

## **Local Implementing Personnel Procedure 41: Vacation (Maximum Accrual)**

**Responsible Office:** Human Resources

**Issued:** January 2010

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### **A. References**

Personnel Policies for Staff Members (PPSM)  
Policy 41, Vacation

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### **B. Authority and Responsibility**

A temporary exception to Policy 41, Vacation, has been granted giving locations authority to establish local procedures to extend the vacation maximum “grace period” during the Furlough/Salary Reduction program period.

The authority and responsibility for implementing and enforcing this temporary exception to PPSM 41 rests with supervisors and managers. Consultation with Labor and Employee Relations is recommended.

The University’s automated timekeeping system will serve as an additional mechanism for monitoring compliance of this implementation.

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### **C. Definitions**

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.

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### **D. Temporary Policy Change**

The Office of the President has approved a temporary exception to Policy 41, Vacation. This exception grants authority to locations to establish local procedures to extend the vacation maximum grace period from four months to six months for employees participating in the Furlough/Salary Reduction program in order to facilitate the appropriate use of vacation time. This exception will be effective January 4, 2010 through January 15, 2011.

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## **E. Procedure**

Employees participating in the Furlough/Salary Reduction program and who are at or near the vacation maximum shall be eligible for an extension of the vacation maximum for six additional months, when the following conditions are met:

- Employee makes a request to his/her supervisor for vacation in accordance with departmental procedures.
- The request is denied based on operational reasons.
- There are no alternative vacation dates that can be taken prior to reaching the maximum.

If an employee meets the conditions above, the employee will continue to accrue vacation during the “grace period” of six months. At the conclusion of the six month extension, the employee must bring his/her vacation credits below the maximum. If the employee does not bring his/her vacation credits below the maximum, he/she will no longer accrue vacation time.

If an employee does not make a request to his/her supervisor for vacation and is at or near the maximum, he/she will not be provided an extension to accrue over the maximum and may be instructed by management to take the time off or risk losing the time.

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## **F. Applicability**

All staff covered by the Personnel Policies for Staff Members who are participating in the Furlough/Salary Reduction program approved by the Regents on July 15, 2009.

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