

San Francisco State University Office of the President

Date: November 1, 1984

To: Deans, Directors, Administrative Officers

From: Chia-Wei Woo, President

Subject: University Executive Directive #84-08: Vacation Accumulation and Carry Over (Revises UED 82-01)

Vacation Accumulation and Carry Over

Maximum vacation accumulation as of January 1, of any year, for the majority of nonacademic and administrative employees as identified in the San Francisco State University Salary Schedule is 272 hours if employees have 10 or less years of State service or 384 hours if employees have more than 10 years of State service. Maximum accumulation for an employee in the Management Personnel Plan (MPP) is 384 hours if employees have 10 or less years of State service and 440 hours if employees have more than 10 years of State service.

Maximum accumulation for faculty unit employees is 320 working hours for ten or less years of qualifying service and 440 working hours for more than ten years of such service. In addition, after one (1) full year of employment, a faculty unit employee shall take at least 40 hours of vacation each calendar year. Any part of the 40 hours not taken during the calendar year shall be forfeited as of January 1 of the subsequent year.

Pursuant to Title 5, Section 42909, and collective bargaining agreements, the president or appointing authority may permit an employee to carry over more vacation, credits than the prescribed maximum when the employee has been prevented through special circumstance from taking enough vacation to reduce the credits.

The criteria for special circumstance are restricted to the following:

- 1) the employee was required to work as a result of fire, flood, or other similar emergency.
- 2) the employee was prevented from taking vacation by work determined by the appointing authority to be of a priority or critical nature over an extended period of time.
- 3) the employee was absent on full salary for compensable injury.

4) the employee was prevented by campus rule from taking vacation until December and at that time was unable to take vacation because of illness requiring use of sick leave.

Any credit that exceeds the prescribed maximum for the employee must be used within one year following the monthly pay period in which it was credited. It is the responsibility of the Dean, Director, Department Head or appropriate designee to monitor vacation credits and submit the excess carry over documentation to the Payroll Office.

In order to obtain approval for excess carry-over, a written request must be submitted to the Cabinet Officer with the reason for the excess accumulation and a plan for using the vacation credits in the following year. The request for carry-over and the vacation plan to use excess credits must be approved by the Dean, Director or Department Head.

The University Payroll office sends each employee an annual statement of leave credits. Individual notices are sent during the year to those employees who have accumulated excess credits and are nearing the maximum accumulation rate. A copy of the excess accumulation notice is sent to the Dean, Director, or Department Head for monitoring purposes. By January 31 of each year, the Payroll Office also submits an annual report to the President identifying those employees by department with approval for carrying over vacation in excess of prescribed maximums.

Cabinet officers, Deans, Directors or Department Heads are responsible for ensuring that employees adhere to vacation plans and that sufficient vacation is scheduled to prevent reoccurrence of excessive vacation accumulation.

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Last modified March 27, 2007 by [Internal Audit](#), Administration and Finance

Comments to: audit@sfsu.edu or call extension 82763.
