

Appendix C : VACATION/LEAVE ACCRUAL CODES & RATES

Vacation Accrual For Staff

Personnel Program	Years of Qualifying Service	Accrual Hours/Month	Rate Days/Year	Maximum Accrual	Maximum Accrual 4 month Extension ¹	Leave Accrual Codes ²
Senior Management Group - SMG (Appointed into Executive Program prior to 7/1/96)	0 or more	16	24	384	448	K
Senior Management Group SMG Managers & Sr. Professionals - MSP (Appointments effective 7/1/96 or later)	0 - less than 5	12	18	288	336	B
	5 - less than 10	14	21	336	392	C
	10 or more	16	24	384	448	D
Professional and Support Staff (Appointed into A&PS program prior to 7/1/96)	Less than 5	10	15	240	280	G
	5 - less than 10	12	18	288	336	H
	10 - less than 15	14	21	336	392	J
	15 or more	16	24	384	448	K
Professional & Support Staff - PSS (Appointments effective 7/1/96 or later)	0 - less than 10	10	15	240	280	A
	Staff Personnel Program- (SPP) (RX & Police Officers only)	10 - less than 15	12	18	288	B
		15 - less than 20	14	21	336	C
		20 or more	16	24	384	D
	Collective Bargaining Agreements (Union Represented)					

Note: Code N will be used for appointments that are NOT eligible to accrue Vacation or Sick Leave (e.g., stipend, shift differential, BYA).

¹ Eligibility to exceed maximum accruals apply to SMG, MSP, PSS, CX, SX & TX staff only & are subject to approval per unit procedures & work rules.

² Code F will be used for appointments that are eligible to accrue Sick Leave, but not vacation; this includes student employee appointments.

VACATION/LEAVE ACCRUAL CODES & RATES

Leave Accrual For Academics

For academic personnel policy information pertaining to academic employee time off, refer to [APM Section V: Benefits and Privileges](#) and [CAPM 900.700: Leaves of Absence](#). For definitions of terminology used see [APM 110](#).

Pay Basis	Title Series	Appointment Percent and Duration	Vacation	Sick Leave	Leave Code	
			Accrual ¹	Accrual		
			Hours/ Month ²	Hours/ Month ²		
Fiscal-Year	Non-Faculty Titles	50% or more for six months or more	16	8	D	
		50% or more for less than six months	0	8	F	
		Less than 50%	0	0	F ³	
	Faculty Titles	50% or more for six months or more	16	0	E	
		50% or more for less than six months	0	0	N	
		Less than 50%	0	0	N	
	Graduate Student Researchers	50% or more for 12 months or more	16	0	E	
		50% or more for less than 12 months	0	0	N	
		Less than 50%	0	0	N	
	Postdoctoral Scholars	See PX contract for Postdoc Sick Leave and Postdoc Personal Time Off			N	
Academic-Year	Non-Faculty Titles	50% or more	0	8	F/N ⁴	
		Less than 50%	0	0	F ³	
	Faculty Titles	Any	0	0	N	
	Academic Student Employees	Any	0	0	N	
By-Agreement	E.g., Stipends, UNEX Teachers, Summer Session	Any	0	0	N	

1 The maximum vacation accrual is 384 hours for all titles. There is no threshold or tiered accrual rates based on years of qualifying service.

2 Hours per month will be prorated for part-time appointments and for mid-pay-period begin or end dates.

APPENDICES

- 3 Although appointees at less than 50% will not accrue sick leave, the F code is entered in PPS if the title is sick leave eligible. If the percent time fluctuates temporarily above 50%, or the employee takes on a concurrent eligible job, the F code will ensure that sick leave accruals are allocated.
- 4 Academic-year non-faculty appointees accrue sick leave during the academic year service period only (September-June).