ALL STAFF AT UC SAN DIEGO (including UCSD Medical Center)

SUBJECT: Change in Vacation and Sick Leave Accruals

In coordination with UCOP Human Resources and in preparation for transitioning to UCPath, UC San Diego will change the method of calculating leave accruals. This is being initiated at this time to standardize the method used at UC campuses. UC San Diego will go from a method of using whole hours to a factored basis for calculating vacation and sick leave earnings. Fractional hours will be rounded up and is equivalent to earning the approximate same number of hours on an annualized basis.

Factored Leave is based on the individual’s title code, the employee's appointment, eligibility for leave and the number of hours in a pay period. This method is consistent with UC personnel policy and bargaining unit agreements. Academic appointees will not be affected by this change.

The February 2013 monthly Leave Activity Report (LASR) will reflect this change for calculating the amount earned (accrual). More detailed information, including a tool to calculate your accrual, is located at http://blink.ucsd.edu/go/factoredleave

If you have additional questions, please contact the Payroll Office at payrollquestions@ucsd.edu.

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