

ARTICLE 13. Vacation

A. Earning and Accrual of Vacation Leave

An eligible employee earns vacation credit from his/her date of appointment. Vacation credit for eligible employees is earned each month based on the percent of time or number of hours on pay status for that month at a rate determined by the length of qualifying service, according to the following rates:

1. At the rate of ten hours per month for an employee who has rendered less than ten years of qualifying service;
2. At the rate of twelve hours per month for an employee who has rendered at least ten but less than fifteen years of qualifying service;
3. At the rate of fourteen hours per month for an employee who has rendered at least fifteen but less than twenty years of qualifying service;
4. At the rate of sixteen hours per month for an employee who has rendered twenty years or more of qualifying service.

B. Qualifying Service to Determine Rate of Vacation

Qualifying service to determine rate of vacation credit shall be calculated as follows:

1. A month of service at one-half time or more is a month of qualifying service.
2. Payment for service must have been made by the University or the State of California.
3. Time on military leave from the University or the State of California is included.
4. Service need not be continuous.

C. Eligibility to Earn Vacation

An employee appointed at fifty percent (50%) or more of full-time for a period of six months or more is eligible to earn vacation from the date of the appointment. An employee who is not eligible to earn vacation by the nature of the appointment becomes eligible to earn vacation after six continuous months on pay status at fifty percent (50%) or more and shall then be credited with vacation for the six-month period.

D. Christmas Closure

Employees may use accrued or anticipated vacation earnings for University-ordered campus Christmas closures only. Anticipated vacation used by employees for campus Christmas closures shall be deducted from the employee's future vacation earnings.

E. Accrual of Vacation

An employee shall accrue full or proportionate vacation credit for a month, in accordance with the Vacation Credit Tables shown at the end of this Article. The following criteria shall apply:

1. Vacation credit shall accrue during Leave With Pay.
2. Vacation credit for each month shall accrue at the end of the month, except that an eligible separating employee accrues proportionate vacation through the last day on pay status.
3. Vacation credit shall not accrue for time on pay status in excess of the full-time working hours of the month.
4. A full-time employee shall not accrue vacation credit in excess of an amount equal to two times the employee's yearly accrual rate. A part-time employee shall accrue vacation credit to the same maximum number of hours as a full-time employee with comparable years of service.

F. Scheduling of Vacation

Vacation leaves shall be approved and scheduled by the Department to meet the operational requirements of the University, and in accordance with the following provisions;

1. Vacation time shall not be used prior to the time it is accrued, except as provided in Section "D" of this Article.
2. Absence for illness, disability, or personal reasons, for example, for special or religious holidays, may be charged to vacation with prior approval of the supervisor.
3. Upon written request an employee shall be granted vacation before the employee's accrued credit reaches the maximum which the employee can accumulate. An employee shall be notified 60 calendar days and 30 calendar days before reaching the maximum vacation credit which the employee can accumulate.
4. An employee shall not be paid vacation for the same period that the employee is working and on pay status in the employee's present position, or any other position paid by University's funds.
5. Vacation schedules for the entire calendar year shall be established from employee requests made during January. If conflicts arising in the dates of requested vacations cannot be resolved informally by the Department and employees involved, then seniority in the Skilled Craft unit shall establish the priority of the vacation scheduling for those employees. Department management shall respond in writing to such vacation requests made in January not later than March 1 of each calendar year. Except as provided in F.8 below, vacation requests made during January, but not responded to by March 1, are considered approved by the department.
6. Exceptions to vacation schedules established from January requests may be granted for an employee who makes long-term vacation plans.
7. Vacation requests not submitted during January will be considered on a first-come, first-served basis. Requests must be submitted in writing. Department management shall respond to such vacation requests within 30 calendar days. Request not responded to in 30 days are considered approved by the department.

8. In an emergency, the Department may reschedule vacations of employees in the Skilled Craft unit.

9. Unscheduled or emergency vacation may be granted at the Department's discretion.

G. Transfer of Vacation

An employee who is transferred, promoted, or demoted from one University position to another University position or funding source in which the employee will accrue vacation credit shall have vacation credit transferred. H. An employee who is transferred, promoted, or demoted to another University position in which the employee will not be eligible to accrue vacation credit shall be paid for accrued vacation.

I. Terminal Vacation Pay

An eligible employee who separates from University employment or who is granted extended Military Leave shall be paid for vacation credit accrued through the employee's last day of work. The effective date of separation shall be the last day of work, except that an employee who is retiring may use vacation up to the effective date of retirement.

VACATION CREDIT TABLES FOR MONTHLY ACCRUAL SYSTEM

Vacation Credit for Employees Having Less Than
10 Years of Qualifying Service

NUMBER OF HOURS ON PAY STATUS

Percent 160-Hr.* Month	Hours of				of Time on Pay Status	Vacation Earned
	168-Hr.* Month	176-Hr.* Month	184-Hr.* Month			
0 - 7	0 - 8	0 - 9	0 - 11	0 - 4	0	
8 - 23	9 - 25	10 - 26	12 - 29	5 - 14	1	
24 - 39	26 - 41	27 - 42	30 - 47	15 - 24	2	
40 - 55	42 - 58	43 - 60	48 - 65	25 - 34	3	
56 - 71	59 - 75	61 - 78	66 - 83	35 - 44	4	
72 - 87	76 - 92	79 - 96	84 - 101	45 - 54	5	
88 - 103	93 - 109	97 - 114	102 - 119	55 - 64	6	
104 - 119	110 - 125	115 - 131	120 - 137	65 - 74	7	
120 - 135	126 - 142	132 - 149	138 - 156	75 - 84	8	
136 - 151	143 - 159	150 - 167	157 - 174	85 - 94	9	
152 - 160	160 - 168	168 - 176	175 - 184	95 - 100	10	

*Hours on pay status, including paid holiday hours, but excluding all paid overtime hours.

