

7.17 ACADEMIC LEAVE ACCRUAL CODING

Overview

The procedure and explanation described in this section are to offer guidance in academic employee leave accrual coding.

Note: It would be very unusual to change a leave accrual code for an academic appointee. A change of code would only occur if the appointee was moving into a different academic series, e.g. Professor being appointed to a 50% provost appointment.

POLICY SUMMARY

From [Academic Personnel Manual, Section 700](#) and [Campus Academic Personnel/Procedures Manual \(CAPP\), Section 900.700](#). For information about specific policies refer to the [Academic Personnel Manual, Section 710, Sick Leave](#) and [Section 730, Vacation Leave](#).

Nine-month academic appointees are expected to be present from the beginning of the fall quarter through the end of the spring quarter. Any appointee returning after the beginning of the fall quarter or leaving before the end of the spring quarter should apply for a leave of absence in accordance with academic personnel policy.

As a general rule academic appointees do not accrue sick leave or vacation credit with the exception of certain titles listed below. In the case of illness of an appointee who does not accrue sick leave, leave may be approved by the chair, dean or executive vice chancellor in accordance with campus delegations (see the [Campus Academic Personnel/Procedures Manual \(CAPP\), Appendix 1, Delegation of Authority](#)).

The chair or research unit head may approve sick leave for academic appointees eligible to accrue sick leave up to the total of the accrued sick leave credit.

Vacation for appointees eligible to accrue vacation leave may be approved by the chair or research unit head, as appropriate up to the total of the accrued vacation credit.

Academics are exempt under FLSA and report absences in full day increments.

Eligible to Accrue Sick Leave

(Appointment must be a fiscal year appointment at 50% time or more)

- Academic Administrators
- Academic Coordinators
- Associate and Assistant University Librarian
- Continuing Education Specialists series
- Librarian series
- Postgraduate Research series (including Visiting Postdocs)
- Professional Research series (including visiting titles)
- Project Scientist
- Specialist series

Eligible to Accrue Vacation

All fiscal year appointees who have been appointed for 6 months or more accrue vacation credit at the rate of 2 working days a month of full-time service. Vacation credit may accumulate up to a maximum of 48 working days for full-time employees. The maximum accumulation for appointees working half-time or over is the same maximum number of hours as that of full-time employees.

LEAVE ACCRUAL CODES

Annual Vacation Accrual	Annual Sick Leave Accrual	Code
24 days - 192 hours	12 days - 96 hours	D
24 days - 192 hours	0	E
0	12 days - 96 hours	F
0	0	N

For a complete list of eligible titles and corresponding leave accrual codes see [Appendix C, Leave/Vacation Accrual Codes and Rates](#).

Following are two examples of different types of appointments and leave accrual codes.

Data Entry

Use the EAPP function to enter data for a leave accrual change.

Accessing the EAPP Function

1. Log on to the Payroll/Personnel System.
2. Type **EEDB** at Next Function and press **Enter**.
3. Type **EAPP**, the **employee ID number** and press **Enter**.

The EAPP function displays the employee information.

Completing the EAPP Function

EAPP FUNCTION-- EXAMPLE OF USING "N" LEAVE CODE

```

TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
PPEAPP0-E1093          SCT EDB Entry/Update          05/16/97 14:56:22
03/27/97 15:59:09      Appointments/Distributions          Userid: SCTRAN61
ID: 610000900 Name: PROFESSOR, ASSISTANT DEMO SSN: 610-00-0900 Pri Pay: MO
PAF Gen No: 2 Pg 01 of 03
Appt Actions Pgm Typ Bas Pd Dvr Appt Begin Appt End Dur Dept
10          A 5 09 12 070196 063098 001393
Title
1300 ASSISTANT PROFESSOR-ACAD YR - 1.00 F 41800.00 A MO I N
Dist Actions L Acct CC Fund PC S FTE Dis %
11 7 402780 19900 ASFTE 0 Hum/AM/Staffing - FTE 1.00 1.0000
Pay Begin Pay End Step 0/A Rate/Amount DOS PRQ DUC WSP
070196 063098 3 0 3483.33 REG - - -
Dist Actions L Acct CC Fund PC S FTE Dis %
Pay Begin Pay End Step 0/A Rate/Amount DOS PRQ DUC WSP
Next Func: ID: Name: SSN:
===>
F: 1-Help 3-PrevMenu 4-Print 5-Update
F: 8-Forward 9-Jump 12-Exit
IBM-3270-2-E 15:44:42
    
```

EAPP FUNCTION-- EXAMPLE OF USING "D" LEAVE CODE

```

TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
PPEAPP0-E1093          SCT EDB Entry/Update          05/16/97 15:46:53
05/16/97 15:36:49      Appointments/Distributions          Userid: SCTRAN61
ID: 610000900 Name: PROFESSOR, ASSISTANT DEMO SSN: 610-00-0900 Pri Pay: MO
PAF Gen No: 2 Pg 01 of 03
Appt Actions Pgm Typ Bas Pd Dvr Appt Begin Appt End Dur Dept
10          A 5 11 12 070196 063098 001393
Title
3220 ASST RES ----- FISCAL YEAR - 1.00 F 47800.00 A MO I Q
Dist Actions L Acct CC Fund PC S FTE Dis %
11 7 402780 19900 ASFTE 0 Hum/AM/Staffing - FTE 1.00 1.0000
Pay Begin Pay End Step 0/A Rate/Amount DOS PRQ DUC WSP
070196 063098 3 0 3483.33 REG - - -
Dist Actions L Acct CC Fund PC S FTE Dis %
Pay Begin Pay End Step 0/A Rate/Amount DOS PRQ DUC WSP
Next Func: ID: Name: SSN:
U0007 Update process complete
===>
F: 1-Help 3-PrevMenu 4-Print 5-Update
F: 8-Forward 9-Jump 12-Exit
IBM-3270-2-E 15:55:38
    
```

EAPP Notes and Tips

You only need to update the Leave Accrual Code (LV).

Appointment/Distribution Level Procedure

1. **F15 New Line** to the appointment line.
2. Enter data in the following fields as applicable

Actions (Action Code)	The action code for a Leave Accrual Code change is derived. Leave this field blank.
Lv	Enter the code that indicates the rate at which vacation and sick leave will accrue.

4. Press **Enter** to invoke range/value edits.
5. Proceed to *Review*.

Review

For whatever action you are completing, you should have one of the four applicable leave accrual codes (D, E, F, or N) in the appointment accrual code for all academic employees.

Press **Return** to invoke value/range edits.

Updating the Employee Database

Press **F5 Update** to display the PAN Subsystem Notification Preparation screen.

Consistency Edits

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make necessary corrections.

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](#) in this manual 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.

Disposition of Forms

Forward the appropriate approval document to the mandatory reviewer.