

Employee Name: _____

Date of Initial Hire: _____

PI Name: _____

VACATION & SICK LEAVE POLICY FOR 11-MONTH EMPLOYEES

Vacation benefits are a right of University employees, including some with academic titles. Specifically, academic employees with 11-month appointments are paid over 12 months (11/12 appointments), accrue vacation and are required to record time on absence/overtime sheets. Research Scientist, Project Scientist, Postgraduate Researcher and Research Specialist are among the titles that fall under this category. These employees accrue vacation at the rate of 16 hours per month, earning 24 days (approximately 1 month) of paid vacation annually. They also accrue 8 hours of sick leave per month (96 hours annually).

Vacation accrues up to a maximum of 384 hours and can be taken as soon as it is earned. Leave time (including vacation and sick hours) is accounted for on a monthly **Absence/Overtime Report**, which must be completed, signed and turned in each month, regardless of whether or not any time was actually taken. The CSE **Absence/Overtime Report** can be found on the department web site at <http://www.cse.ucsd.edu/Department/FacultyPage/HR/CSEtimesheet.pdf>.

Each month your grant is assessed vacation cost (vacation hours earned plus benefits associated with those hours). The funds associated with this assessment are placed in the University's central benefits pool. When an employee uses vacation time, the associated funds are credited back to the grant on which the employee is currently paid (not necessarily the same grant on which the employee accrued the hours). If an employee does not use all accrued vacation hours while appointed at UCSD, he/she is paid for any remaining vacation time (up to 384 hours) upon leaving the University. **Vacation time can cost your grants money.** PIs who change funding sources for their employees may get charged for the accrued vacation time but not receive the benefit when the time is actually used. This could also be problematic if an employee takes all his/her vacation during the last month of a grant, since the grant gets credited back for the vacation the following month, leaving a balance that may not be spent down before the grant ends.

By signing this letter, you acknowledge that you have been informed of this policy and its potential financial impact. You further acknowledge your responsibility to report (employee) and approve (PI/supervisor) absences via the CSE **Absence/Overtime Report** on a monthly basis.

I understand my right to vacation and sick hours and will complete the necessary monthly paperwork associated with absence reporting.

Employee Named Above

Date

I understand my obligations as a supervisor and the ramifications of the policy discussed above.

PI Named Above

Date

I have explained the vacation accrual policy for these academic titles to the employee and PI.

CSE Academic Affairs Coordinator

Date