

**ARTICLE \_\_**  
**VACATION**

**A. GENERAL PROVISIONS**

1. Academic researchers with appointments for six (6) months or more accrue vacation at the rate of two (2) days per month for full-time service. Academic researchers paid biweekly will accrue vacation as a factor of two (2) days per month each quadri-weekly pay cycle.
2. Academic researchers appointed less than full-time but at 50% or more accrue vacation at a proportional rate. Academic researchers appointed at less than 50% time or for less than six (6) months do not accrue vacation.
3. Regularly scheduled days off and University administrative holidays shall not be charged against vacation time.
4. Vacation shall not accrue during a leave of absence without salary. Vacation credit shall be accumulated by an academic researcher on a leave of absence with pay.
5. Vacation credit may accumulate to a maximum of forty-eight (48) working days.
6. FLSA Exempt Academic Researchers
  - a. use of vacation is recorded in one-day increments only or in increments not less than that portion of a day during which an academic researcher with less than a full-time appointment is normally scheduled to work, except when accrued vacation is used during family and medical leave.
  - b. When accrued vacation is used during family and medical leave, the academic researcher's leave will only be deducted for the actual amount of time taken, which may be partial day increments, as family and medical leave (Article \_\_ – Leaves of Absence).

7. FLSA Non-Exempt Academic Researchers

FLSA non-exempt academic researchers record vacation leave use to the nearest quarter hour.

**B. REQUESTING AND USING VACATION**

1. Use of vacation requires the prior approval of the University:

- a. Academic researchers shall submit request for vacation to their supervisor.
  - b. The supervisor may deny requests for vacation based on operational needs.
  - c. The supervisor shall not unreasonably deny an academic researcher's request for vacation.
2. An academic researcher 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 academic researcher's vacation.
  3. Accrued vacation may also be used for sick leave purposes (Article \_\_\_ – Sick Leave) and at the academic researcher's option, during a family and medical leave that would otherwise be unpaid (Article \_\_\_ - Leaves of Absence).
  4. If the supervisor requires that an academic researcher's request be made in writing, or if the academic researcher submits the request in writing, the supervisor's response will be made in writing. The supervisor should respond to the request for vacation as soon as practicable.
  5. If an academic researcher is given written notice, the academic researcher will be required to use vacation accrued after the notice date before the expiration of the academic researcher's appointment or the expiration of the funding source(s) of the academic researcher's appointment.

### **C. CAMPUS CLOSURE**

1. During a campus closure that results in a closure of an individual lab, academic researchers in that lab shall have the option to use vacation in order to be paid for the closure days.
2. For the Winter closure, the University shall allow an academic researcher who has insufficient accrued vacation to cover the closure period between the Christmas holiday and the New Years holiday, the opportunity to use vacation days for this purpose prior to the actual accrual.
3. If bargaining unit employees work during a closure, they shall be paid and not required to use vacation.

### **D. VACATION PAY AND TRANSFER**

1. An academic researcher leaving University service shall be paid for accrued vacation at the Academic Researcher's rate of pay at the time of the separation. Terminal vacation pay may not exceed 48 working days' salary.
2. An academic researcher who transfers to a non-vacation-accruing title shall be paid for accrued vacation at the effective date of transfer. An academic researcher who is no longer eligible to accrue vacation leave due to a drop in percent time below 50% and who remains in a vacation-accruing title shall maintain vacation hours and eligibility to use accrued vacation hours.
3. An academic researcher who transfers to or from a UC-managed Department of Energy Laboratory shall be paid for accrued vacation at the effective date of transfer.
4. An academic researcher who transfers to another University location with no break in service shall have accrued vacation hours transferred to the new location.