

## SENIOR MANAGEMENT GROUP (SMG) VACATION AND SICK LEAVE PROVISIONS\*

### VACATION

#### ACCRUAL:

All members of SMG who are also tenured faculty members accrue vacation at the rate of 16 hours per month. Maximum accrual is 384 hours. If you cannot schedule vacation within 60 working days of accruing the maximum due to operational considerations, you shall have an additional four months within which to take vacation to bring your vacation accruals below the maximum. Vacation shall continue to accrue during the additional four months. Vacation leave is booked on the first day of the following month.

#### USAGE:

Vacation leave is scheduled and reported to the Executive Vice Chancellor and Provost (EVCP) in advance. Usage during a month cannot exceed the balance at the beginning of the month. Vacation shall not be scheduled beyond the end date of the SMG appointment. Upon return to your faculty position or separation, unexpended vacation leave will be paid in a lump sum at your SMG salary rate. Although vacation is provided for rest, you may request to use vacation for illness, disability, and personal reasons. To use accrued vacation for illness or disability you may be required to submit medical certification of inability to work or illness in the family.

- Personal Time Off

Personal time off is considered to be time spent away from campus where you are not performing activities required by your appointment as dean or vice provost.

#### Summer Research

By exception, Deans and Provosts may receive up to a 1/12 payment for “summer” research based on the annual Senior Management salary and paid from appropriate non-state funds. In such instances, accrued vacation must be used for each day of additional compensation. Normally, such research should be taken in a whole month block. Requests should be submitted in advance to the EVCP for approval.

- Outside Professional Activities

Accrued vacation leave must be used when participating in compensated outside professional activities during the regular work week. Limits on Outside Professional Activities are the same as those as defined under APM 025, which is 48 days for fiscal year appointees. The 48 day limit includes time spent on such activities on weekends.

Service on behalf of national commissions, government agencies and boards, advisory groups to other universities, and other nonprofit organizations is encouraged and may be undertaken during regular work time, subject to conditions established in University policy concerning receipt of honoraria and reimbursement for expenses incurred.

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\* Adapted for the EVCP’s SMG reports.

## SMG Vacation and Sick Leave Provisions

### SICK LEAVE

#### ACCRUAL:

Sick leave accrues at 8 hours per month. It is booked on the first day of the following month. There are no accrual limits for sick leave. Any unexpended sick leave will be archived and, upon your retirement, will be used to supplement your University service credit.

#### USAGE:

Sick leave can be used for personal illness, family illness, and bereavement.

### REPORTING

#### TIMESHEETS

Timesheets should be submitted on a monthly basis to the EVCP. Vacation and Sick leave are normally reported in full day increments, except under certain provisions of the Family and Medical Leave Act.

#### ABSENCES FROM CAMPUS

All extended absences from campus (3 or more days) should be reported to the EVCP prior to departure. In all such absences, including absences due to emergencies, you should designate who is in charge and inform the EVCP.

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#### References:

##### [Standing Order of The Regents 103.1 - Service Obligations](http://www.universityofcalifornia.edu/regents/bylaws/so1031.html)

<http://www.universityofcalifornia.edu/regents/bylaws/so1031.html>

##### [Personnel Policy for Staff Members - Compensation, Leaves](http://atyourservice.ucop.edu/employees/policies/staff_policies/index.html)

[http://atyourservice.ucop.edu/employees/policies/staff\\_policies/index.html](http://atyourservice.ucop.edu/employees/policies/staff_policies/index.html)

##### [Policy on Outside Professional Activities for University Officers and Designated Staff](http://www.ucop.edu/ucophome/coordrev/policy/6-28-95att.html)

<http://www.ucop.edu/ucophome/coordrev/policy/6-28-95att.html>

##### [Guidelines for Policy on Outside Professional Activities](http://www.ucop.edu/ucophome/coordrev/policy/9-01-00.pdf)

<http://www.ucop.edu/ucophome/coordrev/policy/9-01-00.pdf>

##### [Conflict of Commitment and Outside Activities of Faculty Members \(APM 025\)](http://www.ucop.edu/acadadv/acadpers/apm/apm-025-07-01.pdf)

<http://www.ucop.edu/acadadv/acadpers/apm/apm-025-07-01.pdf>

##### [University of California Policy and Guidelines Regarding Acceptance of Gifts and Gratuities by University Employees under California's Political Reform Act](http://www.ucop.edu/ucophome/coordrev/policy/1-24-01.html)

<http://www.ucop.edu/ucophome/coordrev/policy/1-24-01.html>

**DEAN  
LEAVE USE AND ACCRUAL RECORD**

NAME \_\_\_\_\_

MONTH/YEAR \_\_\_\_\_

**MONTHLY USE RECORD**

VACATION USED		SICK LEAVE USED		COMPENSATED PROFESSIONAL ACTIVITIES <sup>1</sup>		LEAVE WITHOUT SALARY	
Date(s)	Hours	Date(s)	Hours	Date(s)	Hours	Date(s)	Hours
Total _____		Total _____		Total _____		Total _____	

Employee \_\_\_\_\_ Date \_\_\_\_\_

Executive Vice Chancellor and Provost \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup> Compensated Professional Activities require advance approval; those performed during the workweek require use of vacation leave or leave without pay.

**ACCRUAL RECORD**

	VACATION	SICK LEAVE
BALANCE FORWARD (FROM PREVIOUS MONTH)		
LESS LEAVE USED <sup>2</sup>	-	-
HOURS ACCRUED	+	+
BALANCE		

<sup>2</sup> Leave must be taken in full day (8 hours) increments.