

**RULES FOR CREDITING  
HOLIDAY LEAVE AND NEW ACCRUALS OF SICK LEAVE & VACATION LEAVE  
WHILE MEDICALLY ELIGIBLE FOR WC TEMPORARY DISABILITY**

TABLES

- I. SL hours adequate to supplement wages and WC payments.
- II. VL hours adequate to supplement wages and WC payments.
- III. ESL weeks adequate to supplement wages and WC payments.
- IV. ESL weeks not adequate to supplement wages and WC payments (the 26 weeks of ESL become exhausted).

Work-related disability results in a loss of wages. That loss may be partially off-set by wages earned on a reduced work schedule, and payments of Temporary Disability made by the University's Workers' Compensation Program. The remainder of the wage loss may be fully off-set by use of Sick Leave hours, either alone or in combination with Vacation Leave hours, and subsequently, partially off-set by use of Extended Sick Leave hours for the number of weeks remaining in the ESL bank.

While using SL, VL, or ESL hours to off-set the wage loss noted above, various rules apply to the crediting of Holiday Leave hours and to the accrual and crediting of new SL and VL hours. These rules are summarized in tables that follow. For each supplemental leave (SL, VL, ESL), there is a table of rules according to the employee's work status, either:

1. Not working (total wage loss).
2. Working a reduced-schedule of hours (partial wage loss).

USE OF NEW SL AND VL ACCRUALS

Hours that newly accrue cannot be used until they are credited. The accrual and crediting rules are given in the tables.

**SL HOURS  
ADEQUATE  
TO SUPPLEMENT WC**

WORKING REDUCED SCHEDULE						NOT WORKING									
	Leave Without Pay (LWOP)	Leave with Pay	Accrue at Regular Rate	Credited Upon Accrual	Credited Upon Return to Work	Credited in Full	Paid If Employee Separates from UCSF		Leave Without Pay (LWOP)	Leave with Pay	Accrue at Regular Rate	Credited Upon Accrual	Credited Upon Return to Work	Credited in Full	Paid If Employee Separates from UCSF
Holidays	X					X		Holidays	X					X	
New SL Accruals	X	X	X	X	X	X		New SL Accruals	X	X	X	X	X	X	
New VL Accruals	X	X	X	X	X	X	X	New VL Accruals	X	X	X	X	X	X	X

**VL HOURS  
ADEQUATE  
TO SUPPLEMENT WC**

WORKING REDUCED SCHEDULE						NOT WORKING									
	Leave Without Pay (LWOP)	Leave with Pay	Accrue at Regular Rate	Credited Upon Accrual	Credited Upon Return to Work	Credited in Full	Paid If Employee Separates from UCSF		Leave Without Pay (LWOP)	Leave with Pay	Accrue at Regular Rate	Credited Upon Accrual	Credited Upon Return to Work	Credited in Full	Paid If Employee Separates from UCSF
Holidays	X					X		Holidays	X					X	
New SL Accruals	X	X	X	X	X	X		New SL Accruals	X	X	X	X	X	X	
New VL Accruals	X	X	X	X	X	X	X	New VL Accruals	X	X	X	X	X	X	X

**ESL WEEKS**  
**ADEQUATE**  
**TO SUPPLEMENT WC**

WORKING REDUCED SCHEDULE						NOT WORKING									
	Leave Without Pay (LWOP)	Leave with Pay	Accrue at Regular Rate	Credited Upon Accrual	Credited Upon Return to Work	Credited in Full	Paid If Employee Separates from UCSF		Leave Without Pay (LWOP)	Leave with Pay	Accrue at Regular Rate	Credited Upon Accrual	Credited Upon Return to Work	Credited in Full	Paid If Employee Separates from UCSF
Holidays		X				X		Holidays	X					X	
New SL Accruals	X	X	X	X	X	X		New SL Accruals	X	X	X	X	X	X	
New VL Accruals	X	X	X	X	X	X	X	New VL Accruals	X	X	X	X	X	X	X

**ESL WEEKS**  
**NOT ADEQUATE**  
**TO SUPPLEMENT WC**

WORKING REDUCED SCHEDULE						NOT WORKING									
	Leave Without Pay (LWOP)	Leave with Pay	Accrue at Regular Rate	Credited Upon Accrual	Credited Upon Return to Work	Credited in Full	Paid If Employee Separates from UCSF		Leave Without Pay (LWOP)	Leave with Pay	Accrue at Regular Rate	Credited Upon Accrual	Credited Upon Return to Work	Credited in Full	Paid If Employee Separates from UCSF
Holidays	X					X		Holidays	X						
New SL Accruals	X	X	X	X	X	X		New SL Accruals	X	X	X	X	X	X	
New VL Accruals	X	X	X	X	X	X	X	New VL Accruals	X	X	X	X	X	X	

## SEQUENCE OF SUPPLEMENTAL SL, VL, & ESL

### OPTION A – USE OF SL ONLY to Supplement W/C Payments

1. SL must be exhausted before ESL can be used to supplement W/C payments.

### OPTION B – USE OF SL AND VL to Supplement W/C Payments

1. SL must be exhausted before VL can be used to supplement W/C payments.
2. SL and VL must both be exhausted before ESL can be used to supplement W/C payments.

## VACATION LEAVE ACCRUAL MAXIMUM

### ACCRUAL STOPPAGE AT MAXIMUM

While an employee has not returned to either full-time or reduced-schedule work and is receiving W/C Temporary Disability payments, VL accruals can not exceed the maximum of two times the annual full-time earning rate. VL accrual stops when the maximum is reached.

### ACCRUAL RESUMPTION UPON RETURN TO WORK

Upon return to full-time or reduced-schedule work, the employee resumes accruing new hours of VL. The employee should work with the department to schedule vacation so as not to lose these new hours accrued since return to work.

PPSM 41(B)(6) states:

Maximum Accrual. Vacation leave may be accrued to a maximum of two times the annual full-time earning rate whether the employee holds a full or part-time appointment. If an employee cannot schedule vacation within 60 working days of accruing the maximum due to operational considerations, that employee shall have an additional four months within which to take vacation to bring the employee's vacation accruals below the maximum. Vacation shall continue to accrue during the additional four months.

The policy contemplates that the employer's operational considerations may necessitate the employee's continued presence in the workplace, and delay a vacation absence for a limited period of time. During this period of continued presence in the workplace, new vacation accruals continue to be earned, and the VL maximum is as a consequence exceeded.

However, this is not the case with a work-related disability. To the contrary, it is the disability of the employee that necessitates a continued *absence* from the workplace, not the operational considerations of the employer that necessitate a continued *presence*.

Therefore, VL accrual stops when the maximum is reached, and the maximum is never exceeded.

No new accruals will be earned unless and until the employee returns to full-time or reduced-schedule work.