Vacation Credit for Employees Having
10 but Less Than 15 Years of Qualifying Service

NUMBER OF HOURS ON PAY STATUS

Percent Hours of					
160-Hr.*	168-Hr.*	176-Hr.*	184-Hr.*	of Time	Vacation
Month	Month	Month	Month	on Pay Status	Earned
0 - 5	0 - 6	0 - 7	0 - 8	0 - 4	0
6 - 19	7 - 21	8 - 22	9 - 23	5 - 12	1
20 - 32	22 - 35	23 - 36	24 - 37	13 - 21	2
33 - 46	36 - 50	37 - 51	38 - 52	22 - 29	3
47 - 59	51 - 63	52 - 66	53 - 68	30 - 37	4
60 - 72	64 - 77	67 - 80	69 - 83	38 - 45	5
73 - 86	78 - 91	81 - 95	84 - 99	46 - 54	6
87 - 99	92 - 104	96 - 109	100 - 114	55 - 62	7
100 - 113	105 - 119	110 - 124	115 - 130	63 - 70	8
114 - 126	120 - 133	125 - 139	131 - 145	71 - 79	9
127 - 139	134 - 146	140 - 153	146 - 160	80 - 87	10
140 - 153	147 - 161	154 - 168	161 - 176	88 - 95	11
154 - 160	162 - 168	169 - 176	177 - 184	96 - 100	12

*Hours on pay status, including paid holiday hours, but excluding all paid overtime hours.

Vacation Credit for Employees Having
At Least 15 but Less Than 20 Years of Qualifying Service

NUMBER OF HOURS ON PAY STATUS

Percent					
160-Hr.*	168-Hr.*	176-Hr.*	184-Hr.*	of Time	Vacation
Month	Month	Month	Month	on Pay Status	Earned
0 - 6	0 - 6	0 - 7	0 - 7	0 - 4	0
7 - 17	7 - 18	8 - 19	8 - 20	5 - 10	1
18 - 28	19 - 30	20 - 31	21 - 33	11 - 17	2
29 - 39	31 - 42	32 - 44	34 - 46	18 - 25	3
40 - 51	43 - 54	45 - 56	47 - 59	26 - 32	4
52 - 62	55 - 66	57 - 69	60 - 72	33 - 39	5
63 - 73	67 - 78	70 - 81	73 - 85	40 - 46	6
74 - 85	79 - 90	82 - 94	86 - 98	47 - 53	7
86 - 97	91 - 102	95 - 106	99 - 111	54 - 60	8
98 - 108	103 - 114	107 - 119	112 - 124	61 - 67	9
109 - 119	115 - 125	120 - 131	125 - 137	68 - 74	10
120 - 131	126 - 138	132 - 144	138 - 151	75 - 82	11
132 - 142	139 - 150	145 - 157	152 - 164	83 - 89	12
143 - 154	151 - 162	158 - 169	165 - 177	90 - 96	13
155 - 160	163 - 168	170 - 176	178 - 184	97 - 100	14

*Hours on pay status, including paid holiday hours, but excluding all paid overtime hours.

**Vacation Credit for Employees Having 20 or
More Years of Qualifying Service**

NUMBER OF HOURS ON PAY STATUS

Percent 160-Hr.* Month	Hours of			of Time on Pay Status	Vacation Earned
	168-Hr.* Month	176-Hr.* Month	184-Hr.* Month		
0 - 5	0 - 5	0 - 5	0 - 5	0 - 4	0
6 - 14	6 - 16	6 - 16	6 - 16	5 - 10	1
15 - 24	17 - 26	17 - 27	17 - 27	11 - 16	2
25 - 34	27 - 37	28 - 38	28 - 39	17 - 22	3
35 - 44	38 - 47	39 - 49	40 - 51	23 - 28	4
45 - 54	48 - 58	50 - 60	52 - 62	29 - 35	5
55 - 64	59 - 68	61 - 71	63 - 74	36 - 41	6
65 - 74	69 - 79	72 - 82	75 - 85	42 - 47	7
75 - 84	80 - 89	83 - 93	86 - 97	48 - 53	8
85 - 94	90 - 99	94 - 104	98 - 109	54 - 59	9
95 - 104	100 - 110	105 - 115	110 - 120	60 - 65	10
105 - 114	111 - 120	116 - 126	121 - 132	66 - 71	11
115 - 124	121 - 131	127 - 137	133 - 143	72 - 78	12
125 - 134	132 - 141	138 - 148	144 - 155	79 - 84	13
135 - 144	142 - 152	149 - 159	156 - 166	85 - 90	14
145 - 154	153 - 162	160 - 170	167 - 178	91 - 96	15
155 - 160	163 - 168	171 - 176	179 - 184	97 - 100	16

*Hours on pay status, including paid holiday hours, but excluding all paid overtime hours.