

Cal Poly Pomona

Information on Vacation, Sick Leave and Personal Holiday

Vacation

Vacation is an accrued benefit which provides paid time off, subject to management approval, for eligible employees. Vacation credit may be used after completion of one qualifying pay period of employment and may be taken in units of no less than one-half hour.

Eligibility

All University employees are eligible to accrue vacation leave; **with the exception of** academic year employees, retired annuitants, special consultants, casual workers, extension faculty, graduate assistants, music studio instruction faculty, volunteers and student assistants.

Employees should refer to the appropriate Collective Bargaining Agreement (CBA) for eligibility, information and details. Academic year employees are not eligible to earn vacation.

Full-time 10-month or 12-month faculty; designated managerial (Management Personnel Plan-MPP) employees; and designated confidential (C99) employees earn vacation at a rate of two days (16-hours) per pay period and is prorated if the employee is less than full-time.

Hourly employees should refer to the appropriate collective bargaining agreement for details. Most full-time employees (exceptions noted below) earn vacation according to the following schedule (part-time employees earn vacation on a prorated basis):

Vacation Accrual Schedule

Years of Service	Days/Year	Hours/Pay Period
First 36 months (3 years)	10 days	6-2/3 hours
37 months - 72 months (6 years)	15 days	10 hours
73 months - 120 months (10 years)	17 days	11-1/3 hours
121 months - 180 months (15 years)	19 days	12-2/3 hours
181 months - 240 months (20 years)	21 days	14 hours
241 months - 300 months (25 years)	23 days	15-1/3 hours
301 months or more	24 days	16 hours

Vacation Carryover Limits

Vacation accruals are subject to carryover limitations, which specify the amount of vacation hours that may be carried over into the next calendar year.

A chart summarizing the vacation carryover limits by bargaining unit and length of service is below:

Collective Bargaining Unit Identifier	Accrual Hours	Maximum Carryover Hours (January 1 st of each year)	Years of Service
R01 R02, R05, R07, R09 R06 R08	Varies with length of service	272	10 years or less of service (up to 120 months)
		384	More than 10 years of service (121 months +)
R04	Varies with length of service	320	10 years or less of service (up to 120 months)
		440	More than 10 years of service (121 months +)
R03	16 Hours/Mo.	320*	10 years or less of service (up to 120 months)
		440*	More than 10 years of service (121 months +)
M80 (Management Personnel Plan - MPP)	16 Hours/Mo.	384	10 years or less of service (up to 120 months)
		440	More than 10 years of service (121 months +)
C99 (Confidential)	16 Hours/Mo.	384	Not Applicable

*After one (1) full year of employment, a faculty unit employee who accrues vacation (12-month appointments) shall take at least forty (40) hours of vacation each calendar year. Any part of the forty (40) hours not taken during the calendar year shall be forfeited as of January 1st of the subsequent year (Article 34.7).

Other Information

Payment is normally made for any balance of unused vacation upon separation from University service. Under certain conditions, vacation credit is transferable to other State agencies, should an employee leave the University but continue in State service.

Questions regarding vacation leave accrual and/or attendance reporting should be directed to Payroll Services, extension 2233.

Sick Leave

Sick leave is accrued at the rate of eight (8) hours per qualifying pay period for full-time employees. Part-time employees accrue sick leave on a prorated basis.

As a form of security to guard against the loss of income during a prolonged illness, sick leave may be accumulated without limitation. The use of sick leave may be authorized by the HEERA manager when an

employee is absent because of the employee's own illness, injury, or disability (including pregnancy disability) or the employee's own dental, eye, other physical or medical examination or treatments. Sick leave may be taken in units of no less than one-half hour.

An employee shall be responsible for reporting an absence to the appropriate administrator as soon as possible in compliance with department procedures.

An employee may be required to provide a physician's statement or other appropriate verification for absences, depending on the length of the absence. Please refer to the appropriate collective bargaining agreement's sick leave/paid leave article for the specific timeline on when a physician's statement may be required. Sick leave credits may not be used prior to their accrual which occurs on the first day of the following pay period (for qualifying pay periods).

Sick leave may be authorized by the HEERA manager for other limited uses. Please refer to the appropriate collective bargaining agreement for details on sick leave usage.

While no payment is made for unused sick leave upon leaving university employment, under certain conditions it is transferable to other State agencies or may be converted to service credit at retirement in accordance with CalPERS guidelines.

Eligibility

All University employees are eligible to accrue sick leave; **with the exception of** retired annuitants [other than Faculty Early Retirement participants (FERPS)], special consultants, casual workers, extension faculty, graduate assistants, music studio instructional faculty, volunteers and student assistants. There is no limit on the amount of sick leave an employee may accrue, except for FERP participants who may accrue a maximum of 160 hours.

Questions regarding sick leave accrual and/or attendance reporting should be directed to Payroll Services, extension 2233.

Personal Holiday

An employee is entitled to one (1) Personal Holiday that must be taken on one (1) day during the calendar year. If the employee fails to take the Personal Holiday before the end of the calendar year, the holiday shall be forfeited.

Contact Payroll Services at extension 2233 for additional information.

Checking Your Balances and Other Information

Employees are able to view their leave balance information using Employee Self-Service available through [BroncoDirect](#). Balances of your Personal Holiday, vacation and sick leave hours are available to view as well as your hours taken by clicking on "Details". If you are eligible, any earned Compensatory Time-Off (CTO) balance may be viewed also.

To check your leave balances, log in to [BroncoDirect](#), go to "Absence Management" and click on "View Absence Balances". You can find [BroncoDirect](#) on the campus' home page. Employee Self-Service may be used to also view your personal information, change your mailing address, register for staff workshops offered by Organizational, Development & Training and more.