

## **Benefits and Privileges: APM - 730 - Leaves of Absence/Vacation**

### **730-0 Policy**

#### **a. Academic-Year Appointees**

Academic personnel appointed on an academic-year basis are expected to be in residence from the day designated in the University Calendar as the opening of the Fall term through the end of the Spring term. Academic-year appointees do not accrue vacation leave.

#### **b. Fiscal-Year Appointees**

Except for Postdoctoral Scholars (see [APM - 390](#) or applicable Memorandum of Understanding), academic personnel appointed on a fiscal-year basis for six (6) months or more at fifty percent (50%) time or more accrue vacation leave. Student academic personnel appointed on a fiscal-year basis for twelve (12) consecutive months or more at fifty percent (50%) time or more, and whose terms and conditions of employment are not subject to an applicable Memorandum of Understanding, accrue vacation leave.

### **730-18 Rate of Accrual**

Academic personnel appointed on a fiscal-year basis accrue vacation at the rate of two (2) working days per month for full-time service. Fiscal-year appointees at 50 percent (50%) or more time accrue vacation at a proportionate rate; appointees at less than fifty percent (50%) time do not accrue vacation.

Vacations are subject to the following provisions:

- a. Regularly scheduled days off and University administrative holidays shall not be charged against vacation time.
- b. Periods of academic recess are not regarded as vacation. (See [APM - 720-4](#).)
- c. Vacation shall not accrue during a leave of absence without salary.
- d. Vacation credit may accumulate to a maximum of forty-eight (48) working days for full-time employees. The maximum accumulation for appointees working half time or over is the same maximum number of hours as that of full-time employees.

### **730-20 Use of Accrued Vacation**

- a. Accrued vacation shall be used at a time or times in keeping with the program of work being conducted by the appointee and approved by the appointee's supervisor or department chair or chair's designee.

- b. If appointees are given written notice, appointees will be required to use vacation accrued after the notice date before the expiration of their appointments or the expiration of the funding source(s) of their appointments.
- c. An appointee may not use vacation leave before it has accrued, i.e., vacation is limited to the allowance actually accrued by the date set for the appointee's vacation except when authorized by the Chancellor for use during curtailment periods.
- d. Accrued vacation may be used for sick leave purposes (see [APM - 710](#), [715](#), and [760](#)).
- e. Accrued vacation may also be used, at the appointee's option, during a family and medical leave that would otherwise be unpaid. (See [APM - 715-20-c](#).)
- f. Records of vacation leave used shall be recorded in one (1)-day increments only or in increments not less than that portion of a day during which an appointee with less than a full-time appointment is normally scheduled to work, except when accrued vacation is used during family and medical leave. For example, one vacation day can be considered equivalent to an appointee's scheduled hours in a day, such that scheduled hours will determine vacation hour deductions. When accrued vacation is used during family and medical leave, the appointee's leave bank will only be deducted for the actual amount of time taken as family and medical leave. (See [APM - 715-16-b-\(2\)](#).) Failure to accurately report vacation use may impact participation in Health Sciences Compensation Plan ([APM - 670](#)) or other UC compensation plans depending on the compensation plan eligibility rules.
- g. A fiscal-year appointee accrues vacation credit during a period of sabbatical leave, but such credit can be used only during the period of such leave and it lapses if not used. However, vacation credit accrued and unused prior to a sabbatical leave may be used during the leave or may be carried forward for use following the leave, subject to the provisions of [APM - 730-18-d](#) concerning maximum accrual of such credit.

#### **730-21 Vacation Pay**

- a. An appointee leaving University service shall be paid for accrued vacation at the appointee's pay rate at the time of separation.
- b. An appointee who transfers from a vacation-accruing title to a non-accruing title shall be paid for accrued vacation at the effective date of transfer.
- c. An appointee who transfers to or from a UC-managed Department of Energy Laboratory shall be paid for accrued vacation at the effective date of transfer.

#### **730-23 Transfer of Vacation**

An appointee who transfers to another University location with no break in service shall have accrued vacation hours transferred to the new location.

**730-95 Records**

Chancellors and Vice Presidents shall assure that records are maintained in the department (or other specified unit) for those academic appointees under their respective jurisdictions who accrue vacation leave.

**Revision History**

July 1, 2021:

- Substantive revisions to clarify intent of language and to conform with other APM policies.

May 1, 2019:

- Technical revisions to comply with law and existing policy, and to revise language for clarity.

For details on prior revisions, please visit the [Academic Personnel and Programs website](#).