

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	392	C
	20 or more	16	24	384	448	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

As a general rule academic appointees do not accrue sick leave or vacation credit with the exception of certain titles. (See [Academic Personnel Manual Section 700](#) and [Campus Academic Personnel Policies and Procedures Manual Section 900.700](#)).

Eligible Titles (50% time or more for 6 months or more)	Years of Qualifying Service	Annual Vacation Accrual	Annual Sick Leave Accrual	Leave Accrual Code
Fiscal Year Titles <ul style="list-style-type: none"> • Professional Research series(including visiting titles) • Postgraduate Research series (including Visiting Postdocs) • Specialist series • Librarian series • Associate and Assistant University Librarian • Continuing Education Specialists series • Academic Administrators • Academic Coordinators • Graduate Student Researchers 	0	24 days - 192 hours	12 days - 96 hours	D
<ul style="list-style-type: none"> • Astronomers • Professor series 	0	24 days - 192 hours	-0-	E
Not Applicable With Academic Titles	N/A	N/A	N/A	F
Nine-Month Titles Professor series Lecturers and Senior Lecturers with SOE Lecturers	0	-0-	-0-	N

Maximum vacation accrual is 384 for all eligible titles. Academics are exempt under FLSA and report absences in full day increments.