
6.20 STAFF LEAVE ACCRUAL CODING

Overview

The leave accrual code indicates vacation and sick leave eligibility, accrual rates and accrual maximums associated with the employees appointment(s). For staff positions, the leave accrual code “F” is entered for appointments eligible for sick leave accrual, but not vacation. For appointments not eligible to accrue sick leave, (e.g., By-agreement, shift differentials, stipends), the leave accrual code “N” is entered. The following procedures address vacation accrual codes and changes.

Policy Summary

The University provides vacation for rest, relaxation, and renewal to career employees and casual employees who are appointed at 50% or more time for six months or more. An employee not eligible to earn vacation because their appointment is less than 50% time or short-term may become eligible to earn vacation after six months of continuous service at 50% time or more. *Example:* An appointment extension resulting in employee appointed for at least 6 months or more at 50% time or more; or an employee working at 50% time continuously for 6 months or more; or multiple appointments meeting eligibility criteria.

The amount of vacation hours earned each month increases with the length of qualifying years of service i.e., 10, 15, 20, 25, 30 years.

Qualifying service is a month on pay status at 50% or more. Service need not be continuous to be counted.

All University of California and State of California service at 50% time or more is counted to determine an employee’s qualifying service toward vacation accrual rates. Academic service may be included to determine the length of service, but a service award or increase in a vacation accrual rate is granted only to staff employees.

For further guidance, you should *refer* to the appropriate policy or collective bargaining agreement and [Section F in the SHR Procedures Manual](#).

Who Initiates Leave Accrual Changes?

A leave accrual code change may be initiated by the service center when the employee is a casual employee and you are processing a personnel action that would entitle the employee to accrue vacation.

Additionally, when career employees have completed the appropriate years of service, the service center will receive notification from SHR of the increase in vacation accrual rates.

In both of these cases, the service center must update the leave accrual code on appropriate appointments to ensure accurate vacation/sick leave accruals from that point forward. If accrual changes are retroactive, the service center must take action to balance internal records and the Time Benefits Roster to reflect appropriate balances.

How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.
- **F3 Return** to the last data entry screen, make any corrections, then do one of the following:
 - Press **F5 Update** to invoke PAN.
 - Press **F2 Cancel** twice to cancel the update and leave the EDB unchanged.

See *Consistency Edit Messages (ECON)* in [Section 1.6, System Messages](#) for more information and instructions.

PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.
2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.
3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.
4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the EAPP function appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to [Section 1.8, Post Authorization Notification \(PAN\)](#).

Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type IMSG and press **Enter**.
2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

You may now start another appointment or distribution level action.

Disposition of forms

- Forward the appropriate document to the mandatory reviewer.
- Retain the service award letter in the Service Center employee personnel file.