HX, RX, SX and TX employees
Compensatory Time

- Employee must be permitted to use comp time within a reasonable amount of time after making a request if it does not unduly disrupt departmental operations.
- No more than 240 hours of comp time may be accrued (480 hours for protective service titles).
- Employee shall be paid (at current rate of pay at the time of payout):
  - For hours exceeding maximum comp time limit
  - For hours not taken as comp time off within 6 months
  - Upon separation
  - Upon movement to an exempt appointment
  - Upon transfer to another UCSB dept or UC campus
Exempt Comp Time Balances

* Exempt employees do not earn overtime
* Prior to 5/1/1994, some exempt employees had accumulated overtime
* These exempt employees with comp time balances will need to have that comp time balance paid out prior to UCPath implementation
* HR will be contacting departments for exempt comp time validation and actions to take
* Depts should consult with HR prior to taking action
Online References

* **Vacation Maximum Policy/Procedure**
  UCSB Local Personnel Policies for Staff Members (LPPSM)
  hr.ucsb.edu/comp/lppsm_toc.php

* **Factor Leave Accrual**
  Biweekly Pay Resources
  www.bfs.ucsb.edu/payroll/biweekly-pay-resources

* **Compensatory Time**
  Overtime policy – PPSM and bargaining unit contracts
  http://hr.ucsb.edu/policies/
  Transfer to another dept – Accounting Manual P 196-13
Contacts

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Thank you for attending