

UC Irvine Maximum Vacation Leave Accrual Guidelines

Responsible Office: Human Resources

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A. Purpose

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. These Irvine local guidelines support [PPSM 2.210 Absence from Work](#), Section B. Vacation, Section V. Systemwide Procedures - Maximum Vacation Leave Accrual Limit.

B. Definition

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 their maximum vacation accrual limit (within notification timeframe specified in bargaining unit contracts for represented staff), 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 their vacation leave balance below the maximum vacation accrual limit.

Employees continue to accrue vacation during this grace period.

C. Eligibility

These guidelines are applicable to policy-covered employees (full or part-time) who are eligible to earn and accrue vacation leave, except employees who are in a bargaining unit that has an exclusive representative (union) and are covered by the applicable provisions of their respective collective bargaining agreement.

UC Irvine Medical Center employees are **not** eligible to participate due to operational factors.

D. Authority

These guidelines are administered by UC Irvine Human Resources to ensure compliance with University of California policy and systemwide procedures. Under local authority delegated to the organization head (i.e., Vice Chancellor/Dean), 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.

E. Implementation

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 time off 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.

Effective July 1, 2020, the following are UC Irvine implementation steps supporting Exceptions to Exceed Maximum Vacation Leave Accrual Limit:

1. 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.
2. The supervisor must complete the Vacation Accrual Maximum Request Form and obtain the approval of the department Head and organization Head.
3. The supervisor must work with the employee to develop a vacation leave plan to reduce the employee's accruals below the policy maximum and include the details on the request form.
4. The supervisor must prepare written verification to the employee of the agreed upon vacation leave plan and provide copies to the employee and attach to the request submitted to the Employee Experience Center.

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 assigned Human Resources Business Partner.

Documentation Required to Support Exceptional Request

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.

Approval Process

After documenting the exceptional circumstances supporting the request for up to an additional four months to take vacation leave, the supervisor will:

1. 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.
2. 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.
3. The employee will receive a copy of the signed documentation. The approved form is to be uploaded and submitted to the Employee Experience Center.
4. 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.

F. References

Refer to: University of California – [PPSM 2.210 Absence from Work](#)

- Section B. Vacation
- Section V. Systemwide Procedures - Maximum Vacation Leave Accrual Limit

Please complete the information below. All information on the form must be completed to be considered for final approval by the Department and Organization Heads. After all signatures have been obtained, submit the form to the [Employee Experience Center](#).

Employee Name:	Employee ID:
Department Name:	Department Code:
Payroll Title:	Employee Record:
Bargaining Unit:	Number of Months Requested (up to 4):
Vacation Leave Accrual Balance:	Policy Maximum Vacation Accrual Limit:
Estimated vacation leave balance at the conclusion of the extension:	

Scheduled Vacation Information. Enter the details for the scheduled vacation leave in which the employee will bring down the accrual balance below the maximum within the extension period. At least one vacation plan must be included below. More details can be added in the Summary field below.

Vacation Plan	Month	Year	Hours Taken	Hours Accrued
Vacation 1				
Vacation 2				
Vacation 3				

Summary of operational demands that constitute exceptional circumstances.
 Include business necessity that prevents employee from taking vacation. If you need assistance in determining whether an employee's situation represents exceptional circumstances, contact your assigned Human Resources Business Partner.

APPROVALS:		
Employee Name:	E-Signature: Print Name: _____	Date:
Requesting Supervisor/ Manager:	E-Signature: Print Name: _____	Date:
Department Head (or Designee):	E-Signature: Print Name: _____	Date:
Organization Head (Dean or Vice Chancellor):	E-Signature: Print Name: _____	Date: