

Academic Vacation and Sick Accrual Codes:

Applies to non-represented, fiscal-year (Basis=11) academic appointees

UNIVERSITY OF CALIFORNIA

Percent time	Duration	Leave Type	Accrual Hours/Month	Rate Days/Year	Maximum Accrual	Leave Accrual Codes
50% or more (Non-Faculty)	Six months or more	Vacation	16	24	384	D
		Sick	8	12	-	
50% or more (Faculty)	Six months or more	Vacation	16	24	384	E
50% or more	Less than six months	Sick	8	12	-	F
Less than 50%	Any duration	-	-	-	-	F

Note: All other academic appointments should have leave code “N” (e.g. postdocs, students, academic-year faculty).

Notes on Leave Code usage with eligible titles:

Appointees to titles that are eligible for sick leave, but who do not accrue sick leave on the basis of their appointment percentage, should be coded F in PPS.

To calculate accruals, CruzPay looks at FT/PT% in the Employee Assignment Description. CruzPay will accrue 0 hours of sick leave for F coded appointments with FT/PT% less than 50%.

Any time an employee ends an accruing appointment in the middle of a month, the timekeeper should ensure that accruals are further prorated by making manual adjustments to the balances. Likewise, an accruing appointment that begins mid-month should receive partial accruals for that month. To prorate, multiply the monthly regular accrual hours by the % of working days on pay status for the partial month.